

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.

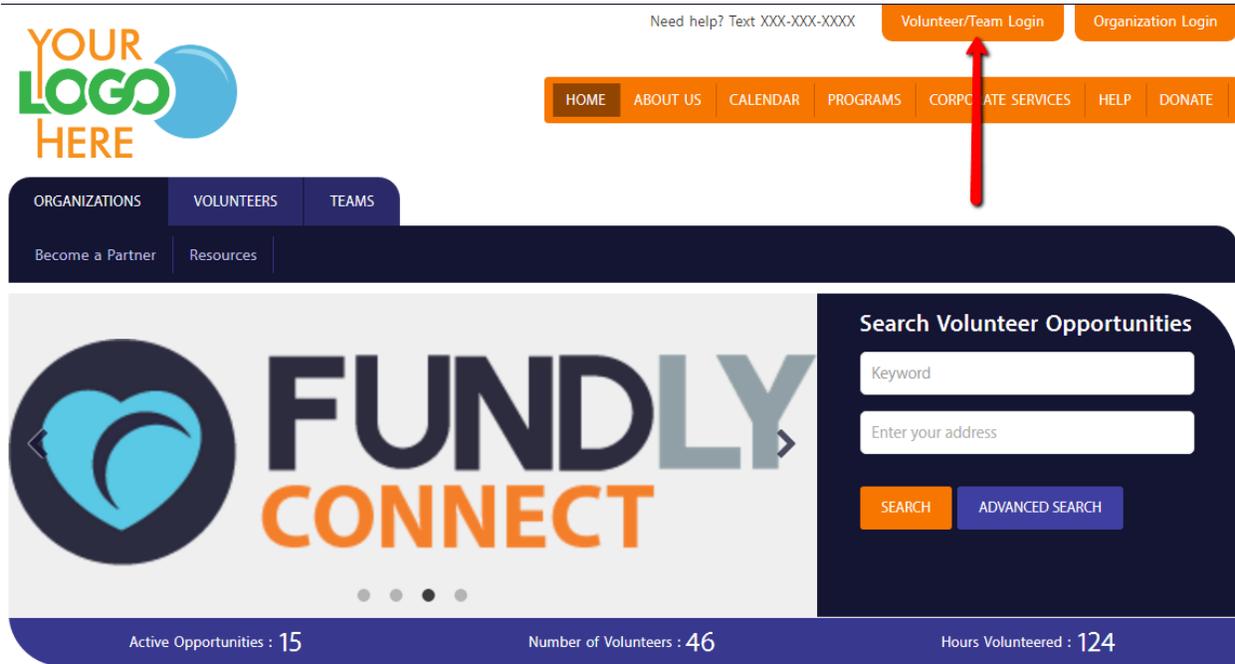
The screenshot shows a navigation bar with 'ORGANIZATIONS', 'VOLUNTEERS', and 'TEAMS'. Below it are 'Team Signup' and 'Team List' buttons. The 'Team List' section features a title, filters for 'Public' and 'Private' teams, and a search bar. A table lists two teams: 'asfsgdsg' and 'MyTeam'. The 'MyTeam' row has a 'JOIN' button.

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

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.

LOGIN ✕

Username

Password

Login [Forgot Username/Password?](#)

