

Jumpstart™
Bon départ^{MC}

*Volunteer Community Centre
Administrator User Guide*

Created: May 16, 2014

Overview

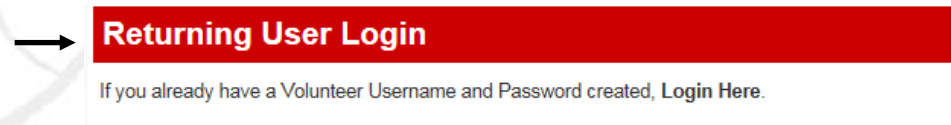
The Jumpstart Volunteer Administrator (Volunteer Administrator) manages the entire volunteer experience for an event. They are responsible for creating opportunities, including the specific roles that will be required to successfully execute an event, and selecting who can view opportunities: internal employees and/or the general public. Once opportunities are posted on the Volunteer Community Centre, the Volunteer Administrator will be responsible for:

- Approving applicants
- Validating the attendance of participants
- Confirming that an event took place

Log In

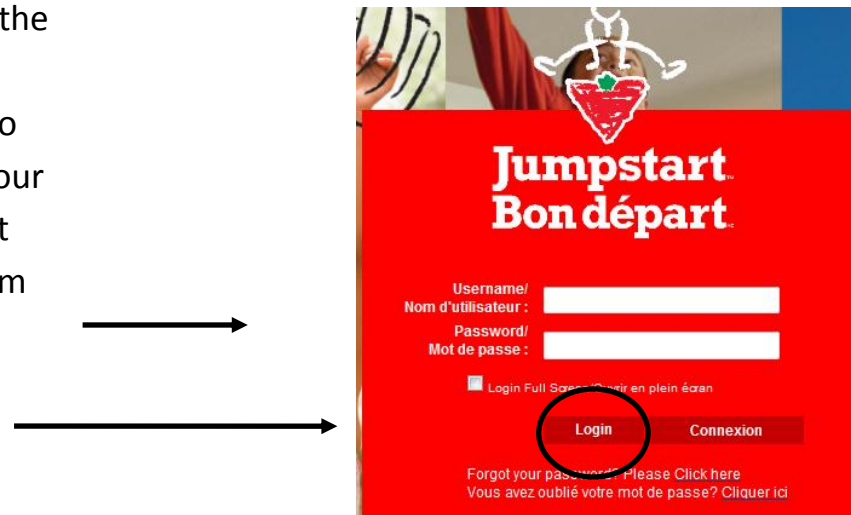
Go to <https://jumpstart.smartsimple.ca/files/407846/f105676/volunteer.html>

Click anywhere on the **Returning User Login** area to link to the Volunteer Login page.



Enter your email address and the temporary password that was emailed to you. Note: If you do not receive the password in your regular email, check to see if it has been directed to your spam mail folder.

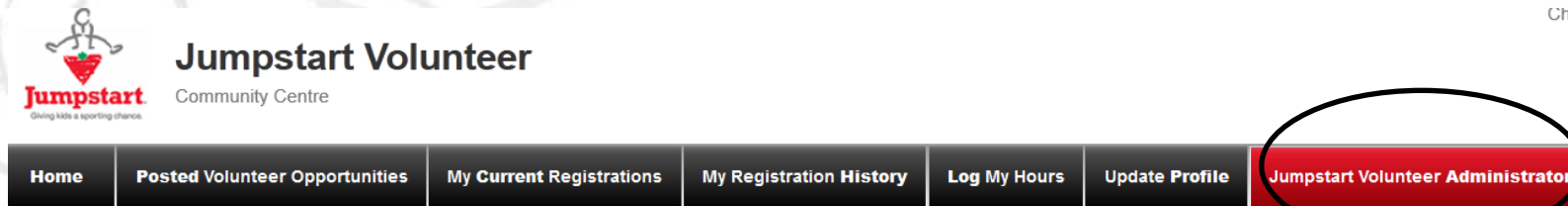
Click on the **Login** button.



