

## Welcome to the Stockey Centre's new Volunteer System Webpage

Hi everyone!

We've been giving a lot of time and thought to making our sign up system better, more convenient, and faster for you. So we have created a new private and password protected web page just for you, our volunteer team. The new Volunteer System Webpage will make the process of signing up for shows, finding out what you are signed up for, and even opting out of shows quick and easy. And better than that, it is always available, so you don't have to wait for a person here to receive your mail, do the sign up, and then get back to you.

- You can see what shows and events are available at any time,
- You can sign up for them whenever you want
- You will get an instant confirmation that you are on the list online and you will receive a confirmation email with the date and time of the show
- You can add your name to the wait list for popular shows: the system will automatically email you to let you know that an usher shift has become available for your selected show and ask you to confirm whether or not you can join us for that shift
- You can see what shows you are signed up for any time you want to see it
- You can display a list of the shows you have volunteered at in the past
- You will receive email reminders upcoming shows you have signed up for
- You will be able to remove yourself from an usher list (if it is not too close to the show date: if it is close, then you will need to talk to someone here at the Stockey Centre to ensure that we can find a replacement on short notice)
- and you can do this at any time convenient for you.

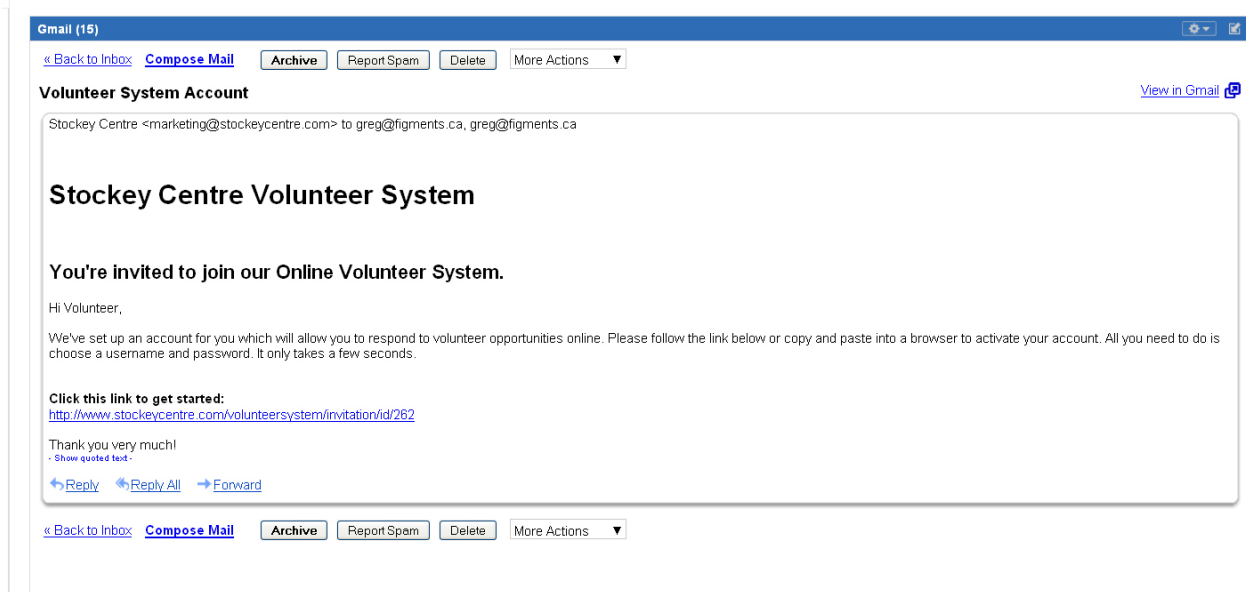
We have already filled in the Volunteer System Webpage with all the shows and volunteer shifts that have already been confirmed in the old system. Some of you may have already received the first automatic reminder notices of upcoming shows: that is something that will now be standard for all shows.

Shortly, you will be emailed an invitation to join our Volunteer System. Click on the link in the email, fill in your User Name and choose a password for yourself. (It would probably be a good idea to write the user name and password down and store it safely.) Once you've done that, you will be in the Volunteer System Webpage.

