



# **Volunteer Calendar Resource**

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## Introduction

The **Volunteer Calendar** resource assists you in the signup and tracking of volunteers' signups that are time and date based for various school or group activities such as lunch duty, parties or parent teacher conference, a one-time event or a recurring event that requires volunteers. Information such as dates, activity time duration, and number of volunteers requested may be identified for each activity. SchoolSpeak may also provide email notification for registration confirmation and activity reminders.

## Volunteer Calendar - An easy solution

- Easy to use for parents as Single Application Solution, parents do not need to sign onto multiple applications to volunteer for school activities. – they can just use SchoolSpeak.
- This resource is great for
  - Any event where members need to sign up for a specific date and time
  - In class parties and classroom volunteer opportunities
  - School volunteer opportunities such as school yard, lunch and regularly occurring signups
  - Parent Teacher conferences
  - Can be coordinated by the account admin or by another person

### Parent View

Sign up Here for Yard Duty (Volunteer for Yard Duty)

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#)  
[Member Report](#) | [Family report](#)

All Assignments of the user : **Brown, Anthony** [Email this page](#)

Date	Category	Notes	Needed	Open	Assignee(s)
11/17/2015 11:30 AM - 01:30 PM (Tuesday)			2	1	Assignees: <a href="#">Brown, Anthony</a>
11/23/2015 11:30 AM - 01:30 PM (Monday)			2	1	Assignees: <a href="#">Brown, Anthony</a>
11/24/2015 11:30 AM - 01:30 PM (Tuesday)			2	1	Assignees: <a href="#">Brown, Anthony</a>
11/25/2015 11:30 AM - 01:30 PM (Wednesday)			2	1	Assignees: <a href="#">Brown, Anthony</a>
12/09/2015 11:30 AM - 01:30 PM (Wednesday)			2	1	Assignees: <a href="#">Substitute Me</a> <a href="#">Brown, Anthony</a>

### Administrator View

Sign up Here for Yard Duty (Volunteer for Yard Duty) [ [Admin](#) ]

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#) | [Add/Modify Entries](#) | [Settings](#)  
[Member Report](#) | [Family report](#)

Select family from group  [Go](#)  
 Sign up hours from  to

**Family report for 4**  
 Parents can see only their family data in this page.  
[\[Email these families\]](#)

Family	Total	Assignments
<b>Brown</b>	<b>Total : 10</b>	
<a href="#">Brown, Anthony</a>	<b>10</b>	<a href="#">Assignments&gt;&gt;</a>
<a href="#">Brown, Kyra</a>	0	
<b>Allen</b>	<b>Total : 2</b>	
<a href="#">Allen, Jack</a>	0	
<a href="#">Allen, Sarah</a>	2	<a href="#">Assignments&gt;&gt;</a>

## Features of Volunteer Calendar

Volunteer calendar provides a number of options for schools:

- Custom configuration options based on the type of events
  - Email reminders to assignees
  - Enable substitutes for events
  - Create available sign up times
  - Recurrence support for easy event creation
- Easy permission maintenance for SchoolSpeak Administrators
- Can automatically sync with SchoolSpeak's Goal Tracking resource for easy tracking
  - Volunteered hours counts are automatically updated
  - Reduces the amount of maintenance and time required by Administrators

## Examples of volunteer signups

### Book Readers - Example of Recurring Signups - Signups for items that happen as same time/day of the week

Class Readers [ Admin ]

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#) | [Add/Modify Entries](#) | [Settings](#)  
[Member Report](#) | [Family report](#) | [Send Email Invitation](#)

[-] Hide Instructions

We are so super excited to invite our children's special grownups to join us for reading time in the classroom. We have 15 time slots available. Please choose a book that you know your child loves and share it with our class.  
We are looking forward to your visit.  
Ms. Ryan

*Currently SignUp is allowed only for events upto 5/20/2016.*

Messages for Dec 08, 2015 - Mar 23, 2016

**Find SignUps**

Contain text :

Show :  entries per page

Email this page

Date	Volunteer	Open	Assignee(s)	
<b>Wed 12/9</b> 9:30 AM - 10:00 AM	1	0	Assignees: Brown, Anthony	<a href="#">Email Assignees</a> <a href="#">Lock</a>
<b>Wed 12/16</b> 9:30 AM - 10:00 AM	1	1		<a href="#">Sign Me Up</a> <a href="#">Lock</a>
<b>Wed 12/23</b> 9:30 AM - 10:00 AM	1	0	Assignees: Nguyen, Brian	<a href="#">Email Assignees</a> <a href="#">Lock</a>
<b>Wed 12/30</b> 9:30 AM - 10:00 AM	1	1		<a href="#">Sign Me Up</a> <a href="#">Lock</a>
<b>Wed 1/6</b> 9:30 AM - 10:00 AM	1	0	Assignees: Brown, Anthony	<a href="#">Email Assignees</a> <a href="#">Lock</a>
<b>Wed 1/13</b> 9:30 AM - 10:00 AM	1	1		<a href="#">Sign Me Up</a> <a href="#">Lock</a>

### Various Date/Time Signups - Field Trip Driving - Signups occur for different dates/ times

Field Trip Drivers [ Admin ]

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#) | [Add/Modify Entries](#) | [Settings](#)  
[Member Report](#) | [Family report](#) | [Send Email Invitation](#)

[-] Hide Instructions

Dear Parents,  
Thank you for volunteering to drive on our field trips. Please identify a date and time that would be convenient. Click Sign Me Up.  
For more information, please contact Mrs. Jones in the main office.  
The Class Teachers

*Currently SignUp is allowed only for events upto 6/20/2016.*

Messages for Dec 08, 2015 - Feb 22, 2016

**Find SignUps**

Contain text :

Show :  entries per page

Email this page

Date	Needed	Open	Assignee(s)	
<b>Tue 12/15</b> 9:00 AM - 11:00 AM Trip to nature center	1	1		<a href="#">Sign Me Up</a> <a href="#">Lock</a>
<b>Fri 12/18</b> 10:30 AM - 2:30 PM Trip to Post Office	3	3		<a href="#">Sign Me Up</a> <a href="#">Lock</a>
<b>Wed 1/13</b> 12:00 PM - 2:30 PM Trip to Library	4	4		<a href="#">Sign Me Up</a> <a href="#">Lock</a>
<b>Fri 1/29</b> 9:00 AM - 2:00 PM Trip to Museum	3	3		<a href="#">Sign Me Up</a> <a href="#">Lock</a>

**Parent Teacher Conference** - May be added to a classroom group or within a separate Parent teacher conference group

### Within class group

4
Parent Teacher Conference Schedule (Parent Conferences) [ Admin ]

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#) | [Add/Modify Entries](#) | [Settings](#)

[Member Report](#) | [Family report](#) | [Send Email Invitation](#)

[\[-\] Hide Instructions](#)

You will only have 15 minutes with the teacher. Please be on time for no sessions will be allowed to go beyond the schedule times.  
 During the meeting you will discuss the ITBS standardized test score, the 1st quarter report card and general discipline.  
 If more time is required for an in depth conference please use that time to schedule a follow-up meeting.  
*Currently SignUp is allowed only for events upto 12/18/2015.*

