


How-To Guide on Entering Volunteer Shifts


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Log-in


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Demonstration System


Home

Registered Users:


Sign In:

Username

Password

Remember Me

Forgot your username or password?

 [Click here to recover your username](#)

 [Click here to reset your password](#)

Visit:

<http://www.volunteermatters.com/customercode> (please replace customercode with your unique customer code.

If you do not know your customer code please email closerware support.

Enter your username and password.

If you have not been set up with a username and password, please contact your organization's administrators.

Visit the 'Admin' Section

Demonstration System



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(Closerware Support)



Under 'Volunteering' group click the calendar/category under which you would like to create new volunteer shifts.

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Demonstration System

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Home Directory Me Volunteer Admin Setup Log Out (Closerware Support)

Contacts


Database Add Status Site Users Reqs Dash Placements Reports

Communication

Email Letters Labels

Volunteering

Volunteer Calendars	NNS Saturday Sign In (Actives Only)	Provisional Class Project/Home Run for Healthy Kids	Home Run for Healthy Kids - Service Shift - Active	Done in a Day (formerly Community Incentive)	Service Shift - Done in a Day (formerly Community Incentive)	NNS Summer Concentrated Provisionals	NNS Fall Bag Day (Provisional Special Event)	Holiday Sale Set Up (Provisional special event)	Holiday Sale (Provisional special event)	Spring Bag Day (Provisional special event)	NNS Weekday Sign In	NNS Provisional 5 hour Saturday Shifts
NNS Provisional 8 Hour Saturday Shifts	NNS Active Saturday Service Shifts	NNS Active Weekday Service Shifts	NNS First Tuesday Work Night Provisionals	Fall Formal Event (Provisional Special Event)	Spring Formal Event (Provisional Special Event)	NNS 2 Hour Closing Shift	KITK - Home Run Shifts	October GMM				



Select edit to the right of a shift to change an existing shift (blue). Select 'Add' to add new shifts (red)

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Demonstration System

Home Directory Me Volunteer Admin Setup Log Out

Volunteering

Volunteer Calendars NNS Saturday Sign In (Active ONLY) Provisional Class Project-Home Run for Healthy Kids Home Run for Healthy Kids - Active and Sustainer ONLY Done in a Day (formerly Community Impact) Service Shift - Done in a Day (formerly Community Impact) NNS Summer Concentrated Provisionals NNS Fall Bag Day (Provisional Special Event) Holiday Sale Set Up (Provisional special event) Holiday Sale (Provisional special event) Spring Bag Day (Provisional special event) NNS Weekday Sign In Provisional 5 hour Saturday Service Shifts NNS Saturday Service Shifts Night Provisional Special Event

Spring Formal Event (Provisional Special Event) NNS 2 Hour Closing Shift KITK - Home Run Shifts October GMM

Volunteer Shifts

Calendar: Done in a Day (formerly Community Impact) (Active)

Lock In Period: 7 Days. Lock Out Period: 1 Day

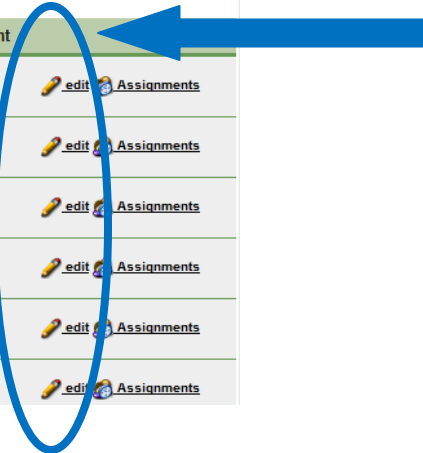
add edit delete lock release

View: Default View refresh edit new Results per Page 25

first previous next last 37 total record(s) found. Page 1 of 2

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Calendar	Shift	Status	Date	Start Time	End Time	Max Slots	Assigned Count	edit	Assignments
1	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK	Released	2010-10-08	8:00 AM	12:00 PM	20	1	edit	Assignments
2	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK	Released	2010-10-08	11:00 AM	3:00 PM	20	1	edit	Assignments
3	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Let There Be Mom Birthday Party	Released	2010-10-09	9:30 AM	12:00 PM	2	1	edit	Assignments
4	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK	Released	2010-10-09	9:30 AM	1:30 PM	6	5	edit	Assignments
5	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK	Released	2010-10-09	12:30 PM	4:30 PM	20	1	edit	Assignments
6	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Lungs for Life Poster Distribution	Released	2010-10-11	5:00 PM	6:00 PM	19	1	edit	Assignments

This screen will list all of the current shifts scheduled for the calendar/category you chose in the previous step. By default, it is organized by date and time.



