

Volunteer Reports

Use the **Reports** tab to access and run any of the available volunteer reports. See [Volunteer Reports](#).

The screenshot shows the 'Volunteers' page with the 'Reports' tab selected. Below the navigation tabs, there is a section titled 'Volunteer Reports' containing ten report cards, each with a grid icon and a title:

- Active Volunteers**: Profile information, including photo, on volunteers whose status is active.
- All Volunteers By Status**: Volunteers grouped by status.
- Approved Applications**: Volunteer Applications that have been approved.
- Denied Volunteer Applications**: Volunteer applications with a denied status.
- Top Volunteers by Building**: Volunteers grouped by buildings sorted by greatest total time.
- Total Hours Per Volunteer**: Total number of volunteer hours associated to each volunteer.
- Total Hours Per Volunteer By Building**: Total number of hours worked per volunteer grouped by building.
- Total Volunteer Hours Worked Per Affiliation**: Total number of volunteer hours associated to each affiliation.
- Total Volunteer Hours Worked Per Building**: Total number of volunteer hours associated to each building.
- Total Volunteer Hours Worked Per Function**: Total number of volunteer hours associated to each function.
- Total Volunteer Hours Worked Per Organization**: Total number of volunteer hours on behalf of an organization.
- Volunteer Applications by Status and Building**: Volunteer Applications modified within specified date range and grouped by status and building.
- Volunteer Hours by Function and Building**: Volunteer Hours grouped by function and building.
- Volunteer Sign-In History by Building**: Volunteer sign in history grouped by building.

Events

The **Events** tab is used by the Volunteer Coordinator to manage events, such as creating an event, viewing all events, modifying an event and deleting an event. You must have the *Can Manage Events* permission to see this tab.

The screenshot shows the 'Volunteers' page with the 'Events' tab selected. Below the navigation tabs, there is a section titled 'All Events' with a filter dropdown set to 'Upcoming Events' and an 'Add Event' button. Below this is a table of events:

Details	Name	Sponsor	Location	Start Date / Time	End Date / Time	Needed	Options
▶	Bake Sale	District	Raptor Elementary	12/23/16 1:11 PM	12/23/16 1:11 PM	3	⊞
▶	Special event meeting	District	Raptor Elementary	12/22/16 1:12 PM	12/22/16 1:12 PM	10	⊞
▶	After School Event	District	Raptor High School	12/19/16 3:39 PM	12/19/16 4:04 PM	5	⊞
▶	Saturday Workshop	District	Raptor High School	12/17/16 3:01 PM	12/17/16 4:01 PM	5	⊞

View All Events

You can view all the events on the **All Event** workspace.

Use the **Filter** drop-down to narrow the search for specific events. You can filter to display Scheduled Events, Past Events and All Events.

Add Event

Volunteerevents can be created at the building level or client level (All Buildings).

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.
2. On the **All Events** workspace, click **Add Event**.

The screenshot shows the 'Volunteers' interface with the 'Events' tab selected. The 'All Events > Add Event' workspace contains the following form fields:

- Name ***: Special event meeting
- Description**: Meeting to discuss upcoming event
- Location**: Raptor Elementary
- Address**: 102 Raptor Lane
- City**: Houston
- Zip Code**: 77001
- Start Date / Time ***: 12/14/2016 6:00 PM
- End Date / Time ***: 12/14/2016 7:30 PM
- Needed**: 10
- Signed Up**: (empty field)
- Functions ***: + Add Function, SCHOOL EVENT (tag)
- Notes**: (empty text area)

3. On the **Add Event** workspace, complete the following fields:
 - **Name*** – Enter a name for the event.
 - **Description** – Enter information that describes the event.
 - **Location** – Enter the name of the location (building) where the event will occur.
 - **Address** – Enter the physical address of the event location.
 - **City/Zip Code** – Enter the name of the City and postal zip code for the location of the event.
 - **Start Date/Time*** – Click the 📅 icon to select the date of the event and then click the ⌚ icon to select the time the event starts.
 - **End Date/Time*** – Click the 📅 icon to select the date the event ends and then click the ⌚ icon to select the time the event ends.
 - **Needed** – Select the number of volunteers needed to help with the event.
 - **Signed Up** – This *read-only* field indicates the number of volunteers who have already signed up for the event.

- **Functions*** – Click **Add Function** and select the type of event from the drop-down list.

Note Only volunteers that have been approved for the Functions in the event detail, can sign up for that event.

- **Notes** – Enter any additional notes about the event.

4. Click **Save**.

View Volunteers Signed Up for Event

Volunteer Coordinators can view who has signed up to volunteer for an event from the **Event Detail** workspace.

Note From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.

1. On the **All Events** workspace, click the **h** icon next to the event you want view.
2. On the **Event Detail** workspace, you can view the number of volunteers who have signed up for the event in the **Signed Up** field in the upper portion of the workspace.
3. Navigate to the **Volunteers Signed Up** grid to view the volunteers who have signed up for the event.

