

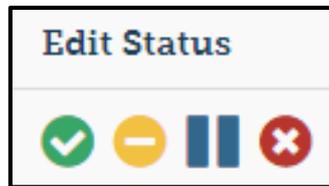


How to manage volunteers

View and Manage

Use this process to:

- Approve individuals to volunteer
- Change approval status for a volunteer
- See who is signed up for each opportunity/shift



When a Volunteer Expresses Interest

School Break Volunteer Campus Engagement

[test Learn More](#)

📍 Dallas, TX

[Turner Academy](#) | [★ Save For Later](#)

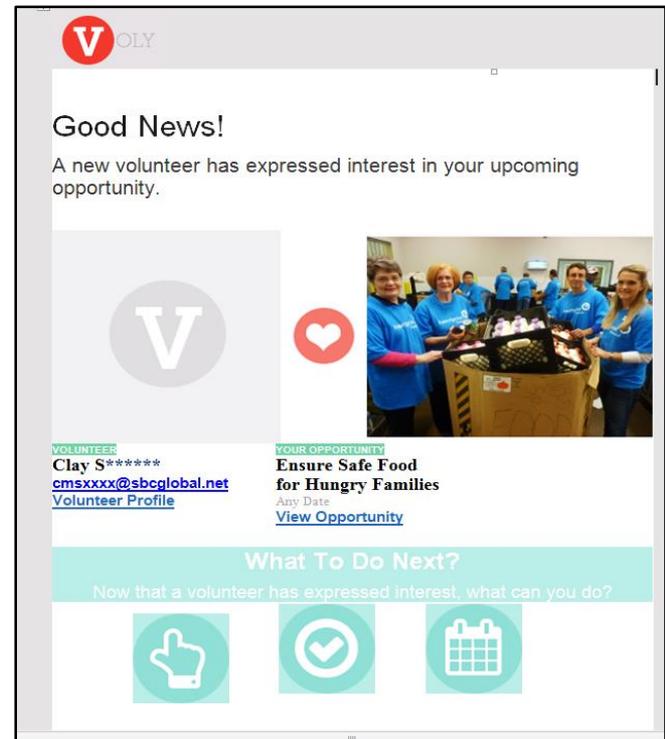
[Click Here For Dates](#)

📅 Jul 25, 2019 ⌚ 1 Hour 🙋 48 Needed

[I Want To Help!](#)

You get an Email

- VOLY will send an email with the volunteer's name, phone number and email address to the designated opportunity contact
- **Please note:** To receive these emails the Opportunity Contact must have an activated VOLY account and confirmed password
- If the assigned contact leaves your school, you must assign a new contact to continue to receive notifications



Auto Approval

If you set up your opportunity to Auto Approve Volunteers:

- As soon as the volunteer expresses interest, they will be automatically notified that they are approved to volunteer
- You do not need to take any further action
- VOLY will remind the volunteer of this opportunity

Fun Fact:

You can save time by auto approving volunteers for routine tasks.

How will your volunteers be approved?



