As part of our commitment to continuously update and enhance our Fundraising system, we have recently made the following enhancements to the Frontstream Fundraising Pro platform.

Volunteer Management

We are pleased to announce that the ability to post volunteer opportunities for your event and have users sign up for them is now available.
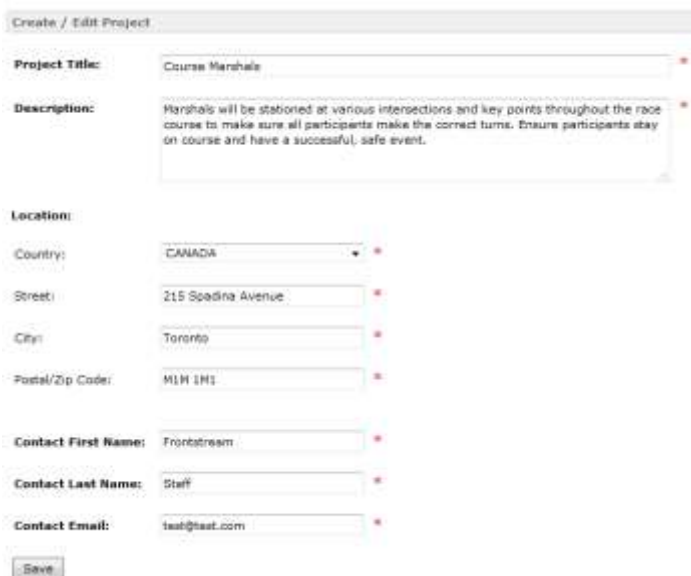
Within an Event/Campaign event, you can now create and manage volunteer opportunities. To help you understand the concept, throughout this document we will use the scenario of a walk or run event where we need volunteer to fill different positions. The positions are:

- Assist with marking the course
  - We need 10 volunteers on the event date from 7am to 9am
- Course marshals
  - We need 20 volunteers on the event date from 9am to 12pm
- Finish area marshal
  - We need 10 volunteers on the event date from 10am to 2pm

To create the volunteer opportunities in our Event/Campaign, we will first need a project. Projects are the volunteer opportunities that will be displayed on the vent home page.

Creating a Project

1. From the administrator console, go to the Event/Campaign that you want to create volunteer opportunities for.
2. From the left menu options, click on **Volunteer Management.**
3. On the Volunteer Management page you have the option to add a project. Click **Add** to create a project.
4. Fill out the form and click **Save.**

Now that we have created a project, we need to create a time slot.
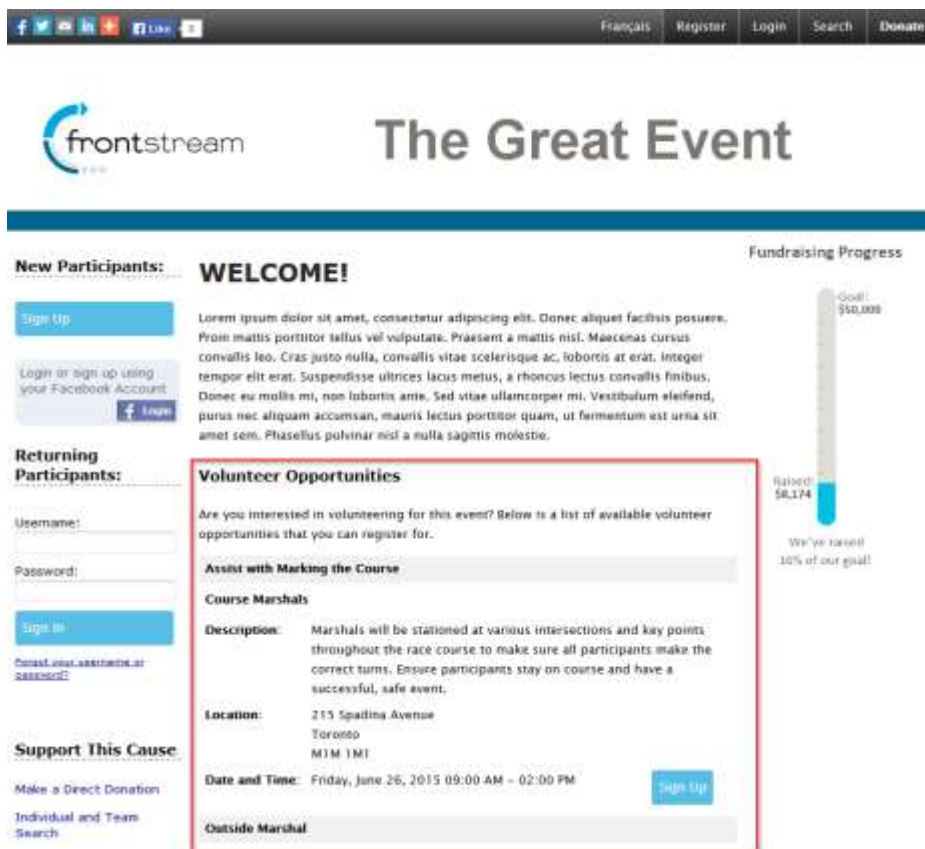
Creating a Time Slot

