This document describes how each of the Volunteer Coordinator screens works using screenshots from an imagined event. To understand the basic sequence of steps you will follow for using these screens to manage your event's volunteers with VolunteerManagement.net, refer to ***Volunteer Coordinator Process Overview***.

Accessing Coordinator Functions

It's important to understand that everyone, even a Volunteer Coordinator, is a volunteer in the system. You can update your profile, read volunteer news and even schedule shifts if you'd like. You will log into the same website as your volunteers, but have additional capabilities. All Coordinator functions are accessed through the red Admin buttons. These buttons are not visible to your volunteers.

Event Admin lets you edit event-level information like the legal waiver and age limits, plus customize the fields displayed on your volunteers' profile form. You can also assign additional Volunteer Coordinators here.

News Admin is where you manage the news and announcements for your event that every volunteer sees when they log in.

Volunteer Admin lets you view a list of your volunteers and access any volunteer's profile and the shifts they've selected. You can also email a single volunteer or all volunteers from this screen.

Group Admin is used to maintain your volunteer organization of groups and their captains. Within each group, you'll define its jobs and shifts. This is where you and your captains will track the progress of shifts being filled. This is the only red Admin button visible to your Group Captains.

Reports lets you generate different reports about your volunteers. If your volunteers will be checking in during the event using barcode scanning or keying in a volunteer ID, the check-in screen is also accessed from here.

Tip:
You will manage a lot of your volunteer information on the website through forms. Knowing a few general rules about web forms will prevent a lot of aggravation.

- After completing a field in a form, use the Tab key (or mouse) to move to the next field. Hitting the Enter key tells the browser your done and submits your form. You'll have a lot of "Missing Field" errors if you repeatedly submit incomplete forms.

- When you're finished with the form, click the Submit button to save your changes. If a red error message appears at the top of the form, scroll down to find which field has a problem and make the necessary repair.

Event Admin

The first thing you'll need to do as Volunteer Coordinator is define the specific details for your event. This button displays a form for doing just that. The following fields are requested:

Access Date	To avoid having volunteers in the system before you're ready for them, specify the date when volunteers can begin registering. Attempting to register earlier will display a message asking the volunteer to try back on that date. Even if volunteers are already in the system, you can also reset this date to temporarily prevent new volunteers from registering (existing volunteers will still be able to log in).
Learn More Title/Content	To minimize volunteers signing up and then deciding they're not interested, it's helpful to provide an overview of what a prospective volunteer should know *before* they register for your event. This overview will be displayed when a person clicks the *Learn More* link in the New Volunteer area at the top of the login screen. If this field is left blank, the link will not be displayed on the log in screen.
Requirements	This is an optional list of requirements that every new volunteer should be aware of and must confirm before they can register. You may enter any rules or requirements, such as minimum age, that are required by your event. If this field is left blank, it will not be displayed during registration.
Latest Date of Birth	A minimum age is usually required to volunteer for an event. Enter the latest birth date that is allowed for registering. Volunteers who enter a later date of birth will not be allowed to complete the registration process. If you have no age requirements, enter the date of the event.
Waiver	Every event should require its volunteers to agree to a legal waiver describing the limits of the organization's liability. Enter the text for this waiver here. A new volunteer must agree to this waiver before they can complete their registration.
General Email	A required email address that volunteers can contact if they have questions. This email address is always provided as a link at the bottom of every page on the website.
General Phone	Optional phone number displayed next to the email address for volunteers who have questions. Leave this field blank if you want volunteers to only submit questions by email
Shift Remove Cutoff Hours	It's disruptive when a volunteer removes themselves from a work shift at the last minute. To prevent this, enter some number of hours, such as 24 or 48, into this field. No volunteer will be allowed to remove themselves from a shift within this many hours of the shift starting. Instead, they are instructed to contact their group captain.

Volunteer Coordinators	An event may be too large to be managed by a single Volunteer Coordinator. Additional coordinators can be assigned from this list and will receive the same unlimited access to all volunteer and shift information as you. Move the desired volunteer from the *Available* list to the *Chosen* list by selecting their name and clicking the arrow button (or just double click on their name). You can remove a coordinator the same way. Just be sure not to remove yourself from the *Chosen* list!
Customize Volunteer Profile Fields	These checkboxes allow you to specify whether these fields should be shown on the volunteer's profile form and whether they are optional or required. For both the privacy and convenience of the volunteer, you should not ask for any fields you don't need.
Customize Background Check Fields	These checkboxes are only visible if you're using the background check feature of the system. Choose which fields you want your volunteers to see and also which ones they are required to complete. These fields are displayed in their own section of the profile and the volunteer is notified that all background check fields are considered confidential and are only visible to Volunteer Coordinators, not Captains. As the Volunteer Coordinator, it is your responsibility to keep this information secure.
Work Preference Options for Volunteers	You may optionally allow your volunteers to specify their preferences for which areas they would like to work in. This section lets you define the list of preferences they will choose from. It's common for this list to roughly match your organization's groups (leaving out those that require special skills), but you may choose to offer choices at a higher or lower level of detail. This section is only displayed if Work Preferences are visible in the volunteer profile. See *Customize Volunteer Profile Fields* above. Click the *Add New Preference* link to add a new work preference choice. You can enter just a brief name for the work area or include a short description (up to 80 characters) to help the volunteer understand the choice they are making. To modify or delete an existing work preference, click on the *edit* or *delete* link following the work preference. Volunteers will not see any work preference choice controls on their profile screen until at least one work preference is specified here.

