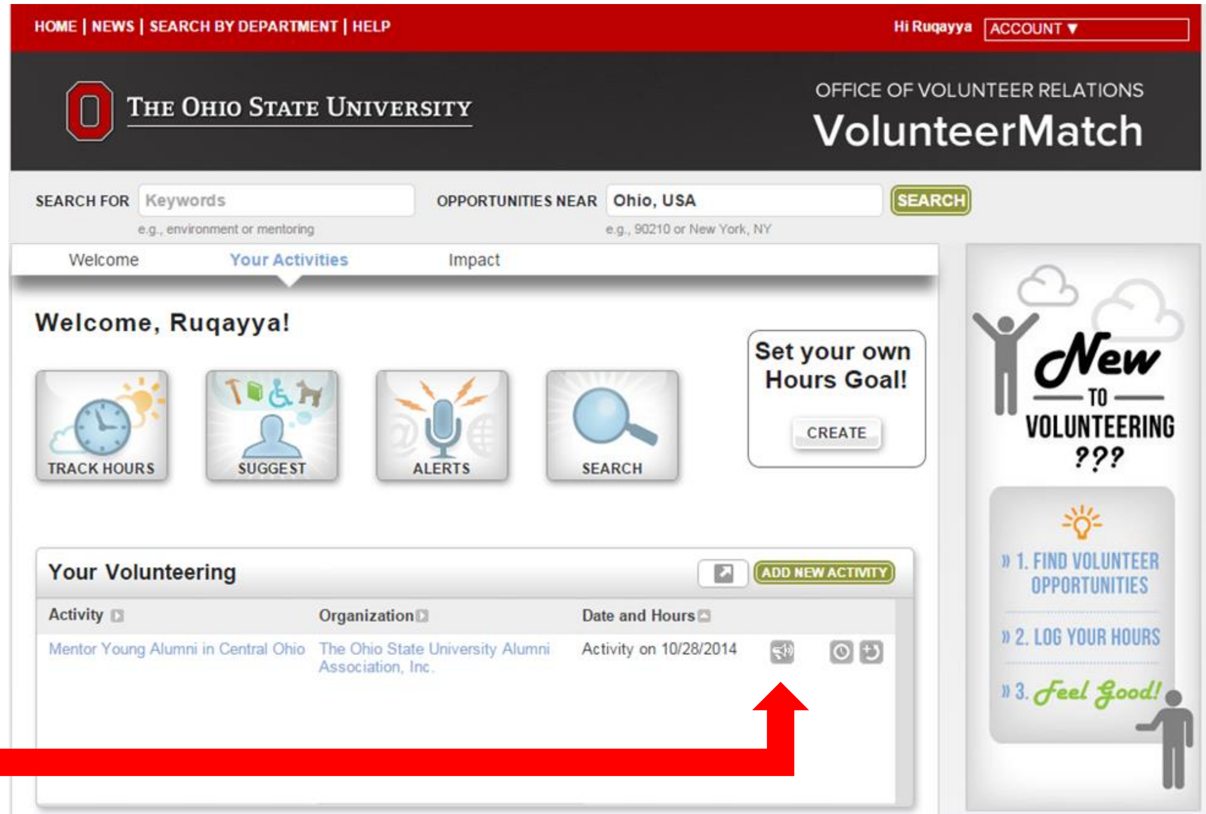
The Ohio State University

Ohio State VolunteerMatch

How to Manage Volunteers

Project owners can access the Manage Participants page directly by logging into VolunteerMatch

Then click the Your Activities tab



Then click the megaphone icon
(which will only be visible if you are an Admin)

This is what the Manage Participants page looks like.

Buckeyes Give: Fiesta Bowl ser... | The Ohio State Univ...

