Event Staffing - Members

An additional feature included in our VIP hours software is an Events sign-up module. Committee organizers can use this as tool for event staffing by their committee members. As a member you can see what opportunities are available and complete the sign-up process online. You'll also receive automatic notifications and reminders.

This feature is a good compliment to our hours reporting and we hope you find it useful.

Key Features

- Provides features that automate communication.
- Easy to identify VIP hours opportunities for members.
- Simplifies management for organizers and simplifies participation for members.
- Creates a central location for Event staffing.
- Members see who's participating, as well as how many people are needed.
- Views that color-code events are customized for each member.
- If an event has all the members it needs, its status indicates 'Full'.
- A number of reminders and notifications are sent automatically.

The module is intuitive and easy to use.

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These instructions assume you are familiar with logging into our VIP Hours software app and are intended to provide assistance and descriptions of features in order to make the most of its potential. Please take a moment to read through.

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Signing up for an Event

Note: Listings beginning with a committee name are intended for members of that committee. Please refrain from signing up for those events unless you know they are accepting help from members outside their committee. Some events may also be password protected and are not available for sign up unless you have been invited by the organizer.

You learn about event sign up opportunities by going to the Events module in the application or by an email invite sent to you by the organizer.

The events module is accessed from the **Log Hours** page in the application. At the top click the text - '**Event Sign-ups**'.

On a computer you'll see a calendar view showing upcoming events. On a phone or tablet you'll see a listing.

Click an event to learn more about it. Some events may be organized by shifts, indicating start/end times and details. To the right of each shift you see the number of members required to staff and if there are openings available. By clicking on the '+' icon you can also see who's signed up.

To sign up for an available 'shift', click the orange '**SIGN UP**' button. A pop-up window appears that lets you enter a message to the organizer such as what you can bring, or restrictions on how long you can stay. Then click '**SIGN UP**'. That's it, you'll see your name added to the list along with a green **Confirmed** indicator.

You can also sign up for additional shifts within the same event if available.

What Happens Next

You'll receive a confirmation email. In the email is an attachment you can use to add the event into your device calendar (computer, tablet, phone), just open the attachment to access.

The calendar and listing views in the app will indicate that you've RSVP'd with a green color-code.

Two days prior to the event, you'll receive a reminder email.

Following the event, you'll receive another reminder to report your hours.

Cancelling

If plans change, and you're unable to attend an event, go to the event detail, click the '+' icon for the shift to see your name listing, and click the red **X** to the right of your name. Your name will be removed and an email will be sent to let the organizer know.

History

The events home page also keeps a listing of past events at the bottom. For organizers, it provides a record of details as well who participated. Organizers can create a new event by duplicating a past event - maintaining the organizational structure and saving time re-entering shifts, descriptions, etc. For members, the past events listings indicate events you've participated in, providing history of your hours.