Messages for Dec 08, 2015 - Dec 07, 2016 Change Date ▾

**Find SignUps**

Contain text :  Go Clear

Show :  entries per page

All
My Assignments
Open

Email this page
Download as CSV

Date	#	Assignee(s)	
<b>Wed 12/16/15</b> <small>9:00 AM - 9:15 AM</small>	1		<a href="#">Sign Me Up</a>
<b>Wed 12/16/15</b> <small>9:15 AM - 9:30 AM</small>	0	Assignees: <a href="#">Brown, Anthony</a>	<a href="#">Email Assignees</a>
<b>Wed 12/16/15</b> <small>9:30 AM - 9:45 AM</small>	0	Assignees: <a href="#">Miller, John</a>	<a href="#">Email Assignees</a>
<b>Wed 12/16/15</b> <small>9:45 AM - 10:00 AM</small>	1		<a href="#">Sign Me Up</a>
<b>Wed 12/16/15</b> <small>10:00 AM - 10:15 AM</small>	0	Assignees: <a href="#">Miller, John</a>	<a href="#">Email Assignees</a>
<b>Wed 12/16/15</b> <small>10:15 AM - 10:30 AM</small>	1		<a href="#">Sign Me Up</a>
<b>Wed 12/16/15</b> <small>10:30 AM - 10:45 AM</small>	0	Assignees: <a href="#">Brown, Anthony</a>	<a href="#">Email Assignees</a>
<b>Wed 12/16/15</b> <small>10:45 AM - 11:00 AM</small>	1		<a href="#">Sign Me Up</a>

**Within the Parent Teacher conference group** - Allows parents to see all signups in one location.

Please select ▾
Messages for Dec 08, 2015 Change Date ▾

Parent Teacher Conferences
Parent Teacher Conferences [ Admin ]

Homestead School's Parent Teacher Conferences are scheduled for December 2nd and 3rd.

To sign up for a Parent Teacher Conference, locate the correct teacher in the list of teachers. Click on the teacher name and locate the time that works best for you. Click on Sign Me Up next to the correct time.

You may signup for only one time slot per teacher. You may sign up for conferences with any teacher that works with your child.

**Members**

**Email**

**Text/SMS**

**Quick Links**

- [Mrs. Smith - K](#)
- [Ms. Jones - 1](#)
- [Mrs. Everett - 2](#)
- [Mrs. Simon - 3](#)
- [Mrs. Romo - 4](#)
- [Mr. Banton - 5](#)
- [Mrs. Litton - 6](#)
- [Mrs. Riley - 7](#)
- [Mr. Licata - 8](#)
- [Ms. Pine - PE](#)

## Parent Signups using Volunteer Calendar

Parents can use the Volunteer Calendar resource to sign up for events, view their assignments and volunteer hour totals for this item. Volunteer calendars may be added to any group that a parent may access.

Sign up Here for Yard Duty (Volunteer for Yard Duty)

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#)  
[Member Report](#) | [Family report](#)

[\[-\] Hide Instructions](#)

Sign up for your 5 Yard Duty Family Service Hours here. Please note that if you would like to work more than your Yard Duty Family Service Hours, can be counted toward the balance of your 40 Family Service Hours.

Should you wish to opt out of the Yard Duty Family Service Hours, a check for \$100.00 (made payable to Homestead School) must be delivered to the School Office no later than June 10, 2016.

*Currently SignUp is allowed only for events upto 6/30/2016.*

Messages for Dec 08, 2015 - Jan 19, 2016 Change Date

**Find SignUps**

Contain text :  From Category : All Go Clear

Show : 50 entries per page

All
My Assignments
Open

Email this page

Date	Category	Needed	Open	Assignee(s)	
<b>Tue 12/8</b> <small>11:30 AM - 1:30 PM</small>		2	2		
<b>Wed 12/9</b> <small>11:30 AM - 1:30 PM</small>		2	1	Assignees: <a href="#">Brown, Anthony</a>	<a href="#">Substitute Me</a>
<b>Thu 12/10</b> <small>11:30 AM - 1:30 PM</small>		2	1	Assignees: <a href="#">Adam, Janice</a>	<a href="#">Sign Me Up</a>
<b>Fri 12/11</b> <small>11:30 AM - 1:30 PM</small>		2	2		<a href="#">Sign Me Up</a>
<b>Mon 12/14</b> <small>11:30 AM - 1:30 PM</small>		2	0	Assignees: <a href="#">Carter, Givina</a> <a href="#">Close, Carol</a>	<a href="#">Add Me To StandBy</a>

The Volunteer Calendar resource has a number of benefits for parents:

- Access and sign up for time/date based activities
- View specific instructions about the event
- Click a single link to sign up – no need to sign in to another application
- Check current signups in SchoolSpeak and receive email reminders prior to the event
- Parents can reserve 2 slots so they can volunteer with their child for the volunteer events where “The volunteers needed are more than 1”.

## The Parent Experience

When parents click on a Volunteer Calendar signup resource they can view messages and instructions from the school, a list of the signup date and time available and sign up for any open volunteer opportunity.

**Sign up Here for Yard Duty** *(Volunteer for Yard Duty)*

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#)  
[Member Report](#) | [Family report](#)

[\[-\] Hide Instructions](#)

Sign up for your 5 Yard Duty Family Service Hours here. Please note that if you would like to work more than your Yard Duty Family Service Hours, can be counted toward the balance of your 40 Family Service Hours.

Should you wish to opt out of the Yard Duty Family Service Hours, a check for \$100.00 (made payable to Homestead School) must be delivered to the School Office no later than June 10, 2016.

*Currently SignUp is allowed only for events upto 6/30/2016.*

Messages for Dec 08, 2015 - Jan 19, 2016 [Change Date](#)

**Find SignUps**

Contain text :  From Category :

Show :  entries per page

[Email this page](#)

Date	Category	Needed	Open	Assignee(s)
<b>Tue 12/8</b> 11:30 AM - 1:30 PM		2	2	
<b>Wed 12/9</b> 11:30 AM - 1:30 PM		2	1	Assignees: <a href="#">Brown, Anthony</a> <a href="#">Substitute Me</a>
<b>Thu 12/10</b> 11:30 AM - 1:30 PM		2	1	Assignees: <a href="#">Adam, Janice</a> <a href="#">Sign Me Up</a>
<b>Fri 12/11</b> 11:30 AM - 1:30 PM		2	0	Assignees: <a href="#">Brown, Anthony</a> <a href="#">Adam, Janice</a>
<b>Mon 12/14</b> 11:30 AM - 1:30 PM		2	0	Assignees: <a href="#">Carter, Givina</a> <a href="#">Add Me To StandBy</a> <a href="#">Close, Carol</a>

Instructions/details

Parents may click on the links located below the Volunteer Calendar title or on the tabs above the listed items to view signups.

