

Jobs Setup Quick Start Guide

- 1 Edit/Add Event- Select the Edit or 'New Event' to get this party started.

- 2 Step 4 - Enter in the Job Deadline Date. This action will turn 'ON' the job module. So far pretty easy.

- 3 Job Signup Button - This is the magic button into the world of Jobs!



Jobs Setup Quick Start Guide

- 1 **Setup Event Jobs** - You're here! This is where you'll generally choose a template to work from.
- 2 **Copy & Append** - This [button](#) brings up all templates.
- 3 **Templates** - Find the job template that will most closely resemble this events jobs. Don't forget every time you create jobs for a meet, they will save as a new template. Well played engineers..well played.
- 4 **Jobs** - Once you select a template all of the jobs and time periods will show for you to edit.
- 5 **Edit Time Period** - You can quickly change a series of time period setups if they are the same by using the Edit Time Period Function. Select one or many time periods to adjust.
- 6 **Edit Auto Reminder** - Place a check mark to the left of all jobs that you would like to add an instant notification to. Select one, many, or all jobs and Edit Auto Reminder. Make as many selections as applicable and Save changes. [Watch the tutorial.](#)

The screenshots show the following steps:

- Event Job Admin - Setup Event Jobs**: The main interface for setting up event jobs. It shows the event name 'Fall Festival (Oct 25, 2014)' and the signup deadline '10/17/2014'. A red circle 1 highlights the 'Setup Event Jobs' button.
- Copy From Other Event**: A dialog box that allows users to copy job templates from other events. A red circle 2 highlights the 'Copy & Append From Other Event' button.
- Event Name Selection**: A table showing event templates. A red circle 3 highlights the 'Fall Festival' template.
- Event Job Admin - Jobs**: A table showing the jobs and time periods for the selected event. A red circle 4 highlights the 'Edit Time Period' button.
- Event Job Time Period Multi Edit**: A dialog box for editing time periods. A red circle 5 highlights the 'Save Changes' button.
- Event Job Reminder Edit**: A dialog box for editing auto reminders. A red circle 6 highlights the 'Auto Reminders' checkbox.

Jobs Setup Quick Start Guide

- 1 **Edit Jobs** - Click on a job title to edit not only the job but to **add or edit** your time periods.
- 2 **Editing** - You can Edit the job name, notes and add an auto reminder for instant notifications. Save Event Job Changes and then edit/add Time Periods. These are critical. Accounts sign up by time period. IF you have NONE..no one can sign up.
- 3 **Add New** - Don't be fooled by the name of this button this will Add a New Time Period...software humour. 🤓
- 4 **Editing Time Periods** - The event information will be un-editable and in grey. Simply click into the date/time fields to adjust. REMEMBER to use a leading zero if needed for ex: 08:00. Select how many people will be needed to work this specific job/time period.
- 5 **Hours of Credit Override** - If you require a unit instead of hours then you'll want to enter in your unit in this field. For instance if this job time period gives you 2 units towards your total obligation, enter 2 in this field.

Event Job Admin

Event Job Signup Setup Event Jobs Event Job Done Confirmation Find Workers

Event: Spring Festival (May 1 (10:40 AM) ~ 1 (12:00 PM), 2014)
 Signup Deadline: 04/30/2014
[Copy & Append From Other Event](#) [Email Job Signup Invitation to ALL Active Accounts](#)

[Add New](#) [Allow Signup](#) [Disallow Signup](#) [Edit Time Period](#) [Delete](#)

Job Name	Allow Signup?	Time Periods Setup
Awards/Ribbons	Yes	<input type="checkbox"/> 05/01/2014 8:00:00 AM - 05/01/2014 8:00:00 PM (12.00 Hr.): 5 Positions <input type="checkbox"/> 05/01/2014 8:00:00 AM - 05/01/2014 8:00:00 PM (12.00 Hr.): 1 Positions <input type="checkbox"/> 05/01/2014 8:00:00 AM - 05/01/2014 8:00:00 PM (12.00 Hr.): 4 Positions
Clean up after the meet	Yes	

Event Job Edit

Event: Fall Festival
 Event Date: 10/25/2014 - 10/25/2014
 Job Signup Deadline: 10/17/2014
 *Job Name: Awards
 *Allow Members to Signup this Job NOW? Yes
 Notes: Work at awards table. Places labels on awards and distributes to eli
 Do not display time for this job: ☐
 Auto Reminders: ☒ No ☐ Yes

[Done Editing](#) [Save Event Job Changes](#)

Time Periods Setup:

[Add New](#) [Delete](#)

Time From	Time To	Total Hours	Total Positions
10/25/2014 11:00 AM	10/25/2014 03:00 PM	4.00Hr.	1
10/25/2014 12:00 PM	10/25/2014 04:00 PM	4.00Hr.	2

[Add New](#) [Delete](#)

