Quick Guide - Volunteer Calendar Settings for Time/Date Signups

Lock Period:	**3** days before the event
Allow SignUp for events upto:	01/01/2016
Default View Duration:	days
Allow Substitutes?	○ Yes ◉ No
Enable Email Reminder?	◉ Yes ○ No
Last reminder sent on:	NEVER
Enable Email Notification?	○ Yes ◉ No
Show who has signed up?	○ Yes ◉ No
Show Assignees on the home page?	◉ Only entries assigned. Resource administrators see all ○ Do not show
Show slot capacity column?	◉ Yes ○ No
Slot capacity column name:	Open
Show open#?	◉ Yes ○ No

Update Cancel

Lock Period - Optional: May lock signups to prevent changes a few days before event

Allow SignUp for Events Upto: Choose the last date event. May be at end of times entered

Allow Substitutes – Optional based on activity

Enable Email reminder: Email reminder to assignees: *Recommend – Yes*

Email sent to Admin/Edit when assignees sign up: *Recommend – No*

Show who has signed up – Based on activity

Show Assignees on home page - May be either based on parent needs. Try and see if showing parent information is appropriate for this activity.

Show Slot capacity column - Yes. Generally this will be set to 1 when creating the time slots

Slot Capacity column name – Choose a word that best fits the request – Open, Needed, Volunteers, Parents

Show open# - Will show the number of open time slots

Resource Permissions for Volunteer Calendar

Suggested resource permissions for Volunteer Calendars.

To access, click on **Admin** for the volunteer resource.

VIEW - Choose the group(s) that are participating in the signup. For example, if it is for a specific classroom the View should include the class group.

EDIT – The members that are coordinating the sign up should be included in the edit list. Generally, this will include individual members and not groups.

Note: A person with EDIT permission may make changes to the sign up dates and time, the members who signed up and change the settings.