

# 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	
<b>Volunteer :</b>								
<input type="radio"/>	2015 Tournament Concessio	8u Tournament	<input checked="" type="checkbox"/> Reg	<input checked="" type="checkbox"/> App	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> Automail	[edit]	[delete]
<input type="radio"/>	2015 Tournament Concessio	9-16u Tournament	<input checked="" type="checkbox"/> Reg	<input checked="" type="checkbox"/> App	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> Automail	[edit]	[delete]
<input type="radio"/>	2015 Concession Overflow	Concession Worker - Extra Sat...	<input checked="" type="checkbox"/> Reg	<input checked="" type="checkbox"/> App	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> Automail	[edit]	[delete]
<input type="radio"/>	Concession Volunteer	Concession Worker	<input checked="" type="checkbox"/> Reg	<input checked="" type="checkbox"/> App	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> Automail	[edit]	[delete]
<input type="radio"/>	Concession Volunteer	Opening Day Concessions	<input checked="" type="checkbox"/> Reg	<input checked="" type="checkbox"/> App	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> Automail	[edit]	[delete]
<input type="radio"/>	Concession Volunteer	All Star Day Concessions	<input checked="" type="checkbox"/> Reg	<input checked="" type="checkbox"/> App	<input checked="" type="checkbox"/> Home	<input type="checkbox"/> 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"/>	Description: (as it would appear in registration process or on volunteer application) HTML Column : (left column of the signup page)	
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.

Unique solution ID: #1100

Author: MYL

Last update: 2015-12-04 21:02