

Volunteer Suite: Administrator User Quick Guide

Welcome to Volunteer Suite, a place where you can easily browse and sign up for available volunteer opportunities here at Hill Country Christian School of Austin.

Your information is secure. Volunteer Suite uses a Key Derivation Hashing Algorithm, an industry standard, to ensure your information is as safe and secure as possible.

Logging In

Volunteer Suite

Welcome! 🤖
Please sign-in to your account.

Login

[Forgot Username?](#) | [Forgot Password?](#)

[Create new account. Click Here](#)

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- Visit volunteersuite.com
- Refer to your welcome email from no-reply@volunteersuite.com to find your login information
- Your parent user account should be pre-populated with your student(s) grade/classroom
 - You are automatically subscribed to your student(s) classroom, grade, school section (elementary, middle, high school), and any all-school events open to everyone
 - As additional groups become available, you can subscribe to them by clicking the initial in the top right corner and selecting “Manage Account” (groups may include: library, school clubs, sports teams, etc)
 - Scroll down to “Subscribed Groups”
 - Click “+” to select from available groups
 - All available events from your selected groups will show on your dashboard at login

Volunteering

- Click dashboard icon 
- Scroll to “Available Needs”
- Access details of event by clicking “event details” button
- Sign up for needs by clicking “sign up” button and click “submit”
 - To sign up for multiple identical needs (for example: multiple packages of napkins), you may enter the number of packages in the “how many to fill” field
- You will receive an email or text confirmation (based on your profile preferences)
- The top of your dashboard will show all events needs you’ve signed up for

Creating an Event

- Click event icon 
- Select 
- Fill out form (example):

Create New Event ✕

Event Group Id *
Mrs Reynolds

Event Name
Mrs. Reynold's Valentine Party

Event Location
Mrs. Reynold's Classroom

Event Start Date *
2/14/2024, 2:00 PM

Event End Date *
2/14/2024, 3:00 PM

Event Signup Cutoff
2/12/2024, 3:00 PM

Minimum Age

Admin Notes

Confirmation Message
Thank you for volunteering for Mrs. Reynold's valentine party on Wednesday, February 14, at 2 p.m. Feel free to send your donations with your child on the day of the event.

Reminder Email Message
Thank you for volunteering for Mrs. Reynold's valentine party on Wednesday, February 14, at 2 p.m. Feel free to send your donations with your child on the day of the event.

Thank You Email Message
We appreciate your role in volunteering and donating for Mrs. Reynold's valentine party.

- After saving event you can add needs from the event dashboard 
 - Hint: If you don't immediately see the event you have just created, refresh the page

- Click “Select” in the row for the event you just created under the “Event Group Group Name: Mrs. Reynolds”

Event List

Event Start Date	Event End Date	
> 8/11/2023	8/11/2023	
Event Group Group Name: All Fourth Grade Events		
8/18/2023	8/18/2023	Select Delete ...
Event Group Group Name: Mrs Reynolds		
2/14/2024	2/14/2024	Select Delete ...

[Event Start Date] is greater than '8/11/2023'

Needs for Selected Event

Need Description	How Many Needed

No data

- Scroll down to Event Needs
 - Click “+” to add needs
 - To add a volunteer for event set up or tear down add the time the person needs to be available in the “Needs Description” field (see example below)
 - Fill in fields and press the Enter Key to commit your new Need

Event Needs

Need Description	How Many Needed	
25 napkins	1	
25 paper plates	1	
Disposable Tablecloths	5	
1:30 p.m. Party Set up Volunteer	2	

Volunteers

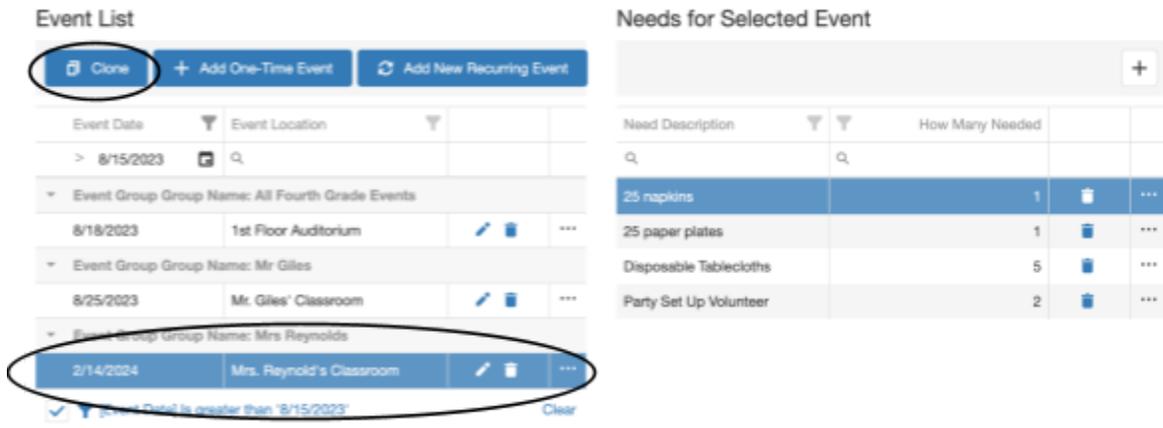
User Id	How Many
(All)	