- All - Parent may see all assignments
- My Assignments - Parent may view their own assignments
- Open - Parent may view all available assignments

**Sign up Here for Yard Duty** *(Volunteer for Yard Duty)*

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#)  
[Member Report](#) | [Family report](#)

## To sign up for a time slot

1. Locate the available date and time that is convenient
2. Click Sign Me Up.

[Email this page](#)

Date	Category	Needed	Open	Assignee(s)
<b>Tue 12/8</b> 11:30 AM - 1:30 PM		2	2	
<b>Wed 12/9</b> 11:30 AM - 1:30 PM		2	1	Assignees: <a href="#">Brown, Anthony</a> <a href="#">Substitute Me</a>
<b>Thu 12/10</b> 11:30 AM - 1:30 PM		2	1	Assignees: <a href="#">Brown, Kyra</a> <a href="#">Sign Me Up</a>
<b>Fri 12/11</b> 11:30 AM - 1:30 PM		2	0	Assignees: <a href="#">Brown, Anthony</a> <a href="#">Adam, Janice</a>
<b>Mon 12/14</b> 11:30 AM - 1:30 PM		2	0	Assignees: <a href="#">Carter, Givina</a> <a href="#">Brown, Kyra</a>

To sign up

New member has signed up



## Additional Parent Options

Parents may view a summary of their own signups - both as a single member and as a family. Parents can email their signups to themselves as a way to track their own time.

Sign up Here for Yard Duty (Volunteer for Yard Duty)

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#)

[Member Report](#) | [Family report](#)

**Family report for** [Brown, Anthony](#)

[\[Email this page\]](#)

Brown	Total : 20
<a href="#">Brown, Anthony</a>	<b>10</b> <a href="#">Assignments&gt;&gt;</a>
<a href="#">Brown, Kyra</a>	10

- Click [Member Report](#) to see your own signups.
- Click [Family Report](#) to see a list of signups for all members of your family.
- Parents can send a self-reminder using the [Email this page](#) link.

***Note:** With Volunteer Calendar, parents can view a summary of their own signups. Parents are able to sign up and monitor their own assignments reducing the amount of time/energy that admins or coordinators need to spend on a signup.*

## My Assignments – Members view of all their signups

Sign up Here for Yard Duty (Volunteer for Yard Duty)

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#)

[Member Report](#) | [Family report](#)

All Assignments of the user : [Brown, Anthony](#) [Email this page](#)

Date	Category	Notes	Needed	Open	Assignee(s)
11/17/2015 11:30 AM - 01:30 PM (Tuesday)			2	1	Assignees: <a href="#">Brown, Anthony</a>
11/23/2015 11:30 AM - 01:30 PM (Monday)			2	1	Assignees: <a href="#">Brown, Anthony</a>
11/24/2015 11:30 AM - 01:30 PM (Tuesday)			2	1	Assignees: <a href="#">Brown, Anthony</a>
11/25/2015 11:30 AM - 01:30 PM (Wednesday)			2	1	Assignees: <a href="#">Brown, Anthony</a>
12/09/2015 11:30 AM - 01:30 PM (Wednesday)			2	1	Assignees: <a href="#">Brown, Anthony</a> <a href="#">Substitute Me</a>

— To view all their signups

— Self-Reminder

## Member Report - Viewing their own signups

Sign up Here for Yard Duty (Volunteer for Yard Duty)

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#)

[Member report](#) | [Family report](#)

**Member report for** [Brown, Anthony](#)

[\[Email this page\]](#)

Name	Total
<a href="#">Brown, Anthony</a>	10

— To view their own signups

## Family Report

The members can easily view the volunteer hours of all members that are part of a family.

[Sign up Here for Yard Duty](#) (Volunteer for Yard Duty)

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#)

[Member Report](#) | [Family report](#)

**Family report for** [Brown, Anthony](#)

[\[Email this page\]](#)

<b>Brown</b>	<b>Total : 20</b>
<a href="#">Brown, Anthony</a>	<b>10</b> <a href="#">Assignments&gt;&gt;</a>
<a href="#">Brown, Kyra</a>	<b>10</b>

### Notes:

- *Parents can sign up for one opening per time slot.*
- *Parents may sign up for as many openings as allowed.*
- *Parents are able to see the total hours volunteered by the other parent.*

## Administrator Options

Administrators can easily add and configure a Volunteer Calendar to a group. After adding the resource, an administrator may customize the settings based on the volunteer opportunities. This section will first present an overview of typical day to day Volunteer Calendar administrative functions. The second part will review customization options.

Administrative options are available to any member with Account Administrator access or a member that is included within the EDIT permission for the resource. This document will refer to those persons as event coordinators.

To learn how to add a resource, refer the Add Resource to a Group document attached in the Add Volunteer Calendar Resource section.

## Administrators - Basic Functions

[Sign up Here for Yard Duty](#) (Volunteer for Yard Duty) [ [Admin](#) ]

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#) | [Add/Modify Entries](#) | [Settings](#)  
[Member Report](#) | [Family report](#) | [Send Email Invitation](#)

[\[-\] Hide Instructions](#)

Sign up for your 5 Yard Duty Family Service Hours here. Please note that if you would like to work more than your Yard Duty Family Service Hours, can be counted toward the balance of your 40 Family Service Hours.

Should you wish to opt out of the Yard Duty Family Service Hours, a check for \$100.00 (made payable to Homestead School) must be delivered to the School Office no later than June 10, 2016.

*Currently SignUp is allowed only for events upto 6/30/2016.*

Messages for Dec 08, 2015 - Jan 19, 2016

**Find SignUps**

Contain text :  From Category :

Show :  entries per page

Email All Assignees Below  Email this page

Date	Category	Needed	Open	Assignee(s)	
<b>Tue 12/8</b> <i>11:30 AM - 1:30 PM</i>		2	2		
<b>Wed 12/9</b> <i>11:30 AM - 1:30 PM</i>		2	1	Assignees: <a href="#">Brown, Anthony</a>	<a href="#">Email Assignees</a> <a href="#">Add Me To StandBy</a> <a href="#">Unlock</a>
<b>Thu 12/10</b> <i>11:30 AM - 1:30 PM</i>		2	1	Assignees: <a href="#">Adam, Janice</a>	<a href="#">Email Assignees</a> <a href="#">Sign Me Up</a> <a href="#">Lock</a>
<b>Fri 12/11</b> <i>11:30 AM - 1:30 PM</i>		2	2		<a href="#">Sign Me Up</a> <a href="#">Lock</a>
<b>Mon 12/14</b> <i>11:30 AM - 1:30 PM</i>		2	0	Assignees: <a href="#">Carter, Givina</a> <a href="#">Close, Carol</a>	<a href="#">Email Assignees</a> <a href="#">Add Me To StandBy</a> <a href="#">Lock</a>
<b>Wed 12/16</b> <i>11:30 AM - 1:30 PM</i>		2	2		<a href="#">Sign Me Up</a> <a href="#">Lock</a>

## Viewing the Status of the Signups

Administrators and coordinators may see all of the signups within the Volunteer Calendar or may use filters to view specific signups.

