

# 2018.2.0 New Features



<b>Volunteering: Shift-level Wait List</b> .....	<b>1</b>
Manage shift-level wait list .....	<b>1</b>
Sign up for a shift-level wait list .....	<b>3</b>
Add friends and family to a shift-level wait list .....	<b>4</b>

This guide lists new features available in version 2018.2.0 released on August 25, 2018.

## Volunteering: Shift-level Wait List

**Tip:** Want to sign up for shift-level wait list on mobile? For more information, see [VolunteerMe Mobile App 2.7 - August 2018](#).

You can now enable and sign up for wait lists on the shift level when registering for one time and recurring events when the shift has reached the maximum amount of volunteers.

### Manage shift-level wait list

To enable the shift-level wait list, from the create or edit page of an event, under **Event Details**, select **Wait List**.

Under **Event Activities/Shifts**, select to require shifts.

**Note:** Shifts must be required in order to enable the shift-level wait list.

Select to add a shift or edit an existing shift. The Add Activity/Shift screen appears.

**Add Activity/Shift**

Title

From  :

To  :

[clear times](#) (9:30am - 12:00pm)

Description

Maximum Volunteers   Unlimited

Allow Friends & Family

Allow wait list for this shift (shifts must be required)

In the **Maximum Volunteers** field, enter the maximum number of volunteers you will need for the event. In order for the **Allow wait list for this shift** option to appear, you will need to enter a value of 1 or greater.

To enable a wait list, check **Allow wait list for this shift**. If you want to allow users to sign friends and family up for the shift, you can select that option as well. Select to save your shift.

Once a user has signed up for a shift's wait list, users can be moved to the event roster automatically or manually.

To automatically move users to the event roster when a space becomes available, when you add or edit an event, under Event Details, select **Automatically Add Participants From The Wait List**. Users move to the event roster in the order in which they were added to the wait list.

**Event Details**

Maximum Volunteers   Unlimited

Wait List

Automatically Add Participants From The Wait List

If the automatic option has not been enabled, you can select to move a user from the shift's wait list to the roster manually when a spot becomes available from the **Wait list** tab.

### ➤ Move user to the event roster from a shift wait list

1. From **Manage, Manage Events**, select the event name.
2. On the event's page, select the **Wait List** tab.

**Wait List**

Event Details | Event Roster | **Wait List**

Participants: 0 / 2

<< < Showing 1-1 of 1 > >>

Name	Activities/Shifts
<input type="checkbox"/> [Redacted Name] T-Shirt Size : Small Joined on Wednesday, July 18, 2018 1:48pm	<input checked="" type="checkbox"/> Shift 2 12:00pm to 1:30pm

<< < Showing 1-1 of 1 > >>

**Add To Roster** **Remove**

- Next to the user's name, select the shift(s). You can select an individual shift or select the check box next to the user's name to select all shifts.

**Note:** If the shift has reached capacity, it will not be available for you to select.

- Select **Add To Roster**. The user will then appear on the event's roster, signed up for the shift you selected.

## Sign up for a shift-level wait list

If a shift, activity, or event roster is full, you can now join a shift's wait list if that option has been enabled.

From the event detail page, select to sign up or join the event's wait list. The Sign up modal appears.

**Note:** Your company may ask you to acknowledge pre-screening requirements, or complete a pre-event survey before prompting you to select a shift. Complete these steps before you sign up for an event's shift.

**Activities/shifts**

My activities/shifts \*

Shift 1 (9:30 AM - 12:00 PM)  
This activity/shift is full. Join the wait list.

Shift 2 (12:00 PM - 1:30 PM)

On the Activities/shifts screen, select the checkbox next to the shift(s) you wish to join.

- If you select to join the wait list for a full shift, once a space is available, you can be moved from the wait list to the event's roster under the shift you selected.
- If you select to sign up for multiple shifts, you will appear on the event roster as signed up under

any shift you select that has availability. You will be added to the wait list for any full shift you selected if the wait list is enabled.

Once you have signed up or joined the wait list, to edit shifts you sign up for, select **Edit activities/shifts** on the event page. The Edit activities/shifts page screen appears. You can select or clear the check box next to the shifts you want to attend or leave.

To leave a wait list, on the event page, select **Leave wait list**.

