


UPDATING VOLUNTEERS ON VOLCAN'S DATABASE

Thank you for helping us keep track of your volunteers. This is vital so we can follow each volunteer's progress, and also for our figures and funding. Here's a quick reminder:

The screenshot shows the 'Manage Roles' page on Volcanmatch.com. The page has a navigation bar with 'Settings' and 'Logoff'. Below the navigation bar is a 'Welcome' banner for Richard Brewster. The main content area is titled 'Manage Roles' and includes a search bar and two dropdown menus: 'A-Z' and 'Published - New to Old'. The roles are listed in a table-like format with columns for role name, location, category, and status. Two roles are marked as 'Expired' and have information icons. Red arrows point from text boxes to these icons.

Role Name	Location	Category	Status
Treasurer	Central Christchurch	Finance/Accounting	
Oversee financial management and preparation of Annual Accounts, and attend monthly Board meeting. Input is done by paid staff.		Board/Committee	
Test -do Not Use	Canterbury North, Kaiapoi, Lincoln, Oxford, Pegasus, Prebbleton, Rangiora, Rolleston, Selwyn District, Templeton, Timaru, Waimakariri District, Canterbury South, All of Christchurch	Medical/Health	Expired
Ellerslie Ambassador 2014	Central Christchurch	Public Contact	Expired
Enabling visitors to the Show to have an enjoyable experience by giving them assistance and information.		Guiding and Hosting	
Event Energiser		Promotional/P.R.	

Log-in to our database at Volcanmatch.com, and choose Manage Roles. View all your volunteers for each role by clicking 

Then update the Referral status – please see next sheet

In the Volunteers tab, update volunteer status from drop-down box
-Change to 'Matched Referral' if volunteer's application was accepted
-Change to 'Not a Match' if not successful
-Change to other status as applicable

The screenshot shows a web browser window with the URL `volcanmatch.com/organization/manage_roles`. The page title is "Manage Roles". A "Manage Role" dialog box is open, showing the "Volunteers" tab. The dialog box contains the following information:

- Organization: Volunteering Canterbury
- Role: Test -do Not Use

Name	Phone	Email	Date	Status
Volunteering Whangarei	09-9454984	mgr@volunteeringwhangarei.org.nz	1-Jan-1970	Referral req
Mary-Ellen Wilson	03 3598710	maryelwilson@hotmail.com	1-Jan-1970	Not a match
Kelvin Roberts		kelvin@next-solutions.ca	17-Nov-2013	Not a matc

The status dropdown menu for the first row is open, showing the following options:

- Matched referral
- Role no longer available
- Not a match
- Referral requested
- Referral cancelled
- Not contactable

The dialog box also has a "CLOSE" button at the bottom right.