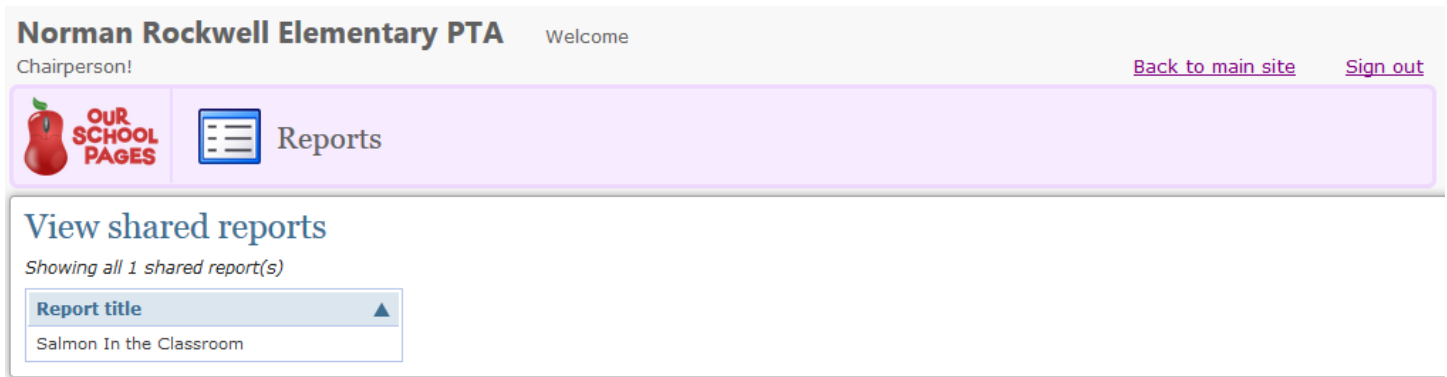


Reports & emailing volunteers



Before school starts the first day packet is set up online. Program chairs are added and reports are shared for each program. The first day packet includes a volunteer interest form. You can find your shared reports by clicking the admin link in the upper right corner next to Sign out. If you don't see sign out, then you need to sign in to use the link. Clicking the link takes you to the reports page.



Depending on the needs of your position you will have more than one report, everyone should have one at the beginning of the year.

- To open a report, click the name of the report.
- To export the details (name, position, email, phone numbers) use the download button inside the open report.
- To email your volunteers select the checkbox next to their name and click the send email button inside the open report.
 - An email editor will open, **change the from email address to be the email you want people to reply to**, and send your email like you normally would.
 - It's best to send at least your initial email from the website.

Volunteer Sign ups

To have a volunteer opportunity listed for registration on the website send the following information to the webmaster

1) Program Name, 2) Opportunity Name, 3) Sign up Start Date, 4) Sign up End Date, 5) number of volunteers needed, 6) Description

You can send the request in the body of an email or using a spreadsheet (preferred) there is a template on the website.

Here is what it looks like when the webmaster sets it up:

Volunteer Position: 5:30-6 pm Cookie Station helper

Program	Position title [?]	
Back to School Barbecue <input type="button" value="v"/>	5:30-6 pm Cookie Station helper	
Open on [?]	Expires [?]	# Volunteers needed [?]
8/30/2015	9/19/2015	2
Description [?]		
Help out at the cookie table during the barbecue on Friday, September 18th. <input type="button" value="^"/>		

And this is what it looks like to a prospective volunteer:

Back to School Barbecue Chair: Kathleen Fisher Timeframe: Friday, September 18th, 5 - 7:30 p.m.	7:30-8:00 pm Clean Up Helpers <input type="button" value="v"/>	2 volunteer(s) still needed. Assist with general clean up after the barbecue on Friday, September 18th.
	5:30-6 pm Servers <input type="button" value="v"/>	1 volunteer(s) still needed. Help serve meals to the families who attend the barbecue on Friday, September 18th.
	6-6:30 pm Servers <input type="button" value="v"/>	2 volunteer(s) still needed. Help serve meals to the families who attend the barbecue on Friday, September 18th.
	6:30-7 pm Servers <input type="button" value="v"/>	2 volunteer(s) still needed. Help serve meals to the families who attend the barbecue on Friday, September 18th.
	7-7:30 Servers <input type="button" value="v"/>	2 volunteer(s) still needed. Help serve meals to the families who attend the barbecue on Friday, September 18th.
	7-7:30 pm Cookie Station Helper <input type="button" value="v"/>	1 volunteer(s) still needed. Help out at the cookie table during the barbecue on Friday, September 18th.

The timeframe and chair comes from your program listing, the opportunities on the right are populated by your requests. The default setting is to have positions hidden once they are filled, if you want to have them show up as full with the name of the volunteers who signed up that is also an option.

Sales & Program Registration

Sales and program registration work the same way as volunteer sign ups do, families just purchase/sign up on different pages from the volunteer page.

Sales can have two purchase pages, one for families and one for guests if the event is open to people outside the school (like the musical). The required information is:

1) Product Name, 2) Program, 3) Unit price, 4) Sales limit, 5) Begin sale date, 6) End sale date, 7) Description

The other fields are optional/not always required.

