User Manual for Volunteer Schedule System.

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1. About the program

This website is used to match different volunteers and service requests.
A number of non-profit organizations such as the Youth Hockey Association in Onalaska, Wisconsin uses a number of volunteer services for its day-to-day operations. For example, on a game-day-event, the organization uses volunteers to help the game activities(scoring, refereeing, escorting players, canteen services, ticketing and so on). This project aims at developing a web-based volunteer scheduling system. There will be different types of users – volunteers who will sign up for various activities, those request services (need to provide all details about the types of services, number of volunteers needed, when and where and so on) and administrators who match the requests and assign/deassign volunteers. Report generation can also be done to see how well the system provides services.

2. How to use?

Every user need login to use this system. If you do not have account, you can sign in. (You can not sign in as admin).
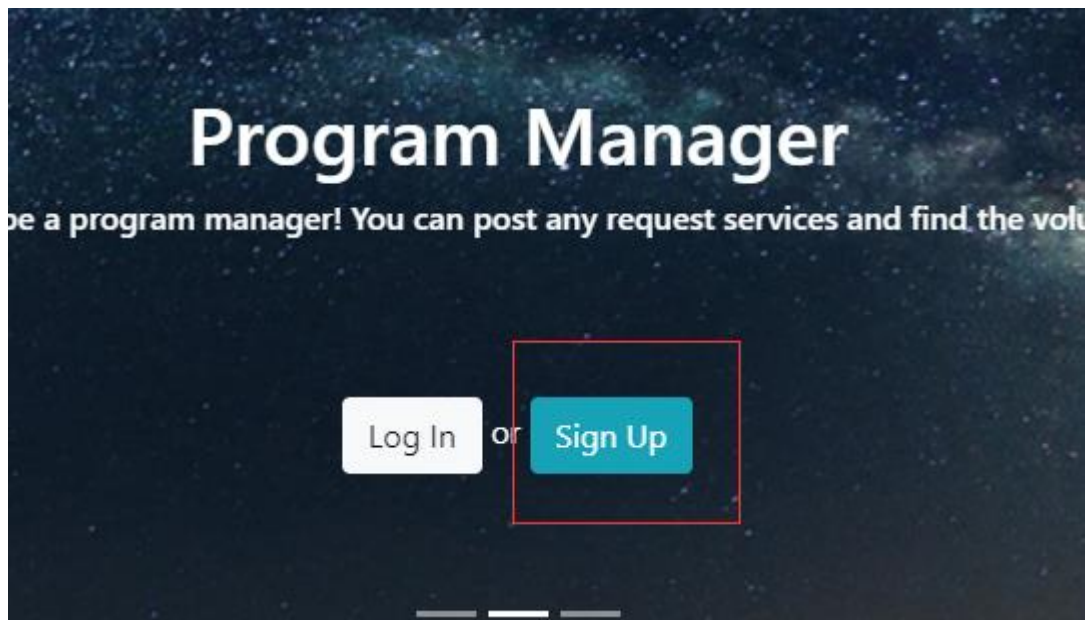
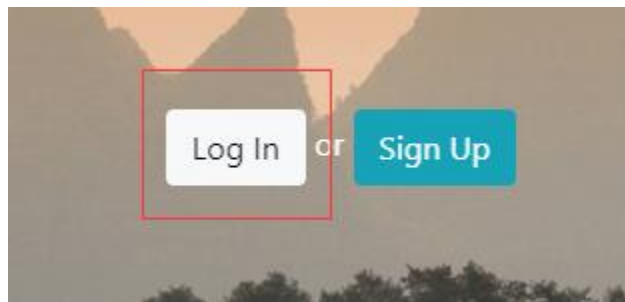You also can use navigation button to jump to this page
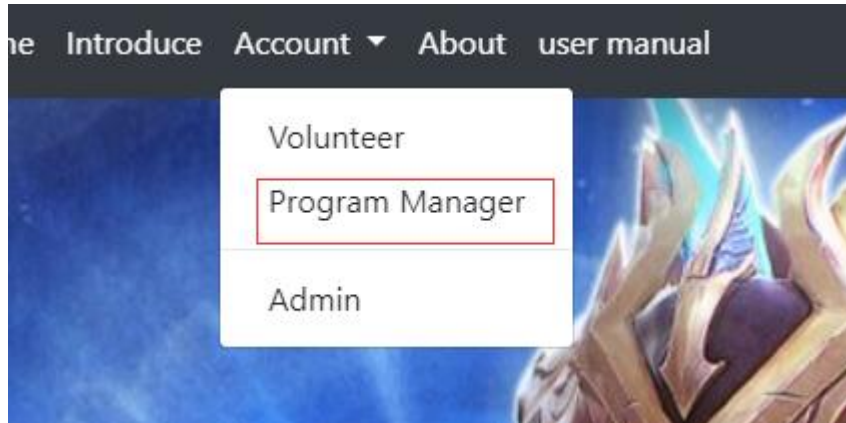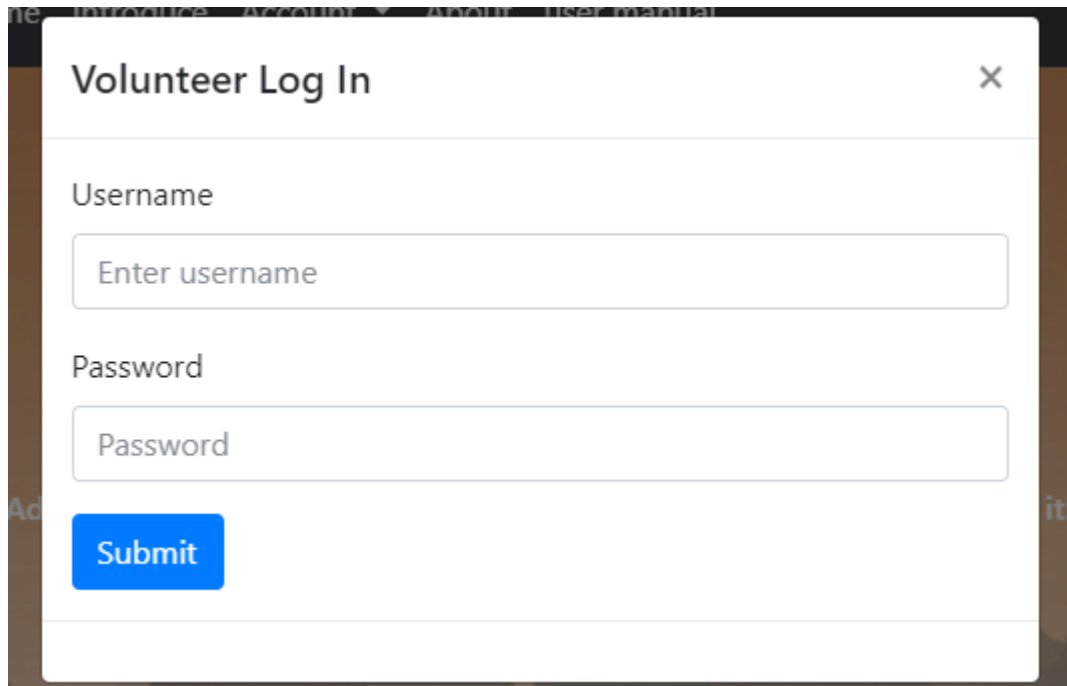
Same as this :