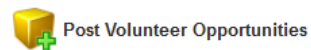
Administrator Portal Dashboard

When you log in you will be presented with your Volunteer Administrator portal dashboard. Click on the **Jumpstart Volunteer Administrator** tab to access the Volunteer Administrator Portal page. This page will contain all of the functionality that you require as a Volunteer Administrator – you will be able to post opportunities, approve volunteers and finalize events. You also have access to the same tabs as regular employee volunteers. To learn more about the employee volunteer tabs, refer to the Volunteer Community Centre Employee User Guide.

Chi:

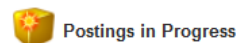


Volunteer



Click here to access the
**Volunteer Administrator
Portal** page!

Notifications



Events which you have started but have not yet submitted/scheduled.



Events which have sufficient volunteer interest and are awaiting your approval.



Completed events requiring your review and confirmation of volunteer attendance.

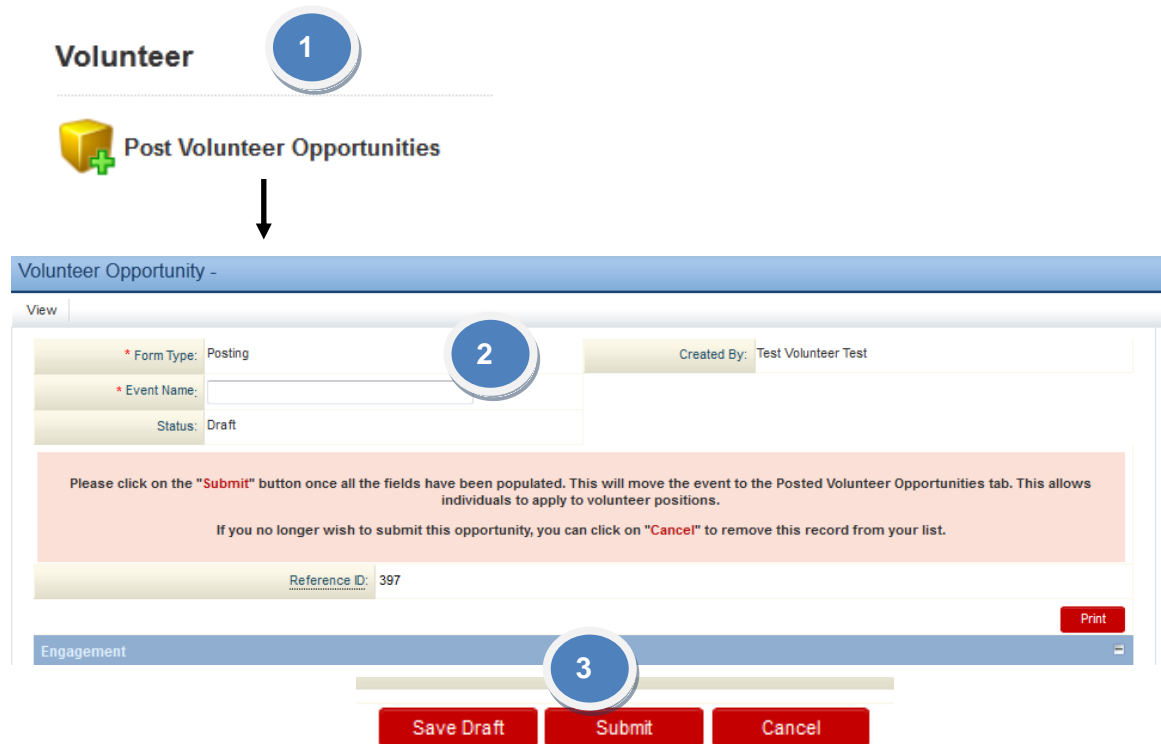
Note

The **Post Event Review** page is slated for future enhancement. At this time, events will automatically move to the **Post Event Review** page on the end date, enabling you to see at a glance events that need to be finalized.


Post Volunteer Opportunities

You have the ability to post opportunities that will be visible to volunteers on the **Posted Volunteer Opportunities** page. To post an opportunity:

1. Click on the **Post Volunteer Opportunities** icon on your **Volunteer Administrator Portal** page. This will open the Volunteer Opportunities form.
2. Complete the form, ensuring that all mandatory details have been included (refer to the following pages for details on how to complete the form).
3. Click on the **Submit** button to submit the form when done.



