






Introduction To Managing Volunteers For Campus Coordinators

Training Agenda

- ➔ How Volunteers Register
- ➔ The Volunteer's Account Area
- ➔ Signing In With As A Volunteer Coordinator
- ➔ What's new with VIPS
- ➔ Working Your Volunteer List
- ➔ Creating/Managing Opportunities

Step 1: Account Set Up



Search

Options ▼

Volunteer Registration: Account Credentials

Setup the Username and Password for your volunteer account. This will be the account credentials you use to sign-in to your account after you have been approved to volunteer.

Your Username can be your Email Address but is not required to be. Your Password must be a minimum eight characters, which can include letters and numbers. Do not use any special characters in your Username or Password.

If you already have an account to receive announcements from our organization, please use the same account credentials to create your volunteer account. This will avoid setting up a duplicate account in our database.

By completing this registration process you acknowledge and agree that our organization may run a criminal background check as a condition to approving you to volunteer in our schools. If for any reason we do not approve you to volunteer we will notify you and provide you with details on how to correct any inaccurate information used in making our decision. If you do not wish us to perform a background check do not proceed with this registration and you may not volunteer in our schools.

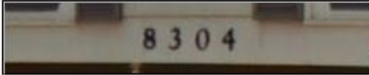
Account Credentials

Username:

Password:

Confirm Password:

Type the characters you see displayed below. No spaces are required between words.




[I can't read this](#)


Cancel

Next

Username must be unique. Email not required.

Step 2: Contact Details





Options ▼

Volunteer Registration: Contact Details

Provide full name, address and email so we can contact you about volunteer events at our schools.

Name & Physical Address

First Name *	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name *	<input type="text"/>
Home Address *	<input type="text"/>
City *	<input type="text" value="Fort Collins"/>
State:	<input type="text" value="CO"/>
Zip Code *	<input type="text"/>

Email Address(es)

Primary Email Address :	<input type="text"/>
Secondary Email Address:	<input type="text"/>


Phone Number(s)


Primary/Home Phone *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Work Phone :	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Default values set for
City and State.

Primary phone required

Step 3: Affiliations





Options ▾

Volunteer Registration: Affiliations

Please choose your other affiliations with our school system. This will help us better understand the make-up of our volunteer corps, and keep track of various organizations that are participating in our volunteer services program.

Volunteer Information

My affiliations are (select at least one):

☐ Parent
☐ Business/Organization Partner
☐ GrandParent
☐ Student
☐ District Staff
☐ Community Member
☐ Volunteers of America
☐ Faith-based Group
☐ Hewlett Packard
☐ Other

If you selected Business/Organization Partner above, please find the name of your employer in this list. If you select 'Unaffiliated' as your business/organization, please tell us the name of your employer in the text box that appears.

If you selected student, please choose the school organization that you attend.

Regis University
PSD
Other
Front Range CC
CSU
AIMS CC

Must choose one affiliation

Step 4: School & Opp Preferences

The screenshot shows the 'Volunteer Registration: Preferences' form. At the top is the RE-LATRIX@ COMPANY header with a search bar and 'Options' dropdown. The form is divided into three main sections: 'Volunteer Schools', 'Preferred Opportunity Types', and 'Skills and School Activities'. The 'Volunteer Schools' section includes a 'Registered School' dropdown (currently showing '*Volunteer Center') and a 'Preferred Schools' section with two lists: 'Available Schools' and 'Selected Schools'. The 'Available Schools' list includes '*Career Center', '*No Preference', '*Partnership Center', 'AAA Test INACTIVE', 'Academy', and 'ARCS'. The 'Selected Schools' list currently contains '*Volunteer Center'. Between these lists are 'Add >>' and '<< Remove' buttons. The 'Preferred Opportunity Types' section has a similar structure with 'Available Opportunity Types' (listing 'Art Program Support', 'Awards Ceremonies', 'Classroom Volunteer', 'Enrichment Activities', 'Fairs (Science, Book)', and 'Field Day') and an empty 'Selected Opportunity Types' list, also with 'Add >>' and '<< Remove' buttons. The 'Skills and School Activities' section has a text area for additional information. At the bottom are 'Cancel' and 'Next' buttons.

Volunteer Registration: Preferences

Volunteer Schools

Registered School:
Select the school where you are registering to volunteer, or where you will be spending most of your time, and your affiliation with that school. You can select other schools later.

*Volunteer Center

Preferred Schools:
Please select any other schools where you would also like to volunteer

Available Schools

- *Career Center
- *No Preference
- *Partnership Center
- AAA Test INACTIVE
- Academy
- ARCS

Add >> **<< Remove**

Selected Schools

- *Volunteer Center

Preferred Opportunity Types

Some activities require us to run a background check, and if you choose one of these we will ask you for additional details so we can complete this standard safety precaution.