After sign in. You can login use your account. (You also can ask admin to help you create a account.)
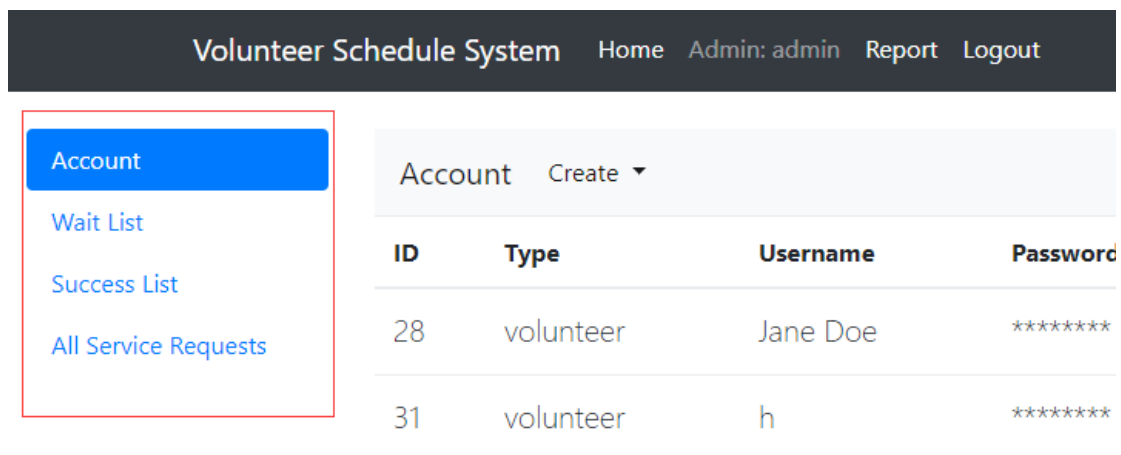

Check here and :

Input all information.

After you login successfully, you can see different pages depends on your account type.

1. Admin

You can see all the information of account and wait/success list and all requests.

You also can create different type of account.

You can search and do other operations.
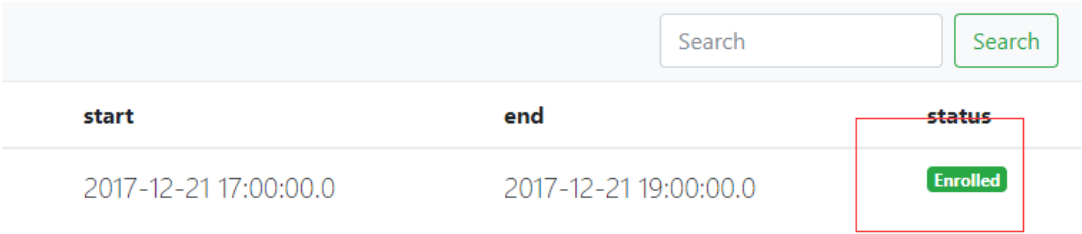

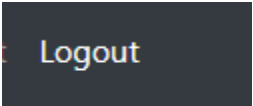Wait list.(Empty)
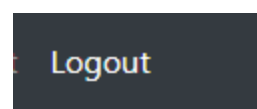
You can use this button to logout.

2. Volunteer
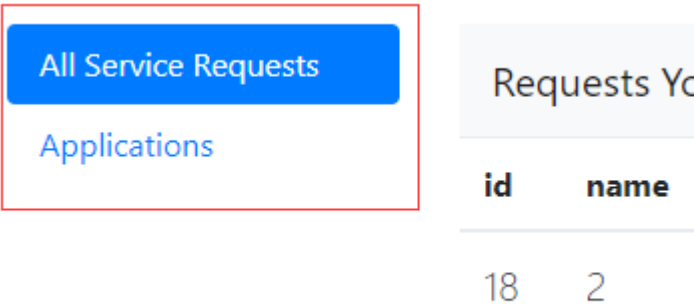
You can see all the service requests and apply any request if you are interested in.

All of your applications will show you the status (Enrolled / applying). You will receive a email from admin when your application was conformed.

You can use this button to logout.

3. Manager

You can see all service request which you posted but you can not see others' request and volunteer information. You can post new one if you like.

You also can do some operations.

Use this button to logout.