Volunteer 1

 Post Volunteer Opportunities

↓

Volunteer Opportunity -

View

* Form Type: Posting Created By: Test Volunteer Test

* Event Name: 2

Status: Draft

Please click on the "Submit" button once all the fields have been populated. This will move the event to the Posted Volunteer Opportunities tab. This allows individuals to apply to volunteer positions.

If you no longer wish to submit this opportunity, you can click on "Cancel" to remove this record from your list.

Reference ID: 397 Print

Engagement 3

Save Draft Submit Cancel

Completing the Volunteer Opportunities Form

Enter the event name and other details under the sections of the application form listed below.

Volunteer Opportunity

Set up a record of the opportunity in the system by entering the name of the event.

* Event Name:

Engagement Section

Specify the type of engagement and who can view the opportunity (either “Internal Only” for employees or “External and Internal” for the general public).

* Engagement Type:	----- Select One -----	* Posting Area:	Select One
* Posting Area:	----- Select One -----		Select One
Event Information	Fundraising		Internal Only
	Awareness		Internal and External
	Community Support		
	Program Support - Coaching		
* Event Date:	Team Building	* Event Date:	dd/mm/yyyy

Event Information

Add the event date, event start and end time, location of the event, and a description of the event in the Short Description field.

Event Information	
* Event Date:	dd/mm/yyyy
* Event Start Time:	Select
* Event End Time:	Select
* Event Address - Line 1:	Event Address - Line 2:
* Event City:	* Event Province / Territory: --- Select Province ---
* Event Postal Code:	
* Short Description	

Corporate Event

If applicable, select the areas of the Corporation that will participate and enter the sponsoring department.

Sponsoring Business Unit:	----- Select One -----	Sponsoring Department:	<input type="text"/>
Sponsoring Department:	----- Select One -----		
Contact Details	Canadian Tire Corporation		
	Mark's		
	FGL		
	Canadian Tire Financial Services		
* Event Lead Name:	Canadian Tire Retail Store		

Contact Details

Provide the Event Lead's contact details.

* Event Lead Name:

* Event Lead Email:

* Event Lead Phone Number:

Volunteer Requirements

Indicate if specific roles for volunteers will be required as follows.

1. Select "Yes" in the drop-down menu.
2. Click on the **Specify Volunteer Roles** button. The New Activity form will appear.
3. Select the number of activities that the event will include from the drop-down menu. The New Activity form will be replicated when you select more than one activity.
4. Enter the name of the activity.
5. Complete all the other required details.
6. Click on the **Submit** button.

* Are there specific roles required that need to be filled by volunteers?

Select One 1

Select One

No

Yes 2

Specify Volunteer Roles

Volunteer Opportunity

No. of Activities 3

New Activity

Position Details

* Volunteer Position: 4

* Description 5

6

Submit

* Description

* Special Requirements

* Number of Positions Available:

* Volunteer Start Time:

* This posting requires Manager Approval:

* Date Required:

* Volunteer End Time:

* Does this posting require a Criminal Background Check?:

Specify if the opportunity will require Manager Approval and a Criminal Background Check.

* This posting requires Manager Approval

Select One ▾

* Does this posting require the volunteer submit a Criminal Background Check?

Select One ▾

Submit the Form

Click on the **Submit** button to post the opportunity on the **Posted Volunteer Opportunities** page.

Save Draft

Submit

Cancel

Tip

The Short Description field under the Event Information section will appear on the **Posted Volunteer Opportunities** page. Use this free-form text box to list any volunteer posting requirements. Provide as much information as possible about the day, such as the location, date, purpose of the event and volunteer requirements.

Volunteer Manager

Once you click on the **Volunteer Manager** icon you will be presented with the Applicant Tracking System screen. Here are the functions you will be able to perform.



VMS360° - Volunteers

My Volunteers **Volunteer Opportunities** Activities

Print Hide Search

	Form Type	Reference ID	Event Name	Status
Open	Posting	409	50/50 Draw	Draft
Open	Posting	408	Jumpstart Games	Draft
Open	Posting	406	I Love to Skate	Scheduled

Volunteer Opportunities

- View all opportunities and their statuses.
- Approve applicants and validate their participation.
- Finalize events.