No data

This will self populate as volunteers sign up

Cloning an Event

- Click event icon 
- Select event you would like to clone



Event List

Needs for Selected Event

Event Date	Event Location	
> 8/15/2023	1st Floor Auditorium	
Event Group Group Name: All Fourth Grade Events		
8/18/2023	1st Floor Auditorium	
Event Group Group Name: Mr Giles		
8/25/2023	Mr. Giles' Classroom	
Event Group Group Name: Mrs Reynolds		
2/14/2024	Mrs. Reynold's Classroom	

Need Description	How Many Needed	
25 napkins	1	
25 paper plates	1	
Disposable Tablecloths	5	
Party Set Up Volunteer	2	

- Click “Clone”
- Add yourself as “Primary Contact Id”
- Rename the event, change the Start and End Dates and click “Save”

Clone Event Details

Event Group Id: * Mrs Reynolds

Event Name: Mrs. Reynold's Valentine Party

Event Location: Mrs. Reynold's Classroom

Event Start Date: * 2/14/2024

Event End Date: * 2/14/2024

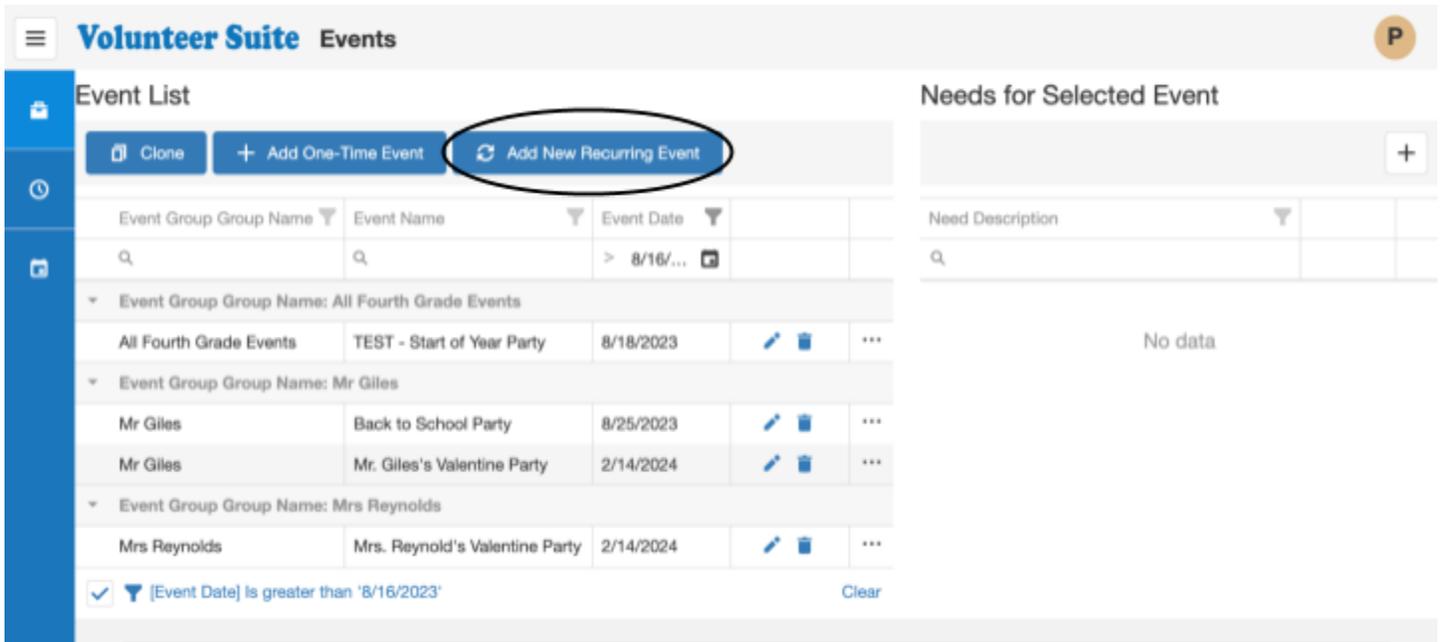
Primary Contact Id: * Select...
PTF Test PTF