News Admin

NEWS ADMIN

In addition to communicating with your volunteers by email, you can post important announcements that will be displayed in the VOLUNTEER NEWS section of the website. Whenever a volunteer logs into the system, the first thing they see are the most recent news items. Posting news make it available to volunteers who don't have or don't check their email. It's also often easier for them to find a specific piece of information later than searching through their email. You may wish to both email and post an important announcement to increase the likelihood of it being read.

As Volunteer Coordinator, you have complete control over the content of news items, plus when and how long they are displayed. Since your first volunteers will see this news screen, you should immediately create at least one news item to display. Posting a welcome message thanking them for their time and providing some basic information is a good idea.

To create a new item, click the *Add New Item* link and enter information into the form described below.

News Administration

Add New Item

Volunteers News Items

Title	Display Date/Time	Visible to Volunteers		
Orientation Meeting this Tuesday!	Wednesday, Apr 6, 2011 @8:46 PM	Yes	edit	delete
General Information	Thursday, Feb 10, 2011 @12:17 PM	Yes	edit	delete

After you've created some news items, they'll be displayed in the list. To change anything about an existing news item, click the *edit* link next to the item's title. The same form used to create the news item is provided to edit it. The fields in the form are:

Title	Title that will appear above the news item
Content	Item's content. Images, HTML or other formatting is not currently supported.
Display Date	You can create a news item but hold it until a future date. Specify the date and time you want this news item to become visible to the volunteers. Click the *Today* and *Now* links to make it visible immediately. News items are displayed in date order, with newest items at the top of the list.
Visible	If a posting is no longer applicable or was replaced with more current information, uncheck this box to hide the entry. It will no longer be visible to any volunteer.

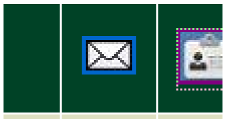
Volunteer Admin

As a Volunteer Coordinator, you'll use this screen a lot! It lists all of your registered volunteers, with the ability to filter and sort them in useful ways. For any volunteer in the list, you can access their profile and specify the jobs they may sign up for. You can also quickly email them.

Initially, every volunteer is displayed. You can filter this list down in various ways using the buttons at the top:

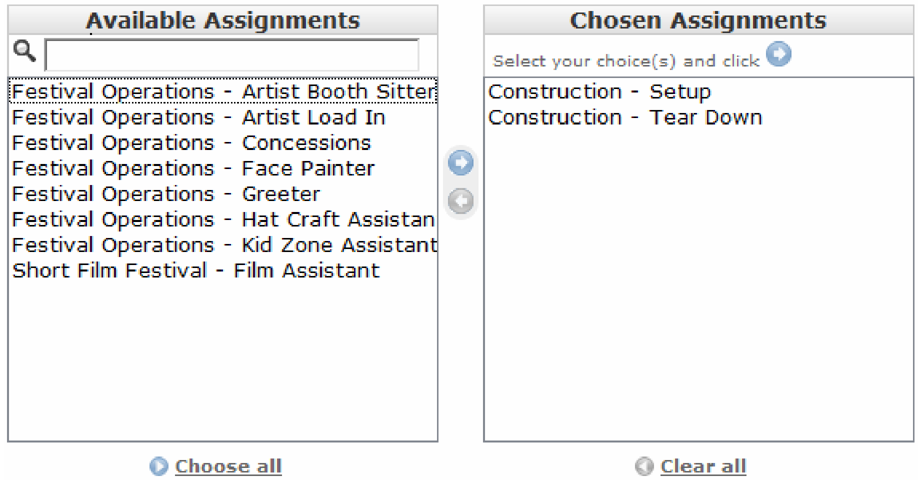
A-Z	Displays every volunteer
A, B, C, etc.	Only displays volunteers whose last name starts with this letter
Newest	You'll often want to review your newest volunteers. Click this button to display your volunteers in the order that they registered, with the newest volunteers at the top.
To Excel	Excel is a handy tool for analyzing tables of information. It allows you to sort, filter, group and otherwise manipulate the data in ways you can't accomplish here. It's also an efficient way to print the list when necessary. If you have Excel installed, click this button to open a new spreadsheet and load it with the list's current contents. Note that since an Excel spreadsheet doesn't have the same size limitations as the screen, all volunteer profile information is printed to Excel. This provides maximum flexibility for working with the data. However, it also means confidential and private information can be saved and printed outside the system and become available to others. Protect your volunteers' privacy by treating this information carefully.
All Inactive/All Active	As you'll learn below, you can make a volunteer inactive, which prevents them from logging into the system without deleting them. Click this button to show all the volunteers you've made inactive. Click this button again to return to all active volunteers.
Find	If you only remember a volunteer's first name or part of their last name, you can still quickly find them. Click in the text box and type any part of their first or last name, then hit the Enter key. Every active volunteer with a matching name will be displayed.