Filter section

Show : 50 entries per page

All My Assignments Open

Email All Assignees Below Email this page Download as CSV

Date	Category	Needed	Open	Assignee(s)	
<b>Tue 12/8</b> 11:30 AM - 1:30 PM		2	2		
<b>Wed 12/9</b> 11:30 AM - 1:30 PM		2	1	Assignees: Brown, Anthony	Email Assignees Add Me To StandBy Unlock
<b>Thu 12/10</b> 11:30 AM - 1:30 PM		2	1	Assignees: Adam, Janice	Email Assignees Sign Me Up Lock
<b>Fri 12/11</b> 11:30 AM - 1:30 PM		2	2		Sign Me Up Lock
<b>Mon 12/14</b> 11:30 AM - 1:30 PM		2	0	Assignees: Carter, Givina Close, Carol	Email Assignees Add Me To StandBy Lock
<b>Wed 12/16</b> 11:30 AM - 1:30 PM		2	2		Sign Me Up Lock

To unlock event

To email

To lock event

## My Assignments - View All Events

Administrators may see all events or may choose to view the report of a member.

1. Click the **My Assignments** link.
2. To view the signups of a specific member, select the member name from **Volunteer** drop-down list.

Sign up Here for Yard Duty (Volunteer for Yard Duty) [Admin]

SignUp | Open for SignUp | My Assignments | Add/Modify Entries | Settings

Member Report | Family report

Volunteer: Brown, Kyra

All Assignments of the user: Brown, Kyra Email this page

Date	Category	Notes	Needed	Open	Assignee(s)
06/27/2015 12:00 PM - 01:00 PM (Wednesday)			6	5	Assignees: Brown, Kyra
06/29/2015 12:00 PM - 01:00 PM (Friday)			6	5	Assignees: Brown, Kyra
07/25/2015 11:45 AM - 01:00 PM (Wednesday)			3	2	Assignees: Brown, Kyra
07/27/2015 11:45 AM - 01:00 PM (Friday)			3	2	Assignees: Brown, Kyra
12/30/2015 11:45 AM - 01:00 PM (Monday)			3	2	Assignees: Brown, Kyra

## View Member Report

You can easily view the volunteer hours of each member using the Member Report functionality.

1. Click the **Member Report** link.
2. Do the followings:
  - Choose the appropriate group from **Select Family from Group** drop-down list. *By default, it will display the group where the resource is located.*

- Volunteer Clearance status from **Volunteer Clearance** drop-down. *(If enabled in Settings)*
- *Optional* - Indicate the sign up hours in the **Sign up hours from/to** fields to use as a filter.

3. Click **Go**.

Sign up Here for Yard Duty (Volunteer for Yard Duty) [ Admin ]

SignUp | Open for SignUp | My Assignments | Add/Modify Entries | Settings

Member report | Family report

Select family from group: Grade 4

Volunteer Clearance : All Members

Sign up hours from:  to

**Member report for Grade 4**

Members can see only their data in this page.

[\[Email these members\]](#)

Name	Total
<a href="#">Beamer, Jennifer</a>	3
<a href="#">Bradford, Dennis</a>	6
<a href="#">Bradford, Karen</a>	3
<a href="#">Bradford, Lilac</a>	3
<a href="#">Brown, Charlie</a>	6
<a href="#">Brown, Jackelyn</a>	0
<a href="#">Brown, Jonathan</a>	6
<a href="#">Chu, Jeff</a>	3

## View Family Report

You can easily view the volunteer hours of each family using the Family Report functionality.

1. Click the **Family Report** link.
2. Do the followings:
  - Choose the appropriate group from **Select Family from Group** drop-down list. *By default it will display the group where the resource is located.*
  - *Optional* - Indicate the sign up hours in the **Sign up hours from/to** fields to use as a filter.
3. Click **Go**.

Sign up Here for Yard Duty (Volunteer for Yard Duty) [ Admin ]

SignUp | Open for SignUp | My Assignments | Add/Modify Entries | Settings

Member Report | Family report

Select family from group: Grade 4

Sign up hours from:  to

**Family report for Grade 4**

Parents can see only their family data in this page.

[\[Email these families\]](#)

Family	Total
<b>Bradford</b>	<b>Total : 5</b>
<a href="#">Bradford, Dennis</a>	3
<a href="#">Bradford, Lilac</a>	2
<b>Brown</b>	<b>Total : 10</b>
<a href="#">Brown, Anthony</a>	5
<a href="#">Brown, Kyra</a>	5
<b>Chu</b>	<b>Total : 10</b>
<a href="#">Chu, Thomas</a>	5
<a href="#">Chu, JihLing</a>	5
<b>Jones</b>	<b>Total : 0</b>
<a href="#">Jones, Daiwik</a>	0
<a href="#">Jones, Maisha</a>	0

## Additional Options for Administrators

SchoolSpeak administrators can easily use the Volunteer Calendar resource to track the amount the volunteer hours of each member or family. Options available include reports based on filtered views, downloading data, and emailing assignees.

### Download Signup List to CSV File

The administrators can easily download the volunteer hours of each member.

1. Click the [Signup](#) link.
2. Click the respective tabs such as [All](#), [My Assignments](#), and [Open](#).
3. Click 'Download as CSV'.

**Note:** CSV files are comma delimited files that may be opened in Excel or any spreadsheet application.

The screenshot shows the Volunteer Calendar interface. At the top, there is a search bar with 'Contain text :', a dropdown for 'From Category : All', and 'Go' and 'Clear' buttons. Below this is a 'Show : 50 entries per page' option. There are three tabs: 'All', 'My Assignments', and 'Open'. Below the tabs are three email options: 'Email All Assignees Below', 'Email this page', and 'Download as CSV'. An arrow points from the text 'To download' to the 'Download as CSV' button. Below the buttons is a table with the following data:

Date	Category	Needed	Open	Assignee(s)
<b>Tue 12/8</b> 11:30 AM - 1:30 PM		2	2	
<b>Wed 12/9</b> 11:30 AM - 1:30 PM		2	1	Assignees: <a href="#">Brown, Anthony</a>
<b>Thu 12/10</b> 11:30 AM - 1:30 PM		2	1	Assignees: <a href="#">Adam, Janice</a>
<b>Fri 12/11</b> 11:30 AM - 1:30 PM		2	2	

### Use Filters to View Specific Events/Assignees

The administrators can easily filter events using text found in the note of each signup entry.

1. Click the [Signup](#) link at the top of the page.

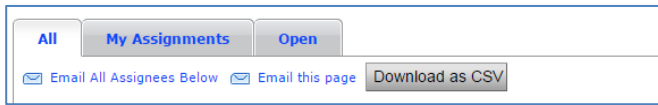
The screenshot shows the 'Find SignUps' section. It has a search bar with 'Contain text : Yard Duty', a dropdown for 'From Category : Play Area', and 'Go' and 'Clear' buttons. Below this is a 'Show : 50 entries per page' option.

2. Locate the **Find Signups** section, specify the criteria. You may specify the number of entries per page.
3. Click **Go**.

## Email Events to Assignees

The administrators can easily email the events to the assignees as reminders.

1. Click the **Signup** link.



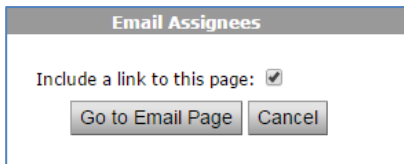
2. Click the Email All Assignees Below or Email this page link as appropriate.