Note

The **My Volunteers** and **Activities** tabs are slated for future enhancement.

Volunteer Opportunities Tab

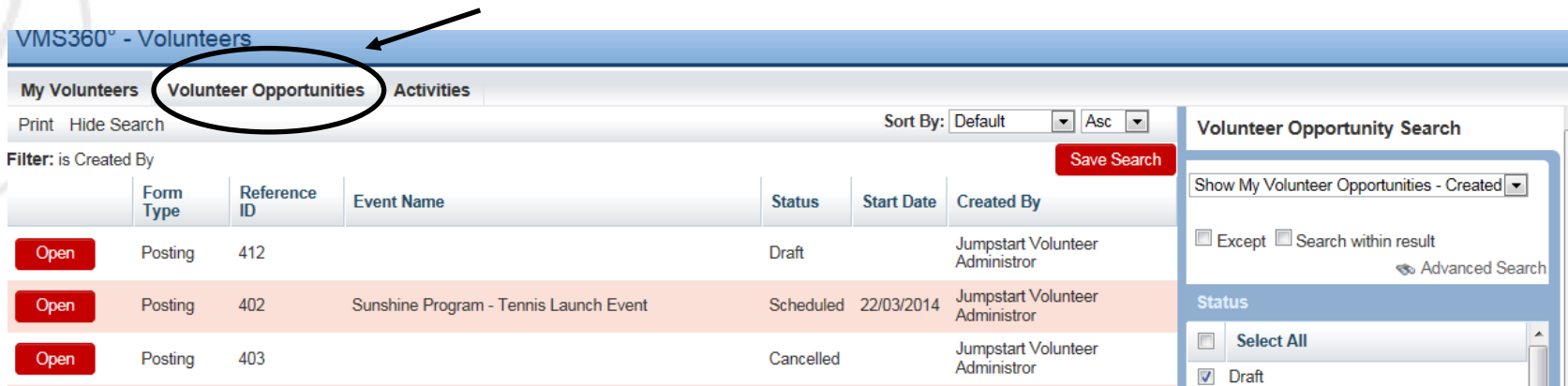
In the **Volunteer Opportunities** tab you can do the following:

- a. View all opportunities that you have created or are in the process of creating;
- b. Approve applications within each listed opportunity;
- c. Finalize events by confirming participant attendance and changing the status of an event to complete.

Details on how to perform each of these tasks are shown below and on the following pages.

a. View Opportunities

You will be able to view all applications by clicking on the **Volunteer Opportunities** tab on the **Volunteer Manager** page.



The screenshot shows the 'VMS360° - Volunteers' interface. The 'Volunteer Opportunities' tab is selected and circled. The table below lists the opportunities:

	Form Type	Reference ID	Event Name	Status	Start Date	Created By
Open	Posting	412		Draft		Jumpstart Volunteer Administrator
Open	Posting	402	Sunshine Program - Tennis Launch Event	Scheduled	22/03/2014	Jumpstart Volunteer Administrator
Open	Posting	403		Cancelled		Jumpstart Volunteer Administrator

The sidebar on the right contains a 'Volunteer Opportunity Search' section with a dropdown menu set to 'Show My Volunteer Opportunities - Created', checkboxes for 'Except' and 'Search within result', and a 'Status' section with 'Select All' and 'Draft' options.

The **Volunteer Opportunities** page also provides some basic information about the posting under the status column (see the table below for details).

Status	Meaning
Draft	Draft version of the Volunteer Opportunities form has been created
Scheduled	Volunteer Opportunities form has been submitted and the opportunity is open.
Post-Event	Event end date has passed
Completed	Volunteer has completed non-posted hours or an event has been finalized by a Volunteer Administrator
Declined	Volunteer Administrator has declined an applicant
Cancelled	Volunteer Administrator has cancelled an opportunity

The posting you have created will appear under the **Posted Volunteer Opportunities** page on the Jumpstart Volunteer Community Centre.

Home
Posted Volunteer Opportunities
My Current Registrations
My Registration History
Log My Hours
Update Profile
Jumpstart Volunteer Administrator

About this Page...