Available Opportunity Types

- Art Program Support
- Awards Ceremonies
- Classroom Volunteer
- Enrichment Activities
- Fairs (Science, Book)
- Field Day

Add >> **<< Remove**

Selected Opportunity Types

Skills and School Activities

Please let us know about any special language, technical, business or other skills that could help match you to volunteer needs in our schools. You can also use this section for specific activities (e.g. - Winter carnival, book fair, etc.) at your selected schools(s).

Cancel **Next**

REGISTERED SCHOOL

Registered School
Automatically added
to Preferred Schools

District-wide
opportunity types

School specific
Keywords – e.g.
Events, Grades, etc.

Step 5: Background & Disclaimer

The screenshot shows a web form titled "Volunteer Registration : Background Details and Disclosures" for RELATRIX@ COMPANY. The form is divided into two main sections: "Background Details" and "Disclosures".

Background Details

Date of Birth * : (MM / DD / YYYY)
 / /

Gender * :
☐ Male ☐ Female

Previous Names : Include any aliases, maiden or previously married name. Give First and Last name. Type one full name per line.

Disclosures

You agree with terms and Conditions
☐ I Agree

Back Ground Check
☐ Yes
☐ No

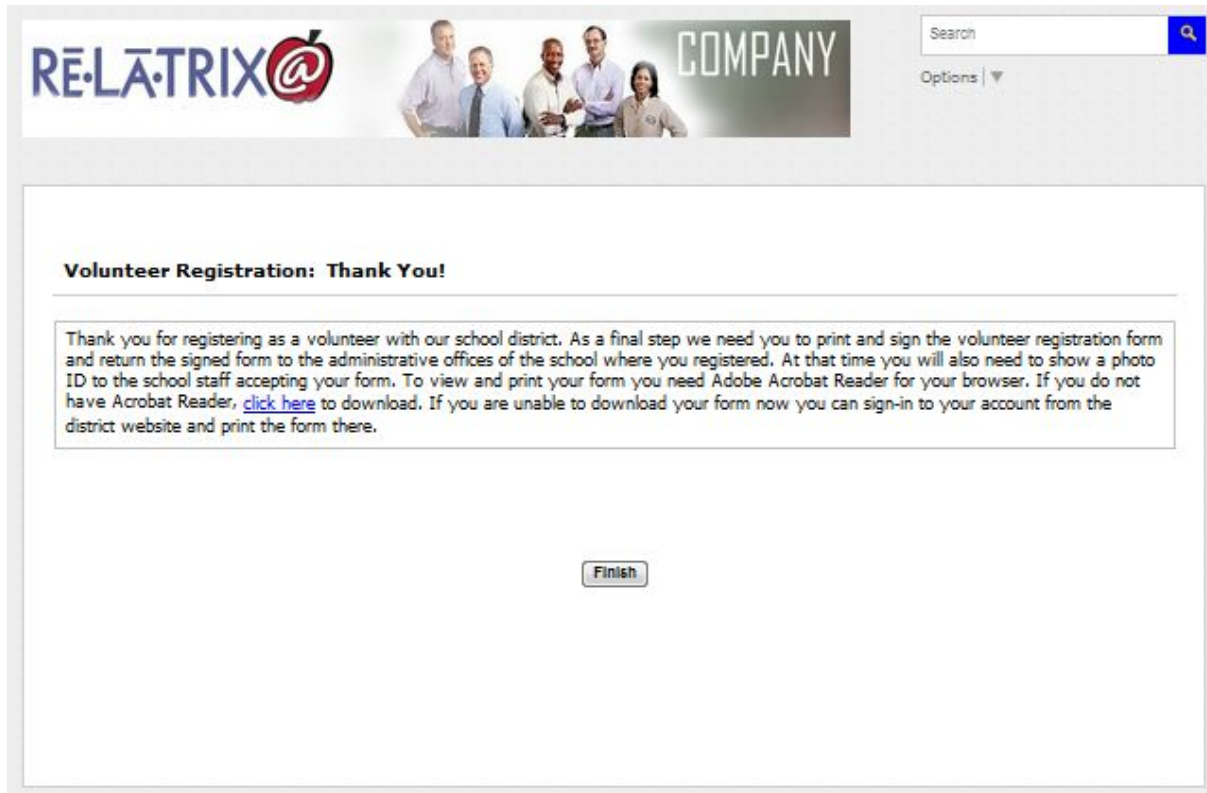
If you answered yes please explain :

At the bottom of the form are "Cancel" and "Next" buttons.

