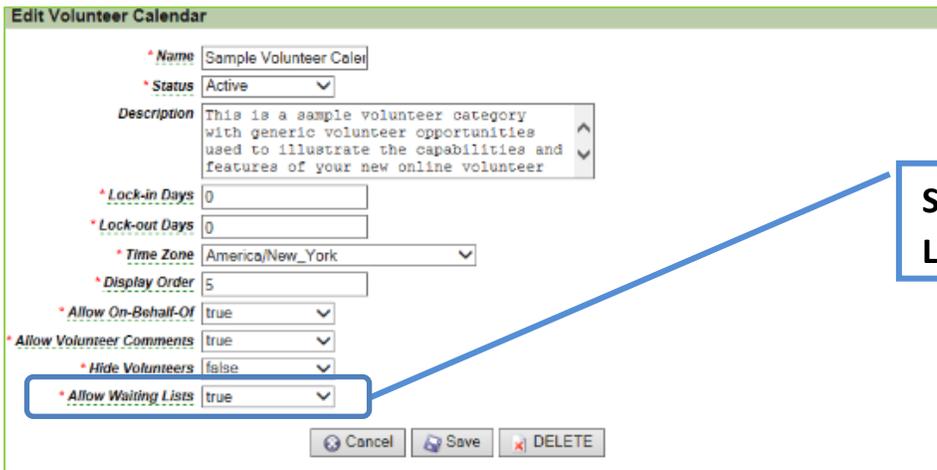**volunteermatters**
volunteer management made easy!

We are pleased to announce the latest release of VolunteerMatters that now includes the ability to have waiting lists (Pro and Enterprise Customers) and a new format for the volunteer opportunity detail page. There is nothing you need to do to receive these improvements and they are all included in your subscription.

Waiting Lists: Administrative View

You may activate waiting lists on any volunteer calendar by visiting Admin ( ), Clicking Volunteer Calendars ( ), and clicking Edit ( ) to the right of the appropriate calendar.

Set 'Allow Waiting Lists' to 'true'

When administering a Volunteer Calendar with Waiting Lists activated you will see a new icon adjacent to the volunteer opportunity labeled 'Waiting'.

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You can add waitlisted individuals by using the chooser to select them and selecting 'Save'. You will notice the radio button to add people to the waitlist as a 'group' (if you convert them to an assignment later, it will only add ALL member of the group, together) or as 'individuals' (You can convert each person individually in the future, not requiring them to be assigned together)

Shift Waiting List

Calendar: Sample Volunteer Calendar (Active)   Lock In Period: 0

		Date	Start Time	End Time	Shift	Assigned Count	Open Slots	Wait List Count	
1	☐	2013-04-11	12:00 PM	3:00 PM	Sample Volunteer Opportunity	5	0	0	edit Assignments Waiting

Listed	By	Headcount	Admin Notes
Add to Waiting List		**Add as**	
Schweiker, Jake; Schwieder, ⇕ 🗂 choose		● a group ○ individuals	

Waiting List   ❌ Cancel   💾 Save

2	☐	2013-04-13	12:00 PM	3:00 PM	Sample Volunteer Opportunity	0	5	0	edit Assignments Waiting
3	☐	2013-04-16	12:00 PM	3:00 PM	Sample Volunteer Opportunity	0	5	0	edit Assignments Waiting
4	☐	2013-04-18	12:00 PM	3:00 PM	Sample Volunteer Opportunity	0	5	0	edit Assignments Waiting
5	☐	2013-04-20	12:00 PM	3:00 PM	Sample Volunteer Opportunity	0	5	0	edit Assignments Waiting
6	☐	2013-04-23	12:00 PM	3:00 PM	Sample Volunteer Opportunity	0	5	0	edit Assignments Waiting
7	☐	2013-04-25	12:00 PM	3:00 PM	Sample Volunteer Opportunity	0	5	0	edit Assignments Waiting
8	☐	2013-04-27	12:00 PM	3:00 PM	Sample Volunteer Opportunity	0	5	0	edit Assignments Waiting
9	☐	2013-04-30	12:00 PM	3:00 PM	Sample Volunteer Opportunity	0	5	0	edit Assignments Waiting
10	☐	2013-05-02	12:00 PM	3:00 PM	Sample Volunteer Opportunity	0	5	0	edit Assignments Waiting

To delete wait listed volunteers, check the box next to their listing and click 'Save'

To convert the wait listed individual or group to an assignee, check the box next to their listing and click 'Save'

Shift Waiting List

Calendar: Sample Volunteer Calendar (Active)   Lock In Period: 0 Days. Lock Out

		Date	Start Time	End Time	Shift	Assigned Count	Open Slots	Wait List Count	
1	☐	2013-04-11	12:00 PM	3:00 PM	Sample Volunteer Opportunity	5	0	6	edit Assignments W

Delete ☑ ☐	Listed	By	Headcount	Convert to Assigned ☑ ☐	Admin Notes	Volunteer Comments
1 ☐	/11/13 2:08 PM	Closerware Support	2	☐	⇕	⇕
2 ☐	/11/13 2:08 PM	Stott, Karen	1	☐	⇕	⇕
3 ☐	/11/13 2:08 PM	Stone, Troy	1	☐	⇕	⇕
4 ☐	/11/13 2:08 PM	Sullivan, Pamela (Pam)	1	☐	⇕	⇕
5 ☐	/11/13 2:08 PM	Stottlemyer, Drake	1	☐	⇕	⇕

Add to Waiting List   **Add as**
⇕ 🗂 choose   ● a group ○ individuals   ⇕

Waiting List   ❌ Cancel   💾 Save

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Waiting Lists: Volunteer's View

The Hendrick Foundation

VolunteerMatters production Build 20130408.1134 Customer Code: demo, Datab

Home Directory Me Volunteer Admin Setup Help Log Out

Volunteer

Calendar View List View

Volunteer Shift Detail

Sample Volunteer Calendar (Active)

Name
Sample Volunteer Opportunity

Date and Time
Apr 13, 2013
12:00 PM - 3:00 PM

Assigned
5 volunteers currently assigned
0 slots currently available
6 volunteers currently on the waiting list

Sign Up

☑ Check here to be added to a waiting list if you cannot be assigned to this shift

🖑 **Sign Up Now!**

> When waiting lists are activated and the shift is full, the user will be prompted to opt-in to being added to the waiting list

Description
Overview:
You can add volunteer opportunities individually or in bulk. Each opportunity can have a unique name, description, date, start time, end time, and maximum number of slots available for volunteers.

New Format for the Volunteer Opportunity Detail Page

Volunteer Shift Detail

Sample Volunteer Calendar (Active)

Name
Sample Volunteer Opportunity

Date and Time
Apr 20, 2013
12:00 PM - 3:00 PM

Assigned
0 volunteers currently assigned
5 slots currently available

Sign Up

◉ Myself
○ Myself and Friends/Family
○ Just Friends/Family

Would you like to add any comments?
You may provide comments when volunteering for a shift. These comments may be visible to other volunteers.

🖑 **Sign Up Now!**

> The volunteer detail page now places the most critical information at the top of the page including the opportunity name, date, time, and availability. Additionally, the sign-up options and button are not more prominent at the top of the screen as well. The ability to sign up with friends and add comments at the time of signup as shown are available in Pro and Enterprise subscription levels.

Description
Overview:
You can add volunteer opportunities individually or in bulk. Each opportunity can have a unique name, description, date, start volunteers.