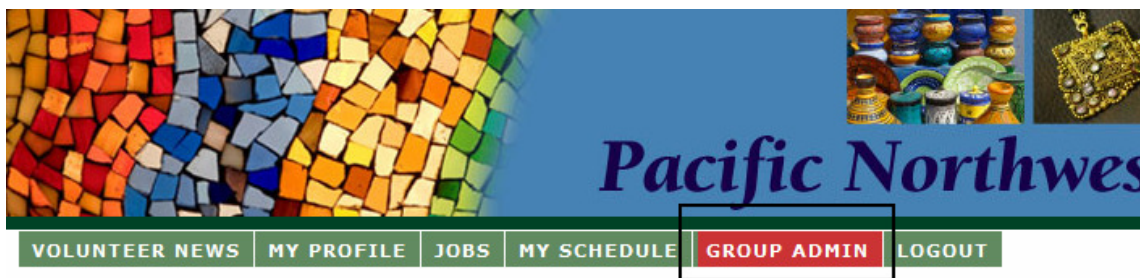


This document describes how you will use VolunteerManagement.com as a Group Captain to manage your group. It shows screenshots from an imaginary event. If you have questions or problems, please contact your Volunteer Coordinator. They can assist you in most situations or get technical support, if necessary.

**Accessing Group Captain Functions**

It's assumed that you've already registered as a volunteer in the system and your Volunteer Coordinator has assigned you as a Group Captain. Like every other volunteer, you can update your profile, read volunteer news and even schedule shifts if you'd like. However, as a Group Captain, you will have additional capabilities. All Group Captain functionality is accessed through the red **Group Admin** button. This button is invisible to regular volunteers.



**Communicate with Other Captains and Coordinators**

The Group Admin screen shows a directory of all Volunteer Coordinators, Groups and Group Captains, with their phone numbers. Click on the corresponding envelope to email some or all Volunteer Coordinators or Group Captains.

VOLUNTEER NEWS MY PROFILE JOBS MY SCHEDULE **GROUP ADMIN** LOGOUT

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**Group Administration**

Volunteer Coordinators		Email all Coordinators
Debra Wilson		541-543-6888
Jordan Duffy		5089562445

All Captains		Email All Captains
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Construction [Assigned Volunteers](#) [Jobs and Shifts](#)

Captains		Email All Captains in Group
Aki Forcum		5138695324
Sherrie Hoover		5191529367


  

Festival Operations		
Captain		
Grace Baravilala		5383737860

*Note: Arrows from the 'Email Single Captain' label point to the envelope icons for Sherrie Hoover and Grace Baravilala.*

**Check Your Shift Counts**

Click on the Jobs and Shifts link next to your group. You may only view jobs and shifts for your own group.

All Captains 

Construction [Assigned Volunteers](#) [Jobs and Shifts](#)

Captains 

Aki Forcum  5138695324

Sherrie Hoover  5191529367

You will see all the jobs and shifts in your group, along with the number of volunteers needed for each Shift and the number of Volunteers who have already signed up. Red means a shift has not yet been filled.

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Jobs and Shifts for Group "Construction"

**Job: Setup** 6 Assigned Volunteers


Saturday July 9, 2011	<a href="#">Daily Report</a>	8:00 AM	12:00 PM	Festival Main Gate	25 Volunteers Needed	1 Signed Up
		1:00 PM	5:00 PM	Festival Main Gate	2 Volunteers Needed	2 Signed Up
Sunday July 10, 2011	<a href="#">Daily Report</a>	8:00 AM	12:00 PM	Festival Main Gate	25 Volunteers Needed	0 Signed Up
		1:00 PM	5:00 PM	Festival Main Gate	25 Volunteers Needed	1 Signed Up
		6:00 PM	10:00 PM	Festival Main Gate	25 Volunteers Needed	0 Signed Up


**See All of Your Assigned Volunteers**


Click on the Assigned Volunteers link next to your group name to see all the volunteers assigned to any job in your group.

All Captains 

Construction [Assigned Volunteers](#) [Jobs and Shifts](#)

Captains 

Aki Forcum  5138695324

Sherrie Hoover  5191529367

You will see a grid of your volunteers.



Volunteers Assigned to Group "Construction"

Click links to view volunteer's profile, jobs or selected shifts. List contains 7 volunteers.

