May 2015 – Release Notes

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

Volunteer Management	Minor Enhancements

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.
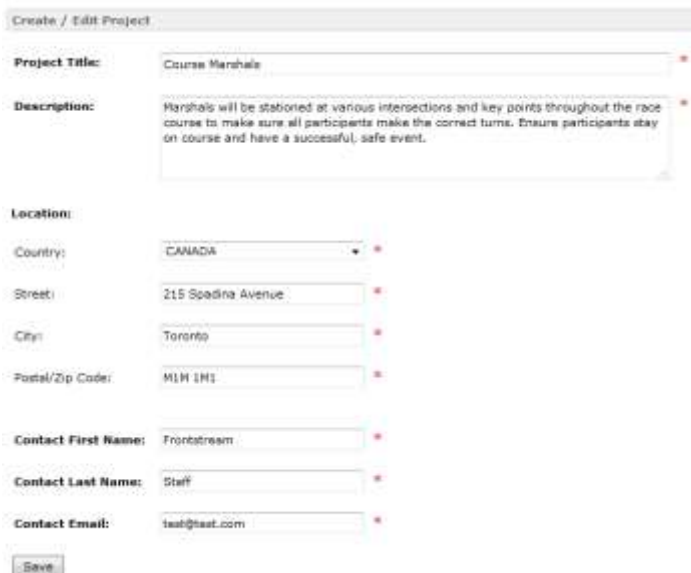
Within an Event/Campaign event, you can now create and manage volunteer opportunities. To help you understand the concept, throughout this document we will use the scenario of a walk or run event where we need volunteer to fill different positions. The positions are:

- 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.
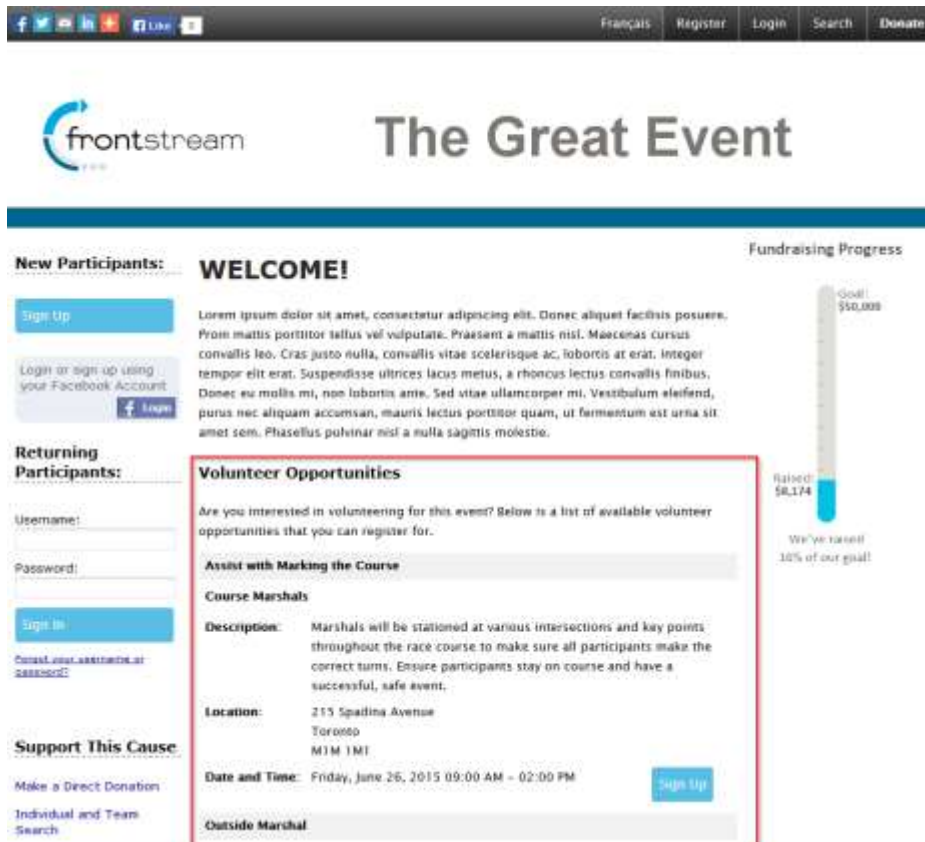
Creating a Time Slot