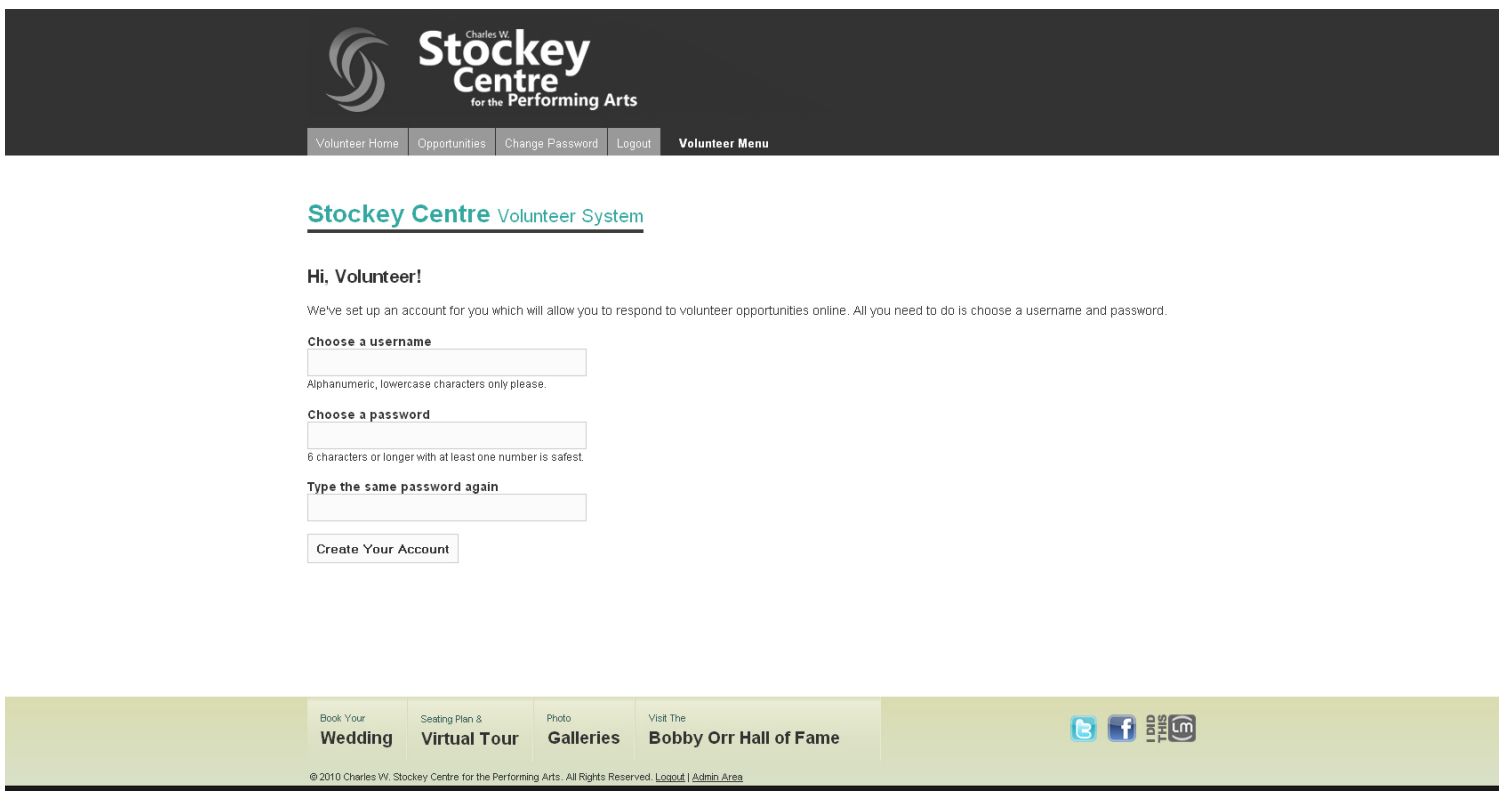
This rest of this note is about how to use the sign-up webpage. It is mostly pretty easy: once you are in, you look at the Opportunities and click on ones you like, and the system pretty much guides you through from there. However, we all know that all new systems can be confusing at the beginning, so I am going to show you the step by step process below so that you can follow along for the first few tries. And don't worry, if this doesn't make sense to you off the top, call me and we will set up an in-person training session for you.