Name	All	Phone(s)	Volunteer Info	Assignments		Last
Caleb Acosta <a href="#">profile</a>		510-528-8423 517-462-5425		<ul style="list-style-type: none"> <li>Construction - Setup</li> <li>Festival Operations - Artist Booth Sitter</li> <li>Festival Operations - Concessions</li> </ul>	<a href="#">Jobs</a>	<a href="#">Schedule</a>
Denise Barreau <a href="#">profile</a>		5355804406		<ul style="list-style-type: none"> <li>Construction - Setup</li> </ul>	<a href="#">Jobs</a>	<a href="#">Schedule</a>
Frank Carroll <a href="#">profile</a>		5087812892 5081808780		<ul style="list-style-type: none"> <li>Construction - Setup</li> </ul>	<a href="#">Jobs</a>	<a href="#">Schedule</a>
Kris Eckman <a href="#">profile</a>		5292041449		<ul style="list-style-type: none"> <li>Construction - Setup</li> </ul>	<a href="#">Jobs</a>	<a href="#">Schedule</a>

You can email a single volunteer by clicking on the envelope next to their name or email all of your volunteers



at once of your volunteers by clicking at the top of the grid. Click [profile](#) if you want to see a volunteer's profile details. Click [Jobs](#) to see all the shifts available to this volunteer and which ones they've selected. If you have Excel installed, you can click the To Excel button to open a new spreadsheet and load it with the list's current contents. This is a good way to print your volunteer list as well.

Note that your volunteers' entire profiles are loaded into Excel to allow sorting, filtering or searching on any column. While providing powerful ways to manipulate the data, it also means that 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!

**See Volunteers Assigned To a Job In Your Group**

Click on the [# Assigned Volunteers](#) link next to the job name on the Jobs and Shifts screen.

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Jobs and Shifts for Group "Construction"

Job: Setup **6 Assigned Volunteers**

Saturday July 9, 2011	<a href="#">Daily Report</a>	8:00 AM	12:00 PM	Festival Main Gate	25 Volunteers Needed	<a href="#">1 Signed Up</a>
		1:00 PM	5:00 PM	Festival Main Gate	2 Volunteers Needed	<a href="#">2 Signed Up</a>
Sunday July 10, 2011	<a href="#">Daily Report</a>	8:00 AM	12:00 PM	Festival Main Gate	25 Volunteers Needed	<a href="#">0 Signed Up</a>
		1:00 PM	5:00 PM	Festival Main Gate	25 Volunteers Needed	<a href="#">1 Signed Up</a>
		6:00 PM	10:00 PM	Festival Main Gate	25 Volunteers Needed	<a href="#">0 Signed Up</a>

The same grid of volunteers as described in the previous section will appear but it will only contain the volunteers who are assigned to that job. You can easily email every volunteer assigned to this job by clicking



at the top of the grid.

See Volunteers Signed Up for a Shift

Click on the [# Signed Up](#) link next to the shift on the Jobs and Shifts screen.

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Jobs and Shifts for Group "Construction"

Job: Setup **6 Assigned Volunteers**

Saturday July 9, 2011	<a href="#">Daily Report</a>	8:00 AM	12:00 PM	Festival Main Gate	25 Volunteers Needed	<a href="#">1 Signed Up</a>
		1:00 PM	5:00 PM	Festival Main Gate	2 Volunteers Needed	<a href="#">2 Signed Up</a>
Sunday July 10, 2011	<a href="#">Daily Report</a>	8:00 AM	12:00 PM	Festival Main Gate	25 Volunteers Needed	<a href="#">0 Signed Up</a>
		1:00 PM	5:00 PM	Festival Main Gate	25 Volunteers Needed	<a href="#">1 Signed Up</a>
		6:00 PM	10:00 PM	Festival Main Gate	25 Volunteers Needed	<a href="#">0 Signed Up</a>

The same grid of volunteers as described in the previous section will appear but it will only contain the volunteers who have signed up for that shift. You can easily email every volunteer assigned to this job by



clicking at the top of the grid.

Print a Daily Job Roster

Click on the [Daily Report](#) link next to a date on the Jobs and Shifts screen

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Jobs and Shifts for Group "Construction"

**Job: Setup** **6 Assigned Volunteers**

Saturday July 9, 2011	<a href="#">Daily Report</a>	8:00 AM	12:00 PM	Festival Main Gate	25 Volunteers Needed	<b>1 Signed Up</b>
		1:00 PM	5:00 PM	Festival Main Gate	2 Volunteers Needed	<b>2 Signed Up</b>
Sunday July 10, 2011	<a href="#">Daily Report</a>	8:00 AM	12:00 PM	Festival Main Gate	25 Volunteers Needed	<b>0 Signed Up</b>
		1:00 PM	5:00 PM	Festival Main Gate	25 Volunteers Needed	<b>1 Signed Up</b>
		6:00 PM	10:00 PM	Festival Main Gate	25 Volunteers Needed	<b>0 Signed Up</b>

It will display a useful list of every volunteer working a shift for that job on that day, along with their phone number. Print this list and bring it with you each day of the event so you can review your volunteers and contact them if necessary.

VOLUNTEER NEWS MY PROFILE JOBS MY SCHEDULE **GROUP ADMIN** LOGOUT

Construction - Setup Registrants

Saturday July 9, 2011

Shift	8:00 AM	12:00 PM	Festival Main Gate	25 volunteers needed	<b>1 signed up</b>
	Caleb Acosta	510-528-8423	5174625425		
Shift	1:00 PM	5:00 PM	Festival Main Gate	2 volunteers needed	<b>2 signed up</b>
	Caleb Acosta	510-528-8423	5174625425		
	Chrysanne Bilyeu	5351074751			