Auto Approve Volunteer

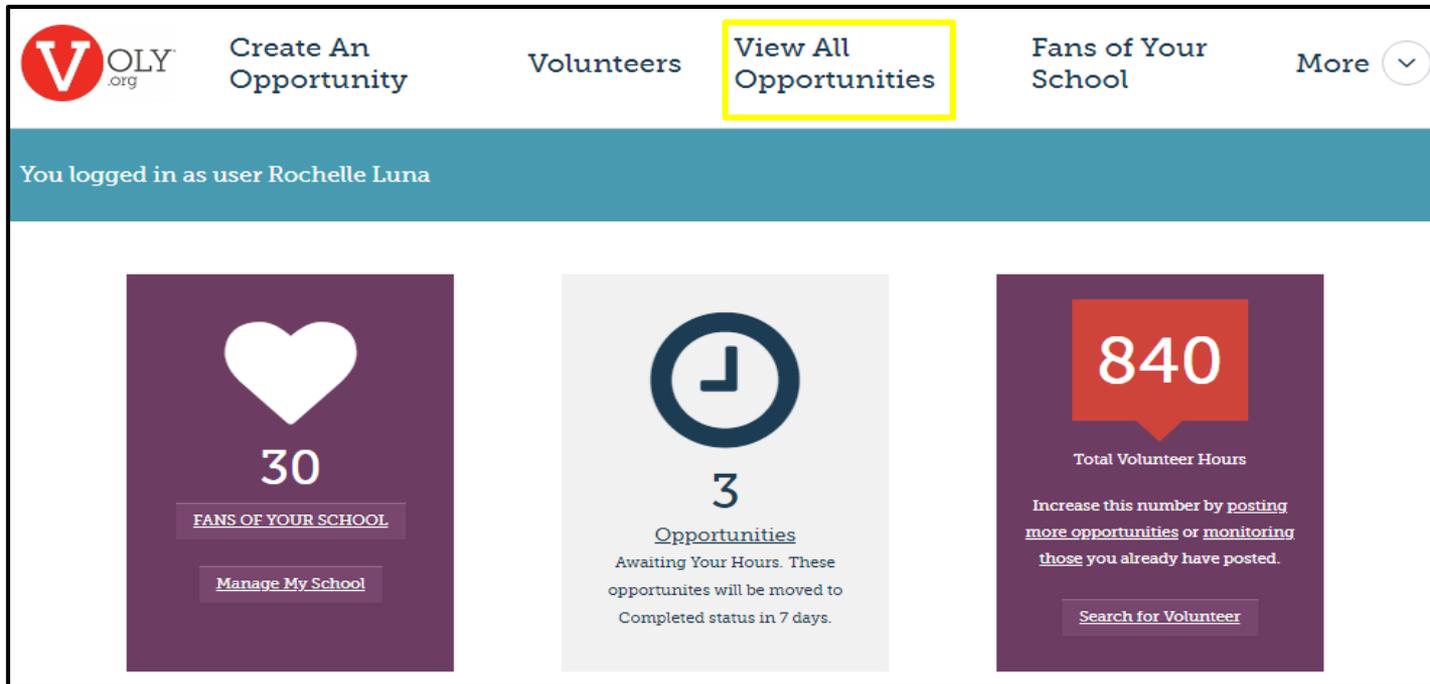
I want all volunteers to automatically be approved for this opportunity.



Must Approve Volunteer

I want to approve all volunteers for this opportunity.

To View & Manage Volunteers



The screenshot shows the VOLY.org dashboard interface. At the top, there is a navigation bar with the VOLY.org logo on the left, followed by links for 'Create An Opportunity', 'Volunteers', 'View All Opportunities' (highlighted with a yellow box), 'Fans of Your School', and 'More' with a dropdown arrow. Below the navigation bar, a teal banner indicates the user is logged in as 'Rochelle Luna'. The main content area features three large cards: 1) 'FANS OF YOUR SCHOOL' with a heart icon and the number 30, with a 'Manage My School' button below. 2) 'Opportunities' with a clock icon and the number 3, with a sub-header 'Awaiting Your Hours. These opportunities will be moved to Completed status in 7 days.' 3) 'Total Volunteer Hours' with a red speech bubble icon and the number 840, with a sub-header 'Increase this number by posting more opportunities or monitoring those you already have posted.' and a 'Search for Volunteer' button below.

- Select 'View All Opportunities' on your school dashboard

Must Approve Volunteer

If you set up the opportunity as 'Must Approve Volunteer'

- Until you take action to manage the volunteer, VOLY will indicate they 'need attention'
- The volunteer will not be notified to volunteer until you approve them

How will your volunteers be approved?