Only some of the volunteer's profile is displayed in the list. Their complete profile can be accessed by clicking on the *profile* link next to their name. As Volunteer Coordinator, you have complete access to a volunteer's profile and can edit it if necessary. This can be useful while assisting volunteers who have difficulty using computers.

You can email any volunteer by clicking their envelope. You can email every volunteer in the list by clicking on the envelope  at the very top of the list. Enter a subject and your message into the email form and then click the *Send Email* button.

When viewing a volunteer's profile, there are a few additional fields provided for your private use as Volunteer Coordinator. These fields are invisible to everyone except you and other Coordinators. They are:

Active User	There are times when you want to temporarily restrict a volunteer's access to the system without affecting their current information. Uncheck this box to make the volunteer inactive, which prevents them from logging in to the system. Note that making a user inactive does not automatically remove any jobs assigned to them or remove the volunteer from any shifts they may have selected. You can do this manually, if necessary. You may want to completely remove a volunteer because they created a duplicate account or just never returned. You can delete any inactive volunteer by first viewing all inactive volunteers and then clicking the *delete* link next to their name. The volunteer will be completely removed from the system, including any assignments or selected shifts. Remember that you must make a volunteer inactive before you can delete them.
Coordinator Notes	Store any personal notes about a volunteer that you may wish to refer to later. Again, these notes are only visible to Volunteer Coordinators.
Assignments	As Volunteer Coordinator, you maintain full control over each volunteer's job assignment(s). This is important for guaranteeing each group has a stable, adequate team of volunteers to work with. It's also critical to make sure that only volunteers with the necessary qualifications or skills are assigned to jobs that require them. Select the job(s) you want this volunteer to perform from the Available list and click the arrow button to move them into the Chosen list. You can also remove a job from a volunteer, but it does not remove the volunteer from any shifts they have already selected. You can manually remove their shifts by clicking on the volunteer's *Jobs* link in the volunteer list.



Scan History	This is a complete history of all the scans the user has performed, such as checking in for a shift. This section is only visible if there is at least one scanned event for for the volunteer.

The Volunteer Coordinator not only has access to any volunteer's profile, they can also edit a volunteer's shift selections and view their work schedule, if necessary. For any volunteer in the list, click the *Jobs* link to see the volunteer's available and selected shifts. Click the *Schedule* link to view the summary of their work schedule.

Background Check Information

If you are using the background check feature of the system, background check information specified by the volunteer is displayed in its own section of the volunteer's profile. This section is only visible to a Volunteer Coordinator. The volunteer's captain will not see this information.

Credential Information

If you are using the credentialing feature of the system, the volunteer's current credential settings are displayed in their own section of the volunteer's profile. This section is only visible to a Volunteer Coordinator. The credential settings are:

Credential Hold	This setting prevents a credential from being generated for a volunteer before they have completed your confirmation process. This box is checked by default for a new volunteer and must be manually unset before their credential can be generated.
Photo	Add a volunteer's photo. Use the Browse button to find the image file containing the photo on your computer. When saved, the photo is copied into the volunteer database and the original file can be moved or deleted (although it's a good idea to save it just in case). The saved photo is then displayed in the volunteer's profile for reference.
Credential Group	Credentialed users are assigned to a specific group (e.g. medical, security, media) that is printed on the credential. Select this volunteer's group from the list. Note that a volunteer's credential group may not be

	the same as the job group(s) they've been assigned to.
Credential Org	This text field can be used to specify a volunteer's specific organization so it can be printed on the credential. For example, a volunteer's credential group might be "Media" and their organization could be the specific newspaper they represent.
Credential Stamps	In addition to the Group and Organization, a volunteer's credential can be printed with various "stamps" to give them access to specific areas or privileges. Select a stamp you want this volunteer to have from the Available list and click the arrow button to move it into the Chosen list. Repeat the process to select multiple stamps. You can also remove a stamp from a volunteer by selecting it in the Chosen list and then clicking the arrow button to move it back.

