

MWHeart admin guide

Saturday, 11 August 2018

10:49 PM

This document is for project director (PD) to learn how to use the WeChat mini program app MWHeart to manage the sign-up process of events. It also includes advice on how to organize the events in general.

First. PD's contact info

For new project director, please update your contact information in Me -> Admin page -> Edit descriptions -> Contact PD. Only one PD's contact info is required

This info will be shown at the sign up page on the right:

SignUp

...

Event Name	MWH(Moral Welfare Home)
Date	2018/08/11 Saturday
Time	1pm - 3pm
Sign up deadline	2018/08/08 Wednesday
Limit	16 people

Sign up for upcoming event is closed. Please contact project director if you have any further queries. (e.g. join/quit) [How?](#)

☐ I've read the [Terms of service](#)

Closed

Second. Manage sign up process

The following steps are in chronological order. Please follow them to create a sign-up process.

1. Before the event: create new event

Actions required: *change event info (optional)*

A new event will be automatically created every week. Its default values are the following:

Default Date	Saturday of the current week
Default Time	1pm - 3pm
Default sign up deadline	Wednesday of the current week
Default limit	16

If you wish to change the above values, go to Me -> Admin page -> Update/Delete event -> select the event you want to update -> change the value -> click "update event" button.

Note: you can only change the values for a particular event, the default values for other events will not be affected.

2. Open the sign up

Actions required: change sign up status, inform volunteers

When a new event is created, it can't be signed up until it is opened by the PD. If you think it is time to sign up, you can open it in Me -> Admin page -> Update/Delete event -> select the event you want to update -> Change the "sign up status" to "ongoing" -> click "Update event" button. And then you should inform the volunteers in the chat group that the new event is ready to sign up.

3. During the sign up

Actions required: none

The sign up is on first-come-first-served basis. If the number of volunteers exceeds the limit, they will be in the waiting list. They will be moved to volunteer list if someone in the volunteer list quits.

4. Close the sign up

Actions required: inform volunteers, delete volunteers (optional)

The sign up will be automatically closed after the sign up deadline. Volunteers are no longer be able to join or quit the event.

PD can remove people who is not able to join from volunteer list. Go to Me -> Admin page -> Update/Delete event -> select the event you want to update -> click "Manage volunteer list" button -> Delete volunteer

Also, PD is suggested to inform volunteers to check whether they have sign up successfully. Especially for those who are in waiting list, they should check whether they have been moved to the volunteer list successfully.

5. Before the event

***Actions required:** remind volunteers the time and place to gather, inform MWH officer the number of volunteers participating*

6. Gather before the event

***Actions required:** check attendance, contact late-comers*

Go to Me -> Admin page -> Check attendance. You can find the list of volunteers including their phone number.

Note that the checkbox on the list is for you reference only. This action has no effect on the backend database.

7. After the event

***Actions required:** take and upload event photo, delete volunteers (optional), update event duration(optional)*

If the event lasted longer than 2 hour, you can increase the duration of that event. If some of the volunteers didn't join the event, you can remove their names from the volunteer list.

Go to Me -> Admin page -> Update/Delete event -> select the event you want to update -> upload photo, update event info, manage volunteer list -> click "update event" button

Third. Submission of CIP form

When a semester ends, please inform volunteers to submit their CIP form for signature and stamp. Please note that the following useful information can be found in the app:
(They are useful for both PD and volunteers)

- The date, duration of the events that each volunteer has joined
- A copy of CIP form
- How to write CIP form
- What is CIP

You should check the whether every form submitted is correct, especially the duration part.

The general info about MWHeart can be found here: <https://github.com/ChenXiaoman/MWHeart>