Create new volunteer shift(s)

Create Calendar Shift(s)

Add New Shift(s)

Calendar Done in a Day (formerly Community Impact)

* Name

Description

* Shift Start Date  * Shift End Date 

* Days of Week Sun Mon Tue Wed Thu Fri Sat

* Start Time  now

* End Time  now

* Max Slots

* Status ▼

This is the 'Add New Shifts' screen.

Fill in all of the boxes with event data.

Pay attention to the date and time formats required by the system (Clicking the calendar icon and use the built-in selector with insert the proper date format. Clicking the 'now' icon on times will illustrate the required time format HH:MM AM)

For the 'Shift Status' it is a good idea to mark as "Locked" during this process, so you don't release an event in error too early.

When you have finished entering all of the data and marked the event's status, click on the "preview" button. This will allow you to review the data prior to uploading it onto the calendar.

Sample new volunteer shift(s)

Create Calendar Shift(s)

Add New Shift(s)


Calendar Done in a Day (formerly Community Impact)


* Name

Description

* Shift Start Date  * Shift End Date 

* Days of Week Sun Mon Tue Wed Thu Fri Sat

* Start Time  now

* End Time  now

* Max Slots

* Status ▼

The name of the shift appears in the calendar/category listing. It should be descriptive but as brief as possible.

The description of the shift appears when a volunteer clicks on the shift for more detail.

The shift start and ends dates are for the period this shift will recur. If this shift is for a single day, you may enter the same date. In this example, these are shifts being created for the month of January in 2011.

Check the days of the week this shift will occur. In this example this shift is on all Mondays, Wednesdays, and Fridays for the month.

The max slots are the total number of people you need for this shift.

Shifts with a locked status can be viewed by volunteers but cannot be signed up for. Shifts with a released status are available for sign-ups.

Preview and create new volunteer shift(s)

Create Calendar Shift(s)

Add New Shift(s)

Name	Description	Start time	End time	Max Slots	Status
Sample Volunteer Shift	This is a sample description for a volunteer shift to illustrate the process for creating new shifts. This is a sample description for a volunteer shift to illustrate the process for creating new shifts. This is a sample description for a volunteer shift to illustrate the process for creating new shifts.	10:00 AM	02:00 PM	4	Locked

Dates

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<input type="checkbox"/> 1
<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input checked="" type="checkbox"/> 7	<input type="checkbox"/> 8
<input type="checkbox"/> 9	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> 11	<input checked="" type="checkbox"/> 12	<input type="checkbox"/> 13	<input checked="" type="checkbox"/> 14	<input type="checkbox"/> 15
<input type="checkbox"/> 16	<input checked="" type="checkbox"/> 17	<input type="checkbox"/> 18	<input checked="" type="checkbox"/> 19	<input type="checkbox"/> 20	<input checked="" type="checkbox"/> 21	<input type="checkbox"/> 22
<input type="checkbox"/> 23	<input checked="" type="checkbox"/> 24	<input type="checkbox"/> 25	<input checked="" type="checkbox"/> 26	<input type="checkbox"/> 27	<input checked="" type="checkbox"/> 28	<input type="checkbox"/> 29
<input type="checkbox"/> 30	<input checked="" type="checkbox"/> 31					

The preview displays the shift data (blue) and a calendar/category where each day a shift will be created has a check in its box. If there are any exceptions (days that should be removed or days that should be added, you may check or un-check the appropriate boxes. In this sample there is a check for every Monday, Wednesday, and Friday in the month of January.

If you need to change any settings you may click the "Cancel" button. Otherwise, click the "Create Shifts" button.