- To email the page to all the assignees use the **Email All Assignees Below** link.

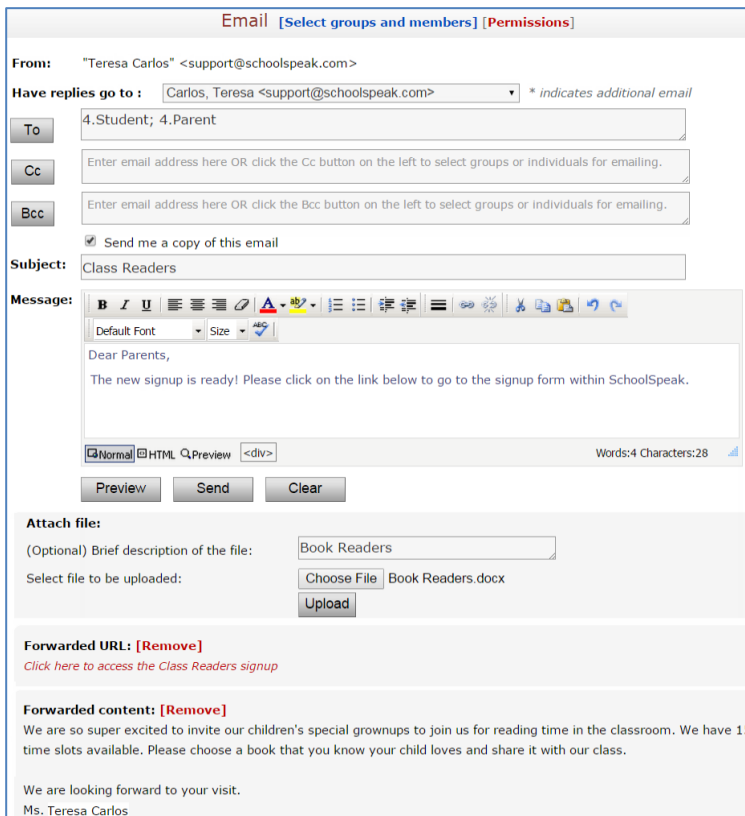
**Note:** The instructions will be added to the text box or the email, and a link to the signups will be included in the email.

- To email all the assignees of a filtered list use the Email Assignees link.

3. The following pop-up is displayed.



4. Select the *Include a link to this page* check box if required.



Sample email page

5. Enter the email Ids or click **To/Cc/Bcc** to go to the **Select from Groups and Members** page.

**Note:** The group listed within the view permission will appear by default.

6. Select the groups/members by clicking on the name and click **Add to 'To'/Add to 'Cc'/Add to 'Bcc'** as appropriate to add the selected groups/members to respective To, CC or BCC fields for the email.
  - a. Click **Choose File** in the **Attach File** section to add attachments and click 'Upload'.
7. Click **Preview** to view the email prior to sending or click **Send**.

## Locking Signup Events

Administrators can lock time slots in the event that the position is no longer needed or requirements have changed.

Locate the specific event and click on the **Lock** link.

Date	Category	Needed	Open	Assignee(s)	
<b>Tue 12/8</b> 11:30 AM - 1:30 PM		2	2		
<b>Wed 12/9</b> 11:30 AM - 1:30 PM		2	1	Assignees: Brown, Anthony	Email Assignees Add Me To StandBy Unlock
<b>Thu 12/10</b> 11:30 AM - 1:30 PM		2	1	Assignees: Adam, Janice	Email Assignees Sign Me Up Lock
<b>Fri 12/11</b> 11:30 AM - 1:30 PM		2	2		Sign Me Up Lock

Lock event

## Add New Events or Edit a Previously Existing Event

Administrators can add or modify time slots in the event that requirements have changed.

### To add a new event signup

1. Click the [Add/Modify Entries](#) link to create a new entry. To edit a previously existing entry, locate the entry in the list of signups and click **Edit**.

Sign up Here for Yard Duty (Volunteer for Yard Duty) [ [Admin](#) ]

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#) | [Add/Modify Entries](#) | [Settings](#)  
[Member Report](#) | [Family report](#)

**Add/Modify Assignments:**

Start Date:  (MM/DD/YYYY)      Start Time:  (hh:mm PM)

End Date:  (MM/DD/YYYY)      End Time:  (hh:mm PM)

Number of SignUps :

2. Enter/select or update the followings:
  - Start/end date and start/end time of the event. “(End date is not required for a single day event.)”



- Number of signups (volunteers) required
- Event category in the **Select Category** section if using categories.
- You may optionally add assignees to the time slot. You may indicate the Member type allowed to signup, the group that may signup and may specifically indicate the assignees that you would like to assign in the **Select Assignees** section. Refer to the [Manually Modifying Assignees](#) section for more information.

3. Click **Add** or **Update**.

## Using Categories

Categories are useful for administrators if there are many different types of volunteer opportunities available within a single Volunteer Calendar for example yard duty time, and classroom time. Members may use the category to choose ‘areas’ that may be of interest. When adding new items to the Volunteer Calendar you may indicate the category, *Optional*.

**Category**

*(If you have large number of sign up items, organizing them in categories can help users easily locate sign up items of interest.)*

Select Category:

None

NGO Activities

Field Trips

Play Area

Yard Duty

[Add Category](#)

[Edit Categories](#)

## Using Recurrence - Adding many signup events at one time

For items that occur many times at same date/time can use recurrence.

1. Click the [Add/Modify Entries](#) link.
2. Complete the first date, start and end times. Determine the number of assignees. Do not click save yet!
3. Click the [Recurrence](#) link and fill in the recurrence pattern that best fits.

**Recurrence:**

**Recurrence Pattern:**

Recur every  week(s) on:

Sunday
  Monday
  Tuesday
  Wednesday
  Thursday
  Friday
  Saturday

**Range of recurrence:**

End after:  weeks  
 End by:

*End after* – You may enter the number of times you want the event to recur. The event will not recur after the completion of the specified number of occurrences.

For example, if the specified value is 7, the event will not recur for the 8<sup>th</sup> time. It will recur only 7 times.

*End by* – You may select a date/time for the recurrence of the event. The event can recur only up to that range.

- If the recurrence is on the same day, the *End by* value is a time
- If recurrence is on multiple day, *End by* value is a date

For example, if the *End by* value is 12:30 PM , then the event cannot recur after 12:30 PM.

4. Click **Add** or **Update**.

**Note:** Use recurrence with care and always double check the recurrence parameters before clicking Add. Adding a recurring item is easy, but editing recurring events must be done one-by-one.

## Manually Remove/Add Assignees from Specific Events

This is useful when a member does not have access to a computer or the coordinator/administrator.

### To add assignees:

1. Click the Add/Modify Entries link.
2. Locate the member by selecting the appropriate group from the **View Permission List** drop-down list and member type from the **Member Types** options.

### Notes:

- The members name you see in the *Select Assignees to add* list box is based on the group that you have selected from the **View Permission List**.
- You can identify the group to which the members belong to using the *View permission list* and you may also use the member type to further identify the pick list.