Date of Birth and Gender
required for background checks,
as well as any aliases

Disclosures
Up to 3 disclosure
questions available to
configure

Final Step: Finish

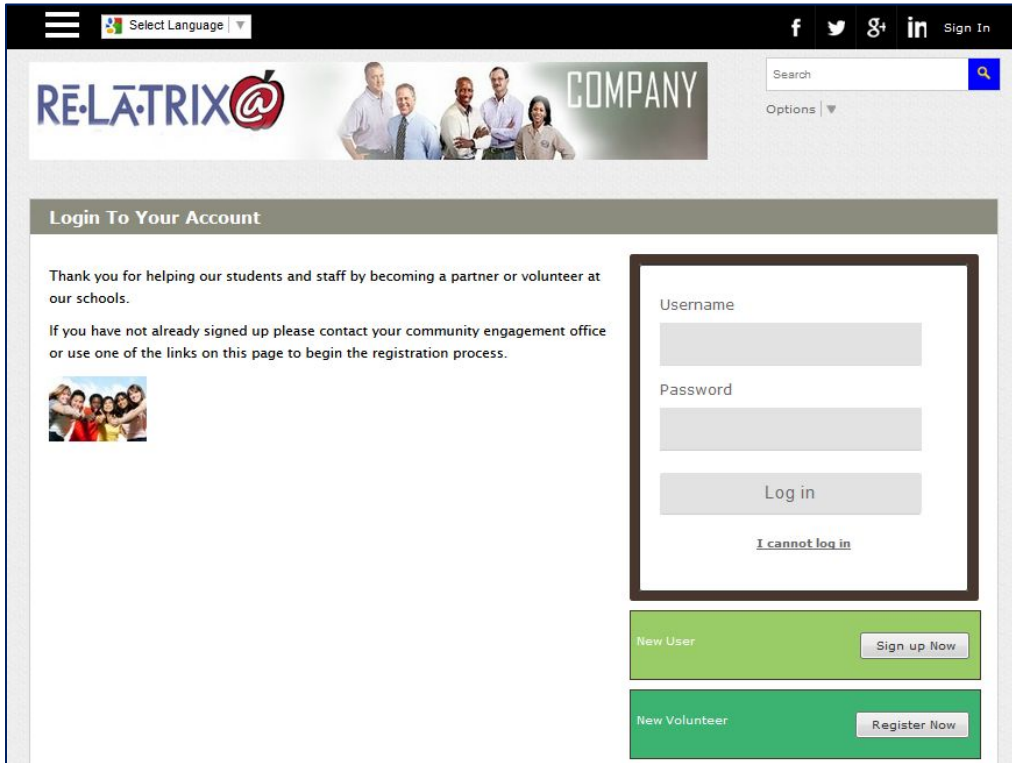


Volunteers receive an account confirmation email

Volunteers should be encouraged to 'whitelist' the sender domain (ezcommunicator.com) and/or add the sender as a contact to ensure message delivery



Volunteer Sign In



RE-LATRIX COMPANY

Select Language

Sign In


Search

Options

Login To Your Account

Thank you for helping our students and staff by becoming a partner or volunteer at our schools.

If you have not already signed up please contact your community engagement office or use one of the links on this page to begin the registration process.



Username

Password

Log in

[I cannot log in](#)

New User [Sign up Now](#)

New Volunteer [Register Now](#)

Access from District website or school websites

Login w/ a unique Username/PWD created during registration

Use 'I Cannot Login' link to retrieve forgotten PWD or Username

My Account Details

RE-LA-TRIX@ COMPANY

My Account

Account Credentials

Username* jk073115vol

Password* *****

Change Password

Name & Address

First Name* Sample

Middle Name

Last Name* Volunteer

Address 123 Road St

City Fort Collins

State CO

Zip Code 80524

Email

Primary Email jkuch@relatrix.com

Secondary Email

Stop All Email

Phone

Home/Primary 123 123 1234 Emergency

Work/Secondary Emergency

Mobile/Other Emergency

(Note: You need to verify the number before you start receiving text messages. Message & data charges may apply, depending on your wireless carrier service plan.)

UNSUBSCRIBE from any future messages.

Save

Link to Admin User Interface (AUI)

My Account:
Change contact details

Volunteer Info Section:
Change Volunteer
affiliations & disclosures

Volunteer Preferences:
Change school and opp
preferences

Available Opps Section:
Opportunities available
from any school on profile

Hours:
Log Hours for Matched
opportunities

Other options in
My Profile:
Select notification groups

Time To Sign-in

- Username = full email address
- Password = amaisd2016


(NOTE: Use I CANNOT LOGIN Link to get your Password via email.)



**DID WE DO ANYTHING
WHILE I WAS GONE?**

**NO, WE STOPPED CLASS TO
MOURN YOUR ABSENCE**

The AUI - Your Volunteer List


Volunteer List

☐ Filter/Search ALL Schools

Choose a Filter...

Demo Elementary

-Choose a Groups Filter-

Choose an Action...