Event Job Time Period Edit

Event: Spring Festival
 Event Date: 05/01/2014 - 05/01/2014
 Job Signup Deadline: 04/30/2014
 Job Name: Awards/Ribbons
 Time From: 05/01/2014 08:00 AM
 Time To: 05/01/2014 03:00 PM
 Total Positions Required: 5 (> 0)
 Hours of Credit Override: 0.0 (0 to 99.9. Zero means use actual time)

[Save Changes](#)

Save CHANGES > Select Done Editing

Jobs Setup Quick Start Guide

- 1 **Jobs** - View all of your jobs and their time periods. Put a check mark next to all jobs you'll be turning on to the public.
- 2 **Allow Signups** - If you're ready for your accounts to volunteer turn these jobs on!
- 3 **Invitation** - Everyone loves an invitation so invite your team to sign up for the fun! This invitation contains the link to place them directly into the job signup.
- 4 **Change Account** - As an admin you can select [change account](#) and sign up anyone else on your team. For example your computer operator is someone specific so you can sign them up before a non trained account decides it would be a fun job.
- 5 **Account Signup** - Your accounts will select the job and time period and then select 6 Signup

Event Job Admin

Event: Spring Festival (May 16 (10:40 AM) ~ 16 (12:00 PM), 2014)
 Signup Deadline: 05/16/2014

Copy & Append From Other Event Email Job Signup Invitation to ALL Active Accounts

Add New Allow Signup Disallow Signup Edit Time Period Edit Auto Reminder Delete

Job Name	Allow Signup?	Time Periods Setup
<input checked="" type="checkbox"/> Awards/Ribbons	Yes	<input type="checkbox"/> 05/01/2014 8:00:00 AM - 05/01/2014 8:00:00 PM (12.00 Hrs.): 1 Positions <input type="checkbox"/> 05/01/2014 8:00:00 AM - 05/01/2014 3:00:00 PM (7.00 Hrs.): 5 Positions <input type="checkbox"/> 05/08/2014 8:00:00 AM - 05/08/2014 1:00:00 PM (5.00 Hrs.): 3 Positions
<input checked="" type="checkbox"/> Clean up after the meet	Yes	<input type="checkbox"/> 05/01/2014 8:00:00 AM - 05/01/2014 8:00:00 PM (12.00 Hrs.): 4 Positions <input type="checkbox"/> 05/01/2014 8:00:00 AM - 05/01/2014 8:00:00 PM (12.00 Hrs.): 2 Positions <input type="checkbox"/> 05/01/2014 8:00:00 AM - 05/01/2014 8:00:00 PM (12.00 Hrs.): 5 Positions
<input checked="" type="checkbox"/> Clerk of Course	Yes	

Event Job Signup

Event Job Signup Setup Event Jobs Event Job Done Confirmation Find Workers

Signup Job for Account: Allen, Raymond & Jan (976-3324) [Change Account](#)

Event: Spring Festival (May 16 (10:40 AM) ~ 16 (12:00 PM), 2014)
 Registration Deadline: 05/16/2014
 Job Signup Deadline (till midnight): 05/16/2014

Print My Job Signup Summary Print ALL By Job (w/ Empty Slots) Print ALL By Name Print Volunteer Name Tags

How to signup Event Jobs:

Step 1: Find the empty slots shown as "-----".
 Step 2: Click on the checkbox in front of the empty slot that you want to sign up for.
 Step 3: Select [Signup] button to sign up for the slots that you selected.

Note: If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

Signup Remove Signup

Job Name/Notes	Time Periods Signup
Awards/Ribbons Work at awards table. Places labels on awards and distributes to eligible swimmers.	05/01/2014 08:00 AM - 05/01/2014 08:00 PM (12.00 Hrs.) 1 Andrews, Jared & Jennifer 05/01/2014 08:00 AM - 05/01/2014 03:00 PM (7.00 Hrs.) 1 Bedford, Shaunagh 2 <input checked="" type="checkbox"/> Allen, Raymond & Jan (Aunt Jenny) 3 <input type="checkbox"/> ----- 4 <input type="checkbox"/> ----- 5 <input type="checkbox"/> -----
Clean up after the meet Responsible for breaking down all equipment required to run the meet and picking up trash.	05/08/2014 08:00 AM - 05/08/2014 01:00 PM (5.00 Hrs.) 1 <input type="checkbox"/> ----- 2 Andrews, Jared & Jennifer 3 <input type="checkbox"/> -----
	05/01/2014 08:00 AM - 05/01/2014 08:00 PM (12.00 Hrs.) 1 Bedford, Shaunagh 2 <input type="checkbox"/> -----

- 7 **Reports** - Admin has three reports and Volunteer Name Tags to generate from this view to help at the day of the meet. TeamUnify suggest using [OnDeck](#) to help with your jobs!! It's an incredibly powerful tool for jobs



Other Cool Stuff!

- [Find workers who have not signed up!](#)
- [Confirming jobs have been completed](#)
- [Confirming jobs have been completed using OnDeck!](#)
- [Send a message to volunteers using OnDeck!](#)
- [View All Jobs within a date range for One Account or All!](#)