

Admin Site

How do I create volunteer positions?

Navigate to setup->volunteer->volunteer setup and you will see the screen shown below:

Volunteer Setup

New Position

Volunteer :

2015 Tournament Concessio

8u Tournament

Reg

App

Home

Automail

[edit]

[delete]

2015 Tournament Concessio

9-16u Tournament

Reg

App

Home

Automail

[edit]

[delete]

2015 Concession Overflow

Concession Worker - Extra Sat...

Reg

App

Home

Automail

[edit]

[delete]

Concession Volunteer

Concession Worker

Reg

App

Home

Automail

[edit]

[delete]

Concession Volunteer

Opening Day Concessions

Reg

App

Home

Automail

[edit]

[delete]

Concession Volunteer

All Star Day Concessions

Reg

App

Home

Automail

[edit]

[delete]

If you already setup positions they will be listed here. Select new position to get the page shown below.

Create New Vol Position				Save Cancel	
Position Name	<input type="text"/>	Abbreviation	<input type="text"/>	<div>Description: (as it would appear in registration process or on volunteer application) HTML Column : (left column of the signup page)</div> <div><div>Source</div><div></div><div>Font Size</div></div>	
Resource	--SELECT--	Qty. per shift	<input type="text"/>		
Start Date	<input type="text"/>	Order	<input type="text"/>		
End Date	<input type="text"/>				
Show during registration?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Show on Volunteer Application?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Publish Link on Volunteer Page?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Signup by?	<input type="radio"/> User <input checked="" type="radio"/> Admin Only				
Allow user signup regardless of preference?	<input type="radio"/> Yes <input checked="" type="radio"/> No				
SIGNUP LINK:					

Give the position a name and select which resource you want to assign it to. The start and end date ranges determine when volunteers will be allowed to sign-up for the position. Qty. per shift means that you can place a limit on the number of volunteers who can sign-up for each shift. You can select whether to show the position during regular registration or on the volunteer application. There is also the option to add a link to apply for the position on the volunteer page of your website. Make sure to put a description, as this is what volunteers will see during the registration process or volunteer application.

Once created, you can always go back to edit the position by clicking the edit icon next to the position on the volunteer setup page.

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