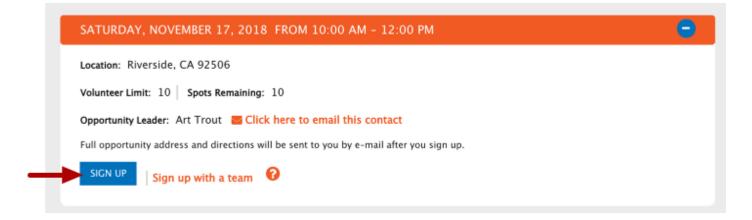


Signing up for date and time specific opportunities

Clicking on sign-up from an **opportunity detail page** initiates the sign-up process:

Click on the sign up button to begin the sign-up process



Each opportunity can present additional questions of volunteers before they complete the sign-up process.

Additional questions can be asked either using HOC's "volunteer questions" functionality, OR significantly more can be added to the Volunteer Opportunity Sign-Up Process. (additional questions, forms to fill out, donations or fees paid, etc) if you are using the optional "Advanced Registration System" add-on for HandsOn Connect.

Opportunity Sign-up Please answer the following questions in order to complete your sign-up for this volunteer opportunity
Arts & Crafts with Kids Troutco http://www.troutco.com
ADDITIONAL QUESTIONS
1. We need volunteers to bring Arts and Crafts items for the kids. Please indicate if you can bring any of the following to this project when you volunteer: A) Crayons B) Washable Markers C) Construction paper D) other arts and crafts supplies.

When you've answered the additional question(s) click on the SUBMIT button.

HandsOnConnect

Restrictions are checked before completing sign-up





If any restrictions have been placed on sign-up a popup will advise the volunteer of why they cannot sign up for this opportunity.

Restrictions may include:

- inappropriate age
- orientation required
- · background check required
- not appropriate for court-ordered volunteers

If the occurrence has reached its sign-up limit and option to be a put on a waiting list is presented.

, i			-
Ja	-	http://demo.handsonconnect.org	
di 👘		This volunteer opportunity is currently full. Do you	2
		wish to	
n	\smile	be placed on a waiting list and notified if space	
t		becomes available?	
r		Cancel OK	
n			

If the opportunity has reached its sign-up limit, the system will offer the volunteer a chance to be put on a waiting list where they will be notified via email if spaces for that occurrence become available.



Upon successful sign-up a SUCCESS page is reached and emails are sent out

Success!

You are now scheduled to attend the opportunity Families Volunteering Together on Saturday, August 20, 2011 from 9:00 AM to 11:00 AM. Please check your email. You will soon receive a confirmation email that will include additional information about your project including project address, driving directions, and contact information for the coordinator of this opportunity.



CONTENT in this section can be edited in the Static Page Editor -- "Volunteer Opportunity Confirmation (Sign-up) Thanks for signing up for this opportunity!

The first paragraph (above) is produced by code and cannot be altered.

For projects where minors are allowed to sign-up an additional paragraph will appear below this section with information about needing a signed parental consent form and providing a link to the document uploaded via the control panel called "consent form" -- which can be just the form, or a document with general information (with or without a form) that explains your organization's policy towards working with minor volunteers.

Your friends at HandsOn Demo.

Anyone under the age of 18 participating in this opportunity will need a signed parental consent form. Click here for information on youth and family volunteering and to download the necessary form.

The success page content tells the volunteer their sign-up has succeeded.

1. Editable messaging about next steps for the volunteer



Behind the scenes emails are dispatched



An email with information about the opportunity is sent to the volunteer confirming the signup. This includes the full directions to the project location and a link to a google map.

It also provides a link to the volunteer's member center where they can "remove themselves" if they are unable to attend the opportunity.

An email is also sent to the Opportunity Coordinator notifying them of the sign-up and telling them how many 'slots' have been filled.



The My Account page is updated showing the upcoming opportunity and providing a 'remove me' link if the volunteer must cancel



1 hours



If a volunteer has been placed on a waitlist it will indicate that in the action/status column of their upcoming opportunities

Valerie Here's a snap your upcomir attend so and manage your	VERVIEW FOR Volunteer ashot of your volunteer og commitments, cance ther volunteer can take team signups from her tory section to provide	l if you canno e your place, o re. Use the	t 26.80 hours
ou have been invited to join a tear	n. To view, CLICK HERE		
Upcoming Opportunit	ies:		
OPPORTUNITY	ORGANIZATION	WHEN	ACTION/STATUS
		1 hours	
Arts & Crafts with Kids	Troutco	6-18-11 06:00PM 1 hours	- Remove Me
American Cancer Society's Relay For Life Planning Committee	American Cancer Society	נייסט הסובר	- On Waitlist - Remove Me
Community Event Assistant Volunteer	Ride Connection		- Pending Approval - Remove Me
Numbers and Letters	Troutco	9-6-11 07:00PM 3 hours	- Pending Approval - Remove Me

If the Volunteer Opportunity is of the type "Date and Time Specific - Express Interest" then instead of a signup button, the button will say "Express Interest" and a different success page and email will be sent out.

The volunteer overview will indicate that the upcoming opportunity is "Pending Approval"