 <p>Auto Approve Volunteer I want all volunteers to automatically be approved for this opportunity.</p>	 <p>Must Approve Volunteer I want to approve all volunteers for this opportunity.</p>
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To View Volunteers

- A calendar lets you view and manage volunteers for each opportunity you post
- Filters allow you view slots for all volunteers or for any interested volunteer chosen from the drop-down list

Manage Volunteers

Only Show Slots for: voly webmaster

Select All Shifts for: All

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28 3:30p - 4:30p	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12 3:30p - 4:30p	13	14	15

- When you select an individual volunteer, you also have the option to choose to look at a specific shift for that volunteer
- Use the arrows to toggle between months
- Color coding helps you quickly see each volunteer's status and identify those that need attention. You can hover over any colored bar and a pop-up will indicate the status for that shift.

To View & Manage Volunteers

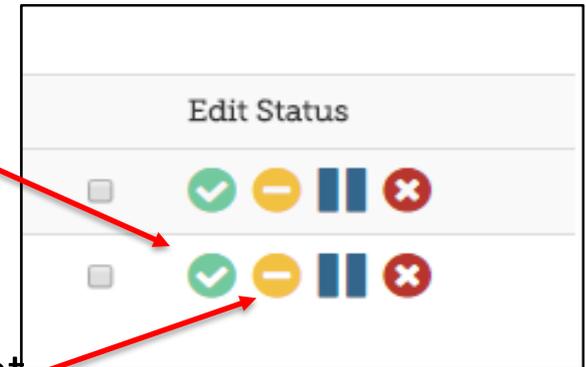
Volunteer	Status	Edit Status
 voly webmaster volywebmaster@gmail.com	 Interested In Volunteering	<input type="checkbox"/>    
📍 bedford, tx (817) 287-9836 Expressed Interest: June 20, 2018	05:30 PM-04:30 PM Tue, Aug 28, 2018 Reading Partner	<input type="checkbox"/>    

- When you click on a shift that needs attention, a status bar for that volunteer will appear beneath the calendar
- Click on the icons level with the volunteer's name to change their status for this shift

To Manage Volunteers

Click on the green check mark to **Approve** the volunteer

- Volunteer's status will change to Accepted to Volunteer
- VOLY will immediately send an acceptance email
- VOLY will send a reminder email prior to the event



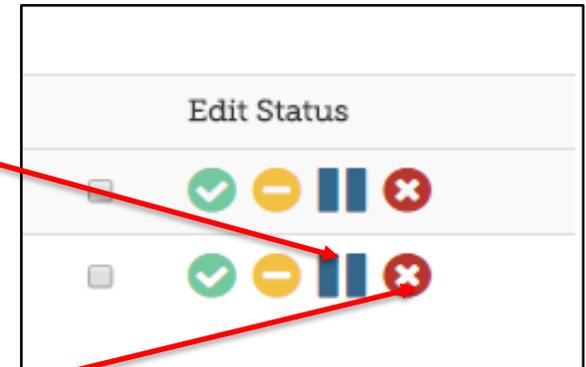
Click on the yellow dash (--) to **Hold** the volunteer

- Volunteer is not needed immediately, but is 'on hold' for future needs for this repeating opportunity
- Volunteer's status will change to On Hold
- VOLY will immediately send an email advising the volunteer.
- You can edit this email, as needed

To Manage Volunteers

Click on the blue bars (||) to **Waitlist** the volunteer

- This opportunity is currently full, volunteer is waitlisted to contact if there are cancellations
- Volunteer's status will change to Waitlist
- VOLY will immediately send an email advising the volunteer
- You can edit this email, as needed



Click on the red (X) to **Decline** the volunteer

- Volunteer's status will change to Declined
- VOLY will immediately send an email advising the volunteer
- You can edit this email, as needed

To Manage Multiple Volunteers

- Set your calendar view to show slots for 'All'
- Click on the shift you want to manage
- All interested volunteers will appear in the status bar beneath the calendar
 - You can now manage volunteers individually by selecting the proper icon after each name
 - By clicking the box to the left of the top status bar you can change the status of all the volunteers on the list