☐ Hide inactive volunteers

[Select All](#)
Total volunteers: 577
Volunteers Selected: 0

<input type="checkbox"/>	LName	FName	UserName	School	Phone	Register	Update	BG Check Date	Log hours	Role
<input type="checkbox"/>	Aardvark	AAA	aaardvark	*Volunteer Center	720-989-8195	03/31/2015	06/22/2015	07/24/2015	Log Hours	Volunteer
<input type="checkbox"/>	Abbott	Lisa	abbottfamily6	Demo Elementary	970-999-9999	09/07/2009	04/14/2015	07/27/2015	Log Hours	Volunteer
<input type="checkbox"/>	Abrams	Arica	aricadds@yahoo.com	Demo Elementary	970-443-5700	07/20/2011	11/08/2013	07/28/2015	Log Hours	Volunteer
<input type="checkbox"/>	Ackerman	Mary	mackerman	Demo Elementary	970-482-2852	09/10/2010	01/02/2015	07/24/2015	Log Hours	Volunteer
<input type="checkbox"/>	active	Bhupesh	nmauryauser	*Volunteer Center	999-999-9999	09/22/2014	07/24/2015	07/28/2015	Log Hours	Volunteer
<input checked="" type="checkbox"/>	Adams	Kandi	kadams	Barton	970-388-6492	03/09/2012	03/18/2013	03/23/2012	Log Hours	Volunteer
<input type="checkbox"/>	Agarwal	Vipin	vipin_vol_test	*Volunteer Center	567-345-6789	11/12/2013	05/19/2015	07/27/2015	Log Hours	Volunteer
<input type="checkbox"/>	aquilar	adriana	adrianacano20@hotmail.com	*Volunteer Center	970-402-8749	11/10/2011	03/25/2015	07/24/2015	Log Hours	Volunteer
<input type="checkbox"/>	Al Nassir	Merriam	merriam.alnassir	Blevins Middle School	970-624-9794	02/03/2011	01/02/2015	07/24/2015	Log Hours	Volunteer
<input type="checkbox"/>	Aldridge	Jeanette	bluebeagledoggie@msn.com	Demo Elementary	970-482-2462	05/11/2009	12/30/2014	03/25/2012	Log Hours	Volunteer
<input type="checkbox"/>	Allen	William	wtallen	Centennial High	970-219-7359	03/13/2012	01/02/2015	03/21/2012	Log Hours	Volunteer
<input type="checkbox"/>	Anderle	Cindy	cinanderle@msn.com	Traut	970-266-1306	01/19/2007	05/25/2012	01/16/2012	Log Hours	Volunteer
<input type="checkbox"/>	Arcs	testemp_	testemp_Arcs	*Volunteer Center	123-456-7896	04/21/2014	12/03/2014	07/23/2015	Log Hours	VMSAdmin
<input type="checkbox"/>	ARCSINDIA	TestEmp	Test_EMP_ARCS	Demo Elementary	123-456-7896	12/14/2013	03/11/2014	12/14/2013	Log Hours	Volunteer
<input type="checkbox"/>	Arellano	Xochil	xarellano	Demo Elementary		08/24/2011	05/25/2012	08/26/2011	Log Hours	Volunteer
<input type="checkbox"/>	Arneson	Julia	jameson	*Volunteer Center	970-581-2881	05/05/2009	06/30/2015	03/23/2012	Log Hours	Volunteer
<input type="checkbox"/>	Arnold	Stephen	stephenarnold89	Kruse	970-223-9542	05/28/2012		05/30/2012	Log Hours	Volunteer
<input type="checkbox"/>	Arp	Brandee	branngabbb4u@yahoo.com	Demo Elementary	970-690-3531	07/19/2006	06/01/2011	01/16/2012	Log Hours	Volunteer

Click column headers to sort list

Filter your list by many different options

Use Links and Drop Down Menus to apply actions

Search by Name, Email or Comments

Key Points: Volunteer List

- **Registered** school is displayed on volunteer list
- **Active** (volunteers w hrs this school year) in BLACK font
- **No** email address required
- **Background** color displayed, if present
- **Filter** – by affiliation, opportunity type
- **Search** – by Name, Email, Notes
- **Log Hours** – individual volunteers

Communicate with your Volunteer List

RE-LATRIX@
Volunteer List

☐ Filter/Search ALL Schools Choose a Filter... Go Search

Demo Elementary Go Add Volunteer -Choose a Groups Filter- Go Choose an Action... Go

