## Theatre Manager Volunterr Management Cheat Sheet

## **Adding Activity History and Evaluations**

Once a volunteer has positions setup they can receive historical and evaluation comments. This data is displayed at the bottom of the Volunteer Window. The history and evaluations can help to choose the best personnel for the position you require.

Work (403) 536-1210     Mome Suite 300     #2, 3012 - 17th Avenue S.E. Calagary AB T2A 0P9 Canada  From Date To Date To Date Activity Role Event Inf	<ol> <li>Find the Volunteer for which you wish to add an evaluation and history.</li> <li>Click the New New button at the bottom of the window.</li> </ol>
New Activity History For Blaine Abel (Arts Mgt Sys) (inserting)   Image: Sevent insertion   Image: Sevent insertion   Select which of the following Volunteer positions, Blaine Abel has participated in, that you vish to add a history record for.     Image: Directors   Running Crew   Ushers     Image: Sevent insertion     Image: Sevent	<ol> <li>Select the position the activity was performed under.</li> <li>Only positions you have setup for the selected volunteer will be displayed. Click Cancel Cancel to return to the Volunteer Window where you can add a new position.</li> <li>Click OK COK Cok Cok Cok Cancel Cancel to return to the Volunteer Window where you can add a new position.</li> <li>Click OK Cok Cok Cok Cok Cancel Cancel Cancel to return to the Volunteer Window where you can add a new position.</li> </ol>
New Running Crew History For Blaine Abel {Arts Mgt Sys} (inserting)   Image: Solution of the	<ol> <li>5. Click the Play Lookup button.</li> <li>This will open the Play List Window allowing you to search for plays.</li> <li>6. Double click the play for which the activity was performed. You will return to the Activity History Window.</li> <li>The play code will be displayed in the field along with it's title to the right. The From and To fields will be filled with the dates which the play runs.</li> <li>7. Click the Performance Lookup button to specify if this activity is only for one performance.</li> <li>If a performance code is entered, the date will be set, and times will be available to be entered.</li> </ol>



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🔲 New Running Crew History For Blaine Abel (Arts Mgt Sys) (inserting)	8. Change the times if needed.
🕜 Help 🍸 New 拱 Save 🕟 Duplicate 🛷 Revert 🍧 Delete 📎 Print 🐣	<ol> <li>Enter the number of hours to be credited to the volunteer for working.</li> </ol>
Play 07-NIC 💦 ELVIS - Live!	10. Select the pay rate and enter the amount if applicable. Leave
Performance 1-MON 💦 (Optional - If entered, the activity is for this performance only)	this field blank if the activity was performed voluntarily. The
On JUN 2 2008 between 7:30 PM and 9:30 PM	selections in this pulldown are:
Activity Evaluation Awards Letters	
Note: Enter 'role' only for actors/actress or if you want the 'role' to appear on the cast crew list. All other positions should leave 'role' blank and fill in duties instead.	Hourly
	Contract Rate
Hours 0.00 Pay Period Hourly Amount \$0.00	Day Rate Hourly
Role	Monthly
Volunteer	Weekly
Duties For Period	11. Enter a role and/or a description of the volunteer duties.
	At least one of these fields must be filled to insert the data.
	12. Click on the Evaluation Tab.
🗔 New Running Crew History For Blaine Abel {Arts Mgt Sys} (inserting)	13. Set the security level allowing who can view the evaluation of
🕜 Help 🛉 New 拱 Save 🕼 Duplicate 🥏 Revert 🍧 Delete 🍥 Print 🏾	the volunteer.
	14. Rate the volunteer.
Play 07-NIC 💦 ELVIS - Live!	
Performance 1-MON 💦 (Optional - If entered, the activity is for this performance only)	This rating is based on a scale of 0-10. If any data is entered
On JUN 2 2008 between 7:30 PM and 9:30 PM	
	which does not fall into this range you will receive a warning
Activity Evaluation Awards Letters	message Rating must be between 1 and 10 and not be able to enter
Evaluation 🗹 Security1 🔍 Security6	the data.
Security V Security2 V Security7 V Security3 V Security8	15. Enter any comments about the activity.
Security3 Security8	These comments are to be used to critique the performance
Security5 Security10	of the individual. This can then be used for finding the best
Rating 0 Didn't perform activity	
Comments	volunteer for a particular position in the future.
about	
dumuy	16 Click Save Save
	16. Click Save Save .
	The Awards and Letters Tabs will now become available.
b	