Within the Posted Volunteer Opportunities page, you can search and apply for new posted volunteer opportunities.

To view details and volunteer positions for each event, click on the **View** button for the Event Name you are interested in. Some events may have multiple positions available. Details regarding each position can also be found within the event details.

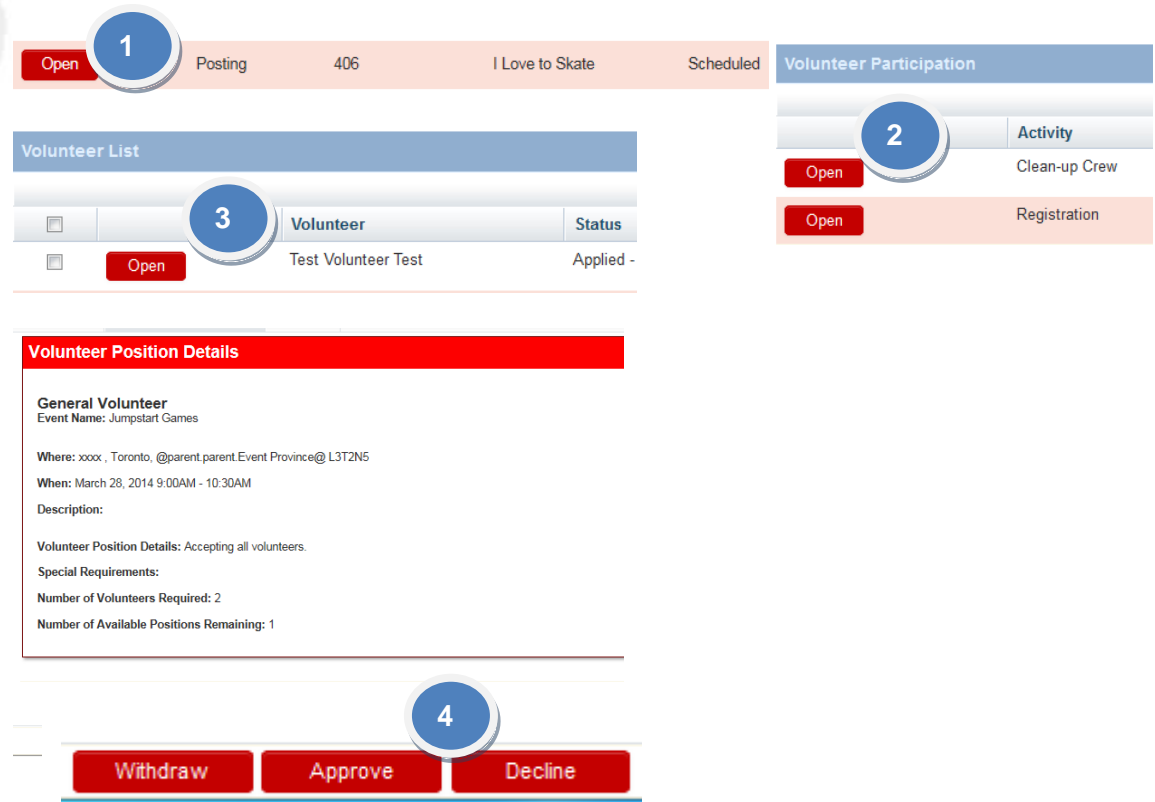
Posted Volunteer Opportunities

Reference ID	Event Name	Event Date	Description	Event Address	Details
401	Toronto Rock vs Rochester Knighthawks - 50/50 Ticket Sales	15/03/2014 07:00 PM - 09:30 PM	Location: Air Canada Centre - 40 Bay St. Toronto Rock vs. Rochester Knighthawks The new partnership announcement between PartSource and the Toronto Rock, has provided Jumpstart with the opportunity to host Jumpstart Awareness nights. We need volunteers to sell 50/50 tickets before and until approx. half way through the game. The goal is to raise funds that would create lacrosse programming within the Greater Toronto Area for children in need across the city. This will provide an new opportunity for these children to learn how to play lacrosse, giving them a new appreciation for the game and bringing the power of lacrosse to them. Please Note: Volunteers are to arrive at the ACC by 5:30pm for registration and a debriefing. Food will be provided to volunteers. COME OUT AND HAVE FUN WHILE VOLUNTEERING FOR JUMPSTART!	40 Bay St, Toronto, Ontario	View
402	Sunshine Program - Tennis Launch Event	22/03/2014 10:30 AM - 02:00 PM	LOCATION: West Humber Collegiate A event to registration and launch an after school tennis program for children to give underprivileged children the opportunity to learn how to play tennis. The children will be registered for the program and have the opportunity to meet their coaches and practice some tennis drills. Come out and enjoy a fun filled day and help Jumpstart support our local community partner. Transportation will not be provided to or from the event.	1675 Martin Grove Rd Toronto, Ontario	View