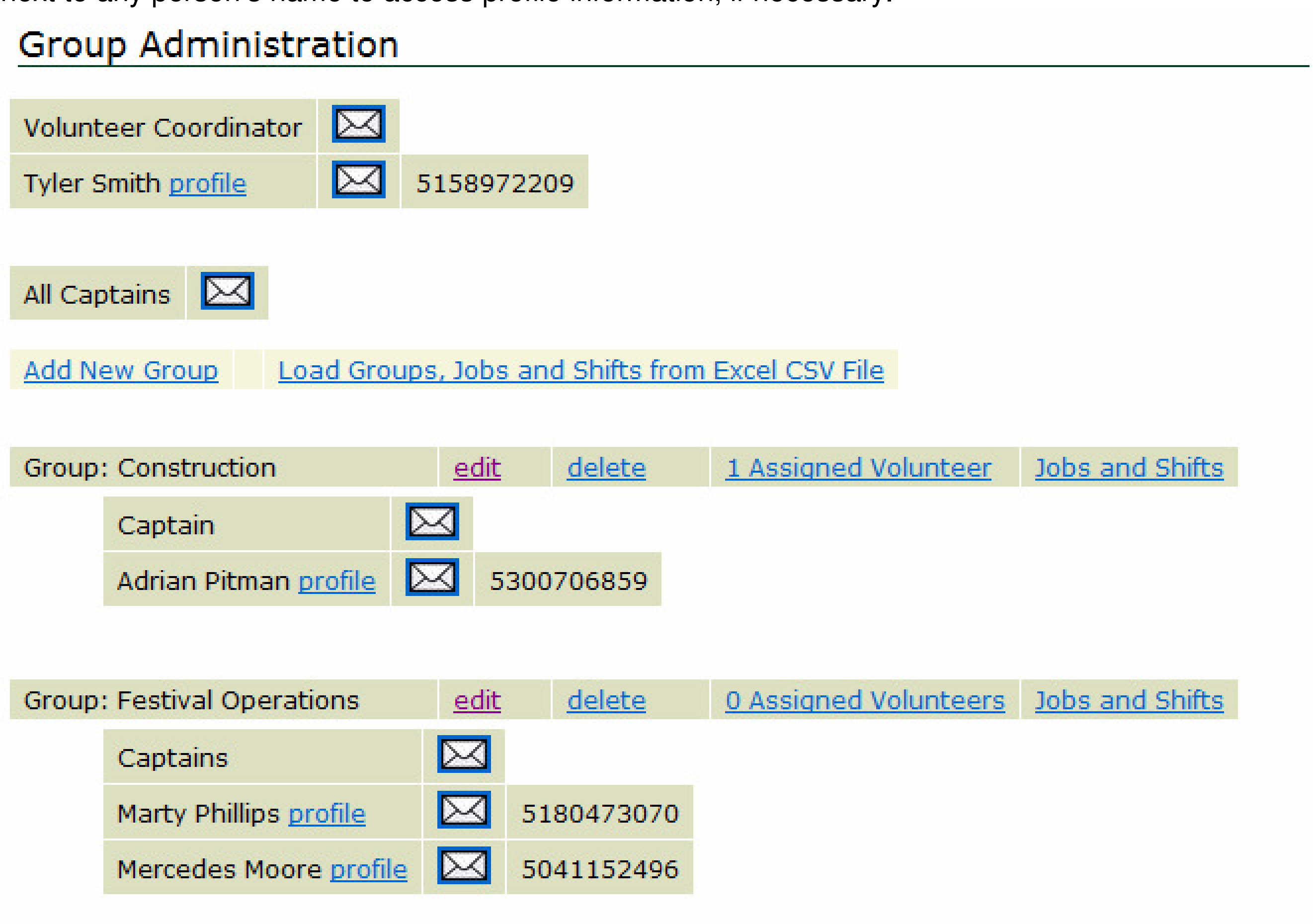
Updating credential settings individually in each volunteer's profile can be very slow. Alternatively, you can manage credential information for all of your volunteers in a single spreadsheet that the system can read to update settings in a few seconds. See the CREDENTIAL ADMIN section for details.

Group Admin

As Volunteer Coordinator, you'll use this screen to manage all of your groups, jobs and shifts. The captains you assign to each group also use this screen to track their volunteers, jobs and shifts. Captains only have access to the detailed information in their own group.

Groups

The main Group Admin screen provides an organizational directory of your entire event, including all Volunteer Coordinators, groups and Group Captains. Click on any envelope next to a person's name to email them. You can also email all Coordinators, all Group Captains or all Captains in a single group. Click on the *profile* link next to any person's name to access profile information, if necessary.



The easiest way to create the groups, jobs and shifts required for your event is to define them in an Excel spreadsheet and then load them in batches. Entering data into Excel is faster than using the web forms and it's easier to spot mistakes when viewing all your shifts together. More importantly, it permits delegating this work to your Captains if desired. Captains cannot enter their own shifts into the system, but they can provide completed spreadsheets that you can merge and load.

Of course, you don't have to use Excel. You can create and edit groups, jobs and shifts individually within the system. To create a new group, click the *Add New Group* link. You can also click the *edit* link next to any existing group name to edit it. The form for editing a group contains the following fields:

Name	The name of the group
Captains	Specifies which volunteer will be the Captain for this group. Move the desired volunteer from the *Available* list to the *Chosen* list by selecting their name and clicking the arrow button (or just double click their name). You can remove a Captain the same way. More than one Captain can be selected when necessary. Each Captain will have the same access to this group's volunteers and jobs.

