Team Feature (For Members)

Tutorial

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Becoming a Member of a Team

In order to have a member account under a team, you must be registered by your Team Captain or you can join 'Public' Teams online.

Registered by Team Captain

The Team Captain has access to the team's dashboard/account where he/she can add the team's members. He/She will have the option to create a user account for the registered member. This will send an email to the member, which contains the username and password of the account and also the website where that volunteer can login.

Joining Public Teams

Non-profit organizations have a number of teams registered in their database. Some of these teams would like other volunteers to join them. They will have the option to make their teams open to the public which allows volunteers to apply online. Also, some teams will require approval before volunteers become official members.
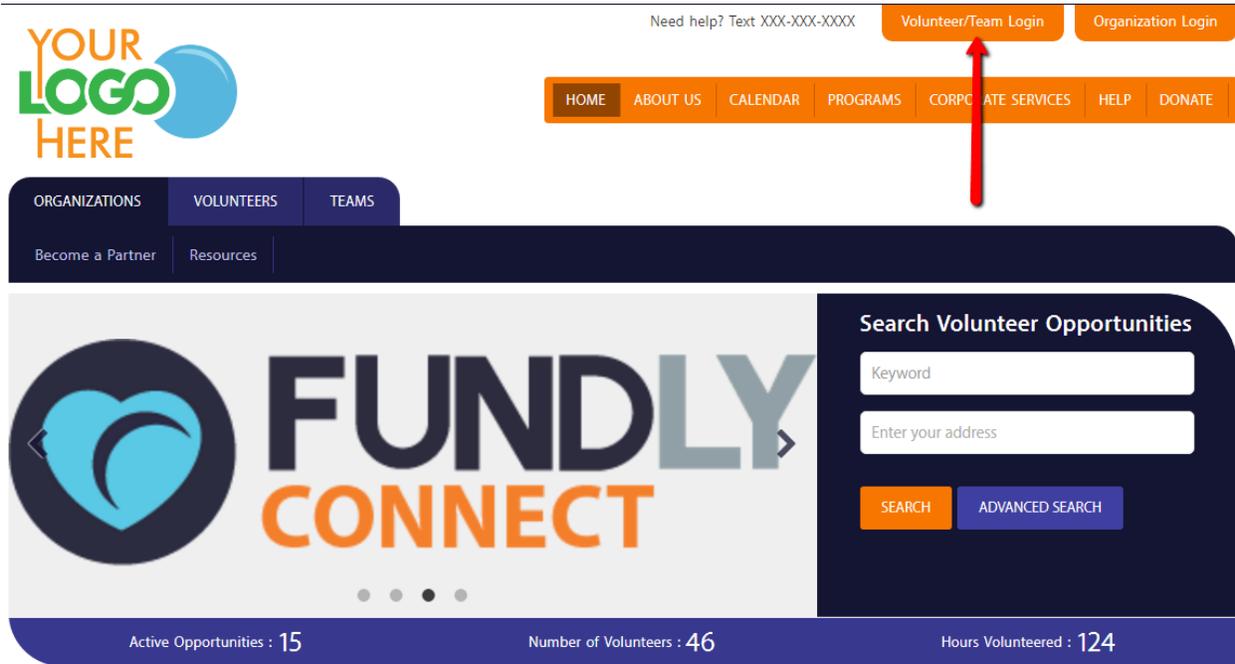
The volunteer will be required to register/login a volunteer account first, before he/she can join public teams.

TEAM NAME	CAPTAIN NAME	EMAIL	PHONE	TEAM SIZE	ACTION
asfsdgdsg	cassie aguilar	asfsdgdsg@gmail.com		3	
MyTeam	Emma Watson	acassie106@gmail.com	(012) 345-6789	3	JOIN

Team List — Public — Private — Search

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Team Signup | Team List

Logging into the Member Dashboard/Account

After a member account has been created for you, you can now login to your volunteering dashboard/account.