1. To create a time slot click on **Add** from the projects page.
2. Select a date and time.
3. Specify the number of volunteer openings.
4. Select if the time slot is available for signups. The option is important as this determines if the time slot appears on the Event Home Page. If there are no available time slots (all are set to no) then the project will not appear on the Event Home Page at all.
5. Click **Save.**

Repeat the steps covered above to create additional projects and time slots.

Viewing and Registering for a Volunteer Opportunity

Now that we have created our projects and time slots, they will be visible on the event home page. Users can browse through the different opportunities and sign up for them.

Registering is simple. Just click on the **Sign Up** button next to the and fill out the form.

Upon successful registration, the user will get a registration successful screen. From there they can click **Done**.

You are able to edit the look and feel of all the client facing pages above. You can do this in the **Edit Content** options for **Event Home Page** and in the **Other** section of content.

Tracking Registered Volunteers

To see who has registered for a volunteer opportunity

1. From the administrator console, go to the Event/Campaign that you want to create volunteer opportunities for.
2. From the left menu options, click on **Volunteer Management**.
3. Click on the project and then the time slot. On the time slot page, the registrants will be listed.

First Name	Last Name	Phone Number	Email Address
Henry	Thomas	416-967-1111	test@test.com
John	Wayne	4169671111	test@test.com
Michael	Jordan	(541) 754-3010	test@test.com
Pat	Patterson	123.456.7890	test@test.com
Magic	Johnson	(123)123-1234	test@test.com
Josh	Donaldson	416-967-1111	test@test.com

Deleting a Registrant

1. From the administrator console, go to the Event/Campaign that you want to delete the registrant from.
2. From the left menu options, click on **Volunteer Management.**
3. Click on the project name you wish to delete the registrant from.
4. Click on the time slots date and time you wish to delete the registrant from.
5. Click **Delete** on the registrant you wish to delete.

Registrants

Export To CSV

First Name	Last Name	Phone Number	Email Address	
TestSignUp3	TestSignUp3	(123) 123-1234	s@j.pp	Delete
TestSignUp1	TestSignUp1	(123) 123-1234	s@h.ll	Delete
TestSignUp2	TestSignUp1	(123) 123-1234	d@h.oo	Delete

6. Click **Yes** on the question "Are you sure you want to delete the registrant?"

Delete Registrant ✖

❶ Are you sure you want to delete the registrant?

Yes | No

7. Registrant is now deleted

Export a Time Slots Registrants to a CSV File

If you wish to export the list of volunteer registrants in a time slot follow the steps below:

1. From the administrator console, go to the Event/Campaign that you want to export the CSV file from.
2. From the left menu options, click on **Volunteer Management.**
3. Click on the project name you wish to want to export the CSV file from.
4. Click on the time slots date and time you want to export the CSV file from.
5. Click **Export To CSV**.

6. CSV file will start downloading automatically.

Volunteer Registration Confirmation Email

You can enable a "Volunteer Registration Confirmation" email which will be sent to volunteer registrants.

To enable the email, in the administrator console go to Emails page for your event and place a check mark next to the "Volunteer Registration Confirmation" email.

Admin Notification – New Volunteer Registrant Email

You can also receive an admin notification any time a volunteer registers for a time slot. To enable you must fill out the "Administrator Recipients" portion of the email and save. Any registered volunteer will send an email to the Administrator Recipients.