You can delete an erroneous group by clicking the *delete* link. Note that you cannot delete a group if it contains jobs. You must delete the jobs first.

To see the volunteers who have been assigned to one or more jobs in a group, click the *Assigned Volunteers* link next to that group's name. Volunteers are displayed in the same list format as the Volunteer Admin screen with similar filtering capabilities and the same full access to a volunteer's profile, assigned job and work schedule.

The final components of a group in your event are its jobs and shifts. Click on the *Jobs and Shifts* link for any group to move to a screen containing all of the group's jobs and each job's shifts.

Jobs

To create a new job, click the *Add New Job* link. You can also click the *edit* link next to any existing job to edit it.

A job consists of the following fields:

Name	Short name for the job
Description	A longer description of the job, perhaps including important information like physical requirements or instructions. This description will be visible to the assigned volunteer as they select their shifts.
Assign to All	Generally, as Volunteer Coordinator, you'll assign every volunteer to the job(s) they are allowed to select shifts for. There may, however, be jobs that can be filled from the overall pool of volunteers. If this box is checked, this job will be automatically available to every volunteer and anyone can select a shift. This prevents you from having to individually assign each volunteer to this job.
Assigned Volunteers	From inside a volunteer's profile, you can assign the jobs that the volunteer can sign up for. This field allows making the same assignments from the other direction. Instead of selecting jobs for a volunteer, here you assign volunteers to the job. Any volunteers already assigned to this job from the profile screen will appear in the Chosen list. Select a volunteer from either list and click the appropriate arrow button to move them into or out of the assigned (Chosen) list.

For any job, you can see all the volunteers who have been assigned to that job by clicking on the *Assigned Volunteers* link next to that job's name. Volunteers are displayed in the same list format as the Volunteer Admin screen with similar filtering capabilities and full access to a volunteer's profile, assigned job and work schedule.

Shifts

All shifts are listed under each job. Shifts are grouped by day. Just like groups and jobs, you can click on the *Add New Shift*, *edit* and *delete* links. The shift form contains the following fields:

Location	Location of this shift.
Shift Date	The date on which the shift starts
Start Time	Shift start time. You can enter the time in various formats and include am or pm, but it will display in 24 hour (military) time. Note that volunteers are not permitted to sign up for shifts that overlap. If you "pad" a shift to start 10 or 15 minutes before the pervious shift ends, volunteers are unable to work consecutive shifts. If volunteers should arrive extra early for some reason, you can include this in the shift note.
End Time	Shift end time
Min Volunteers	Minimum number of volunteers required for this shift. The shift will

	be considered understaffed until this number is reached.
Max Volunteers	Maximum number of volunteers required for this shift. The shift will be closed once this number is reached.
Map URL	Optional web address to a map of the location. This must be a fully specified URL (i.e. the address you would type into a browser window, such as http://binged.it/1ERi98G). If a URL is specified, a link labeled “map” will be placed next to the shift location description anywhere it is displayed, including daily shift lists, volunteer schedules, and screen reports. The actual URL will be displayed in Excel reports.
Note	Any instructions or other important information related to this shift. It will be visible to the volunteer when choosing shifts and also printed on their work schedule.

The *Daily Report* link provides a handy sheet containing that day’s shifts for that job along with the volunteers scheduled to work each of them. Since it also includes volunteers’ phone numbers, it’s a useful item for your captains to have in their pockets each day of the event.

The count of volunteers who have signed up for each shift is displayed. Click on the *# Signed Up* count link to see the volunteers’ names in the same list format as t he Volunteer Admin screen. A red shift count means that the minimum number of required volunteers has not been reached.

Reports

This screen offers a variety of useful reports for the Volunteer Coordinator. Some reports can provide valuable information during the event, such as all the volunteers currently on duty. Others can be run after the event to collect summaries of shifts and hours worked.

For any report, click *Screen* to view the report in a simple grid. The grid format is fixed. Click *Excel* to load the report into an Excel spreadsheet. Excel offers advanced capabilities for custom printing and sorting, filtering and grouping the information in just about any way you might need.

