CompWeb Quick Start Manual
Volunteer Program
Part 3

This is an Outline of the steps needed to Setup the CompWeb Volunteer Program for an AVA Competition.

The current AVA and USEF rules take precedence over the contents of this document. Any conflict between the contents of this document and the rules shall be resolved in favor of the current rules.

There are separate Quick Start Manuals for Managing a Fest and for the Scoring a fest**.**

There is no Volunteer Program Manual. There are additional direction in the program..

1. For the Volunteer program to be available, the fest manager needs to set the last 3 fields on the "Competition Information" web form to activate the program.

2. The login page for your fest will then display a text box with the "Text for Volunteer Sign-up link" and a link "Sign up for jobs here"

3. Click on the "Sign up for jobs here" link.

4. At the bottom of the page is a link "Login as Volunteer Coordinator". Click on this then type in the password entered in step 1. This will open the Volunteer Coordinator's main page.

5. Enter the Volunteer Coordinator's name, email, and phone. These are emailed to the person who is volunteering when they volunteer for a job, if they have entered an email address. Without the Volunteer Coordinator's email the program will display an error when a person volunteers and the email will not be sent. Click on the "Enter Volunteer Coordinator Information" to enter the data.

6. Add a job to the jobs list using the Add New Job, Delete Job, Copy Job, or Edit Job buttons. The select menus determine which existing job will apply.

7. These buttons will open a form to enter the job information. For Copy Job, or Edit Job the form will already be filled in with the information from the existing job.

8. Keep adding jobs until they are all entered. It is often necessary to keep adding jobs almost until the start of the fest.

9. There is a text area where you can edit the email that is sent when a person volunteers for a job. The items in the default message starting with a $ are program variables that will be what the rest of the name says.

10. There is a also text area where you can edit a group email that is sent to everybody that has singed up for a job. This email is sent when the "Send Email Message To All Who Signed Up button is clicked. You might want to send this email a few days before a fest to remind the volunteers of what they signed up for.

11. There is a link to a report of the number of credits that each club has volunteered for.

12. There is also a link to a report that lists the club's Volunteer Coordinators.

13. Once a person volunteers for a job, that person cannot remove him/herself. The Volunteer Coordinator must be contacted to remove or edit volunteer information for that job.