☐ Hide inactive volunteers

[Select All](#) Total volunteers: 577 **Volunteers Selected: 0**

<input type="checkbox"/>	LName	FName	UserName	School	Phone	Register	Update	BG Check Date	Log hours	Role
<input type="checkbox"/>	Aardvark	AAA	aaardvark	*Volunteer Center	720-989-8195	03/31/2015	06/22/2015	07/24/2015	Log Hours	Volunteer
<input type="checkbox"/>	Abbitt	Lisa	abbittfamily6	Demo Elementary	970-999-9999	09/07/2009	04/14/2015	07/27/2015	Log Hours	Volunteer
<input type="checkbox"/>	Abrams	Arica	aricadds@yahoo.com	Demo Elementary	970-443-5700	07/20/2011	11/08/2013	07/28/2015	Log Hours	Volunteer
<input type="checkbox"/>	Ackerman	Mary	mackerman	Demo Elementary	970-482-2852	09/10/2010	01/02/2015	07/24/2015	Log Hours	Volunteer
<input type="checkbox"/>	active	Bhupesh	nmauryauser	*Volunteer Center	999-999-9999	09/22/2014	07/24/2015	07/28/2015	Log Hours	Volunteer
<input checked="" type="checkbox"/>	Adams	Kandi	kadams	Barton	970-380-6492	03/09/2012	03/18/2013	03/23/2012	Log Hours	Volunteer
<input type="checkbox"/>	Agarwal	Vipin	vipin_vol_test	*Volunteer Center	567-345-6789	11/12/2013	05/19/2015	07/27/2015	Log Hours	Volunteer
<input type="checkbox"/>	agular	adriana	adrianacano20@hotmail.com	*Volunteer Center	970-402-8749	11/10/2011	03/25/2015	07/24/2015	Log Hours	Volunteer
<input type="checkbox"/>	Al Nassir	Merriam	merriam.alnassir	Blevins Middle School	970-624-9794	02/03/2011	01/02/2015	07/24/2015	Log Hours	Volunteer
<input type="checkbox"/>	Aldridge	Jeanette	bluebeagleoggie@msn.com	Demo Elementary	970-482-2462	05/11/2009	12/30/2014	03/25/2012	Log Hours	Volunteer
<input type="checkbox"/>	Allen	William	wtallen	Centennial High	970-219-7359	03/13/2012	01/02/2015	03/21/2012	Log Hours	Volunteer
<input type="checkbox"/>	Anderle	Cindy	cinanderle@msn.com	Traut	970-266-1306	01/19/2007	05/25/2012	01/16/2012	Log Hours	Volunteer
<input type="checkbox"/>	Arcs	testemp_	testemp_Arcs	*Volunteer Center	123-456-7896	04/21/2014	12/03/2014	07/23/2015	Log Hours	VMSAdmin
<input type="checkbox"/>	ARCSINDIA	TestEmp	Test_EMP_ARCS	Demo Elementary	123-456-7896	12/14/2013	03/11/2014	12/14/2013	Log Hours	Volunteer
<input type="checkbox"/>	Arellano	Xochil	xarellano	Demo Elementary		08/24/2011	05/25/2012	08/26/2011	Log Hours	Volunteer
<input type="checkbox"/>	Arneson	Julia	jameson	*Volunteer Center	970-581-2881	05/05/2009	06/30/2015	03/23/2012	Log Hours	Volunteer
<input type="checkbox"/>	Arnold	Stephen	stephenarnold89	Kruse	970-223-9542	05/28/2012		05/30/2012	Log Hours	Volunteer
<input type="checkbox"/>	Arp	Brandee	brannabb4u@yahoo.com	Demo Elementary	970-690-3531	07/19/2006	06/01/2011	01/16/2012	Log Hours	Volunteer

Select Volunteers
THEN Choose
EMAIL SELECTED

Not OK – Red Volunteers
WILL NOT receive
communications
from here

Volunteers: Email Selected

RELATRIX®

Email Volunteers

Use this page to create and send emails to your selected volunteers. The email will originate from the EZVolunteer System account but volunteers can REPLY TO your email address. After confirming your email has been sent click FINISH to return to your volunteer list.

REPLY TO defaults to your Coordinator Email Address, but can be changed

Send Email Finish

Send To: 0 selected volunteers

From: EZVolunteer_Dev

Reply To: info@relatrix.com

Cc:

Subject:

Best practice to include your school name in the Subject line

****PASTE FROM WORD Tool****
Very important


Actions From Volunteer List

- **Remove From List**
 - Moves volunteer off your list back to the 'district' list for reassignment. Does not remove other schools from volunteer record.
- **Notify Opportunity**
 - Send an email notification about selected opportunity with hyperlink to sign-up
- **Match Opportunity**
 - Match a volunteer to selected opportunity
- **Send Notice**
 - Email a previously created notice from notices module.
- **Email Selected**
 - Send an email to selected volunteers.
- **Add To Group**
 - Adds volunteer to news group for sending volunteer communications.
- **Print Badge**
 - Prints badges for use with Kiosk (not currently licensed)

Key Points: Volunteer Opportunities

- How are they used?
 - Sign Up Volunteers
 - Record Volunteer Hours
 - Communicate with Volunteers
- Type of opportunities
 - **Generic** opportunity (one per school)
 - **Specific** opportunity (unlimited)
(Can be a Single Event or Recurring Opportunity)

Opportunity List

**Opportunity List**

Laurel

School

Add Opportunity

Delete Selected

Go

View Closed ☐

[Select All](#) Selected : 0

<input type="checkbox"/>	ID	Name	School	Type	Start On	#Hours	#Volunteers	Status	Get URL
<input type="checkbox"/>									
<input type="checkbox"/>	1003	2013/14 Generic Hours	Laurel	*No Preference	8/1/2013 7:00:00 AM	8	527	Logging	URL
<input type="checkbox"/>	1077	Laurel's Book Fair	Laurel	Fairs (Science, Book)	9/1/2014 6:00:00 AM	0	5	Logging	URL

Page 1 of 1 (2 items) [<](#) **[1]** [>](#)

Page size: 10

Green is 'Generic'
Opportunity
**Only one per school

Quick access to EDIT sessions by
the number of volunteers matched
and the number of hours logged