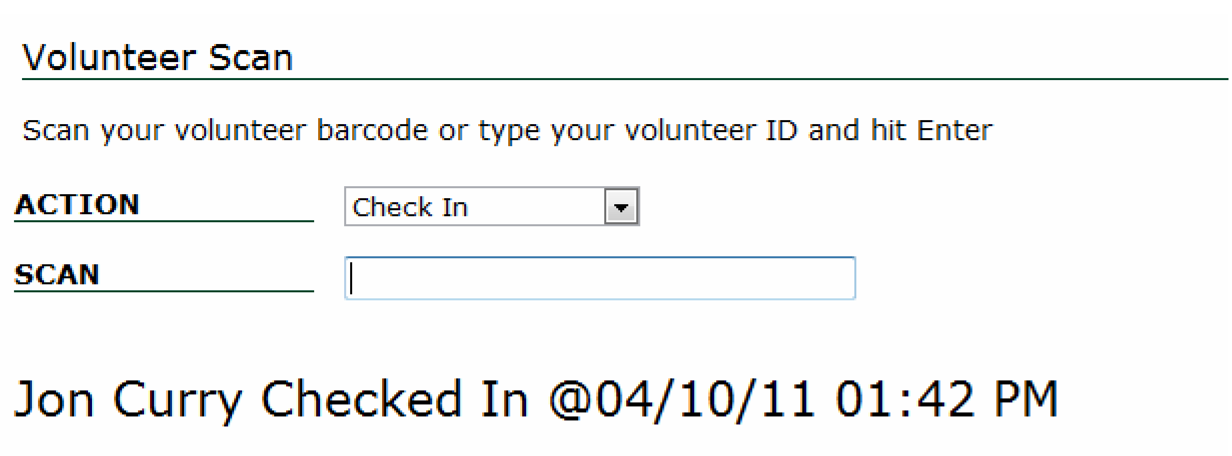
Check-in and Bar Code Scanning

Tracking volunteer attendance on paper can be difficult and time consuming, especially when you have very large numbers of volunteers. It can also be frustrating for your volunteers to wait in long lines during busy shift times just to check in. VolunteerManagement.net can help you eliminate these problems by using barcode scanning technology. A single barcode scanner can easily handle hundreds of volunteers, recording their arrival as quickly as they can wave a badge.

Obviously, this will require some equipment (a scanner and an internet-enabled computer) plus effort to print and distribute the barcodes, but it can easily pay for itself in reduced work and happier volunteers.

If your volunteer numbers or your budget doesn’t justify the purchase of a barcode scanner, you can still use the system to track attendance. Either you or the volunteer can enter their Volunteer ID number manually via the keyboard. This approach is somewhat slower and more error prone, but still a big improvement over using paper and pencil. Each volunteer’s Volunteer ID is included when exporting volunteer information to Excel and can be printed on credentials for reference.

The check-in screen is accessed from the Reports screen. Click the *Volunteer Scan Screen* link below the list of reports. Make sure "Check In" is the selected Action and the cursor is in the “Scan” field. When a barcode is scanned or a volunteer enters their Volunteer ID number followed by the Enter key, a confirmation message is displayed and the screen is immediately ready for the next volunteer.



Other Scan Events

The system does not limit you to only recording when a volunteer checks in for their shifts. It can capture any kind of event to provide you with a full timeline for a volunteer. Such events might include orientation attendance or receipt of apparel or equipment. All that is required to record an event for a volunteer is to know their Volunteer ID. Choose the Action from the list and either scan the volunteer's barcode or key in their ID.

You can see the entire scan history for a volunteer in their profile. A *Volunteer Scans* report is available to analyze which volunteers have recorded a specific event or date ranges for certain events.

Currently, new scan actions cannot be added by the Coordinator. Contact us at info@VolunteerManagement.net to add new actions to the list.

Bulk Scanning

If you want to capture an event that you performed off-line for a large number of volunteers, a "Bulk Scan" screen is available to process them all together. You can get to this screen from 

. Use the *Volunteer Bulk Scan Screen* link at the bottom.

