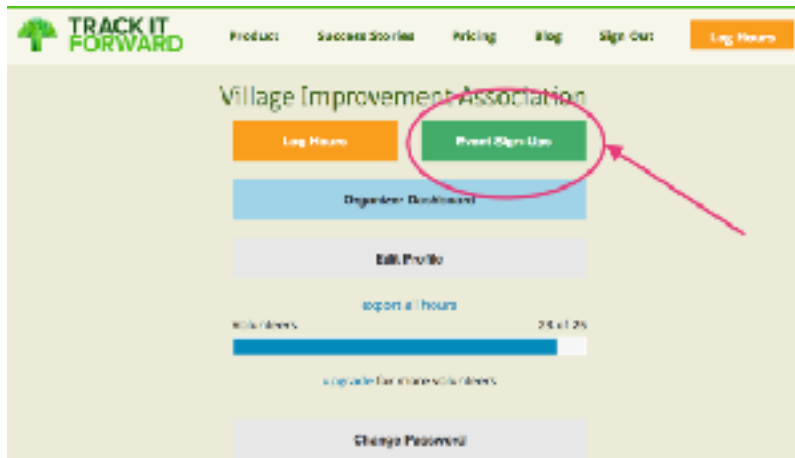


TIF Creating an Event Sign Up

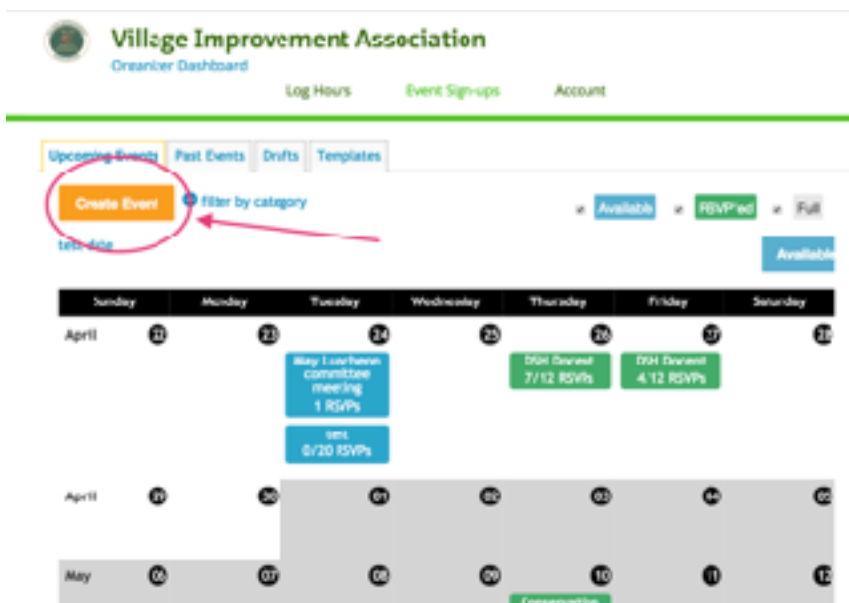
Overview

Any Volunteer has the rights to create an Event Sign Up. This can be used in situations where volunteers are needed to staff an event or assignment, specific items are needed for a particular reason or when scheduling committee meetings.

1. SIGN IN as usual.
2. From Dashboard, select Event Sign Up.



3. From the Event Calendar, select the yellow "Create Event" button.



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4. Complete the information requested as follows:
 - A. Event Title - Make this short but informative
 - B. Event Date - An Event should be created for one day only. For activities that repeat often, such as the Kiosk or Designer Show Hours docents, set up one date, then refer to Duplicating and Bulk Duplicating Events.
 - C. Event Description - Three items should be listed in this description area
 1. Description of this event with any special instructions such as where to go, what to bring, dress code if any.
 2. Contact information such as who to call with questions and best method of contact.
 3. Activity to be used when volunteer hours for this event are recorded.