b. View and Approve Applications

View and approve applicants for events in the **Volunteer Opportunities** tab as follows:

1. Click on the **Open** button beside a Scheduled opportunity in the Volunteer Manager to open the volunteer application.
2. Click on the **Open** button beside the activity in the Volunteer Participation section at the bottom of the page.
3. Review the Volunteer List and click the **Open** button beside volunteers that have a status of **Applied**.
4. The number of volunteers required and available positions remaining will be shown. Click on either the **Approve** or **Decline** button depending on position availability or skill sets required. The volunteer will see the status of Approved or Declined in their **My Current Registrations** view.



The screenshot illustrates the Volunteer Manager interface with four numbered steps:

- Step 1:** A navigation bar at the top shows an "Open" button next to a "Posting" for "I Love to Skate" (406 Scheduled).
- Step 2:** A "Volunteer Participation" section shows an "Open" button next to a "Clean-up Crew" activity.
- Step 3:** A "Volunteer List" table shows a volunteer named "Test Volunteer Test" with a status of "Applied" and an "Open" button.
- Step 4:** A "Volunteer Position Details" section for "General Volunteer" (Event Name: Jumpstart Games) shows:
 - Where: xxxx, Toronto, @parent.parent Event Province@ L3T2N5
 - When: March 28, 2014 9:00AM - 10:30AM
 - Description: Volunteer Position Details: Accepting all volunteers.
 - Special Requirements: Number of Volunteers Required: 2; Number of Available Positions Remaining: 1

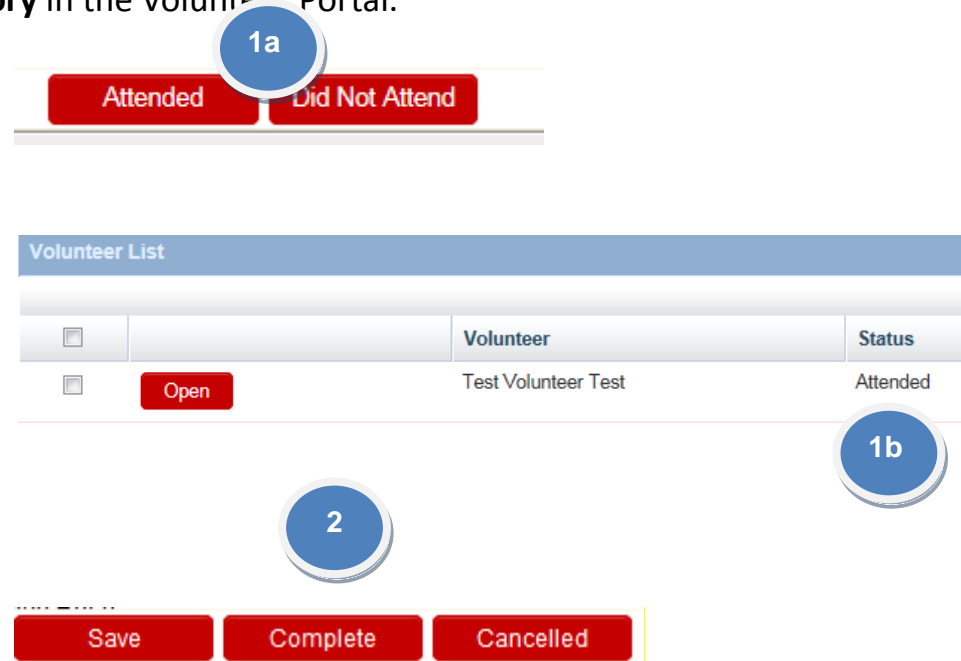
At the bottom, a control bar includes "Withdraw", "Approve", and "Decline" buttons.

c. Finalizing Events

When an active event has reached the end date, you need to track volunteer participation and change the status of the event to **Completed**. When an event has been given a status of **Completed**, it will move from **My Current Registrations** to **My Registration History** in the Volunteer Portal.