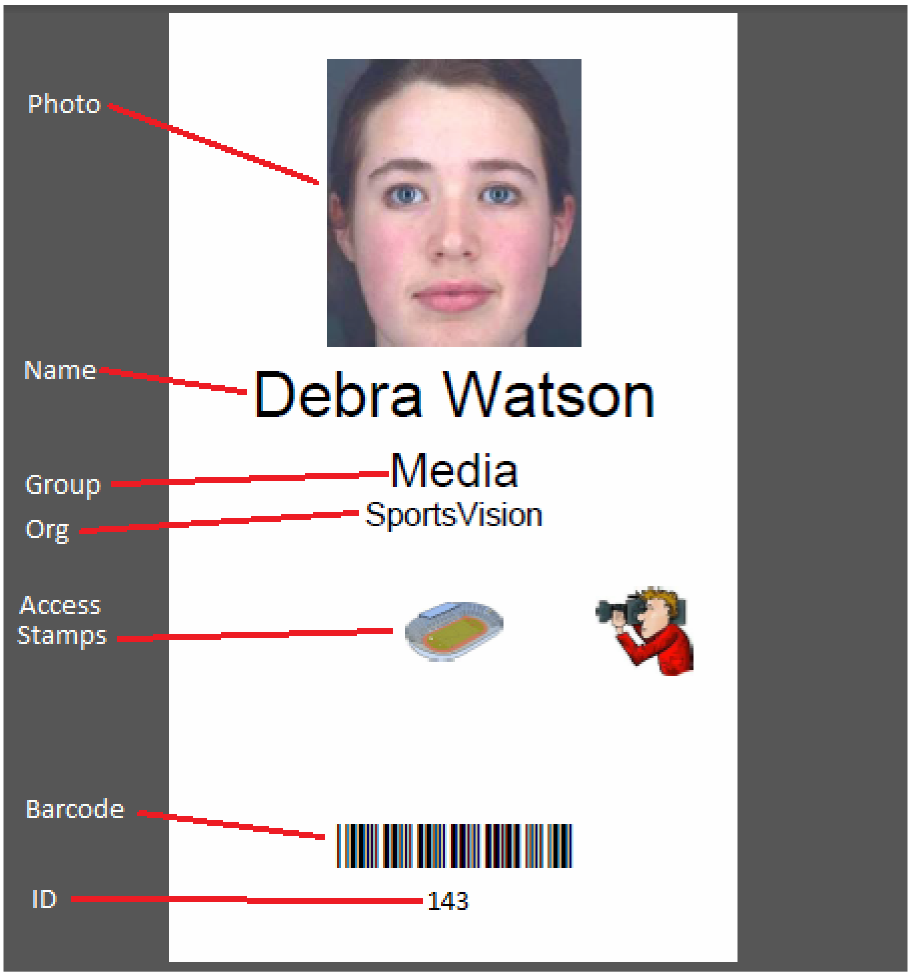
For bulk scanning to be usable, you need to have a list of Volunteer IDs in a form that you can copy to the clipboard and then paste into the large text field. Often, this is in the form of a column in an Excel spreadsheet. When pasting into the Bulk Scan screen, just make sure that each Volunteer ID is on its own line. It's OK if extra text lines like column headers get pasted. They will be ignored.

Bulk scanning also allows you to set the date and time that the event took place. It defaults to right now, but can be changed to a past date, if desired.

Credential Admin

CREDENTIAL ADMIN

This screen is only available if you are using the credentialing feature of the system. With it, you can generate customized PDF credentials with photos and other information that can be printed for each of your volunteers. Here's a sample credential with each of the items you can customize:



In addition to the credential features that are included, it's important to understand what is not supported by the system:

- Credentials are generated as a PDF file with page size set to the specified credential size, one credential per page. Printing the PDF is left to the user and not done by the system.
- Only single page, one sided credentials can be generated. Customizing two sides of a credential would require specifying a double wide credential and then folding it after printing..
- There is no provision to specify the common background of each credential, including borders and logos. Either the card stock used for printing must be pre-printed with common graphics or an access stamp that covers the entire credential can be defined that is assigned to every credential.
- The fonts available for text are limited to Arial, Helvetica and Verdana by default, but might be expanded.

This Credential Admin screen is used to manage the size and layout of the credential, along with the different groups and access stamps that can be assigned to volunteer's credential. There are also additional tools to let you update credential settings and print credentials for multiple volunteers more efficiently.

Credential Layout

This section lets you specify what information the system will place on a credential, along with position and size:

Credential Width, Height	The overall size of the credential, in inches. The page size for the PDF credential file will be set to this size, meaning there will be one credential on each page.
Print Photo	Check this box if you intend to collect each volunteer's photo and print it on their credential.
Photo Box Width, Height	Desired size of the photo on the credential, in inches. The photo will be scaled to fit inside this box. There may be extra space around the volunteer's photo if the photo and the photo box are not the same shape. The photo will not be stretched in one direction or the other to completely fill the photo box.
Photo Box Down, Over	Distance (in inches) down from the top of the credential to the top of the photo and from the left side of the credential to the left side of the photo
Name Font, Size	The volunteer's name is always printed on the credential. These fields specify the font to use and the font size. The size is specified in "points", not in inches. Points are the size you choose for a word in a word processor, like Microsoft Word.
Name Center Down, Over	Distance (in inches) down from the top of the credential to the center of the volunteer's name and from the left side of the credential to the center. Note that names are not fit into a box. This guarantees that they are all printed the same size. However, it also means that very long names may not fit on a credential.
Print Credential Group	Credentials can be organized into custom groups, such as Media, Security, or Sponsor. Each volunteer can be assigned to one of these groups and this group can be printed on the credential. Check this box if you intend to specify credential groups, assign one to each volunteer and display them on the credential.
Group Font, Size	If credential groups will be printed, specify the font to use and the font size. Remember that font sizes are specified in "points", not in inches.
Group Center Down, Over	If credential groups will be printed, distance (in inches) down from the top of the credential to the center of the group name and from the left side of the credential to the center.
Print Credential Org	In addition to showing a volunteer's credential group, you can also display the specific organization that they represent. For example, if

