

Signups in SchoolSpeak

- ▶ Easy to signup - all in a single Application
 - ▶ Don't have to log into many different applications
- ▶ Coordinators may view the assignees within SchoolSpeak
- ▶ SchoolSpeak administrators can manage permissions easily
- ▶ Use the goal tracker to track time volunteered, dollars donated or scrip purchased
 - ▶ Parents can see where they are as the year progresses

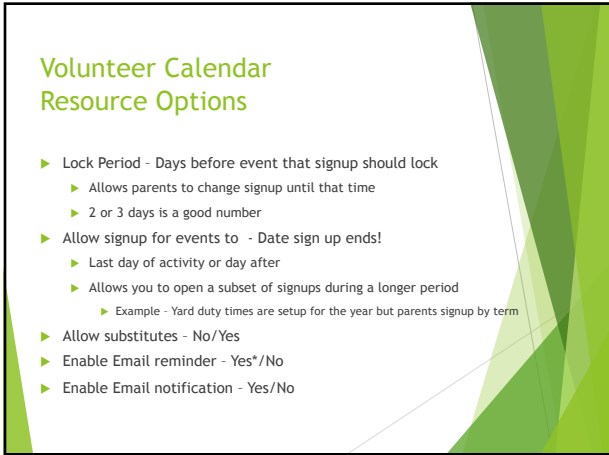
Signup Resources

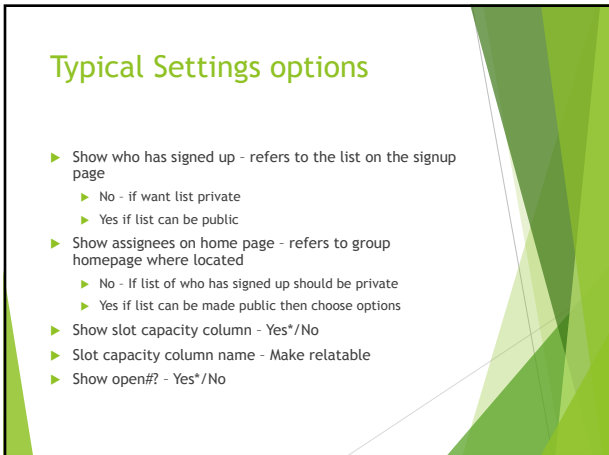
Sign up	Volunteer Calendar
Task based sign ups Good for: <ul style="list-style-type: none"> • Committee signups • Donations for parties, events, classrooms • Group signups • Tasks 	Date and time based signups Good for: <ul style="list-style-type: none"> • Yard/lunch signups • Class time volunteer opportunities • Parties and events -time slots • Parent teacher conferences

Valuable Sign Up Resource Options

- ▶ Email reminders to assignees
- ▶ Email notifications
- ▶ Locking signups to prevent members from adding/changing times
- ▶ Enable substitutes for certain signups







Using Categories Vol Cal, Signup, Goal Tracking

- ▶ Categories
 - ▶ Using Categories make it easy for a parent to sign up for specific kinds of events
 - ▶ When used in Volunteer Calendar allows admins to track the kinds of hours that were used
 - ▶ When using the goal tracker - can use same categories as the volunteer calendar

Sign Up Resource Options

- ▶ Start Date - Start of signup
- ▶ Lock Date- Date when signup is locked
- ▶ End Date - Date when signup is closed
- ▶ Display Items on homepage - Yes/No
- ▶ Allow substitution - No/Yes
- ▶ Show who has signed up - No/Yes
- ▶ Enable Email notification - Yes/No
- ▶ \Show slot capacity column - Yes/No
- ▶ Slot capacity column name - Customize per use
- ▶ Show open # - Yes*/No

Goal Tracking

- ▶ Track time, count or amount
- ▶ Can sync with volunteer calendars
 - ▶ Optional - Add Goal tracking first so that can sync when creating a new vol calendar
- ▶ View by member or family
- ▶ Uses:
 - ▶ Service hours
 - ▶ Donations to school
 - ▶ Scrip purchases

How to...

- ▶ Setup new resource for parent teacher conference
 - ▶ Where should you place the resource
 - ▶ How to add the Resource
- ▶ Customizing the resource for your school

Parent Teacher Conference Signup

- ▶ Resource = Volunteer Calendar
- ▶ Location Options
 - ▶ Grade level for conference with homeroom teacher
 - ▶ Homeroom teachers teaches all basic subjects
 - ▶ School Group if allowing parents to see all of the conference signups
 - ▶ + See all of signups
 - ▶ - Adds a lot of items to your school homepage
- ▶ Create a new group called Parent Teacher Conferences
 - ▶ + Good for middle school environment/sectioned classes where a parent may need to speak with more than one teacher
 - ▶ +Can have all grades included
 - ▶ +Can modify the permission for that resource so that only grade appropriate parents can sign up

Offline/Online

- ▶ While setting up the conferences use the resources setting Offline/Online to hide it from parents until you are ready
 - ▶ Resource Admin → Offline or Online
 - ▶ Offline - Parents not able to see the resource
 - ▶ Online - Parents can see resource
 - ▶ Create the resource and make it *offline*
 - ▶ When ready for signup change the field to *online*
 - ▶ When conferences are complete make the resource offline or hide the link and content under the group admin page
 - ▶ If using a PTC group - View -ADMIN until ready

How to add the resources to multiple groups

- ▶ Can add individually to each groups
 - ▶ Grade 1,2,3...
- ▶ Make one copy within the Parent Conference group
 - ▶ Name Example - Grade 1, Mrs. Brown
 - ▶ Set View to Grade level group
 - ▶ Set Edit to teacher
 - ▶ Set all settings
 - ▶ Make entries for the conferences
 - ▶ Make extra Vol calendars
 - ▶ (May contact support to make copies of original setup)
 - ▶ Can also copy entries from first set conference sign up to others
 - ▶ Can reuse from last year and copy forward

Resource Options

- ▶ Typical settings for Parent teacher conferences
 - ▶ Lock Period - Days before event that sign up should lock
 - ▶ 2 or 3 days
 - ▶ Allow sign up for events to - Date sign up ends
 - ▶ Last day of conference or day after
 - ▶ Allow substitutes - No
 - ▶ Enable Email reminder - Yes
 - ▶ Enable Email notification - No

Typical Settings options

- ▶ Show who has signed up -
 - ▶ No - if want list private
 - ▶ Yes if list can be public
- ▶ Show assignees on home page
 - ▶ No - If list of who has signed up should be private
 - ▶ Yes if list can be made public
- ▶ Show slot capacity column - Yes
- ▶ Slot capacity column name - "family"
- ▶ Show open#? - Yes

Adding Time Slots to the Parent Teacher conference resource

- ▶ Add/Modify Entries
 - ▶ Start date - Start date for an individual conference time slot
 - ▶ End Date - Leave Blank
 - ▶ Start time/End Time - Time for the individual conference
 - ▶ Number of Signups - 1 (if used family as slot name)
 - ▶ Notes - May put in Conference or leave blank since this resource is dedicated to parent teacher conferences
 - ▶ Status - Open
- ▶ Click Add when done
- ▶ Add additional time slots for appropriate days



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