

Guide: Using Your Volunteer List

Updated 8/26/20

Viewing Volunteers

Once your signup is live, you can view a list of your volunteers.

Go to Dashboard / Volunteers / Summary

1. Select your event from the blue list
2. The various assignments for your volunteer event will be listed
3. By clicking the blue number "Assigned" for each assignment, you can view the volunteers for that specific job
4. Or, feel free to use the blue buttons "Download Matrix" or "Download Detail" to download an Excel list of volunteers for the entire event

Administrative Dashboard for School District 103 PTO

Logged in as Tiffany Etzel | log home | previous orders | dashboard

Dashboard People **Volunteers** Store & Forms Files Communications Calendars Website Accounting Fundraising Help

Volunteer Form "District 103 Needs Volunteers for Materials Pickup-Sprague"

edit this form download matrix download detail

Mode: Active
Publish: 8/19/2020 12:00 am
Unpublish: 8/29/2020 12:00 am
Slots Volunteered: 10
Unique Volunteers: 5

Volunteers Needed			Assigned	Max
Thursday 8/27	3:30-5:00pm	3	5	
	5:00-6:30pm	1	5	
	6:30-8:00pm	2	5	
Friday 8/28	3:30-5:00pm	1	5	
	5:00-6:30pm	1	5	
	6:30-8:00pm	2	5	

Emailing Volunteers

Emails can easily be sent to your entire volunteers list or just select parents.

Go to Dashboard / Volunteers / Summary

1. To the far right of your event, click the blue number beside "Unique Volunteers"
2. Click the box next to each volunteer you wish to email
3. Click the blue "Email" button then follow the prompts for sending your email

[Summary](#) | [Forms](#) | [Kiosks](#) | [All Volunteers](#) | [All Contacts](#) | [Reports](#)

[new volunteer form](#) | [archived volunteer forms](#)

Volunteer Form Title	Cond	Mode	Open Date	Close Date	Opportunities	Opportunity Slots	Slots Volunteered	Unique Volunteers
+ Volunteer Opportunities - General Interest Form		Active	7/15/2019 12:00 am	9/1/2020 12:00 am	43	43	0	0
+ Open PTO Board Positions		Active	7/28/2019 12:00 am	1/31/2020 12:00 am	6	6	0	0
+ Fourth Grade Parents needed to Pay It Forward	🔒	Active	7/11/2019 12:00 am	10/23/2019 12:00 am	2	2	0	0
+ DW Alter Dark	🔒	Active	8/19/2019 8:36 pm	10/26/2019 12:00 am	1	1	0	0
+ Fifth Grade Fraction Cafe	🔒	Active	8/13/2019 7:29 am	11/6/2019 2:00 am	10	10	0	0
+ Sprague Book Fair		Active	8/24/2019 10:32 am	12/6/2019 10:00 pm	3	7	0	0
+ Daniel Wight Book Fair	🔒	Active	8/24/2019 10:32 am	11/26/2019 12:00 am	7	27	0	0
+ New volunteer form		Draft / Expired			0	0	0	0
+ Sprague Winter Carnival Set Up	🔒	Active	8/12/2019 1:58 pm	12/20/2019 1:00 am	5	5	0	0
+ Sprague Winter Carnival	🔒	Active	8/12/2019 2:25 pm	12/21/2019 1:00 am	16	16	0	0
+ Sixth Grade Social Dance	🔒	Active	8/7/2019 3:28 pm	2/22/2020 12:00 am	2	14	0	0
+ 2020 Run for D103		Active	8/13/2019 9:36 am	5/13/2020 1:00 am	19	23	0	0
+ Test form for sign up genius (DW First Day of School Carnival) ?		Active / Expired	8/15/2019 12:00 am	8/16/2019 12:00 am	n/a	n/a	n/a	n/a
+ General Interest COMPLETED 2019-2012		Draft / Expired			3	3	0	0

Questions: Contact Tiffany Etzel – tiffan yetzel@gmail.com

Sample of Confirmation Email

Sample setup for Confirmation Email...

Edit Volunteer Form - "2020 Run for D103"

Overview Presentation Opportunities **Confirmation Email** Ticker Emails Form Conditions Changes

Send Confirmation Email: Yes

Include Student information in email: No

Email Confirmation Text

Paragraph 12pt

B *I* U A A [List Icons] [Link Icon] [Image Icon] [Table Icon] [Code Icon]

Thank you so much for volunteering for the 2020 Run for D103. If you have any questions, please contact Tiffany Etzel (tiffan yetzel@gmail.com)

Kind regards,
D103PTO

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This text will be sent in a confirmation email to the member when they select one or more slots from this form. Their elected volunteer slots will be summarized in the email as well.

Sample email that the volunteer will receive upon signing up...

School District 103 PTO 2020 Run for D103
To: Tiffany Etzel,
Reply-To: School District 103 PTO

Inbox - tettel@comcast.net 3:41 PM

2020 Run for D103

Thank you so much for volunteering for the 2020 Run for D103. If you have any questions, please contact Tiffany Etzel (tiffan yetzel@gmail.com)

Kind regards,
D103PTO

Parent Information

TT Pretzel
tettel@comcast.net
12001 Log Cabin Lane
Lincolnshire, IL 60069
(502) 254-9002 (h)
relationship: Parent or Guardian

You Have Signed Up for the Following Opportunities:

TT Pretzel
Volunteer Opportunit
Pick up and return Bounce House
Also need to swansee return on Sat morning and take down after the race. Pick up location TBD (most likely)

Sample of Tickler Email

Sample setup for Tickler Email...

Edit Scheduled Email

Status: ACTIVE

Send Tickler: Absolute on 8/13/2019 at 3:30 pm

From: Tiffany Etzel <tiffanyetzel@gmail.com>

Subject: Reminder: Helping out with Run for D103 5K next week

Body

Insert Macro Field (click to insert)

Volunteer Selections
First Name
Last Name

Paragraph 12pt

B *I* U **A** **A** [List Icons] [Link] [Image] [Table] [Code]

Thank you so much for offering to volunteer for the 10th annual Run for D103. As a reminder, you signed up to help with following: {volunteer_selections}

Any questions, please contact Tiffany Etzel (tiffanyetzel@gmail.com).

Kind regards,
D103 PTO

Sample email that the volunteer will receive at designated time before the event...

Tiffany Etzel Inbox - tettel@comcast.net

Reminder: Helping out with Run for D103 5K next week

To: Tiffany Etzel,
Reply-To: Tiffany Etzel

Thank you so much for offering to volunteer for the 10th annual Run for D103. As a reminder, you signed up to help with following:

TT Pretzel

Volunteer Opportunitites

Pick up and return Bounce House
Also need to oversee setup on Sat morning and take down after the race. Pickup location TBD (most likely Celebration Authority, 220 S Shaddle Ave, Mundelein)
5/8/2020 12:00 pm

Any questions, please contact Tiffany Etzel (tiffanyetzel@gmail.com).

Kind regards,
D103 PTO