	their credential group is "Security", you can specify their organization as "Acme Security Co". Check this box if you want to enter and display an organization on each volunteer's credential. Note that you can leave this field blank for a specific volunteer if they do not belong to any organization. That section of the credential will be left empty.
Org Font, Size	If an organization will be printed, specify the font to use and the font size. Remember that font sizes are specified in "points", not in inches.
Org Center Down, Over	If an organization will be printed, distance (in inches) down from the top of the credential to the center of the org name and from the left side of the credential to the center.
Print Barcode	To simplify checking in, the system supports scanning a volunteer's ID via a barcode. If you plan to use this feature, check this box to print a volunteer's barcode right on their credential.
Barcode Font, Size	The font defaults to a standard barcode font. You should not need to change this. Set the size of the barcode, specified in "points". Anywhere between 18 and 24 points is a workable barcode size.
Barcode Center Down, Over	Distance (in inches) down from the top of the credential to the center of the barcode and from the left side of the credential to the center.
Print Volunteer ID	In addition to a barcode, the volunteer's ID can be printed in human readable form. This ID can be keyed in by a volunteer if a barcode scanner is not available.
ID Font, Size	If the ID is to be printed, specify the font to use and the font size. Remember that font sizes are specified in "points", not in inches.
ID Center Down, Over	If the ID is to be printed, distance (in inches) down from the top of the credential to the center of the org name and from the left side of the credential to the center.

Credential Groups

As mentioned above, each volunteer can be assigned to a group whose name is printed on their credential. The group is chosen from a fixed list. Note that these groups are separate from the groups used to organize jobs and shifts. You may choose to create identical groups for jobs and for credentials, but that is not required by the system.

This section lets you create, edit and delete these groups. Here's an example containing three groups:

Credential Groups

Name		
Athlete	edit	delete
Media	edit	delete
Volunteer	edit	delete
Add New Credential Group		

The currently specified list of groups is displayed. Click the *Add New Credential Group* link to add another group to the list. Only a name is required. Click the *edit* link to rename an existing group. Click the *delete* link to remove a credential group. If you delete a group, all volunteers that were assigned to that group are no longer assigned to any group.

Credential Stamps

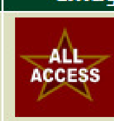
The system allows you to specify any number of stamps that can be applied to a credential. These stamps can be used to specify access to certain areas or other special privileges, such as meals. The sample credential above shows two credential stamps.

Credential stamps are created from image files. It's important to note that a stamp must be specified at a fixed size and location on the credential. It cannot move based on the location of other stamps in the same credential.

Generally, you do not want to specify two stamps at the same location. There is one special case, however, where this might be desired. A large color band, border or background can be specified as a stamp and the other credential information, including names, photos and even other stamps can be printed on top of it. Print order can be specified to make sure the background stamp is printed first an all other information is printed on top of it.

Here's an example containing three stamps.

Credential Stamps

Name	Image	Width	Height	Down from Top	Over from Left	Print Order		
All Access		0.5 in	0.5 in	3.0 in	0.25 in	1	edit	delete
Field Access		0.5 in	0.5 in	3.0 in	1.25 in	1	edit	delete
Media Room Access		0.5 in	0.5 in	3.0 in	2.25 in	1	edit	delete
Add New Credential Stamp								

Click the *Add New Credential Stamp* link to add another stamp. A stamp contains the following fields:

Name	The name of the stamp. This name is not displayed in the credential. It's only used to identify the stamp for selection.
Stamp Image	A file containing the image to use as the stamp. Use the Browse button to find the image on your computer. When saved, the image is copied to the database and the original file can be moved or deleted. JPG, BMP and GIF files are supported.
Box Width, Height	Desired size of the stamp on the credential, in inches. The image will be scaled to fit inside this box. There may be extra space around the stamp if it's not the same shape as the specified box. The stamp will not be stretched in one direction or the other to completely fill the box.
Box Down, Over	Distance (in inches) down from the top of the credential to the top of the stamp and from the left side of the credential to the left side of the stamp
Print Order	Often, credentials use a different background or border color to specify different privileges. You can create a stamp for each of these colors. To make sure that the background stamp is printed first, make sure it's print order is smaller than the value assigned to the stamps that will be printed over it.

Click the *edit* link next to an existing stamp to change its current image, location or size. Click the *delete* link to remove a stamp. Any deleted stamp will be automatically removed from any volunteers it has been assigned to.

Assigning and Printing Credentials

You can assign a credential group, organization and the appropriate credential stamps to an individual volunteer in their volunteer profile. You can also print an individual credential from the volunteer list. See the VOLUNTEER ADMIN section for details.

Assigning credential information to each volunteer by editing their profiles can be tedious. A faster way to do this is to manage credential information in a spreadsheet file that can be read into the database.

The volunteer list lets you to print a credential for one volunteer or for all volunteers. If you want to print credentials for a subset of volunteers, use the *Bulk Print Credentials* link. Enter the volunteer IDs for the desired credentials, one ID per line. You can key in the IDs, but it's easiest if you have the IDs in a spreadsheet or report that can be copied to the clipboard and pasted into the IDs field. Once the IDs are entered, click the *Bulk Print* button. Credentials for each of the specified volunteers will be provided in a PDF file, one credential per page. This file can then be printed or emailed to a print shop.