The screenshot shows a form with three main sections. Section A points to the 'Event Title' field, which contains 'DSH Publicity Committee Meeting'. Section B points to the 'Event Date' field, which contains '04/24/2018'. Section C points to the 'Event Description' field, which contains three lines of text: 'This Meeting is for all members of the DSH publicity committee and will be held at the VIA clubhouse. Please see the attached Agenda.', 'Contact: Ann Sebastian at 301-566-5469 or AnnSebastian2@gmail.com', and 'Volunteer hours should be recorded under Fund - Designer Show House'.

A → **Event Title:** *
DSH Publicity Committee Meeting

B → **Event Date:**
Format: 04/23/2018
04/24/2018

C → **Event Description:**

1. → This Meeting is for all members of the DSH publicity committee and will be held at the VIA clubhouse. Please see the attached Agenda.
2. → Contact: Ann Sebastian at 301-566-5469 or AnnSebastian2@gmail.com
3. → Volunteer hours should be recorded under Fund - Designer Show House

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D. Shift

1. Start Time: When volunteers should be at this Event.
2. End Time: When this Event is expected to end.
3. Shift Title: This could vary according to the type of event. Examples are:
 - Event Staffing = Morning Shift
 - Specific Items = Potato Salad
 - Meetings = DSH Publicity
4. Description: This could vary according to the type of event. Examples are:
 - Event Staffing = Carpool if possible
 - Specific Items = Enough for 10 people
 - Meetings = Publicity personnel only
5. Volunteers Needed: Specify the number of people needed for this line item. For Meetings, leave as unlimited if the number of invitees is unknown.
6. Add More Values - Continue to add more lines for sign up if additional shifts or items are needed for this same date.

D Shift

1.	2.	3.	4.	5.	
Start Time:	End Time:	Shift Title:	Description:	Volunteers Needed: +	
+	10:00am	12:00pm	Meeting	Publicity only	Unlimited

6. [Add more values](#)

- E. Attachments - Documents supporting this Event can be uploaded and made available to Volunteers. Acceptable document formats are listed. More than one document can be added using the “Add another item” button.

E. **Attachments:**

Maximum file size: 100 MB
Allowed extensions: txt pdf doc xls xlsx docx

Choose File AGENDA.pdf [Upload](#)

Notifications: [Add another item](#)

• Email volunteer upon sign up

TIF Creating an Event Sign Up

- F. Notifications - All the following notifications are self explanatory and are, by default, all activated.
- Email volunteer upon sign up
 - Email organizer upon sign up
 - Email organizer when volunteer cancels
 - Email volunteer 2 days before event
 - Email signed-up volunteers if event is deleted
- G. Require Track It Forward account in order to RSVP? - Leave default set to Yes. The VIA TIF account is private and closed to non-members.
- H. How do you want volunteers to log their hours for this event? **Whenever possible, it is recommended the Event Manager record volunteer hours in bulk.**
1. Notify volunteers to log their own hours. - This will result in a reminder email being sent the morning after the event for each volunteer who signed up.
 2. Notify organizer to verify and log the volunteer's hours in bulk. - An email will be sent to the Event Manager not to the individual volunteers.
 3. ~~Don't encourage volunteers to log their hours for this event.~~ This is not an option.
- I. Category = None Sorting by Category will not be in use for the VIA.

F. Notifications: Add another item

- Email volunteer upon sign up
- Email organizer upon sign up
- Email organizer when volunteer cancels
- Email volunteer 2 days before event
- Email signed-up volunteers if event is deleted

G. Require Track It Forward account in order to RSVP?: *
if you require Track It Forward accounts, we will prompt the user to login / create an account before RSVP'ing. If you do not require Track It Forward we will prompt them to log in / create an account as give them the option of just leaving their name, phone number, and email.

- Yes
- No

H. How do you want volunteers to log their hours for this event?: *

- Notify volunteers to log their own hours
- Notify organizer to verify and log the volunteer's hours in bulk
- ~~Don't encourage volunteers to log their hours for this event~~

Category:

I.

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Permissions and Configurations

- J. Show RSVP List to = Logged-in Volunteers
- K. Password - Not recommended this be used
- L. Organizer - is a required field and will, by default, autofill with the name of the person setting up the Event. This can be changed to another person if responsibility for managing this event must be transferred to another person.
- M. Workflow State = Published
- N. Do you want volunteers to associate hours to this event? = Yes
- O. Cancellation instructions: Optional field that can be used as a messaging tool in the event a Volunteer is canceling their sign up.