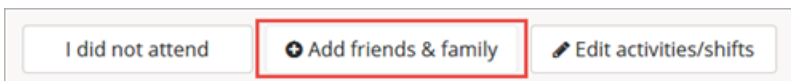
## Add friends and family to a shift-level wait list

Once you are signed up for an event, the **Add Friends & family** button appears for you to add friends and family to an event roster if the event allows. You can add friends and family members to a shift's wait list if that option is enabled.

**Note:** If you are on a shift's wait list, you cannot add your friends and family to the event roster, only the shift's wait list.

### > Add friends and family to a shift-level wait list

1. From the event page, select **Add friends & family**. The Add friends & family modal appears.



2. If your company requires that you submit pre-screening information, the Pre-screening step will appear. On the Pre-screening step, you will need to complete any pre-screening information requested by your company and select **Agree & continue**.
3. On the Pick friends & family step, you can select friends and family that already exist in the system or add new members. For more information about this step, see [Add friends and family](#).
4. Select **Next**. If a shift is full, you can add friends and family to a shift's wait list if that option has been enabled.

### Add friends & family ✕

1. Pick friends & family
2. Activities/shifts

Jane Doe's activities/shifts \*

Shift 1 (9:30 AM - 12:00 PM)

Shift 2 (12:00 PM - 1:30 PM)  
This activity/shift is full. Add friends & family to the wait list for this activity/shift.

John Doe's activities/shifts \*

Shift 1 (9:30 AM - 12:00 PM)

Shift 2 (12:00 PM - 1:30 PM)  
This activity/shift is full. Add friends & family to the wait list for this activity/shift.

Previous
Add
Cancel

5. On the Activities/shifts step, check the shift(s) your friends and family wish to join.
6. Select **Add**. Once a space is available, your friend or family member will move from the wait list to the event's roster under the full shift you selected.

If you select to sign up for multiple shifts, your friend or family member will appear on the event roster as signed up under any shift you selected that has availability. Your friend or family member will be added to the wait list for any full shift you selected if the wait list is enabled.

Friends & family					
	Name	Shirt size	Anonymous?	Status	
⋮	Doe, Jane	Large	No	On wait list	
	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Edit details</div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;">Remove from event</div>		XL	No	Signed up

To remove friends and family from an event's wait list, from the **Friends & family** tile on the event page, select the actions menu button next to the friend or family member who you wish to remove. Select **Remove from event**.

# 2018.1.0 New Features

<b>Giving: Payroll Donations in Canadian Giving Programs</b> .....	<b>1</b>
<b>VolunteerMe Mobile App 2.2 - January 2018</b> .....	<b>2</b>
Event Notifications .....	<b>2</b>
Independent Volunteer Activity (IVA) .....	<b>3</b>

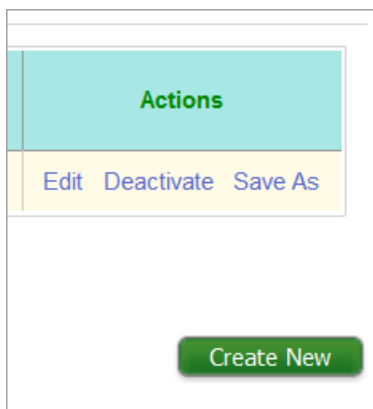
This guide lists new features available in version 2018.1.0 released on February 26, 2018 as well as new features available in version 2.2 of our **VolunteerMe** app. Some functionality available is dependent upon the type of user logged in to the application.

## Giving: Payroll Donations in Canadian Giving Programs

**Note:** Not all companies track payroll donations, and this feature may not be enabled.

You can now enable Payroll Donations in Canadian giving programs to allow users to make payroll donations to eligible Canadian Revenue Agency (CRA) organizations.

From the **Giving** tab, select **Manage Giving Programs**. From the Manage Giving Programs page, you can view your active giving programs and select to create a Canadian giving program or edit existing giving programs.



To create an entirely new giving program, select **Create New**. To create a new program from an existing one, select **Save As** next to the giving program you wish to copy.

If you wish to edit an existing giving program for a Canadian organization to enable payroll donations, select **Edit**.



A form with a yellow background. It has the label "Country" followed by two radio button options: "USA" (which is unselected) and "Canada" (which is selected).

When you select to add or edit a giving program, a page appears to walk you through each aspect of program set up. On the giving program set up page, in the **Configure** section, select **Canada** under **Country**.

**Note:** When you mark giving programs as Canadian, the currency values will display in Canadian dollars.

Complete the rest of the options on the giving program set up page. For more information on the items on this page, see [Giving](#).

