



Theatre Manager Volunteer Management Cheat Sheet


Adding Volunteer's Available Times – Using the Wizard

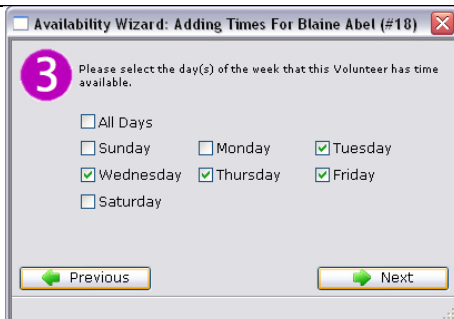
If a volunteer knows what times they will be available. You can set them up under the Time Available Tab.

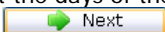


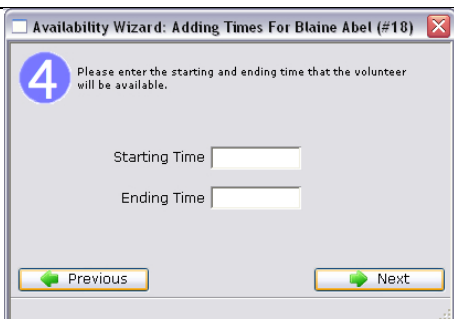
1. Click the New Time Wizard  button.
2. Select the availability type.
You can choose whether the time being entered is time that the volunteer is available or whether there is a conflict. If it is a conflict, then a to and from window will appear next.
1. Click the Next  button to proceed.




3. Select the months which the personnel is available and click the Next  button.

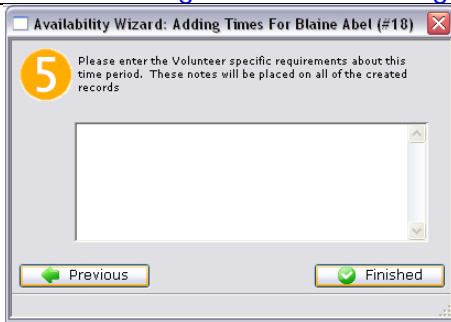


4. Select the days of the week the personnel is available and click the Next  button.



5. Enter the Starting and Ending times and click the Next  button.
For available times these times will be the time of day. Whereas with conflict dates they will be actual dates i.e. month, day, year.


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Availability Wizard: Adding Times For Blaine Abel (#18)

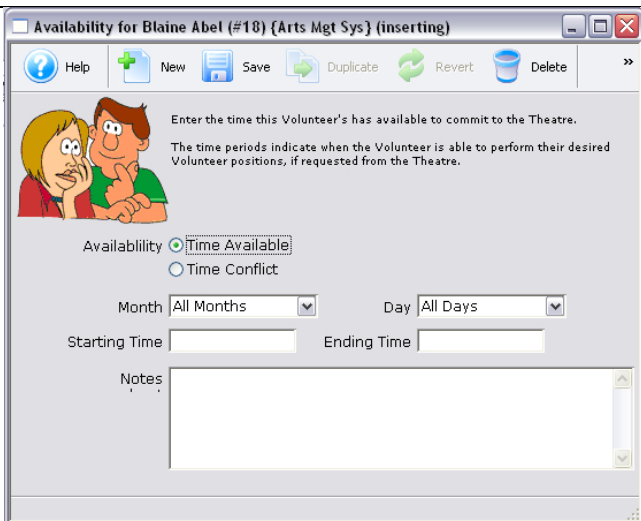
5 Please enter the Volunteer specific requirements about this time period. These notes will be placed on all of the created records

Previous Finished

6. Enter any notes associated with the time and click the Finished  button. The new times will be displayed under the tab.

Creating Times by a Single New Entry

This will allow you to enter a single record of either available or conflicting time.



Availability for Blaine Abel (#18) {Arts Mgt Sys} (inserting)

Help New Save Duplicate Revert Delete

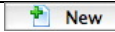

Enter the time this Volunteer's has available to commit to the Theatre.
The time periods indicate when the Volunteer is able to perform their desired Volunteer positions, if requested from the Theatre.

Availability Time Available
 Time Conflict

Month All Months Day All Days

Starting Time Ending Time

Notes

1. Start by clicking the New  button on the Times Available Tab.
2. Choose whether this is a "Time Available" or a "Time Conflict".
3. Select the month and the day of the week for the time.
4. Enter the start time and the end time of the time.
5. Enter any notes about the time.
6. Click the Save  button to finish creating the new record.


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Editing Availability Times

If a personnel member has availability or conflict times setup they may eventually need to be updated.

Month	Day	Start	End
All Months	Monday	18:00 PM	22:00 PM
All Months	Tuesday	18:00 PM	22:00 PM
All Months	Wednes...	18:00 PM	22:00 PM
All Months	Thursday	18:00 PM	22:00 PM
All Months	Friday	18:00 PM	22:00 PM

Buttons: New Time Wizard, New, Open

1. Find the Patron Record and open the Volunteer Window.
2. Open the Times Available Tab.
3. Select the time you wish to edit.
4. Click the Open  Open button. The Time Available Window will open with the data of the selected time.

Availability for Blaine Abel (#18) {Arts Mgt Sys}

Enter the time this Volunteer's has available to commit to the Theatre.
The time periods indicate when the Volunteer is able to perform their desired Volunteer positions, if requested from the Theatre.


Availability: Time Available
 Time Conflict

Month: All Months Day: Friday

Starting Time: 6:00 PM Ending Time: 10:00 PM

Notes: Available after work

UM Entered: SEP 28 2007 2:35:52 PM Last Updated: SEP 28 2007 2:35:52 PM


5. Make the required changes.
6. Click the Save  Save button.
7. The Time Available Window will close and you will return to the Volunteer Window. The time change will appear in the Time Available Tab.

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Deleting Available Times


If a volunteer has availability or conflict times setup they may eventually need to be updated.

Detail/Notes	Volunteer	Position	Time Available	Award
Month <input type="text" value="All Months"/> is <input type="text" value="All Months"/>				
Month	Day	Start	End	
All Months	Monday	18:00 PM	22:00 PM	
All Months	Tuesday	18:00 PM	22:00 PM	
All Months	Wednes...	18:00 PM	22:00 PM	Select an
All Months	Thursday	18:00 PM	22:00 PM	
All Months	Friday	18:00 PM	22:00 PM	

1. Select the time you wish to delete.
2. Click the Delete  Delete button at the bottom of the tab. The following confirmation window will open.

Delete a Record ✖

 Are you sure you want to delete the 1 selected Volunteer time?

3. Click Delete  Delete to confirm the deletion.
4. Clicking Cancel  Cancel will abort the deletion.