-Permissions and Configurations

J. Show RSVP List to: *

- Anyone
- Logged-in Volunteers
- Managers Only

K. Password:

If you set a password, volunteers will need to enter a password to access this event signup sheet. The event signup sheets will still be listed in the calendar.

L. Organizer: *

M. Workflow State: *

- Published
- Draft
- Template

N. Do you want volunteers to associate hours to this event?: *

Enabling hour association allows volunteers to log hours to this event. This allows you to easily see which volunteers still need to log their hours and log hours for volunteers that have not submitted hours yet. You can set a default for this for all new events in Organizer Dashboard >> Settings >> More Settings >> Event Sign Ups. [Read more here](#)

- Yes
- No

O. Cancellation instructions:

Before your volunteers cancel, they'll be displayed these instructions.

TIF Creating an Event Sign Up

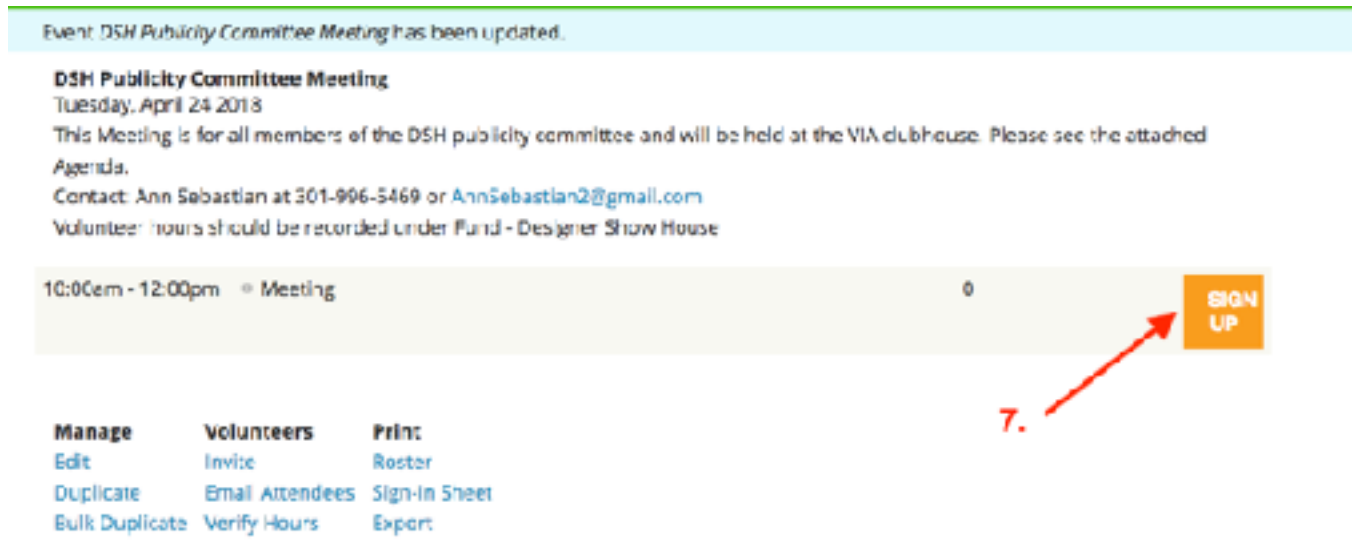
5. SAVE your Event. This will return to the Event Summary page.
6. If this is a Meeting Event, continue with the following steps, otherwise SIGN OUT if your TIF session is finished.
7. From the Event Summary page, select the Yellow Sign Up button.

Event: DSH Publicity Committee Meeting has been updated.

