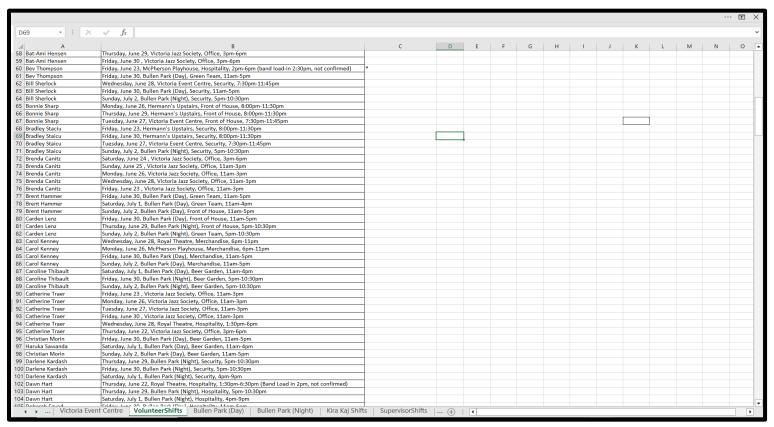# VolunteerOrganizer

VolunteerOrganizer is a program that was developed to generate Excel Workbooks with embedded macros that help automate shift scheduling and streamlines shift distribution when utilizing the workbook. Automatically, VolunteerOrganizer generates visual volunteer grids and extracts necessary information for each volunteer shift into short form to a coinciding shift list. Each shift will be assigned to a volunteer by name, with the shift date, venue location, work position, and shift time. Two Excel sheets are generated and then updated as a new name is slotted into a given venue grid. Being for general volunteers and volunteer supervisors.

VolunteerOrganizer Venue Grid

As you progress along, the volunteer and supervisor sheets populate as venues get added to the workbook. Each sheet utilizes cell references that retrieves information from the venue sheets (what information is retrieve is hard coded- to change what information a cell reference retrieves requires rewriting some source code). The first column referencing cells with names inputted and another with shift details retrieved from the same sheet. Once you are ready to distribute shifts, you will need to transpose a person's shifts from the 2nd column onto the same row while making a third column containing their email for mail merge purposes.