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.
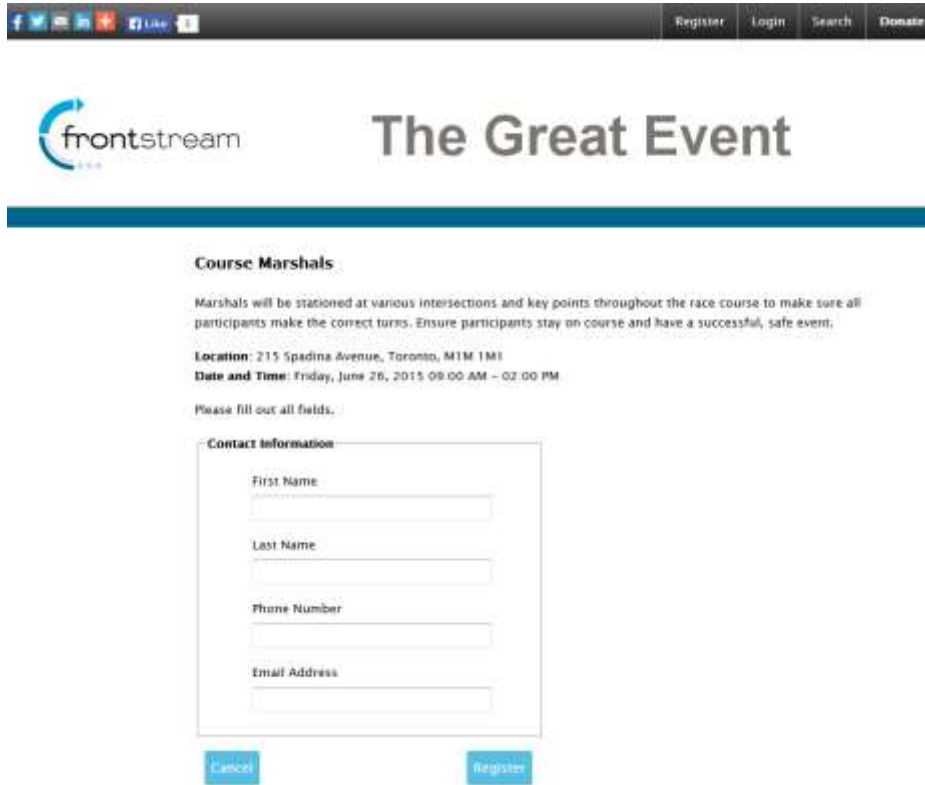5. Click **Save.**

Create / Edit a Time Slot

| Date / Time: | 26/06/15 | 9:00am | to | 2:00pm |
| Number of Openings: | 20 | | | |

Should this time slot be available for signups? ● Yes ○ No

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.
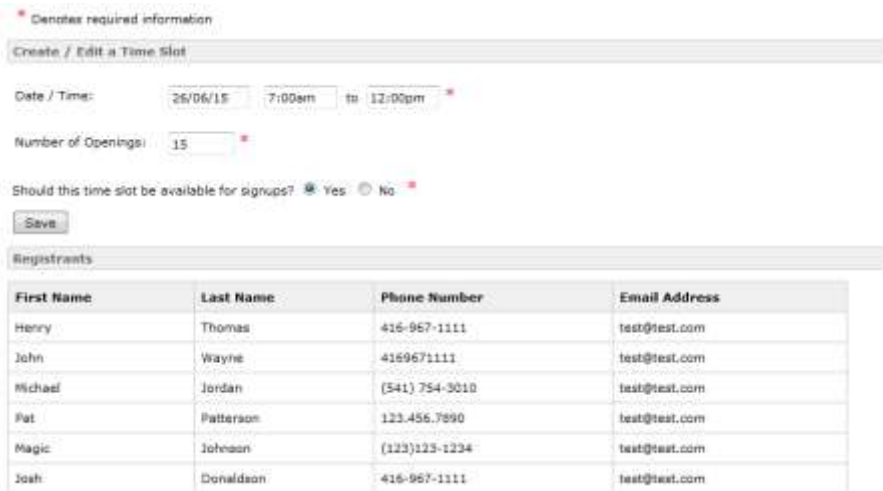

Upon successful registration, the user will get a registration successful screen. From there they can click **Done**.

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.

These are all the great features of the Volunteer Management system. 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.

Notes:
- *Volunteer Management is only available in English. French is not supported.*
- *Volunteer Management is only available in North America.*

Minor Enhancements

Notification Email sent to Monthly Plan Administrator if Monthly Plan results in a "Pending" status.

If a monthly donation results in a "Pending" status and the "Notify Administrator when a monthly donor's credit card could not be processed" option is enabled in the monthly plan setup, the monthly plan administrator will receive an email notifying them of the "Pending" status. The email will include all necessary information to view the monthly donation in the relationships tab and it will be up to the administrator to manually set the donation to Failed, Verified or Voided.