Release/lock volunteer shift(s)

The screenshot shows the 'Volunteer Shifts' interface. At the top, there are icons for 'add', 'edit', 'delete', 'lock', and 'release'. A green circle highlights the 'lock' and 'release' icons, with a green arrow pointing to them. Below the icons, there are navigation options: 'View: Default View', 'refresh', 'edit', and 'new'. A dropdown menu for 'Results per Page' is set to '25'. The main table has columns: 'Calendar', 'Shift', 'Status', 'Date', 'Start Time', 'End Time', 'Max Slots', and 'Assigned Count'. A blue circle highlights the first three rows of the table, with a blue arrow pointing to the first row. A red circle highlights the 'Assigned Count' column, with a red arrow pointing to it. The table contains the following data:

	Calendar	Shift	Status	Date	Start Time	End Time	Max Slots	Assigned Count
1	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK	Released	2010-10-08	8:00 AM	12:00 PM	20	1
2	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK	Released	2010-10-08	11:00 AM	3:00 PM	20	1
3	Done in a Day (formerly Community Impact)	Let There Be Mom Birthday Party	Released	2010-10-09	9:30 AM	12:00 PM	2	1
4	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK	Released	2010-10-09	9:30 AM	1:30 PM	6	5
5	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK	Released	2010-10-09	12:30 PM	4:30 PM	20	1
6	Done in a Day (formerly Community Impact)	Lungs for Life Poster Distribution	Released	2010-10-11	5:00 PM	6:00 PM	19	1

Once you have the volunteer shift data loaded, you can "Release" the volunteer opportunity, which allows contacts to sign up via the Contact Volunteer Calendar/Category. If the volunteer shift data is not complete you can keep the volunteer opportunity "Locked". To change a single shift's status (from locked to release or vice versa) click 'Edit' to the right of its listing (red). To change multiple shift statuses at once, place a checkmark in the box to the left of each shift (blue) and click the 'Lock' or 'Release' icon (green) whichever is appropriate.

NOTE: Once contacts have signed up for an event you cannot change the event's date start time or end time. Do not release volunteer opportunities until they have confirmed and complete information.

If managing volunteer opportunities for multiple calendars/categories

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Volunteering

Volunteer Calendars NNS Saturday Sign In (Active ONLY) Provisonal Class Run for Healthy Kids Home Run for Healthy Kids Service Shift - Active and Sustainer ONLY Done in a Day (formerly Community Impact) Service Shift - Done in a Day (formerly Community Impact) NNS Summer Concentrated Provisionals NNS Fall Bag Day (Provisional Special Event) Holiday Sale Set Up (Provisional special event) Holiday Sale (Provisional special event) Spring Bag Day NNS Weekday Sign In NNS Provisional 5 hour Saturday Shifts NNS Provisional 8 Hour Saturday Shifts NNS Active Saturday Service Shifts NNS Active Weekday Service Shifts NNS First Tuesday Work Night Provisionals Fall Formal Event (Provisional Special Event) Spring Formal Event (Provisional Special Event) NNS 2 Hour Closing Shift KTK-Home Run Shifts October GMM

Volunteer Shifts

Calendar: Done in a Day (formerly Community Impact) (Active)

Lock In Period: 7 Days. Lock Out Period: 1 Day

add edit delete lock release

View: Default View refresh edit new Results per Page 25

first previous next last 37 total record(s) found. Page 1 of 2

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Calendar	Shift	Status	Date	Start Time	End Time	Max Slots	Assigned Count	
1	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK	Released	2010-10-08	8:00 AM	12:00 PM	20	1	
2	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK	Released	2010-10-08	11:00 AM	3:00 PM	20	1	
3	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Let There Be Mom Birthday Party	Released	2010-10-09	9:30 AM	12:00 PM	2	1	
4	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK							
5	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	DIAD Placement Shift for HRHK							
6	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Lungs for Life Poster Distribution							
7	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Safe Kids Choosy Kids Training							
8	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Sterling Community Center After-School Fall Carnival							
9	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Homes of Hope Golf Classic							
10	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Sterling Community Center Fall Festival							
11	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Greenville County Recreation Enchanted Tracks at the Pavilion							
12	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Greenville County Recreation Enchanted Tracks at the Pavilion							
13	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Spinx Run Fest (for Meals on Wheels)							
14	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Greenville County Recreation Camp Spearhead Spooktacular							
15	<input type="checkbox"/>	Done in a Day (formerly Community Impact)	Greenville County Recreation Enchanted Tracks at the Pavilion	Released	2010-10-30	5:00 PM	9:00 PM	8	0	

You can tell which calendar/category you are currently managing by its name listed just below the 'Volunteer Shifts' heading (red).

If you are loading volunteer opportunities for multiple calendars/categories you can jump between volunteer calendars/categories by clicking on the calendar's icon at the top of the screen (blue).