Volunteers Signed Up						Event Sign Up
First Name	Last Name	Email	Sign-Up Date/Time	Options		
Mary	Black	maryblack@raptor6.com	12/12/16 12:24 PM	Email	🗑️	

Send Email to All Volunteers Signed Up for Event

Users with the *Can Manage Events* permission can send an email to all volunteers who have signed up for a specific event.

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.
2. On the **All Events** workspace, click the **h** icon next to the event to expand the **Event Detail**.
3. In the **Volunteers Signed Up** grid, click **Email Options** and select **Email All Signed Up** from the drop-down list.

First Name	Last Name	Email	Sign-Up Date/Time
Susan	Doyle	susandoyle@raptor6.com	03/28/17 1:56 PM
Mary	Black	maryblack@raptor6.com	12/12/16 12:24 PM

4. Enter the email **Subject** and **Message**, and then click **Send**.

Email Volunteer(s)

This email will be sent to all volunteers who are signed up to work this event.

From: Volunteer Coordinator
 To: 2 Volunteers
 Subject: *
 Bake Sale

Message: *
 Please plan to attend planning meeting prior to event.

Send Cancel

Send Email to All Eligible Volunteers for Event

Users with the *Can Manage Events* permission can send an email to all eligible volunteers for an event based on the function(s) selected for the event. An eligible volunteer is one who has an active status, is approved for one or more functions that are associated with an event, and who has not already signed up to volunteer for the event.

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.
2. On the **All Events** workspace, click the **H** icon next to the event to expand the **Event Detail**.
3. In the **Volunteers Signed Up** grid, click **Email Options** and select **Email All Eligible** from the drop-down list.

Note This email will be sent to all eligible volunteers who are approved for the functions of this event.

Email Volunteer(s)

This email will be sent to all eligible volunteers who are approved for the functions of this event.

From: Volunteer Coordinator
 To: 8 Volunteers
 Subject:*

Bake Sale

Message:*

This is a sample email to all eligible volunteers approved for the function of this event.

4. Enter the email **Subject** and **Message**, and then click **Send**.

Sign Up Volunteers for Event

Volunteer Coordinators can sign up volunteers for an event using the **Events** tab on the **Volunteers** workspace.

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.
2. On the **All Events** workspace, click the **H** icon next the event you want to add volunteers.
3. On the **Event Detail** workspace, navigate to the **Volunteers Signed Up** grid and click **Event Sign Up**.
4. Enter the volunteer's **First** and/or **Last Name** in the text field and click **Find**.

Volunteers

[All Events](#) > [Event Detail](#) > Event Sign Up

Search results will be filtered to display only those volunteers that are approved for functions specified in this event

Search Results

Select	Photo	First Name	Last Name ↑	Date Of Birth	ID Number
<input type="button" value="Sign Up"/>		Susan	Doyle	04/11/1957	****3518

5. In the **Search Results** area, click **Sign Up** next to the volunteer's name.

Note Only those volunteers that match the search criteria and the Functions selected in the event detail will be returned in the Search Results.

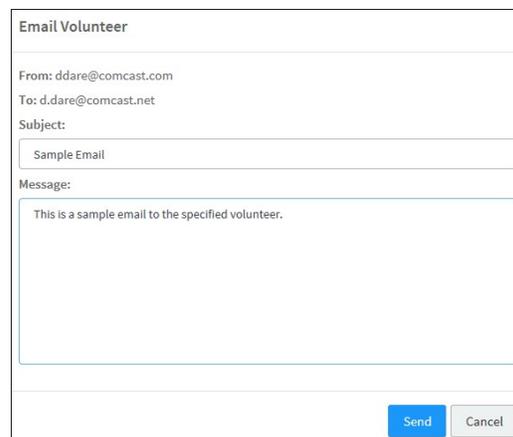
The volunteer displays in the **Volunteers Signed Up** grid for the event and the number in the **Signed Up** field in the event detail increments.

Send Email to Individual Volunteer Signed Up for Event

Volunteer Coordinators can send an email to those volunteers who have signed up for an event from the **Event Detail** workspace.

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.
2. On the **All Events** workspace, click the **H** icon next to the event to expand the **Event Detail**.
3. In the **Volunteers Signed Up** grid, click **Email** for the volunteer who you want to send an email.

Note If the volunteer does not have an email address in their profile, the **Email** button does not display.



Email Volunteer

From: ddare@comcast.com
To: d.dare@comcast.net
Subject: Sample Email

Message: This is a sample email to the specified volunteer.

Send Cancel

4. Enter the email **Subject** and **Message**, and then click **Send**.

Remove Volunteer from Event

Event Coordinators can remove a volunteer who is signed up for an event and reset the **Signed Up** number to reflect the change on the **Event Detail** workspace.

1. From the navigation menu, select **Modules > Volunteers** and then click the **Events** tab.
2. On the **All Events** workspace, click the **H** icon next to the event to expand the **Event Detail**.
3. In the **Volunteers Signed Up** grid, click **Remove** and then click **Yes** on the **Removal Confirmation** dialog.

The **Email Removed Volunteer** dialog displays to send the volunteer an email that they have been removed from the event. Complete the **Message** and click **Send**.

If the volunteer does not have an email address in their profile, the **To** field displays *null*. Click **Cancel** to cancel the email.