1. To confirm participation in an event, click the **Open** button beside the volunteer in the Volunteer List.
 - a. Click on either the **Attended** or **Did Not Attend** buttons.
 - b. The Volunteer Administrator will see the status beside the volunteer in the Volunteer list view.

2. Finalize the event after you have confirmed participation of all of the volunteers. To finalize the event, click on the **Complete** button.



The screenshot illustrates the process of finalizing an event. At the top, there are two red buttons: "Attended" and "Did Not Attend". A blue circle labeled "1a" is positioned over the "Attended" button. Below these buttons is a "Volunteer List" table. The table has a header row with "Volunteer" and "Status" columns. A single row is visible with the name "Test Volunteer Test" and the status "Attended". A red "Open" button is located to the left of the "Test Volunteer Test" entry. A blue circle labeled "1b" is positioned to the right of the "Attended" status. Below the table, there are three red buttons: "Save", "Complete", and "Cancelled". A blue circle labeled "2" is positioned above the "Complete" button.

Tip

If a volunteer withdrew from an event, you do not have to click on the **Attended** or **Did Not Attend** buttons. The status for the volunteer will remain Withdrawn when the **Complete** button is selected.

Automatic Emails

The volunteer will receive an email when:

1. They have been accepted for a position (Status of Approved).
2. Their participation has been validated (Status of Attended).

1

Subject: Approved to Volunteer for Jumpstart

Congratulations!

You've been approved to Volunteer at **XXXX** on **XXXX**.

Please review the event details on the Jumpstart Volunteer Community Centre before attending the event.

[Click here](#) to go to the Jumpstart Volunteer Community Centre.

If this event occurs during your scheduled work day or shift time, you will need your manager's approval to attend. If you have not done so yet, please speak to your manager directly to be granted permission to participate.

If you need to withdraw from this event you can do so on the **My Current Registrations** tab on the Jumpstart Volunteer Community Centre.

If you have any questions please contact JumpstartVolunteer@cantire.com

Thank you for supporting Jumpstart!

2

Attended Event Email

Subject: Jumpstart Thanks You

Thank you for volunteering for Jumpstart at **XXXX** on **XXXX**!

The success of this event would not have been possible without all the help from volunteers like you, who are committed to Jumpstart.

By supporting Jumpstart you are giving kids from financially disadvantaged families a chance to play sports and participate in physical activities that will get them off the sidelines and into the game!

Please check the Jumpstart Volunteer Community Centre for upcoming volunteer opportunities.

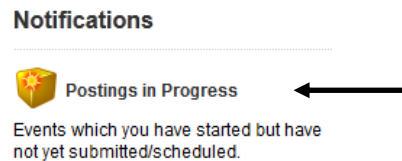
[Click here](#) to go to the Jumpstart Volunteer Community Centre.

We would love to hear how your experience was volunteering for Jumpstart! Please share your experience with us by sending a testimonial to JumpstartVolunteer@cantire.com