3. Select the names you want to add to the event from **Select Assignees to Add** list box.
4. Click **Add**.

### To remove assignees:

1. Follow the steps 1 and 2 of Add Assignees.
2. Scroll down to the event list of the page and click the **Edit** link of the respective event.
3. Select the names you want to remove from the event using the check box in the **Select Assignees to Remove** section.

**Select Assignees**

Select From:  Member Types:  Student  Parent  Teacher  Admin  Vendor  Other  
*(Members are listed based on the selections above.)*

Select Assignees to add:

- Bird, Robert
- Blass, Jacob
- Blass, Michael**
- Blass, Sandra
- Bleszinski, Karen
- Boughman, Janet
- Boughman, Jasmine
- Boughman, Vitor
- Bradford, Dennis
- Bradford, Jasmine

Select Assignees To Remove

- Nguyen, Brian
- Right, Olva

Is this assignment accessible without login?

To add assignees to the event

To remove assignees from the event

4. Click **Update**.

# Set up and Configure Volunteer Calendar

## Add Volunteer Calendar Resource

Administrators may add a new Volunteer Calendar resource to any group.



Add Resource to Group.docx

For more information on how to add a new resource please refer [Add Resource to Group.docx](#) for details.

## Settings of the Volunteer Calendar Resource

Click the Volunteer Calendar resource that you added within the group quick links list.

Field Trip Drivers (Field Trip Drivers) [Admin]

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#) | [Add/Modify Entries](#) | [Settings](#)  
[Member Report](#) | [Family report](#) | [Send Email Invitation](#)

[\[-\] Hide Instructions](#)

The 1st graders will volunteer each month beginning in October. We need 2 chaperones to drive 3-4 children there each day. Students need to leave at 9:00 a.m. and usually arrive back at school by 11:45 a.m. (\*For parents who volunteer to drive, they ask that we wear closed toe shoes and check in at the volunteer office in the back of the building.)

**Thank you for volunteering!**

Messages for Jul 30 - Sep 04, 2014 Change Date

**Find SignUps**

Contain text :  **Go** Clear

Show :  entries per page

All
My Assignments
Open

Email All Assignees Below
  Email this page
 Download as CSV

Date	Needed	Open	Assignee(s)	
<b>Thu 9/4/14</b> 1:30 PM - 5:00 PM Little House in PYT in Mountain View	7	3	Assignees: Chu, Thomas Goodman, Julie Kendricks, Maya Campanella, Vicki	<span style="color: red; font-weight: bold;">Email Assignees</span> <span style="color: blue; font-weight: bold;">Sign Me Up</span> <span style="color: blue; font-weight: bold;">Lock</span>

## Setting up the Volunteer Calendar

After the resource has been added, Administrators may customize the resource by selecting the relevant parameters.

Click the [Settings](#) link at the top of the page. You will see the following options.

Select the section to edit by clicking the links below.

- [Instructions and Configurations](#)
- [Sync With Goal Tracking](#)
- [Edit Categories](#)

Click the [Instructions and Configurations](#) link to specify the settings parameters.

**Sign up Here for Yard Duty** (Volunteer for Yard Duty) [ Admin ]

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#) | [Add/Modify Entries](#) | [Settings](#)  
[Member Report](#) | [Family report](#)

Select the section to edit by clicking the links below.

**Enter/Update a Short message to appear on the home page:**

Sign up for your Yard Duty Family Service Hours here.

**Enter/Update Detailed instruction to users on how to use this resource:**

Sign up for your 5 Yard Duty Family Service Hours here. Please note that if you would like to work more than your Yard Duty Family Service Hours, can be counted toward the balance of your 40 Family Service Hours.

Should you wish to opt out of the Yard Duty Family Service Hours, a check for \$100.00 (made payable to Homestead School) must be delivered to the School Office no later than June 10, 2016.

Lock Period:  days before the event

Allow SignUp for events upto:

Default View Duration:  days

Allow Substitutes?  Yes  No

Do not allow automatic substitution  days before the event

Enable Email Reminder?  Yes  No

Last reminder sent on: 12/08/2015 01:04 AM

Enable Email Notification?  Yes  No

Show who has signed up?  Yes  No

Show Assignees on the home page?  To everyone  
 All entries to assignees, standby and users with resource edit permission  
 Only entries assigned. Users with resource edit permission see all  
 Do not show

Show all future events to assignees in home page?  Yes  No

Show slot capacity column?  Yes  No

Slot capacity column name:

Show open#?  Yes  No

### Settings

**Lock Period-** Number of days before event when assignees cannot change signup

**Allow Signup for events upto** – Date that signups are allowed upto

**Default View Duration** – Number of days will display on group home page

**Allow substitutes** – Alternates may signup

**Do not allow automatic substitution** – Days before event when substitution is not automatic

**Enable Email Reminder** – Reminder emails to assignees

**Enable Email Notification** – Email updates to admins/coordinator

**Show who has signed up** – Show names of assignees to others– based on type of signup. Parent Teacher conferences may be set to no.

**Show Assignees on Home Page**

**Show all Future Events** – Will display all future signups to assignee. Useful for limited number of signups

**Show Slot Capacity column** – Shows how many members may volunteer

**Slot Capacity column name** – Needed. Parent or Volunteer

**Show Open** – Shows how many slots are still available

- **Enable Email Reminder?** - An automatic email may be sent from SchoolSpeak to the volunteers to remind of the activity signup.
  - Sunday to Thursday reminder will be sent out for tasks in the next day.
  - On Friday reminder will be sent out for tasks in the next 9 days.
  - There are no reminders sent out on Saturday.

The following options will depend on the use of the Volunteer Calendar resource.

- **Show who has signed up?** - If set to yes, users can view volunteers who have signed up for the events.

**Note:** For PTC (Parent Teacher Conference) do not show, for fairs/events allow so that parents can sign up with friends.

- Show all future events to assignees in homepage? - - If set to yes, users can view all upcoming events on the homepage.

**Note:** Use with caution - list takes up space on group homepage - use if list is small.

**Enter/Update a Short Message to Appear on the Homepage:**

Enter/Update a Short message to appear on the home page:

Sign up for your Yard Duty Family Service Hours here.

**Settings Page**

School (Homestead School) [ Admin ]

Sign up Here for Yard Duty

Sign up for your Yard Duty Family Service Hours here. [More](#)

12/09/2015 11:30 AM - 01:30 PM Assignees:  
 (Wednesday) Brown, Anthony  
 1 Position(s) Open

**Group Homepage**

**Enter/Update Detailed Instruction to Users on how to use this Resource:**

Enter/Update Detailed instruction to users on how to use this resource:

Sign up for your 5 Yard Duty Family Service Hours here. Please note that if you would like to work more than your Yard Duty Family Service Hours, can be counted toward the balance of your 40 Family Service Hours.

Words:75 Characters:420

**Settings Page**

Sign up Here for Yard Duty (Volunteer for Yard Duty) [ Admin ]

[SignUp](#) | [Open for SignUp](#) | [My Assignments](#) | [Add/Modify Entries](#) | [Settings](#)  
[Member Report](#) | [Family report](#) | [Send Email Invitation](#)  
[\[-\] Hide Instructions](#)

Sign up for your 5 yard Duty Family Service Hours here. Please note that if you would like to work more than your Yard Duty Family Service Hours, can be counted toward the balance of your 40 Family Service Hours.