Volunteer Shift Sheet Before Shift Distribution

	A	B
58	Bat-Ami Hensen	Thursday, June 29, Victoria Jazz Society, Office, 3pm-6pm
59	Bat-Ami Hensen	Friday, June 30 , Victoria Jazz Society, Office, 3pm-6pm
60	Bev Thompson	Friday, June 23, McPherson Playhouse, Hospitality, 2pm-6pm (band load-in 2:30pm, not confirmed)
61	Bev Thompson	Friday, June 30, Bullen Park (Day), Green Team, 11am-5pm
62	Bill Sherlock	Wednesday, June 28, Victoria Event Centre, Security, 7:30pm-11:45pm
63	Bill Sherlock	Friday, June 30, Bullen Park (Day), Security, 11am-5pm
64	Bill Sherlock	Sunday, July 2, Bullen Park (Night), Security, 5pm-10:30pm
65	Bonnie Sharp	Monday, June 26, Hermann's Upstairs, Front of House, 8:00pm-11:30pm
66	Bonnie Sharp	Thursday, June 29, Hermann's Upstairs, Front of House, 8:00pm-11:30pm
67	Bonnie Sharp	Tuesday, June 27, Victoria Event Centre, Front of House, 7:30pm-11:45pm
68	Bradley Staicu	Friday, June 23, Hermann's Upstairs, Security, 8:00pm-11:30pm
69	Bradley Staicu	Friday, June 30, Hermann's Upstairs, Security, 8:00pm-11:30pm
70	Bradley Staicu	Tuesday, June 27, Victoria Event Centre, Security, 7:30pm-11:45pm
71	Bradley Staicu	Sunday, July 2, Bullen Park (Night), Security, 5pm-10:30pm
72	Brenda Canitz	Saturday, June 24 , Victoria Jazz Society, Office, 3pm-6pm
73	Brenda Canitz	Sunday, June 25 , Victoria Jazz Society, Office, 11am-3pm
74	Brenda Canitz	Monday, June 26, Victoria Jazz Society, Office, 11am-3pm
75	Brenda Canitz	Wednesday, June 28, Victoria Jazz Society, Office, 11am-3pm
76	Brenda Canitz	Friday, June 23 , Victoria Jazz Society, Office, 11am-3pm
77	Brent Hammer	Friday, June 30, Bullen Park (Day), Green Team, 11am-5pm
78	Brent Hammer	Saturday, July 1, Bullen Park (Day), Green Team, 11am-4pm
79	Brent Hammer	Sunday, July 2, Bullen Park (Day), Front of House, 11am-5pm
80	Carden Lenz	Friday, June 30, Bullen Park (Day), Front of House, 11am-5pm
81	Carden Lenz	Thursday, June 29, Bullen Park (Night), Front of House, 5pm-10:30pm
82	Carden Lenz	Sunday, July 2, Bullen Park (Night), Green Team, 5pm-10:30pm
83	Carol Kenney	Wednesday, June 28, Royal Theatre, Merchandise, 6pm-11pm
84	Carol Kenney	Monday, June 26, McPherson Playhouse, Merchandise, 6pm-11pm
85	Carol Kenney	Friday, June 30, Bullen Park (Day), Merchandise, 11am-5pm
86	Carol Kenney	Sunday, July 2, Bullen Park (Day), Merchandise, 11am-5pm
87	Caroline Thibault	Saturday, July 1, Bullen Park (Day), Beer Garden, 11am-4pm
88	Caroline Thibault	Friday, June 30, Bullen Park (Night), Beer Garden, 5pm-10:30pm
89	Caroline Thibault	Sunday, July 2, Bullen Park (Night), Beer Garden, 5pm-10:30pm
90	Catherine Traer	Friday, June 23 , Victoria Jazz Society, Office, 11am-3pm
91	Catherine Traer	Monday, June 26, Victoria Jazz Society, Office, 11am-3pm
92	Catherine Traer	Tuesday, June 27, Victoria Jazz Society, Office, 11am-3pm
93	Catherine Traer	Friday, June 30 , Victoria Jazz Society, Office, 11am-3pm
94	Catherine Traer	Wednesday, June 28, Royal Theatre, Hospitality, 1:30pm-6pm
95	Catherine Traer	Thursday, June 22, Victoria Jazz Society, Office, 3pm-6pm
96	Christian Morin	Friday, June 30, Bullen Park (Day), Beer Garden, 11am-5pm
97	Haruka Sawanda	Saturday, July 1, Bullen Park (Day), Beer Garden, 11am-4pm
98	Christian Morin	Sunday, July 2, Bullen Park (Day), Beer Garden, 11am-5pm
99	Darlene Kardash	Thursday, June 29, Bullen Park (Night), Security, 5pm-10:30pm
100	Darlene Kardash	Friday, June 30, Bullen Park (Night), Security, 5pm-10:30pm
101	Darlene Kardash	Saturday, July 1, Bullen Park (Night), Security, 4pm-9pm
102	Dawn Hart	Thursday, June 22, Royal Theatre, Hospitality, 1:30pm-6:30pm (Band Load in 2pm, not confirmed)
103	Dawn Hart	Thursday, June 29, Bullen Park (Night), Hospitality, 5pm-10:30pm
104	Dawn Hart	Saturday, July 1, Bullen Park (Night), Hospitality, 4pm-9pm

Sheet tabs: Victoria Event Centre | **VolunteerShifts** | Bullen Park (Day) | Bullen Park (Night) | Kira Kaj Shifts | SupervisorShifts