OR

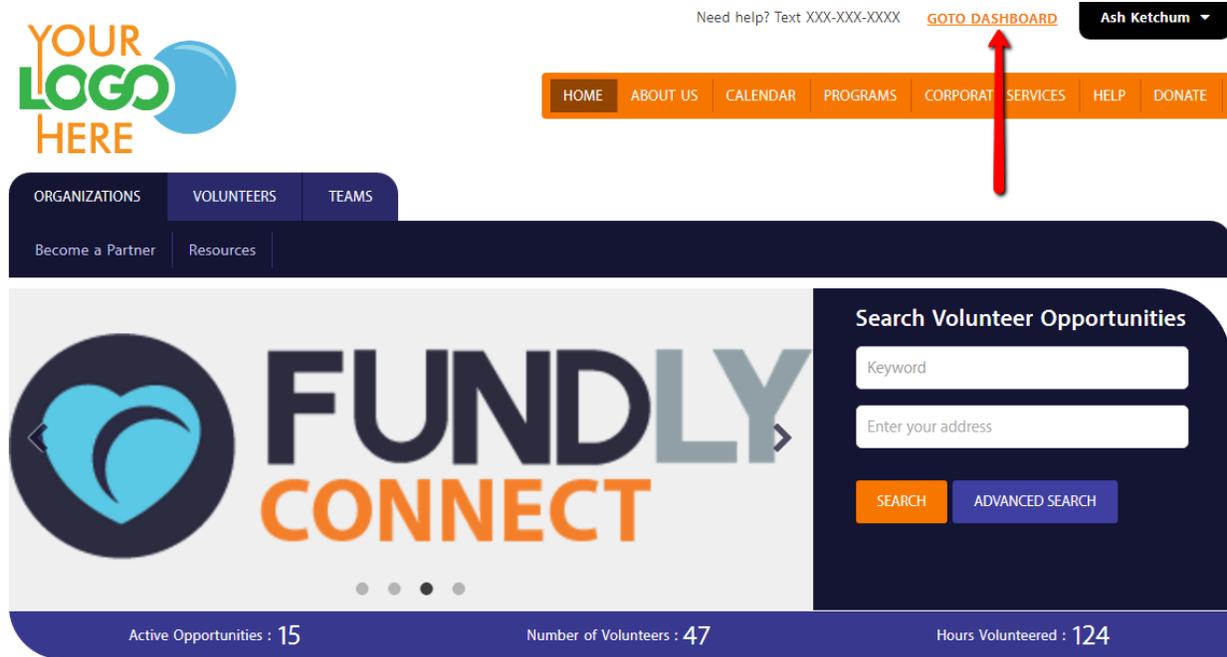
LOGIN USING SOCIAL MEDIA

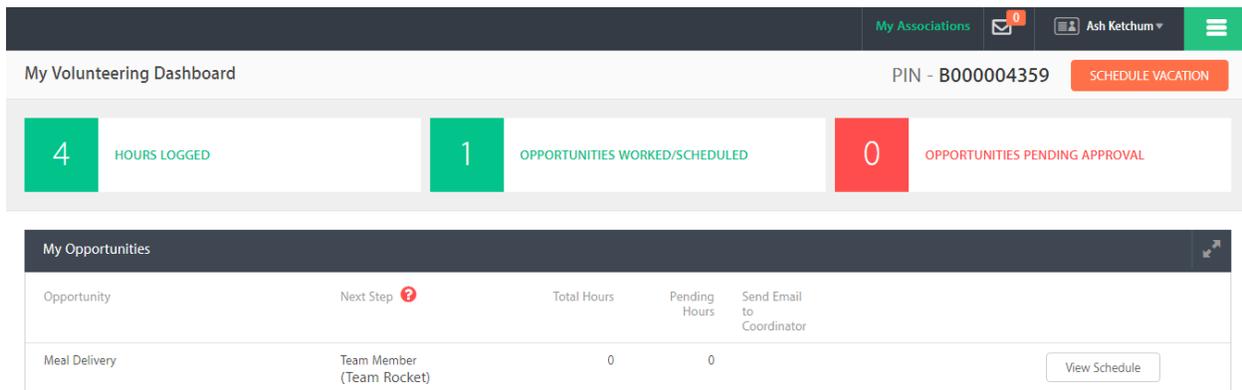
Don't have an Account?

SIGNUP

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.

My Volunteering Dashboard PIN - B000004359 [SCHEDULE VACATION](#)

4

 HOURS LOGGED

1

 OPPORTUNITIES WORKED/SCHEDULED

0

 OPPORTUNITIES PENDING APPROVAL

My Opportunities

Opportunity	Next Step ?	Total Hours	Pending Hours	Send Email to Coordinator	
Meal Delivery	Team Member (Team Rocket)	0	0		View Schedule

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

View Team Member Schedule

✕

2 Record(s) Found

Venue	Shift	Position	Verified Hours	Unverified Hours	
Spring Valley United Methodist Church (704A)	Default Shift	Driver	2	0	View

Occurs on selected dates [View 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.

View Team Member Schedule

✕

2 Record(s) Found

Venue	Shift	Position	Verified Hours	Unverified Hours	
Spring Valley United Methodist Church (704A)	Default Shift	Driver	2	0	View

Occurs on selected dates [View Dates](#)

Team Members

Name	Hours Volunteered	Unverified Hours	
Ash Ketchum (704A)	2	0	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Edit ▼ Add Schedule View Delete </div>

Occurs on selected dates [View Dates](#)

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.

Meal Delivery

Venue: Spring Valley United Methodist Church | Shift: Default Shift | Position: Driver

Starts from 02/20/2017 to 02/20/2019. Occurs on selected dates from 10:00 AM to 12:00 PM

Volunteer Name: Ash Ketchum | Routes: 704A

Availability: Date

From Time: 10:00 AM | Till Time: 12:00 PM

Set Volunteering Dates

2/20/2017 | 2/21/2017 | Search

2/20/2017 | 2/21/2017

Save Close

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.