**Resource Homepage**

After you specify the Settings parameters, click **Update**.

Click the **Edit Categories** link to add events categories. You may indicate the categories that are applicable for the Volunteer Calendar – this may help to categorize the different types of volunteer opportunities. Parents and administrators may search based on the category name.

**To add new category:**

Enter the category name and click **Add**.

**Categories:**  
 If you have large number of sign up items, organizing them in categories can help users easily locate sign up items of interest.

**Add/Update Categories:**

Yard Duty

Add Clear

Category ( Sort alphabetically A-Z )

NGO Activities	Edit Delete	↓
Field Trips	Edit Delete	↑ ↓
Play Area	Edit Delete	↑ ↓

To sort the categories

To update/delete the category

## Goal Tracking Synchronization

SchoolSpeak's Volunteer calendar can automatically update a member's volunteer time when a school uses SchoolSpeak's Goal Tracking Resource. The Goal tracking resource allows a school to track a member's total volunteer time or donated monies within the SchoolSpeak Application. Parents may log into their account and see their status to date without contacting school administration for updates. When a parent signs up for an event using Volunteer Calendar, volunteer information can automatically be shared with the tracker resource through a process called synchronization or sync. For more information about the Goal Tracking resource please refer to Goal Tracking documentation.

### Sync with Goal Tracking

Set the **Sync With Goal Tracking** option to 'Yes' to automatically sync all logged volunteer hours to the Goal Tracking Resource.

**Note:** *If a parent does fulfil their volunteer opportunity, Administrators may remove the hours from goal tracking or from the volunteered time slot. SchoolSpeak cannot indicate if a parent shows up for the event or not; it can only show that they did sign up.*

### Choose the Resource to Sync with

1. Click the **Sync With Goal Tracking** link.
2. Set the 'Do you want to calculate goal tracking credits for this resource?' option to 'Yes'.  
Now you will see the **Select Resource** link that enables you to select the resources to sync.

**Sync With Goal Tracking**

Do you want to calculate goal tracking credits for this resource?  Yes  No

Select tracking resource(s) to feed to : [\[Select Resource\]](#)

Selected resources are:

School: Family Service Hours Edit Remove

3. Click the [\[Select Resource\]](#) link.

**Add/Update Goal Tracking Resource**

Select Resource:

Default credit per event:  Duration/Value of the event  
 Fixed  Hours  Minutes

Default item name:

Sync only records: From  To   
(Leave empty for no date limit)

4. Select the parameters as required in the Add/Update Goal Tracking Resource pop-up dialog box.
5. Click **Add**.

A school may have multiple goal tracking resources - one set for time tracking and one set for tracking money from donations or scrip.

**Note:** *The goal tracking resource will immediately update the member's hours as soon as member signs up. A coordinator or administrator should make sure that the volunteer calendar assignees performed that volunteered task and make appropriate adjustments within the Volunteer Calendar resource if necessary.*

## Resource Permissions

You can add members with three different levels of permissions for this resource.

View, Edit, and Admin list can include users as well as groups. For example, to limit the calendar events to be seen only by the class, you can add the class group to the view list. You don't need to add individual group members to the view list. Using the group will ensure that when a user is added to the group or removed, the view permission is automatically given to the user or removed.

**View** – Members/group that can view the signup. Choose a place/group that is common to those who need to sign up.

**Edit** – Any member(s) that will be coordinating the signups.

**Admin** – Members, who can operate this page, i.e. modify the resource permission. When a resource is added, the admin list is usually set to group administrators.

**Note:** *Edit/Admin Permission is the list that determines who gets a reminder email notification or not.*

For more details, please refer to the **Modifying Resource Permissions** section of the attached



Add Resource to  
Group.docx

document.



## Frequently Asked Questions

**1. What is the difference between a Volunteer Calendar resource and a Calendar resource?**

**Answer:** A Volunteer Calendar allows a member to sign up for an event that is time/date based. A Calendar presents a view of events and parents cannot sign up

**2. What is the difference between a Signup resource and Volunteer Calendar resource?**

**Answer:** A Signup resource is a task based and Volunteer Calendar is time/date based.

**3. Can parent see who has signed up?**

**Answer:** Yes, if this option is set to 'Yes' by the administrator within the settings for the volunteer calendar. The parent, who has signed up for a particular event will be able to see the others who have signed up for the same event.

**4. Will the standby parent get notified whenever the slot becomes available?**

**Answer:** Yes, the parent will be notified when the slot becomes available.

**5. How to send email to only the families that needs to complete the volunteer hour target?**

**Answer:** You can view the volunteer hours of each member using the Member Report functionality.

- a. Click the [Member Report](#) link.
- b. Select **Members Not Cleared for Volunteering** option from **Volunteer Clearance** drop-down.
- c. Click **Go**. You get to view the list of members who have not completed their volunteer hours.
- d. Click the [Email this page](#) link that takes you to the Email page.

**6. How to clear all assignees?**

**Answer:** You can clear all the assignees of all the events using the Add/Modify Entries functionality.

- a. Click the [Add/Modify Entries](#) link.
- b. Scroll down to the list of events and click **Clear All Assignees**.

**Note:** This cannot be undone! Use caution when clearing assignees.

**7. Can you sync the volunteered hours with SchoolSpeak's Goal Tracking Resource?**

**Answer:** Please refer to [Goal Tracking](#) section of this document.

**8. Can parents reserve 2 slots if the volunteer events need more than one volunteer?**

**Answer:** No, parents can reserve 2 slots.

**9. How do I add a new volunteer time slot?**

**Answer:** Go to the top of the Volunteer Calendar homepage and select Add/Modify Entry. The top section of the page is the form that will add new items to the Volunteer Calendar. Each time slot should be set up as a separate item, rather than combined. To track related items, use the comments to describe the entry. To track specific categories, go to the Settings -> Categories and add the categories that are desired. For detailed steps please refer to [Add/Modify Entry](#) section.

**10. Can I add repeating volunteer times all at once?**

**Answer:** Volunteer Calendar has been enhanced with a Recurrence feature. Recurrence will allow an administrator to add signups that occur on the same day of the week and time for a period of time. Please refer to [Recurrence](#) section.

**11. I want to use recurrence to set up repeating items for the year. What if I make a mistake?**

**Answer:** Making a mistake with recurrence may be difficult to fix. The recurrence function only has the ability add the items, but it cannot go back and adjust the recurring items once they are created, that must be done item by item.

**12. What is the difference between the Email Notification and the Email Reminder?**

**Answer:** Email Notification will send an email to the event coordinators in the Admin or Edit permission box of the resource or the account administrators if the event coordinator is not defined whenever a change is made in the resource. Example: If a parent signs up for a time slot, the administrator/coordinator will receive an email alerting of the signup.

The Email Reminder feature will send an email to the parents or volunteers who have signed up as a reminder about the time slot they have signed up for. The email address listed within the profile is used.

