Volunteer Reports

Use the **Reports** tab to access and run any of the available volunteer reports. See **Volunteer Reports**.

### 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.

**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

Volunteer events 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.

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 icon next 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.

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

### 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 **i** 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.
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 icon next to the event you want to add volunteers.


4. Enter the volunteer’s First and/or Last Name in the text field and click Find.
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.

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### 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](image)

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 **in** 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.