Specific Opportunities in
Blue - Unlimited

Add Opportunity: Opportunity Details

Add Opportunity

☐ Available ALL ☐ Match ALL ☐ Display Kiosk

Volunteers Needed : 999 Matched : 0 Logged : 0

Details - Volunteers see these details when they sign-up or log hours

Name

Type

*Miscellaneous ▼

School

AACAL ▼

Location

Description

Enter extra details in the **Description**
if you plan to use the communication
functions

Add Opportunity: Schedule

Schedule - Set the start/end date and time. If this is a recurring opportunity start/end refer to the first occurrence

☒ This is a recurring opportunity

Start Time: 8/1/2013 2:00 AM

End Time: 8/1/2013 3:00 AM

Recurrence Pattern

☒ Daily
☐ Weekly
☐ Monthly
☐ Yearly

☒ Every 1 day(s)
☐ Every Weekday

Range of recurrence

☒ End On: 5/31/2014
☐ End After: occurrences
☐ No End Date

If **RECURRING** then
This is the time of the
1st Occurrence

The last date the event will
occur is on this date

Key Points: Matching Volunteers

***Shown further in Intermediate VolCo Trainings*

- Auto vs. Manual matching
- Filter & Select volunteers
- Match volunteers
- Notify volunteers

Key Points: Logging Hours



Volunteer


- Self-Log Hours as an **individual** volunteer
 - **Matched or Available** opportunity (MyA)
 - **Generic** opportunity (MyA)
 - Kiosks


Coordinator

- Log Hours for **Matched** volunteers (Opp)
 - » (Batch Logging or Time Log)
- Log Hours for an **individual** volunteer
 - **Matched** opportunity (Vol List)
 - **Generic** opportunity (Vol List)

Log Hours: Individual Volunteer (My A)

COMPANY

Hi, Jill  Log Out Admin

Search 

Options ▾

User Profile ▾

Volunteer ▾

Employee ▾

NEED MORE HELP?
[SEARCH OUR FAQs](#)

EMAIL
support@relatrix.com

TELEPHONE
800-987-6543

Hours For - Jill Kuch

TOTAL HOURS
767.94

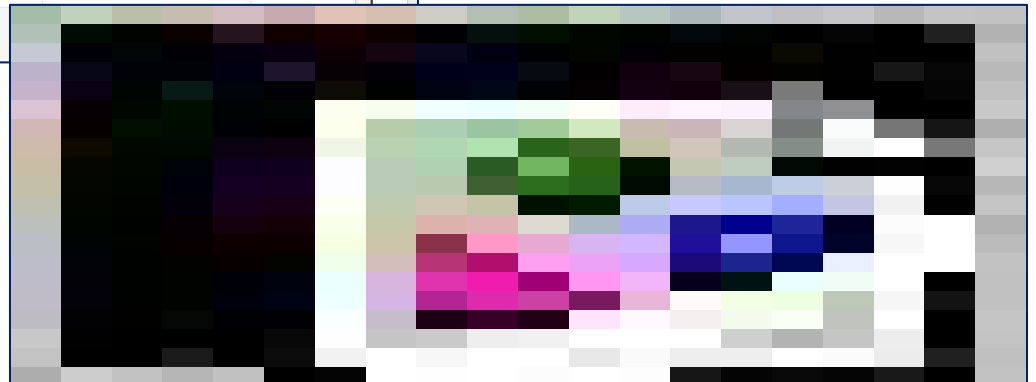
HOURS THIS YR
0

Matched Opportunities
Choose one of the opportunities below to record your volunteer hours or cancel, if you cannot participate.

Name	School	Start	Hours
testing purpose	Barton	12/19/2014	
Test Opportunity 17	Demo Elementary	6/11/2014	
Test Opportunity 16	Demo Elementary		

View MATCHED opportunities

Log hours to GENERIC opportunity



Log Hours: Individual Vol (Volunteer List – Log Time)


School/Generic Opportunities

Please log your hours if you do not see the event or program in your Matched Opportunities list. Select the school. Then input your hours and any comments. Hours recorded in the volunteer kiosk are displayed here.

School/location where you volunteered:

Time Log:

Choose the date you volunteered. Click 'Log My Hours' to save your data

Date 

Comments

Hours

Date	School	Comments	Hours
8/4/2014	Demo Elementary	<input type="text" value="Sample session"/>	<input type="text" value="2.0"/>
8/4/2014	*Volunteer Center	<input type="text" value="Sample session 2"/>	<input type="text" value="2.0"/>

When finished,
FINISH/RETURN

****Can edit Generic
Opportunity Sessions**

Log Hours: Batch in Opportunity

Volunteers - Input the number of volunteers needed for this opportunity and whether to auto-match and auto-log hours.