Product: Saturday Afternoon, 4/25/15 @ 3 pm

Product name ?	Program
<input type="text" value="Saturday Afternoon, 4/25/15 @ 3 pm"/>	<input type="text" value="Spring Musical"/>
Unit price ?	Sales limit ?
<input type="text" value="7.50"/>	<input type="text" value="200"/>
Begin sale date ?	End sale date ?
<input type="text" value="3/24/2015"/>	<input type="text" value="4/24/2015"/>
Small thumbnail image ?	<input type="button" value="Browse ..."/>
Large product image ?	<input type="button" value="Browse ..."/>
Heading for variety choices (e.g., "Size") ?	Variety choices (e.g., "Small/Medium/Large") ?
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Ask for student name ?	Heading for additional notes ?
<input type="checkbox"/> Add'l notes required ?	<input type="text"/>
<input type="checkbox"/> User sets own price ?	Price suggestions (e.g., "25 / 50 / 75") ?
	<input type="text"/>
Description ?	
<input type="text" value="Ticket to Disney's The Little Mermaid JR offered by Rockwell PTA and Youth Theater Northwest. Pick up at the door by last name on the day of the show or delivered in advance via kid mail if ordered early enough."/>	

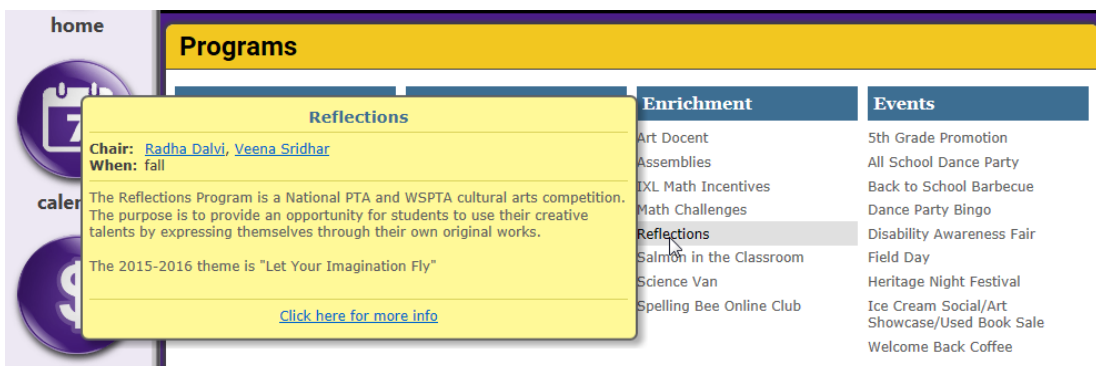
A program sign up (also called an event registration) needs the following information:

- 1) Sign up title, 2) Program, 3) Prompt text for Yes/No option, 4) Registration deadline, 5) Registration limit, 6) Student Grade levels allowed, 7) any options (example on last page)

Custom Pages and Announcements

The website template also allows us to create custom pages easily, post announcements, etc. Pages will have their own address and be linked off the appropriate program. If you'd like a page (see Reflections for an example) simply let the webmaster know. Announcements are usually created by the Bugle Editor when you submit an article. If you want an

announcement, make certain you request one.



Event Registration Packet Page

Packet page title

Fall Lottery Registration

Program

Art For Kids School

Prompt text

Participating?

Registration deadline

9/13/2015

Registration limit

Response required

Send email on 'No'

Opening message

Check the box next to your student's name and select your first, second, and third class choice to enroll them in the Fall 2015 after school art class lottery.

Email confirmation message

The following is a confirmation of your student(s) and their current lottery registration status.

Missed deadline message

We're sorry, but the registration deadline for this program has already passed. [[Contact us: /ContactUs]] if you have questions.

Registration full message

We're sorry, but the registration for this program is now full. [[Contact us: /ContactUs]] if you have questions.

Grade levels allowed

- | | | | |
|-------------------------------------|----|-------------------------------------|---|
| <input checked="" type="checkbox"/> | KG | <input checked="" type="checkbox"/> | 3 |
| <input checked="" type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | 4 |
| <input checked="" type="checkbox"/> | 2 | <input checked="" type="checkbox"/> | 5 |

Additional input fields

 	<p>Input field label [?]</p> <p>1st Choice [?]</p> <p>Help text [?]</p> <p>Monday classes are \$162.50, Wednesday classes are \$150, each have a \$5 registration fee</p>	<p><input checked="" type="checkbox"/> Required?</p>	<p>Field choices [?]</p> <p>Mon 3:10-4:10pm (ages 5-8) / Mon 4:25-5:25pm (ages 9-12)</p>
  	<p>Input field label [?]</p> <p>2nd Choice [?]</p> <p>Help text [?]</p> <p>Monday classes are \$162.50, Wednesday classes are \$150, each have a \$5 registration fee</p>	<p><input type="checkbox"/> Required?</p>	<p>Field choices [?]</p> <p>Mon 3:10-4:10pm (ages 5-8) / Mon 4:25-5:25pm (ages 9-12)</p>
 	<p>Input field label [?]</p> <p>3rd Choice [?]</p> <p>Help text [?]</p> <p>Monday classes are \$162.50, Wednesday classes are \$150, each have a \$5 registration fee</p>	<p><input type="checkbox"/> Required?</p>	<p>Field choices [?]</p> <p>Mon 3:10-4:10pm (ages 5-8) / Mon 4:25-5:25pm (ages 9-12)</p>