Volunteer Shift Sheet Before Shift Distribution

	A	B	C	D
10	Tom Longman	Saturday, July 1, Bullen Park (Night), Green Team, 4pm-9pm		
11	Becky Goodall	Friday, June 23, Hermann's Jazz Club, Front of House, 5:15pm-9:30pmish	Monday, June 26 (McPherson Playhouse), Surveys, 6:30-7:30pm & 8:15-8:35pm	Tuesday, June 27 (Hermann's Jazz Club), Surveys, 6pm-7pm
12	Jordan Yankewicz	Thursday, June 29, Bullen Park (Night), Beer Garden, 5pm-10:30pm	Sunday, July 2, Bullen Park (Night), Beer Garden, 5pm-10:30pm	Wednesday, June 28 (Bullen Park), Site Setup, 12pm-5pm
13	Insert volunteer name here	Saturday, July 1, Bullen Park (Night), Beer Garden, 4pm-9pm		
14	Joyce Ho	Saturday, June 24 , Victoria Jazz Society, Office, 3pm-6pm	Sunday, June 25 , Victoria Jazz Society, Office, 3pm-6pm	Saturday, July 1, Bullen Park (Night), Green Team, 4pm-9pm
15	Joyce Ho	Sunday, June 25 , Victoria Jazz Society, Office, 3pm-6pm		
16	Joyce Ho	Saturday, July 1, Bullen Park (Night), Green Team, 4pm-9pm		
17	Joyce Ho	Sunday, July 2, Bullen Park (Night), Green Team, 5pm-10:30pm		
18	Karin Just	Thursday, June 29, Bullen Park (Night), Green Team, 5pm-10:30pm	Saturday, June 24, Cameron Bandshell (Beacon Hill Park), Green Team, 12:30pm-6pm	Sunday, June 25, Cameron Bandshell (Beacon Hill Park), Gre
19	Karin Just	Saturday, June 24, Cameron Bandshell (Beacon Hill Park), Green Team, 12:30pm-6pm		
20	Karin Just	Sunday, June 25, Cameron Bandshell (Beacon Hill Park), Green Team, 12:30pm-6pm		
21	Kelly Montgomery	Thursday, June 22, Royal Theatre, Hospitality, 6:30pm-11pm	Monday, June 26, McPherson Playhouse, Hospitality, 6pm-11pm	Friday, June 30, Bullen Park (Night), Hospitality, 5pm-10:30
22	Kelly Montgomery	Monday, June 26, McPherson Playhouse, Hospitality, 6pm-11pm		
23	Kelly Montgomery	Friday, June 30, Bullen Park (Night), Hospitality, 5pm-10:30pm		
24	Kelly Montgomery	Sunday, July 2, Bullen Park (Night), Hospitality, 5pm-10:30pm		
25	Kelly Tabor	Friday, June 30, Bullen Park (Night), Beer Garden, 5pm-10:30pm	Saturday, July 1, Bullen Park (Night), Beer Garden, 4pm-9pm	Sunday, July 2, Bullen Park (Night), Beer Garden, 5pm-10:30
26	Kelly Tabor	Saturday, July 1, Bullen Park (Night), Beer Garden, 4pm-9pm		
27	Kelly Tabor	Sunday, July 2, Bullen Park (Night), Beer Garden, 5pm-10:30pm		
28	Ken Seidman	Friday, June 30, Bullen Park (Day), Hospitality, 11am-5pm	Saturday, July 1, Bullen Park (Day), Hospitality, 11am-4pm	Sunday, July 2, Bullen Park (Day), Hospitality, 11am-5pm
29	Ken Seidman	Saturday, July 1, Bullen Park (Day), Hospitality, 11am-4pm		
30	Ken Seidman	Sunday, July 2, Bullen Park (Day), Hospitality, 11am-5pm		
31	Kendall Kay	Saturday, July 1, Bullen Park (Day), Front of House, 11am-4pm	Sunday, July 2, Bullen Park (Day), Front of House, 11am-5pm	
32	Kendall Kay	Sunday, July 2, Bullen Park (Day), Front of House, 11am-5pm		
33	Kim Rowe	Saturday, July 1, Bullen Park (Day), Beer Garden, 11am-4pm	Thursday, June 29, Bullen Park (Night), Beer Garden, 5pm-10:30pm	Friday, June 30, Bullen Park (Night), Beer Garden, 5pm-10:3
34	Kim Rowe	Thursday, June 29, Bullen Park (Night), Beer Garden, 5pm-10:30pm		
35	Kim Rowe	Friday, June 30, Bullen Park (Night), Beer Garden, 5pm-10:30pm		
36	Kira Kaj	Tuesday, June 27, Royal Theatre, Merchandise, 6pm-11pm	Saturday, June 24, Cameron Bandshell, Staging, 12:30pm-6pm	Sunday, June 25, Cameron Bandshell, Staging, 12:30pm-6pr
37	Leah Hollins	Saturday, June 24, Hermann's Jazz Club, Front of House, 5:15pm-9:30pmish	Saturday, July 1, Bullen Park (Night), Beer Garden, 4pm-9pm	Sunday, July 2, Bullen Park (Night), Beer Garden, 5pm-10:3
38	Leah Hollins	Saturday, July 1, Bullen Park (Night), Beer Garden, 4pm-9pm		
39	Leah Hollins	Sunday, July 2, Bullen Park (Night), Beer Garden, 5pm-10:30pm		
40	Lee Ingram	Thursday, June 29, Bullen Park (Night), Beer Garden, 5pm-10:30pm	Saturday, July 1, Bullen Park (Night), Beer Garden, 4pm-9pm	Sunday, July 2, Bullen Park (Night), Beer Garden, 5pm-10:3
41	Lee Ingram	Saturday, July 1, Bullen Park (Night), Beer Garden, 4pm-9pm		
42	Lee Ingram	Sunday, July 2, Bullen Park (Night), Beer Garden, 5pm-10:30pm		
43	Leigh Waters	Saturday, June 24, Cameron Bandshell (Beacon Hill Park), Security, 12:30pm-6pm	Sunday, June 25, Cameron Bandshell (Beacon Hill Park), Security, 12:30pm-6pm	Wednesday, June 28, Victoria Event Centre, Front of House
44	Leigh Waters	Sunday, June 25, Cameron Bandshell (Beacon Hill Park), Security, 12:30pm-6pm		
45	Leigh Waters	Wednesday, June 28, Victoria Event Centre, Front of House, 7:30pm-11:45pm		
46	Lisa Corscadden	Sunday, July 2, Bullen Park (Day), Beer Garden, 11am-5pm	Thursday, June 29, Bullen Park (Night), Beer Garden, 5pm-10:30pm	Friday, June 30, Bullen Park (Night), Beer Garden, 5pm-10:3
47	Lisa Corscadden	Thursday, June 29, Bullen Park (Night), Beer Garden, 5pm-10:30pm		
48	Lisa Corscadden	Friday, June 30, Bullen Park (Night), Beer Garden, 5pm-10:30pm		
49	Magdalena Ronse	Wednesday, June 28, Royal Theatre, Security, 6pm-11pm	Thursday, June 29, Hermann's Upstairs, Security, 8:00pm-11:30pm	Sunday, June 25, Victoria Event Centre, Security, 7:30pm-11
50	Magdalena Ronse	Thursday, June 29, Hermann's Upstairs, Security, 8:00pm-11:30pm		
51	Magdalena Ronse	Sunday, June 25, Victoria Event Centre, Security, 7:30pm-11:45pm		
52	Mahya Khazaei	Friday, June 23, McPherson Playhouse, Security, 6pm-11pm	Monday, June 26, McPherson Playhouse, Security, 6pm-11pm	Friday, June 30, Hermann's Upstairs, Security, 8:00pm-11:3(
53	Mahya Khazaei	Monday, June 26, McPherson Playhouse, Security, 6pm-11pm		
54	Mahya Khazaei	Friday, June 30, Hermann's Upstairs, Security, 8:00pm-11:30pm		
55	Manu Ronse	Saturday, June 24, Cameron Bandshell (Beacon Hill Park), Security, 12:30pm-6pm	Sunday, June 25, Cameron Bandshell (Beacon Hill Park), Security, 12:30pm-6pm	
56	Manu Ronse	Sunday, June 25, Cameron Bandshell (Beacon Hill Park), Security, 12:30pm-6pm		