Once the Canadian giving program you create is active, when a user selects to give a donation to a CRA eligible organization, the payroll donation option is available to them.

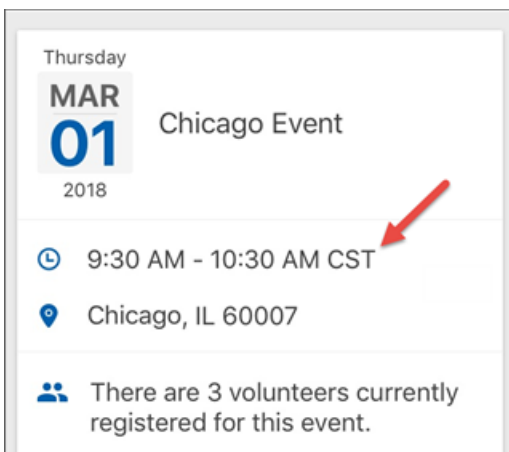
## VolunteerMe Mobile App 2.2 - January 2018

These features were released in the 2.2 version of **VolunteerMe**.

### Event Notifications

We improved the way the app handles time zones for events.

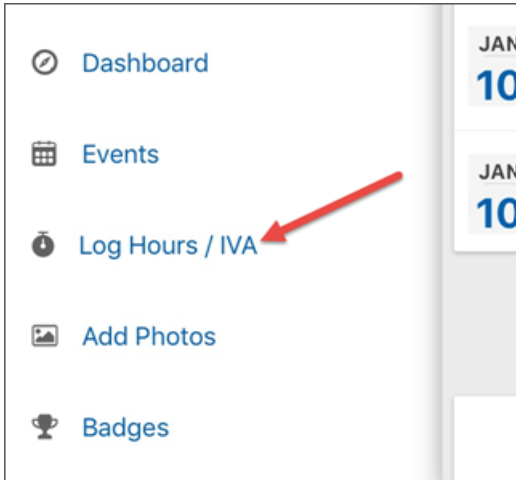
- Participants receive event notifications according to the time zone of the event rather than their device's current location. For example, a reminder for an event in Chicago is scheduled to appear at noon the day before the event. All participants on Central Standard Time (CST) will receive the notification at noon, while participants on Eastern Standard Time (EST) will receive it at 1:00 PM.
- If the event's location is in a different time zone than the participant's current location, it's indicated in the event details.



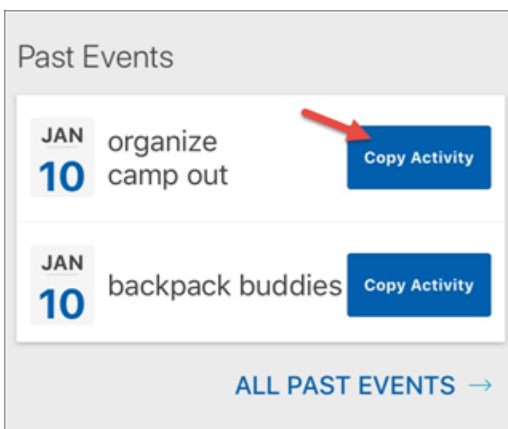
## Independent Volunteer Activity (IVA)

For organizations that track independent volunteer activities (IVAs), we made it easier to log hours.

- The app menu now displays **Log Hours/IVAs** to make it clear this is the area where you log IVAs.



- To save time, you can now copy an IVA event you've already logged hours for. From the Log Hours / IVA page, under **Past independent activities**, select **Copy Activity** for the IVA to copy. You can also copy events from the Dashboard under **Past Events**.



- If your system is configured to require the organization's address when logging IVA hours, you must enter an address to log an IVA event. If you choose an organization from the search list, you can select **Use organization address** to enter the address for you.



The screenshot shows a mobile application interface for editing an activity. At the top, there is a blue header bar with the text "Independent Activity" in the center, and "Cancel" on the left and "Save" on the right. Below the header, the text "About the activity" is displayed. The main section is titled "Where did the activity take place?". Underneath this title, there is a checkbox labeled "Use organization address" with a "Clear all" link to its right. A red arrow points from the checkbox to the "Street Address 1" input field. Below "Street Address 1" is another input field labeled "Street Address 2".

**Note:** If you use this option, make sure the provided address is where the event took place. For example, if you volunteer for the local branch of a national organization, you may need to enter the local address instead.