ACTIONS

- Add Participants
- Edit Opportunity

SUMMARY

Location
Brat Haus
3622 North Scottsdale Road
Scottsdale, AZ 85251

Date
Thu, Dec 31, 2015
9:00 am - 11:00 am

Opportunity Admin
Nadie Holmes
holmes.115@osu.edu
(614) 247-4062

EDIT

Participants
Unlimited volunteers

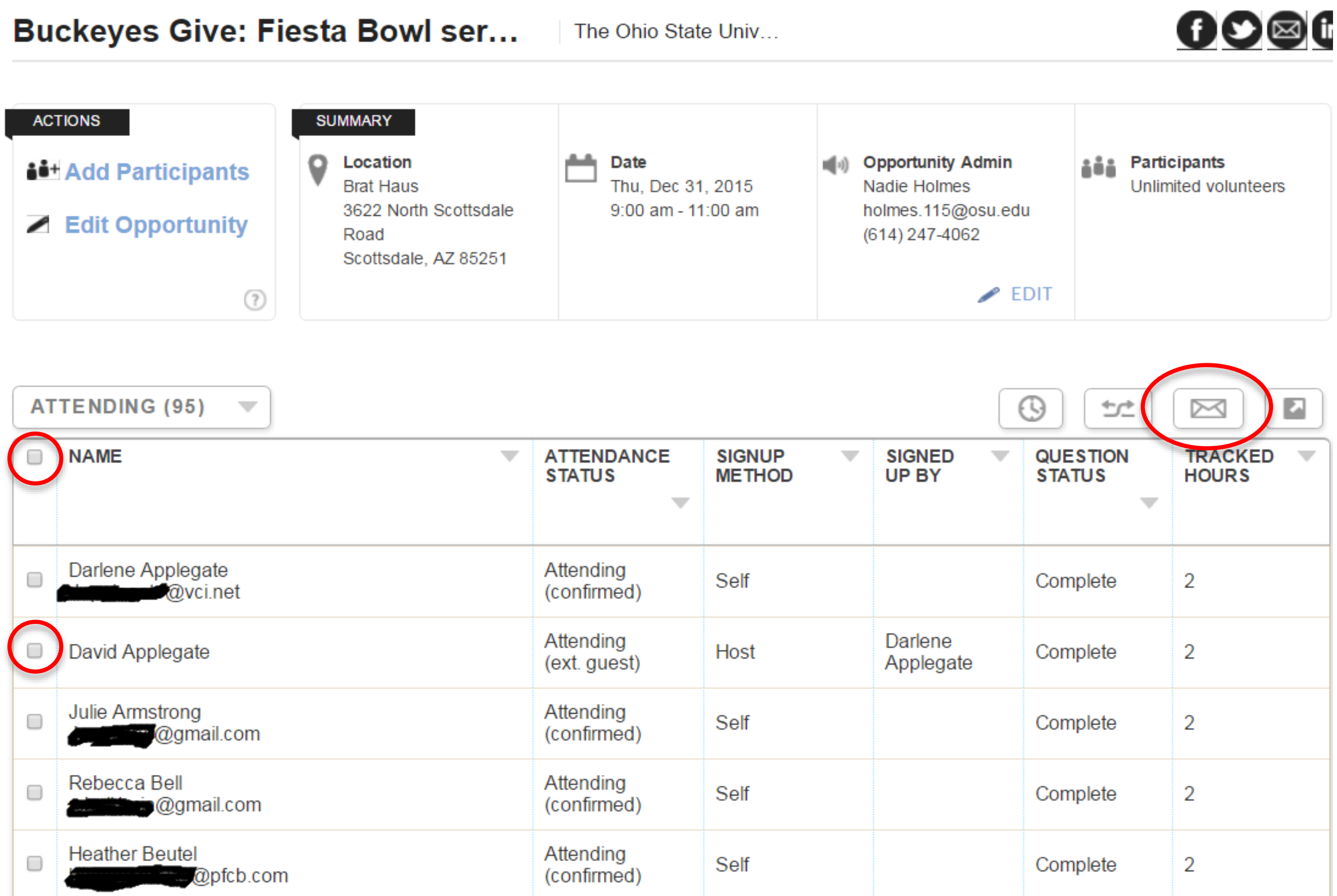
ATTENDING (95)

NAME	ATTENDANCE STATUS	SIGNUP METHOD	SIGNED UP BY	QUESTION STATUS	TRACKED HOURS
Darlene Applegate [redacted]@vci.net	Attending (confirmed)	Self		Complete	2
David Applegate	Attending (ext. guest)	Host	Darlene Applegate	Complete	2
Julie Armstrong [redacted]@gmail.com	Attending (confirmed)	Self		Complete	2
Rebecca Bell [redacted]@gmail.com	Attending (confirmed)	Self		Complete	2
Heather Beutel [redacted]@pfcb.com	Attending (confirmed)	Self		Complete	2