**13. How can an administrator edit an item after adding it to the Volunteer Calendar?**

**Answer:** On the Add/Modify Entry page, the administrator may locate the entry within the list of entries at the bottom of the page and click **Edit** to the right of that entry. The edit page for that entry will display and allow the administrator to modify all aspects of that specific entry. Click **Update** when the modifications have been finished and the changes made by the administrator will be live. For detailed steps refer to [Add/Modify Entry](#) section

**14. What is a category and how can they help an administrator?**

**Answer:** A category is a way to organize signup entries to help the administrators to track items members are signing up for. They are customizable for each separate Volunteer Calendar resource, so one event coordinator can set up categories for tracking purposes, and another event coordinator working from a different Volunteer Calendar resource can set up different categories for unrelated tracking purposes.

While setting up the categories, an administrator should have a clear goal on what that Volunteer Calendar resource is going to be used for. Sometimes, the resource is being used as for a short term event, like a school fundraising event. Possible categories for an event like this could be Setup, Cleanup, Food Table, and Auction Table. The administrator is able to filter the signup items based on the category to see which volunteer times have been taken and which items are still open, which helps the admin see where help is still needed for this kind of an event.

The other possible goal for a Volunteer Calendar is a more long term use. A very popular example is setting up a Volunteer Calendar for Lunch/Cafeteria Duty, Yard Duty, Library Duty, Classroom Helpers, and CrossWalk Duty. These are recurring events that the school needs volunteers for regularly. In this case, the categories can be setup to reflect the different types of ongoing events. Setting up categories in this way can also facilitate syncing with Goal Tracking resource and tracking overall parent volunteer hours.

## Troubleshooting

### 15. The parents of a class cannot see the Volunteer Calendar under the QuickLinks on the left toolbar of their class group.

**Answer:** Here are a couple of options to check while troubleshooting why the parents cannot see the resource under the QuickLinks on the left toolbar.

**Option A:** The resource is offline. If any resource, including the Volunteer Calendar, is offline, any member who does not have Edit or Admin permission is blocked from seeing that resource. This would typically mean that parents cannot see the resource. The offline feature is very useful for resource administrators who want to setup the resource and work out any issues before letting parents access it. This may be checked by viewing the resource name within the QuickLinks list. If the resource has a ! in front of it, it is offline. To make the resource online:

- a. Go to the Volunteer Calendar resource Admin page by clicking Admin next to the description name in the toolbar.
- b. Switch the resource from Offline to Online by clicking the appropriate box.
- c. Click **Update**. Parents should be able to access the resource now.

**Option B:** The group that the parent is in is not in the View permission of the resource. The group that a resource is created in is typically the default group in the View permission, but an administrator may have altered the group(s) in the View permission. The View permission determines the members and groups that have access to view a resource.

- a. Go to the resource Admin page.
- b. Edit the View Permission to include the desired group.

**Option C:** The resource is hidden on the group admin page. If the resource is hidden, unhide it by enabling the link or the content to be viewed on the group Homepage.

- a. Go to the group Admin page for the group the resource is hidden in.
- b. At either the top or bottom of the section listing all resources in the group, click on the button **Edit Link and Content**.
- c. To display the link under the Quick Links on the left page, click on the checkbox under Display Link.
- d. To show the content on the content area of the page, click on Display in Content. (*Display in Content will allow the resource to display information in the group homepage.*)
- e. Click **Save** at the top or the bottom of the page. Parents should be able to see the resource on the homepage of the group.

**16. One of the event coordinators did not receive an email notification when a member signed up for an event.**

**Answer:** Email Notifications will only be sent to a member in the Admin or Edit permission. Please check the Volunteer Calendar resource Settings, specifically the setting, Email Notification on the resource admin page.

**17. A member wants to reserve two spots in one time entry (for instance, one for the parent and one for the child). The member can only reserve one spot for themselves.**

**Answer:** The parent may not be able to do this, but administrator may by editing the time slot entry.

- a. Click the [Add/Modify Entries](#) link.
- b. Click **Edit** to the right of the slot that the member would like to reserve.
- c. Once the Edit screen for this entry displays, scroll to the area where you can manually modify the assignees and select the desired member.
- d. Click **Update**.

**Note:** *This will only be possible if two or more volunteers are allowed to sign up for the time slot. If only one slot is available, this cannot apply.*

For more information, please refer to [Manually Remove/Add Assignees from Specific Events](#) in Additional Options for Administrators section of the Volunteer Calendar Document.

## Settings

### 18. Where are the time slots I added? They are not under the Signups section of the resource.

There are two likely scenarios.

**Option A:** Check the date in the drop-down '**Messages for [blank date]**' at the top of the group page beneath the banner. Verify that the date range includes the date for the events that are not displaying on the Volunteer Calendar. If the dates are not included, then the date range should be adjusted. The date view may also be modified within the Volunteer Calendar resource.

Click on the drop-down that says "Change Date" that can be found on the Volunteer Calendar homepage, right above where the items will be listed.

- a. Select **Choose Date** at the bottom of the list of options.
- b. Change the dates to the date range of the events you are looking for.
- c. Click **Apply**.

If the time slots still do not display on the homepage of the Volunteer Calendar resource, then move on to move on to Option B.

**Option B:** If the correct date range is selected under the '**Messages for [blank date]**', then displaying events after a certain date may be restricted. Under the Volunteer Calendar settings page there is a configuration field '**Allow SignUp for events upto:**' which restricts signup for events up to a certain date. This will apply only to the homepage.

1. Click on **Settings** at the top of the homepage for the Volunteer Calendar resource.
2. Click **Instructions and Configurations**.
3. Locate the setting, '**Allow SignUp for events upto:**' and check the date that is entered.
4. Remove or change the date to allow the events to show up on the homepage of the Volunteer Calendar Resource.

**19. Members should not be able to sign up for items on certain dates or members need to be prevented from signing up or removing themselves from an item on a certain date.**

**Answer:** Use the Lock Period to preset the number of days before the event date when the time slot status will change to locked and prevent members from signing up or removing themselves from timeslots. This setting will apply to all events listed within this Volunteer Calendar.

- a. Click the [Settings](#) link at the top of the page.
- b. Locate the field Lock Date and enter the number of days before an event when changes should not be allowed by a member.
- c. Click **Update**.

Administrators may also lock specific time slots.

**To manually adjust the timeslots:**

- a. Locate the timeslot on the homepage of the resource.
- b. Click **Lock** next to the item.

If a member needs to be removed or signed up for an item, but that item is locked, then the admin is able to unlock the item, allowing the member to sign up for the item or to remove themselves from the item. The admin may also edit the item under the Add/Modify Entry page and add or remove the parent from that item after they have unlocked it.

**To unlock the timeslots:**

- a. Locate the timeslot on the homepage of the resource.
- b. Click **Unlock**.

## Recurrence

**20. I want to use recurrence to set up repeating items for the year. What if I make a mistake?**

**Answer:** Making a mistake with recurrence may be difficult to fix. The recurrence function only has the ability to add the items, but it cannot go back and adjust the recurring items once they are created, that must be done one by one.