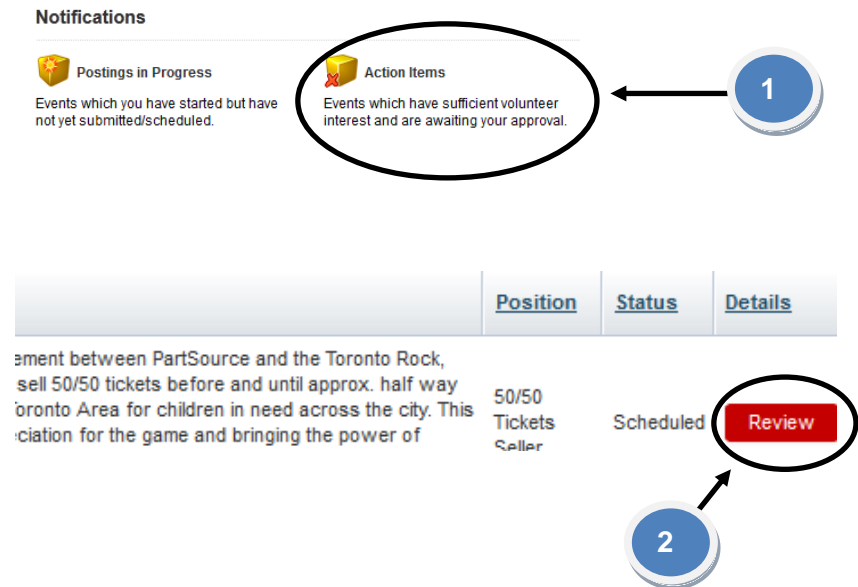
Thank you for your continual support of Jumpstart!

Best Practices

- Click on the **Save Draft** button at the bottom of the posting form if you would like to finish completing a posting later. The form will be saved to the **Postings in Progress** page, which can be accessed by clicking on the **Postings in Progress** icon on the main Jumpstart Volunteer Administrator page. Review this page regularly to see if there are any postings that need to be completed.

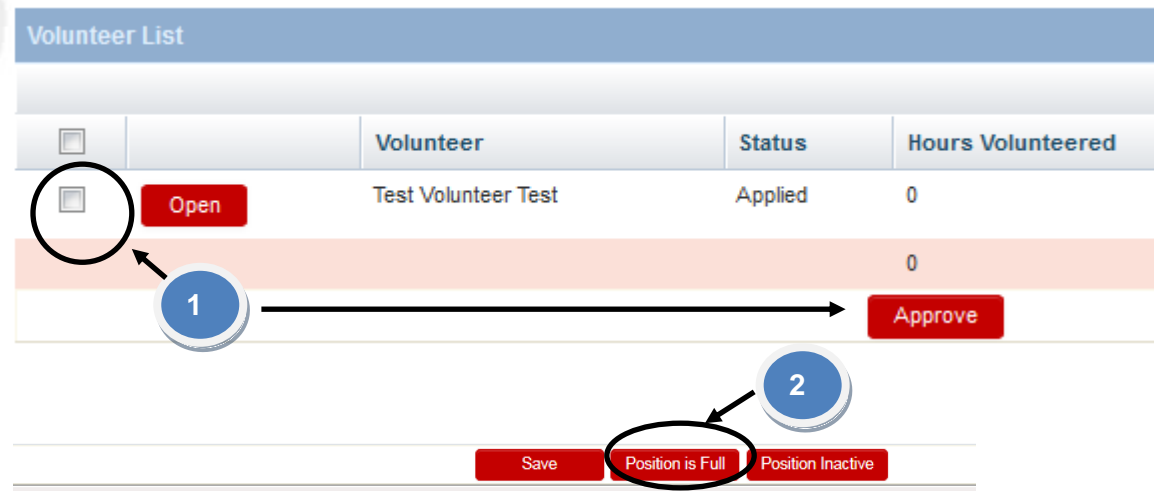


- Check the **Action Items** page regularly to see if any events require you to take immediate action. The events listed on this page will have sufficient volunteer interest and are awaiting approval.
 - Click on the **Action Items** icon to view actionable events.
 - Click on the **Review** button to view and approve applications.



- You may have an event that requires a large number of applicants. You can batch your tasks if necessary to make things easier.

- Approve a Group of Applicants:** You can approve a number of applicants at once by clicking on the checkbox beside each applicant and clicking on the **Approve** button in the Volunteer List view.
- Flag a Position as Full:** You can also flag the position as full if the position becomes oversubscribed. Click on the **Position is Full** button on the Volunteer List View page and volunteers will no longer be able to apply to the position on the **Posted Volunteer Opportunities** page.



Tip

If you would like to select all applicants to perform a batch approval, click on the uppermost checkbox. This will automatically check off the boxes for all of the applicants.