Volunteers Needed:	<input type="text" value="999"/>	(zero for generic)	<input type="button" value="Match Vols"/>
Volunteers Matched:	<input type="text" value="0"/>	<input checked="" type="checkbox"/> Auto Match	
Volunteers Logged:	<input type="text" value="0"/>	<input type="checkbox"/> Auto Log <input type="text" value="1"/> hours	<input type="button" value="Log Time"/>

Only select close if all your hours are logged

RE·L·A·TRIX®

Edit volunteers hours for - 2013/14 Generic Hours

You may edit the comments or hours of any selected volunteer. Click SAVE to save you changes and return to the time log page.

	First Name	Last Name	Date	Email	Comment	Hours
Delete	Jill	Kuch	04/14/2014	jillkuch@gmail.com	test hours	1
Delete	Jill	Kuch	09/10/2014	jillkuch@gmail.com	test	2
Delete	Jill	Kuch	09/11/2014	jillkuch@gmail.com	test hours	3

1

Using **LOG TIME** in the Opportunity Module allows VolCos to add hours in a batch.

This is also where you can **EDIT** any hours logged within that Opportunity

Log Hours: Matched to Opportunity

Log Volunteer Hours - Generic

For the selected opportunity add any comments and log hours for your matched volunteers. If this is a recurring opportunity use the 'Opportunity ID' to log hours for a different day. If it is your school's generic opportunity only volunteers who have logged hours will be displayed.

Use the 'update' or 'save' buttons to save your data before choosing a different opportunity date or leaving this page.

**Log Hours for ALL Volunteers
MATCHED to Opportunity –
by DATE**

Name: *D11 Vol Services 2013/14 Generic Hours Type: *Open - as needed School: *D11 Vol Services ID: 4288

Volunteers Matched: 33 Hours Logged: 0 Opportunity Date: 8/1/2013 7:00:00 AM

<PREV NEXT>

Update Save Cancel

****Search box is here,
to EDIT volunteer
sessions****

Search

Close Op

Volunteers	Comments	Hours	
	<input type="text"/>	0.0	Delete
Ararat, Ivonne	<input type="text"/>	0.0	Delete
Barba, John	<input type="text"/>	0.0	Delete
Bierman, Denise	<input type="text"/>	0.0	Delete
Bullard, Kelly	<input type="text"/>	0.0	Delete
Chavez, David	<input type="text"/>	0.0	Delete
Chavez, Patricia	<input type="text"/>	0.0	Delete
Chavez, Samuel	<input type="text"/>	0.0	Delete
Coleman, Horace	<input type="text"/>	0.0	Delete
Curran, Kristina	<input type="text"/>	0.0	Delete
DeMarco, Christina	<input type="text"/>	0.0	Delete
Fullarton, Jessica	<input type="text"/>	0.0	Delete


Log Hours: Individual Vol (Matched)

**Can be accessed through the Vol List or MyA*

EZCommunicator - STAGE

Opportunity - Monocacy Elementary

School: Monocacy Elementary

Your Status: Matched 

Type: Open - as needed

Schedule: 8/6/2008 9:00:00 AM to 8/6/2008 12:00:00 PM

Log Hours for any MATCHED opportunity or Volunteers can log their own from their account.

Location: Test Location

Description: test

Coordinator(s)

First Name

Last Name

E-mail

Phone

Time Log

Opportunity Date	Comments	Hours
8/6/2008 9:00:00 AM	<input type="text" value="classroom assistant - Ms Jones 3rd grade"/>	<input type="text" value="2"/>

Key Points: Creating Reports

- Volunteer Reports
 - Registered vs. Preferred
 - Phone, Mailing, Labels
- Opportunity Reports
- Hours Logged Reports
 - Pin Hours (Summary)
 - By Volunteer Detailed Hours
 - Daily Time Log

Volunteer Reports

Generate Reports

Choose a Report on Volunteers, Opportunities or Hours Logged at your school or across your district. Filter your results using the different parameters for each type of report. Print or export the results of your report for further analysis.

Choose a Report:	Volunteer Report	Mailing Phone/Email Labels - Avery 5160 Labels - Avery 5164 Missing Info
Report Layout:	Mailing	
Volunteer Status:	Both	
Schools: (Press and hold CTRL to select multiple items or deselect items)	All Adult Education Ballenger Creek Elementary Ballenger Creek Middle <input checked="" type="radio"/> Registered <input type="radio"/> Preferred	
Date Registered:	From: All	To: All
Volunteer Affiliation : (Press and hold CTRL to select multiple items or deselect items)	All Parent Business/Organization Partner GrandParent	
Opportunity Types: (Press and hold CTRL to select multiple items or deselect items)	All Classroom Assistant Classroom Speaker Clerical	
Organization Name:		
Student Affiliation: (Press and hold CTRL to select multiple items or deselect items)	All None AIMS CC CSU	

View HTML

Generate PDF/Print

Export To Excel

Choose from
different report
layouts

REGISTERED
ONLY or ALL
Volunteers on
your list

Filter by Affiliation
or Opportunity
Interests

Volunteer Reports

Generate Reports

Choose a Report on Volunteers, Opportunities or Hours Logged at your school or across your district. Filter your results using the different parameters for each type of report. Print or export the results of your report for further analysis.