Save Cancel

- Click on cloned event on event page  and the edit icon  to make any necessary changes
- Click “save” at the top when you’ve made your changes

Creating a Recurring Event

- Click event icon 
- Select “Add New Recurring Event”



Volunteer Suite Events

Event List

Clone + Add One-Time Event **Add New Recurring Event**

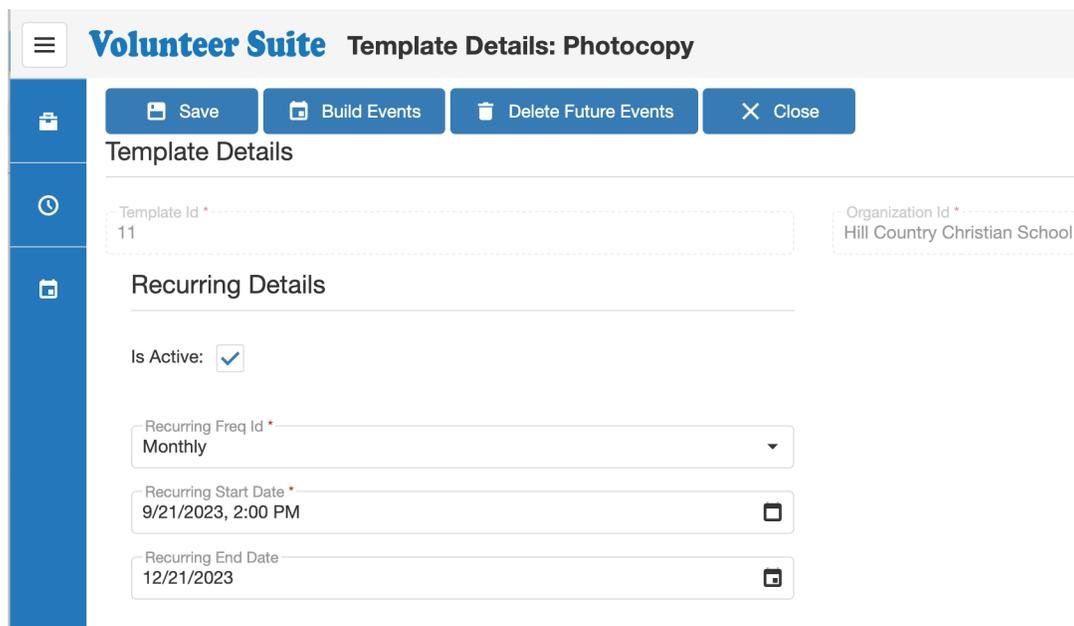
Event Group Group Name	Event Name	Event Date	
Event Group Group Name: All Fourth Grade Events			
All Fourth Grade Events	TEST - Start of Year Party	8/18/2023	  
Event Group Group Name: Mr Giles			
Mr Giles	Back to School Party	8/25/2023	  
Mr Giles	Mr. Giles's Valentine Party	2/14/2024	  
Event Group Group Name: Mrs Reynolds			
Mrs Reynolds	Mrs. Reynold's Valentine Party	2/14/2024	  

[Event Date] is greater than '8/16/2023' Clear

Needs for Selected Event

No data

- Create event as usual adding in date information at the top of the form



Volunteer Suite Template Details: Photocopy

Save Build Events Delete Future Events Close

Template Details

Template Id * 11 Organization Id * Hill Country Christian School

Recurring Details

Is Active:

Recurring Freq Id * Monthly

Recurring Start Date * 9/21/2023, 2:00 PM

Recurring End Date 12/21/2023

- Finish by clicking “Save” and “Build Events”
- Edit/Delete individual events as necessary in at the bottom of the Build Events screen or from the events icon , i.e., if a recurring day falls on a school holiday

Scheduled Template Events

Event Start Date	Event Name	
9/8/2023	Teacher Support	 
9/11/2023	Teacher Support	 
9/12/2023	Teacher Support	 
9/13/2023	Teacher Support	 
9/14/2023	Teacher Support	 

 Create Filter



Checking Event Volunteer Status

- Check the volunteer status of an event by visiting the events page 
- Click on event of interest and select the edit icon 
- Scroll to the bottom of the page and select the Need you want to see the status of
- The quantity of a need still needed is displayed in the Event Needs grid. You may need to click the ellipse if you are using a low-resolution monitor or handheld device to view the quantity still needed.

Event Needs

Need Description	How Many Needed	
10 Pack of Plates	3	 
How Many Still Needed: 2		
10 Pack of Water	3	 
20 Pack Napkins	2	 

Volunteers

User Id	How Many	
(All)		
Hill Country Parent	1	
PTF Test PTF	0	

Users who have registered for that need

Questions?

- Reach out to ptf@hccsa.org