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.
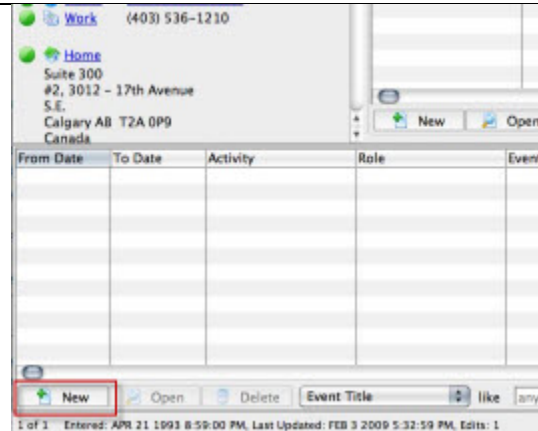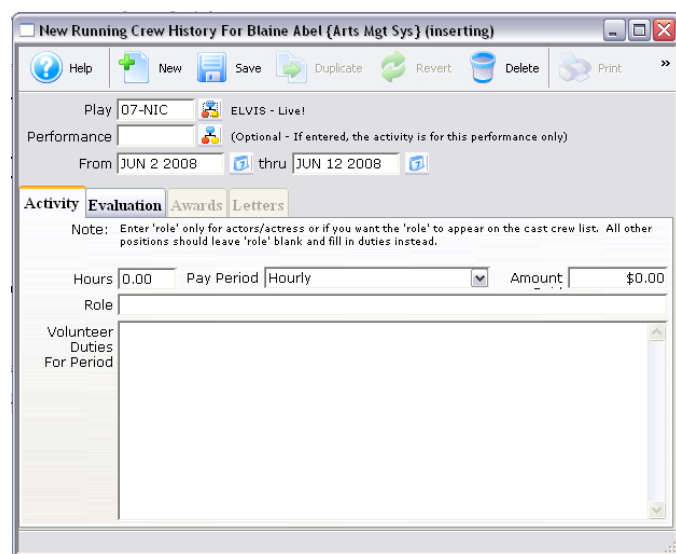
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	1. Find the Volunteer for which you wish to add an evaluation and history. 2. Click the New [New] button at the bottom of the window.
	3. Select the position the activity was performed under. Only positions you have setup for the selected volunteer will be displayed. Click Cancel [Cancel] to return to the Volunteer Window where you can add a new position. 4. Click OK [OK]. The Activity History Widow will open.
	5. Click the Play Lookup button. This will open the Play List Window allowing you to search for plays. 6. Double click the play for which the activity was performed. You will return to the Activity History Window. 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. 7. Click the Performance Lookup button to specify if this activity is only for one performance. If a performance code is entered, the date will be set, and times will be available to be entered.
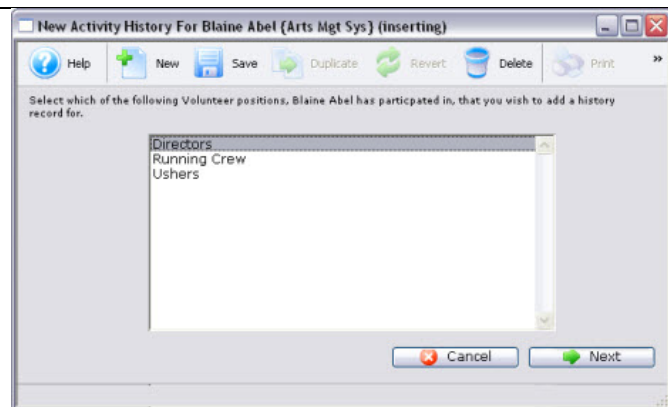
8. Change the times if needed.
9. Enter the number of hours to be credited to the volunteer for working.
10. Select the pay rate and enter the amount if applicable. Leave this field blank if the activity was performed voluntarily. The selections in this pulldown are:
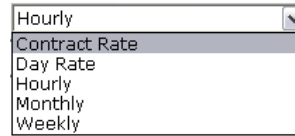
11. Enter a role and/or a description of the volunteer duties. At least one of these fields must be filled to insert the data.
12. Click on the Evaluation Tab.

13. Set the security level allowing who can view the evaluation of the volunteer.
14. Rate the volunteer.

This rating is based on a scale of 0-10. If any data is entered which does not fall into this range you will receive a warning message **Rating must be between 1 and 10** and not be able to enter the data.

15. Enter any comments about the activity. These comments are to be used to critique the performance of the individual. This can then be used for finding the best volunteer for a particular position in the future.

16. Click Save **Save** .

The Awards and Letters Tabs will now become available.