Choose a Report:	Volunteer Report	<div>Mailing Phone/Email Labels -Avery 5160 Labels - Avery 5164 Missing Info</div>	Choose from different report layouts
Report Layout:	Mailing		
Volunteer Status:	Both		
Schools: (Press and hold CTRL to select multiple items or deselect items)	All Adult Education Ballenger Creek Elementary Ballenger Creek Middle <input checked="" type="radio"/> Registered <input type="radio"/> Preferred		REGISTERED ONLY or ALL Volunteers on your list
Date Registered:	From: All To: All		
Volunteer Affiliation : (Press and hold CTRL to select multiple items or deselect items)	All Parent Business/Organization Partner GrandParent		Filter by Affiliation or Opportunity Interests
Opportunity Types: (Press and hold CTRL to select multiple items or deselect items)	All Classroom Assistant Classroom Speaker Clerical		
Organization Name:			
Student Affiliation: (Press and hold CTRL to select multiple items or deselect items)	All None AIMS CC CSU		
<div>View HTMLGenerate PDF/PrintExport To Excel</div>			

Opportunity Report

Choose a Report:	Opportunities Report ▾	
Report Layout:	By Opportunity ▾	
Schools: (Press and hold CTRL to select multiple items or deselect items)	<div>All Adult Education Ballenger Creek Elementary Ballenger Creek Middle</div>	
Date Created:	From: All ▾	To: All ▾
Start Date:	From: All ▾	To: All ▾
Opportunity Status	<div>All New In Process Logging Closed</div>	
Opportunity Types: (Press and hold CTRL to select multiple items or deselect items)	<div>All Classroom Assistant Classroom Speaker Clerical</div>	
<div>View HTMLGenerate PDF/PrintExport To Excel</div>		

Filter opportunities by
START DATE,
STATUS or TYPE


Hours Logged Reports

Choose a Report:	Hours Logged
Report Layout:	Pin Hrs Report
Hours Calculated From:	<input checked="" type="radio"/> All Schools volunteers worked <input type="radio"/> Only Selected School volunteers worked
Schools: (Press and hold CTRL to select multiple items or deselect items)	All Adult Education Ballenger Creek Elementary Ballenger Creek Middle
Relationship to School:	<input checked="" type="radio"/> Registered <input type="radio"/> Preferred
Opportunity Types: (Press and hold CTRL to select multiple items or deselect items)	All Classroom Assistant Classroom Speaker Clerical
Volunteer: (Press and hold CTRL to select multiple items or deselect items)	All 121212 121212 Alvaro Pinto Angelina Jolie
START Date Range	From All To All
Hours Worked:	Between <input type="text"/> and <input type="text"/> All Hours Logged

Report can include hours from your school or all schools

[View HTML](#) [Generate PDF/Print](#) [Export To Excel](#)

Kiosk – Sample page



*TSD Central Office Sign In


Volunteers:
Please use your Name Badge and the scanner to start or finish volunteering today. If you do not have a Name Badge, use the Manual Volunteer Sign In or Sign Out buttons with your volunteer account username and password.

Visitors:
Please use the Visitor Sign In button. You will receive a printed sticker badge valid for today only. Sign out by using the scanner and your sticker badge, or use the Visitor Sign Out button.

Registered Volunteer

Campus Visitor

[Send us your comments](#)



Start Volunteering



Jill Kuch

Please complete the following information below whether you will 'Start' volunteering or you are 'Here Just Visiting' at *TSD Central Office

Arrival:	09/23/2013	08:20	PM
Expected Departure:	09/23/2013	09:20	PM

(You can modify your expected departure time later, if it changes.)

Activity : *TSD Central Office 2013/14 Gen
(Choose any school activity or default to the school's generic event.)

Purpose of Visit:
(examples – 'Mrs. Jones Classroom help' or 'Lunch with student')

<input type="button" value="Just here visiting"/>	<input type="button" value="Start"/>
<input type="button" value="Kiosk Main Menu"/>	<input type="button" value="Cancel"/>

[Send us your comments](#)

Key Points: Kiosk

- Kiosks can be used at schools for easy volunteer sign in and out.
 - Simple use, all online
 - Badges to identify volunteers
 - Use for both Volunteers and Visitors

Key Points: Wrapping Up

- Volunteers register through district site
- 'Check Database' when adding a volunteer from Volunteer Mgt Admin
- Use 'Generic' opportunity for hours collection
- Opportunities can be set to 'Available' or 'Match' ALL and then notify volunteers
- Generate reports to verify data
- Kiosk available to streamline sign-in/out

Key Points: Wrapping Up

- Volunteers register through district site or directly on the EZVolunteer site
- District Admin can add new volunteers and others to your school list
- Use 'Generic' opportunity for hours collection
- Generate reports to verify data
- Questions or need more training?
 - First contact your District Volunteer Admin

Contact Details

→ Relatrix Customer Support

866.670.6399

support@relatrix.com

→ Mark Franke – Relatrix Account Contact

800.570.6234 x501 or 720.989.8195

mfranke@relatrix.com