Actions Key

- Track Hours
- Edit Attendance
- Email
- Export to Excel

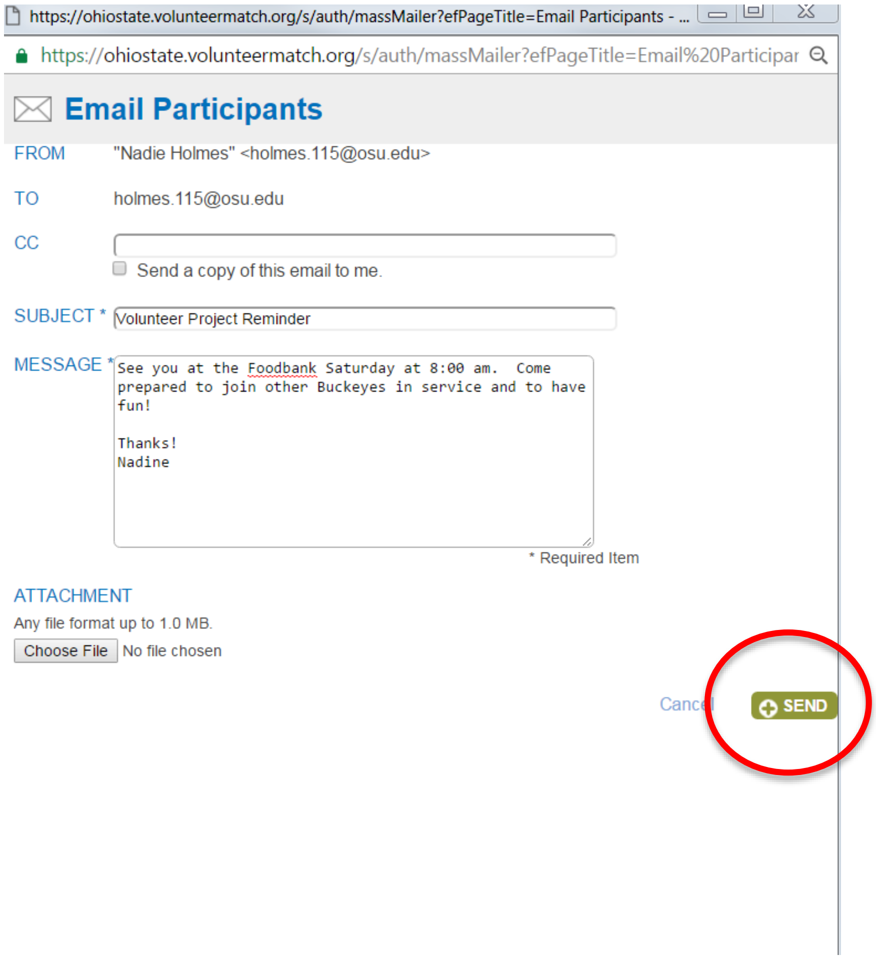
To e-mail your volunteers…



1. Click on the names of all those you want to e-mail

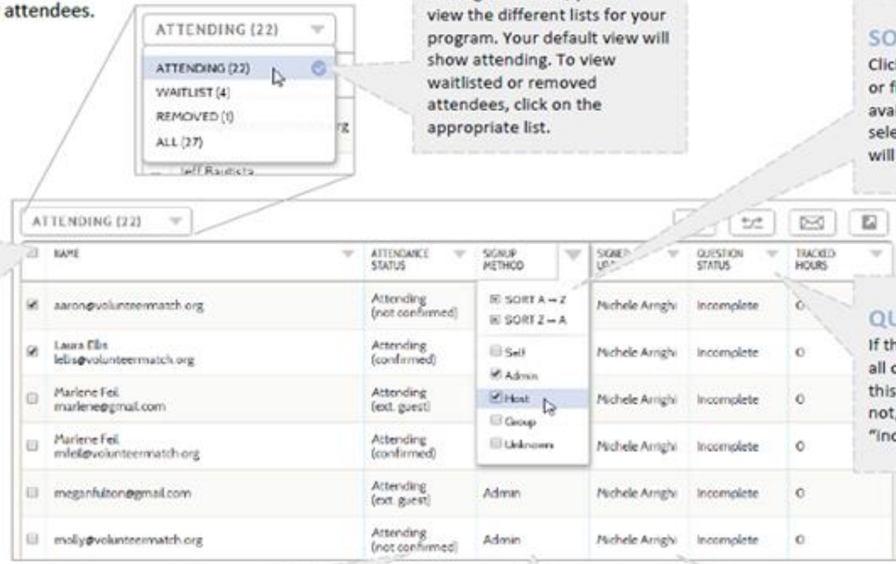
2. Click on the e-mail icon

This dialogue box will appear – fill in the information and click send!



Managing Participants: Attendee List

Through the Manage Participants interface, you can gather information about each participant's signup (how and who signed them up, if they've confirmed), see if they've completed their questions, add or remove participants, send emails to groups or track hours for attendees.



ATTENDANCE VIEW

Through this filter, you can view the different lists for your program. Your default view will show attending. To view waitlisted or removed attendees, click on the appropriate list.

SORT & FILTER

Click the gray arrow to sort or filter based on the available options. Once you select an option, the list will automatically update.

SELECT & TAKE BULK ACTION

Check the top box to select all volunteers or select individuals to take bulk actions (icons at top right):

- Change attendance (remove, move to waitlist)
- Email selected participants
- Track hours for volunteers

QUESTIONS STATUS

If the volunteer has answered all of their signup questions, this will show "complete". If not, this column will show "incomplete."

STATUS

The column shows 3 statuses:

- Attending (confirmed): a volunteer who signed themselves up or has confirmed.
- Attending (not confirmed): a volunteer who was signed up by someone else & has not yet confirmed.
- Attending (ext. guest): a guest who was signed up by someone else and doesn't have access to confirm.

Additional statuses will show in other views or in export:

- Removed: not attending
- Waitlist: on the waitlist

SIGNUP METHOD

Shows how the volunteer was added to the project:

Self: signed up themselves.
Admin: an admin assigned them to the project from the participants page.
Host: signed up using Guest Signup.

SIGNED UP BY

If the volunteer was signed up by an admin or a host, the name of the admin/host will appear in this column.

Questions?

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