To Start:

You will receive an email just like this with a link to the Volunteer System webpage.



Click the link in it to take you to the Stockey Centre Volunteer Webpage.



Fill in your User Name and choose a password. Choose one that will be relatively easy for you to remember, but don't sweat it: if you forget your password, you can always reset it or change it at this webpage as well. Once you've entered your User Name and Password you are in! From now on, whenever you see a show announcement, you don't need to reply to me or Tera or anyone else here, you can just log on to the Volunteer Webpage and instantly sign up for the show. To get to the login page, you can either bookmark it or find it from a link on the Volunteers Page of our website.



### Stockey Centre Volunteer System

#### SUCCESS!

You're all set, Volunteer. We just sent you an email to greg@figments.ca with your sign-in information so you'll always have it handy.

[Continue to the volunteer system](#) →



There you are, a new user account created just for you. Now click  
**Continue to the volunteer system**



### Stockey Centre Volunteer System

#### Please Log In

Username

Password

[Forget your username or password?](#)



Now the system asks you to log in. After the first time, this is the page you will always start on. (No, I don't know why you have to log in after creating your account. Our programmer, a very bright fellow, said it needed to be this way and I believed him when he said it would take longer to explain than to just do it.)

## Stockey Centre Volunteer System

You are logged in.

### Reports

#### My Volunteer Shift History

Year:

\*PC users require Adobe® Reader. [Go here to install Reader if you don't have it.](#)

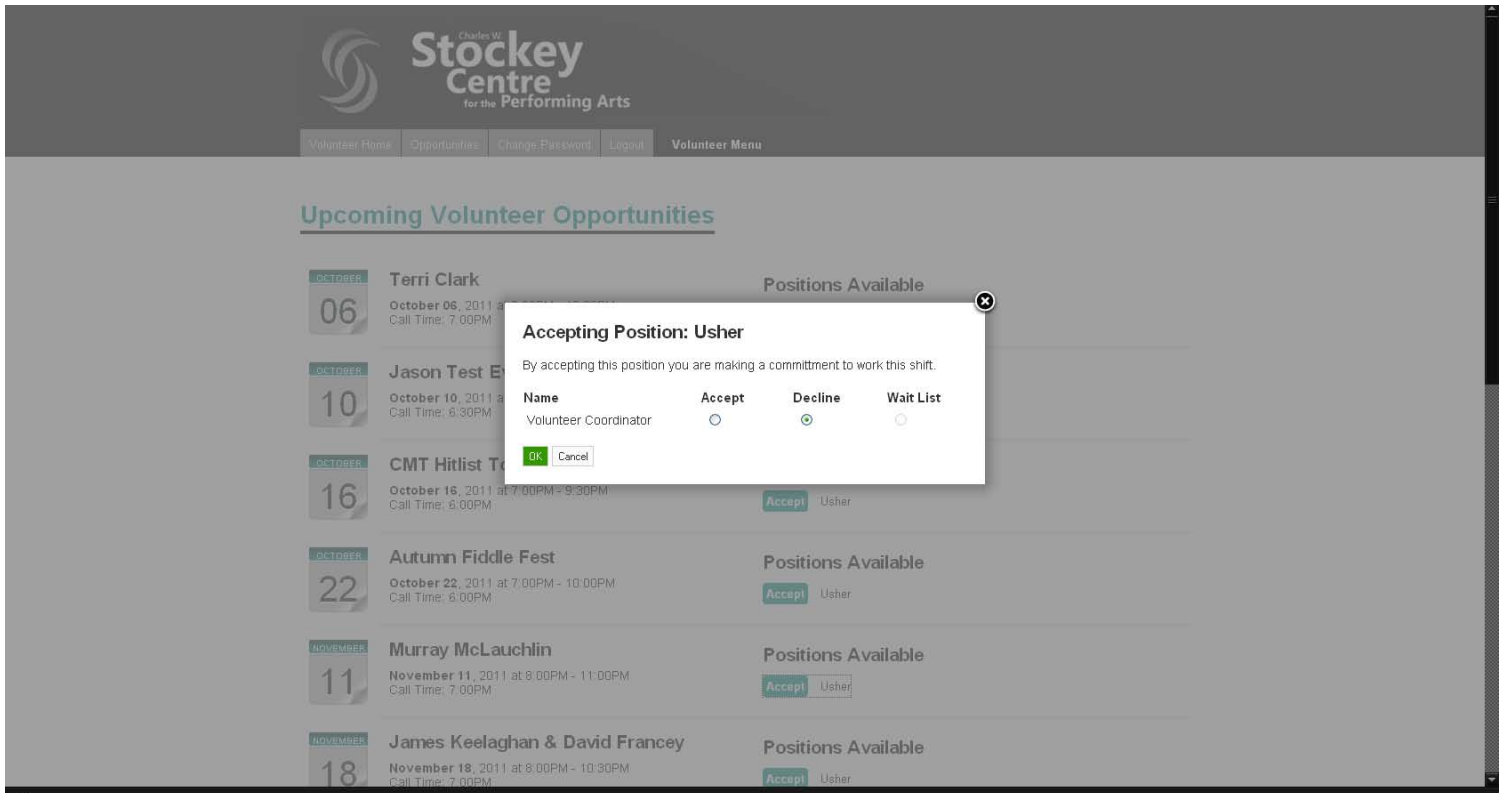
There you are: logged in and all ready to start! On this first page, you can tell the computer to show you all the shows you signed up for in any given year. (It is produced as an Adobe PDF, so if you have a PC computer, you will need to install the free Adobe PDF reader by following the link on the page).