Sheet tabs: Scheduling Notes | **VolunteerShifts** | SupervisorShifts | Store | Royal Theatre | McPherson Playhouse | Hermann's Ja …

Volunteer Shift Sheet After Shift Distribution

Please read the following information below carefully about specifics pertaining to program implementation:

Before proceeding to the following instructions below, make sure you have the executable file (VolunteerOrganizer.exe) on your local machine or accessible via the cloud server. You will need to have access to an Office365 account or a separate active license to use Microsoft Excel. Upon first run, a user-input menu should open on your desktop with various input fields & directory choosers.

How-To:

1. Run VolunteerOrganizer.exe on your local machine.
2. Choose a venue name, desired volunteer shift time, and either create or locate the desired Excel workbook to use.
3. Fill in the remainder of the fields as needed. Please note that a generation of a venue grid with no volunteers (non-supervisors) will generate an empty venue grid. One volunteer of any position must be inputted for the venue grid to generate fully.
4. Once all required valuers are selected, press *Start* and wait for the program to execute, until a *Done* message appears.
5. If you are wanting to produce several venue grids, you must exit out of the program and reopen.
6. After completion, you can go to your pre-existing or newly created Excel workbook where a venue & shift info sheet should be available. A shift list sheet will be generated if no venue sheets are available. Otherwise, shifts will be added from the new venue sheet.
7. When you're ready to perform mail merge or organize your shift sheet, sort alphabetically and transpose all rows associated with each volunteer to their own respective row.

Notes:

- You will be able to shift cells around as a normal Excel spreadsheet for mail merge purposes, customized venue grids after generation, etc.
- All venue names must be unique, otherwise an error will occur on sheet generation.
- If a new executable file needs to be made, do the following instructions:
  1. On the 'Volunteer' computer station, open an 'Anaconda Prompt' or alternative command shell.
  2. Traverse into your working directory with all required Python and YAML files.
  3. Create or activate your programming environment (For Anaconda, Type 'conda activate VolunteerOrganizer').

4. Type/copy 'pyinstaller --onefile --add-data "Your Working Directory Path" ScheduleOrganizer.py --name=VolunteerOrganizer' and hit enter
5. After the command completes, go to the 'dist' folder in the same file directory containing your new .exe file.

- When running the executable and if asked, your PC must 'Trust the Application'. If a Windows Defender screen appears with this message, press 'advanced' settings and select 'Trust this program'. This will happen only on first launch of the program.
- Ignore warning messages regarding pre-existing files related to openpyxl. This warning states that the files are pre-existing, but do not prohibit use of the program.
- All Excel based formulas can be modified after grid generation. Just simply remove the direct reference you're wanting to replace, and insert with '&"…"' in place (with an adjacent & if in the middle of the Excel formula
- You can sort alphabetically, if needing to find shifts for a specific volunteer

UI Interface for VolunteerOrganizer