First, you must go to the organization website where you can login. Then, click on the 'Volunteer/Team Login' button on the upper right corner of the website page.
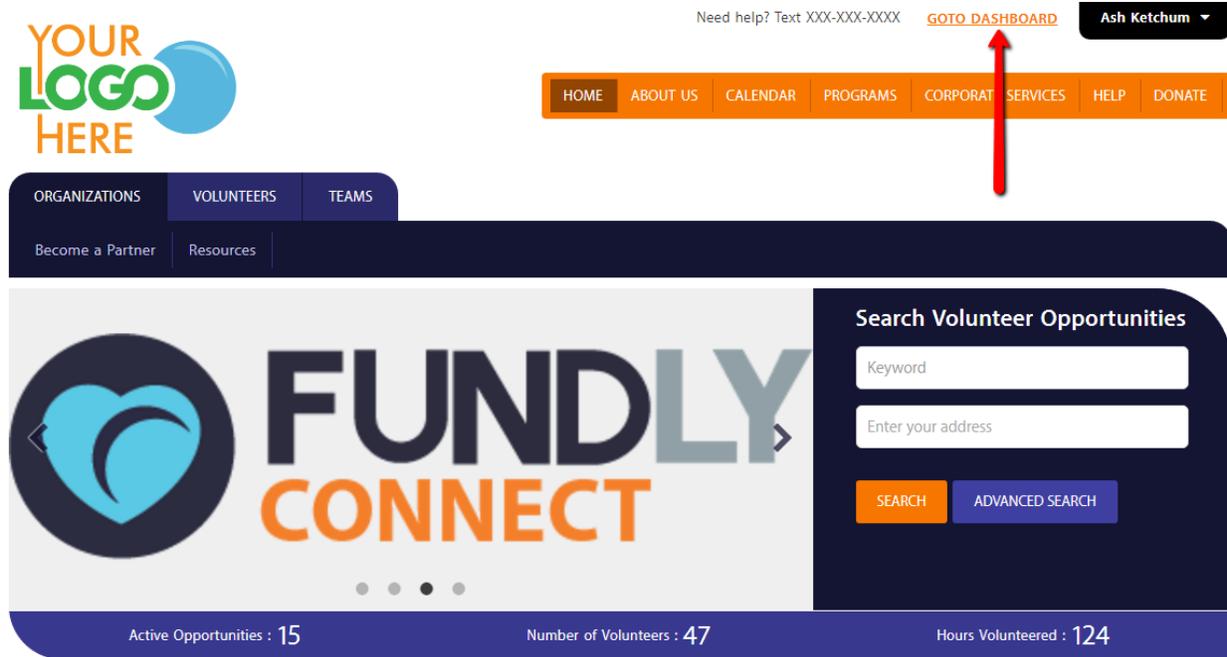

It will open a pop up where you must enter the Username and Password mentioned in the email or login to your existing volunteer account.
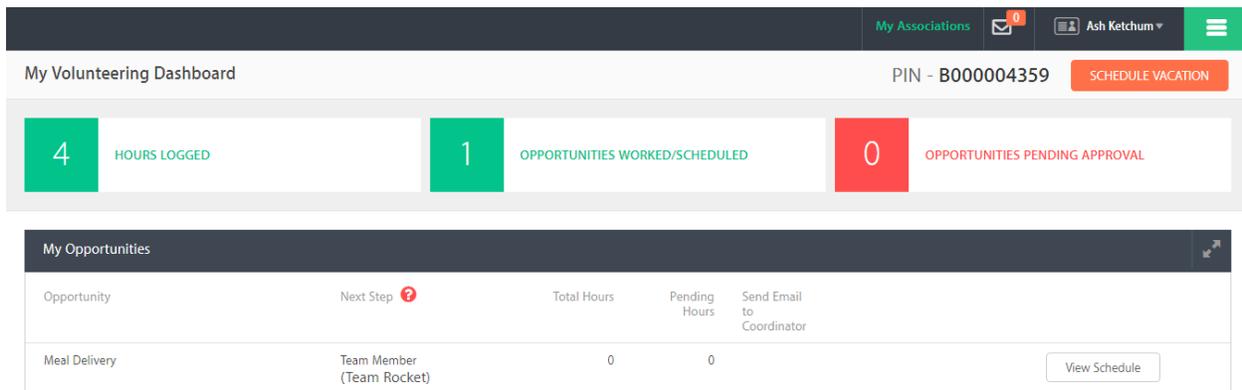
After the page loads, you will notice that your account name will be displayed at the top right corner of the screen. You will also see a 'Go To Dashboard' link which will take you to your Account portal. Click on that link.

The page will redirect you to your Volunteering Dashboard where it displays your volunteering information.

Scheduling Under the Team

You will be able to schedule for opportunities either as an individual volunteer or a team member. You will see the details of the opportunities and its schedules on your 'My Opportunities' section.

Opportunities with 'Team Member' status are those that are scheduled by the team. As a member, you can schedule for available dates within the team schedule if the team captain had assigned you to that particular schedule.

You just have to click on the 'View Schedule' button of the opportunities to view the team schedule/s.

On this window, you will only be able to view the details of the schedule as well as the scheduled dates.

However, if the member has been assigned to this schedule by the team captain, then the member will be able to view the assigned schedule to him/her. Moreover, the member can modify his/her schedule like adding and deleting them.

When adding a new schedule, you'll only need to select from the available route/s. As for the date/s, you can only schedule for date/s within the Team's schedule.

What's left to do now is for you to show up on the scheduled dates at the venues and perform the tasks required. After completing the tasks, the organization shall credit the hours due to you and these will reflect on your volunteer record as well as the team's.