But now for the exciting part: click on the second tab: **Opportunities**

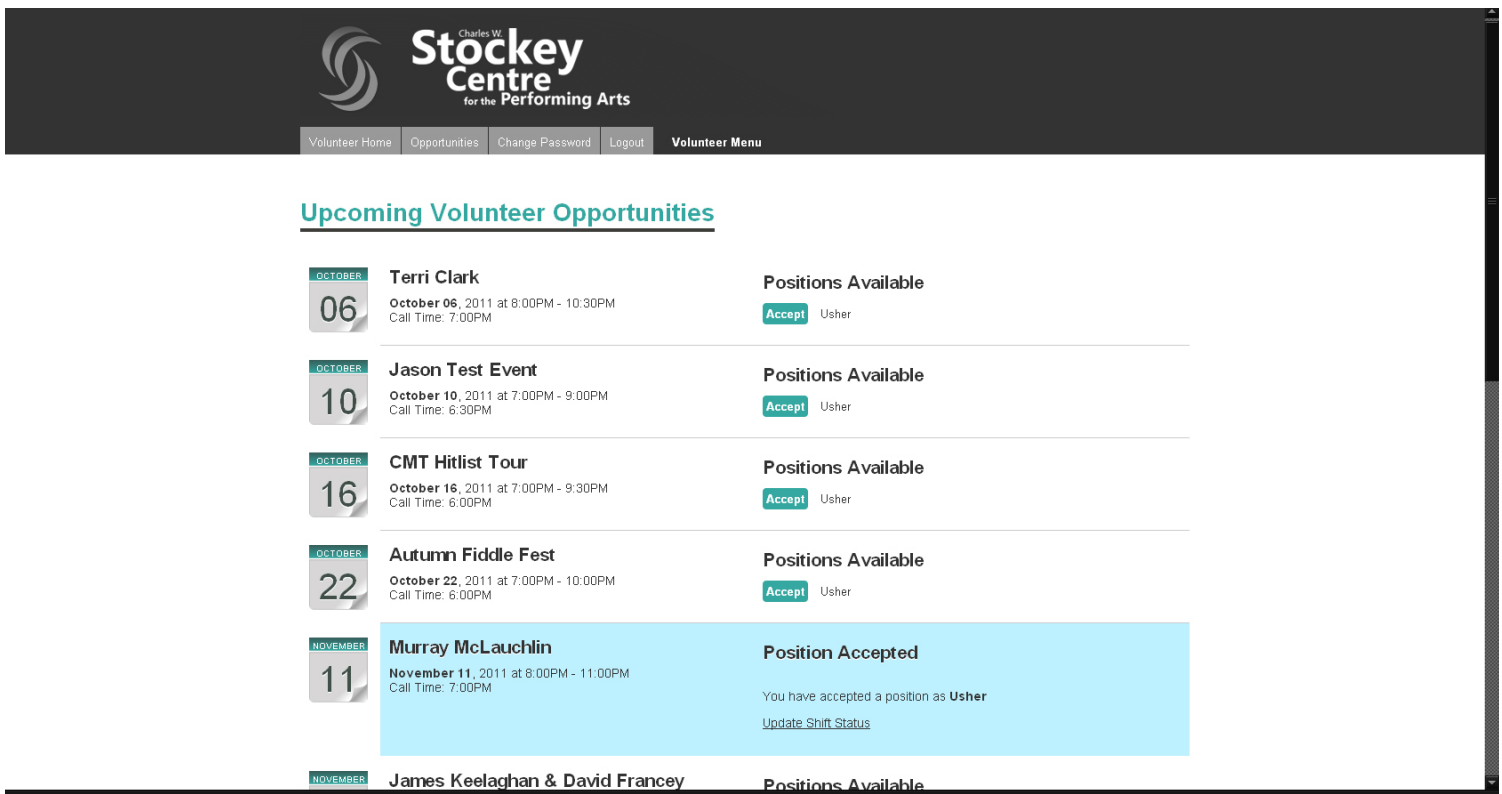
## Upcoming Volunteer Opportunities

<b>OCTOBER</b> 06	<b>Terri Clark</b> October 06, 2011 at 8:00PM - 10:30PM Call Time: 7:00PM	Positions Available <input type="button" value="Accept"/> Usher
<b>OCTOBER</b> 10	<b>Jason Test Event</b> October 10, 2011 at 7:00PM - 9:00PM Call Time: 6:30PM	Positions Available <input type="button" value="Accept"/> Usher
<b>OCTOBER</b> 16	<b>CMT Hitlist Tour</b> October 16, 2011 at 7:00PM - 9:30PM Call Time: 6:00PM	Positions Available <input type="button" value="Accept"/> Usher
<b>OCTOBER</b> 22	<b>Autumn Fiddle Fest</b> October 22, 2011 at 7:00PM - 10:00PM Call Time: 6:00PM	Positions Available <input type="button" value="Accept"/> Usher
<b>NOVEMBER</b> 11	<b>Murray McLauchlin</b> November 11, 2011 at 8:00PM - 11:00PM Call Time: 7:00PM	Positions Available <input type="button" value="Accept"/> Usher
<b>NOVEMBER</b> 18	<b>James Keelaghan &amp; David Francey</b> November 18, 2011 at 8:00PM - 10:30PM Call Time: 7:00PM	Positions Available <input type="button" value="Accept"/> Usher

This is where the really exciting action happens. This is a list of all the events and shows that you can sign up for. Scroll down the list, find one you like, and click on **Positions Available** for any show or shows you like. When you've clicked on it, the computer will ask you whether you;



like to accept the position, or decline it. Choose one or the other and then click **OK**. If the show already has a full usher list, the computer will ask you if you would like to join the Wait List for that show. If you would, select **Wait List** and click **OK**. If an Usher Shift becomes available, the system will send you an email and ask you to confirm whether or not you are able to join us.



And there you are: **Position Accepted**, you are now on the Usher List. Wasn't that easy?