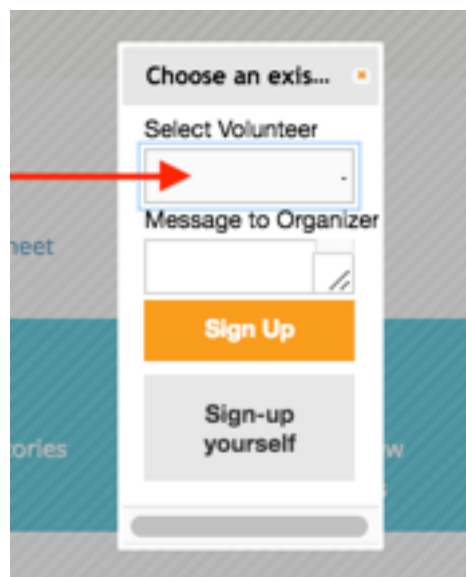
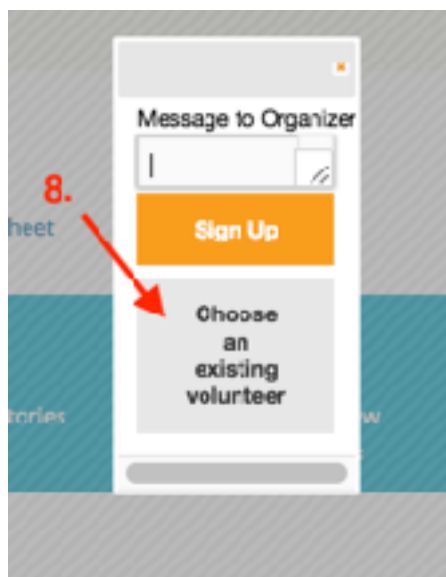
DSH Publicity Committee Meeting
Tuesday, April 24, 2018
This Meeting is for all members of the DSH publicity committee and will be held at the VIA clubhouse. Please see the attached Agenda.
Contact: Ann Sebastian at 301-996-5469 or AnnSebastian2@gmail.com
Volunteer hours should be recorded under Fund - Designer Show House

10:00am - 12:00pm Meeting 0 **SIGN UP**

Manage **Volunteers** **Print**
Edit Invite Roster
Duplicate Email Attendees Sign-in Sheet
Bulk Duplicate Verify Hours Export



8. From the Sign Up screen, select the “Choose an existing volunteer”, then select the first name of the committee member to be included in this meeting. Continue selecting names until all committee members have been added to the list. This will return to the Event Summary screen.



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9. On the Event Summary screen, confirm all names have been included. Select “Email Attendees” from the Volunteers menu at the bottom of the screen. If the notification to send an email upon sign up is active, each attendee will be notified when they are added to the list. It is advisable to send a follow up email with more information.

DSH Publicity Committee Meeting
Tuesday, April 24 2018
This Meeting is for all members of the DSH publicity committee and will be held at the WA clubhouse. Please see the attached Agenda.
Contact: Ann Sebastian at 301-996-5469 or AnnSebastian2@gmail.com
Volunteer hours should be recorded under Fund - Designer Show House

10:00am - 12:00pm - Meeting 5 SIGN UP

Adams, Karen
Danneberg, Ronnie
Pfaffenfeldt, Lois
Reynolds, Jo Ann
Suchanek, Carole

Manage **Volunteers** **Print**
Edit [Invite](#) [Roster](#)
Duplicate [Email Attendees](#) [Sign-in Sheet](#)
Bulk Duplicate [Verify Hours](#) [Export](#)

10. Complete the email information, then select the yellow “Next” button.

Message Event Attendees

From Name:
Ann Sebastian

Reply to:
AnnSebastian2@gmail.com

Email subject line:
Message for DSH Publicity Committee Meeting on Tuesday, April 24th 2018

Write a message to your volunteers:

Your name has been added to the attendee list for this meeting. If you cannot attend, please use the link attached to remove your name from the meeting.

I hope to see you there.
Ann

A link to the event will automatically be added to the message.

Send Preview Email Next [Go to event](#)

TIF Creating an Event Sign Up

11. After reviewing the email, select the yellow “Send” button.



12. Remember to follow up after the Event to be sure all volunteer hours have been recorded.
13. When your TIF session is finished, remember to return to your Dashboard and **Sign Out**.