Whenever you return to the **Opportunities Page**, the shows you've signed up for will look like that: **Position Accepted**. And the others will all say Positions Available. But what if you need to remove yourself from the Usher List? Well, as long as the show is further than two weeks away, you can simply click on the words **Update Shift Status** and it will ask you if you want to **Accept**

The screenshot displays a list of volunteer opportunities with the following details:

- 06** Terri Clark: October 06, 2011 at 8:00PM - 10:30PM, Call Time: 7:00PM. Status: Positions Available. Action: Accept Usher.
- 10** Jason Test Event: October 10, 2011 at 7:00PM - 9:00PM, Call Time: 6:30PM. Status: Positions Available. Action: Accept Usher.
- 16** CMT Hitlist Tour: October 16, 2011 at 7:00PM - 9:30PM, Call Time: 6:00PM. Status: Positions Available. Action: Accept Usher.
- 22** Autumn Fidd...: October 22, 2011 at ... Call Time: 6:00PM. Status: Positions Available. Action: Accept Usher.
- 11** Murray McL...: November 11, 2011 at ... Call Time: 7:00PM. Status: Positions Available. Action: Accept Usher.
- 18** James Keelaghan & David Francey: November 18, 2011 at 8:00PM - 10:30PM, Call Time: 7:00PM. Status: Positions Available. Action: Accept Usher.
- 27** The Czech Boys Choir: November 27, 2011 at 2:30PM - 5:00PM, Call Time: 1:30PM. Status: Positions Available. Action: Accept Usher.
- 30** Henry & Mudge: November 30, 2011 at 5:00PM - 7:00PM, Call Time: 4:00PM. Status: Positions Available. Action: Accept Usher.

A modal dialog titled "Update Position: Usher" is open over the November 11 opportunity. It contains the following text: "If you remove yourself or your buddy from this shift you will lose your place in the queue and you might end up on the waiting list." Below this text is a table with three columns: "Name", "Accept", and "Decline". The "Name" column lists "Volunteer Coordinator". The "Accept" column has a radio button that is selected. The "Decline" column has an unselected radio button. There is also a "Wait List" column with an unselected radio button. At the bottom of the dialog are "OK" and "Cancel" buttons.

or **Decline** the position. Accepting it confirms your place in the Usher List, Declining the position will remove your name from the Usher List. If the show is less than two weeks away, the system will bring up a list of names of volunteers who have allowed us to show you their contact information in order to find a replacement for your shift.

## Upcoming Volunteer Opportunities

OCTOBER  
**06**

**Terri Clark**

October 06, 2011 at 8:00PM - 10:30PM  
Call Time: 7:00PM

**Positions Available**

**Accept** Usher

OCTOBER  
**10**

**Jason Test Event**

October 10, 2011 at 7:00PM - 9:00PM  
Call Time: 6:30PM

**Position Accepted**

You have accepted a position as **Usher**

**This event is less than 2 weeks away and cannot be cancelled online.** If you are unable to work this shift we would ask that you review the [list of available volunteers](#) to find a replacement and call the Stockey Centre at (705) 746-4466.

OCTOBER  
**16**

**CMT Hitlist Tour**

October 16, 2011 at 7:00PM - 9:30PM  
Call Time: 6:00PM

**Positions Available**

**Accept** Usher

And that is really the nuts and bolts of the whole thing. You sign in, check out the opportunities, click on the ones you that want to sign up for. You can review all the events and the ones you have signed up for any time you want. If you need to remove yourself from the usher list, click on that event and decline the position. All instantly, and all at your convenience.

We have tested the system fairly extensively, trying our best to break it, and so far, it works pretty darned well. I'm certain that we will find a bug or two in it, because 1) it is brand new and 2) it is a computer system, and it is in the nature of computer systems to have bugs. If you find one, please let me know exactly what happened, what it did or didn't do, and I will try to get it fixed as soon as possible.

There is one situation here that I did not go into details for everyone because it only applies to a few people. If you are one of those few who have a buddy who does not have internet/computer access, we've designed a Buddy System. While most people are only allowed to sign up for themselves, Buddies can sign up for themselves AND for their buddy. If you have any questions on that, please call me directly and we'll walk through it together.

The final two tabs are pretty much self explanatory. Change Password gives you a screen where you can change your password. For example, if you forget your password and reset the system, you may want to change it to something more memorable. And the last tab is Logout. Click that to end your visit to the Volunteer System Webpage.

If you have any questions about this, please don't hesitate to get in touch with us.

Thank you!