



# TeamSideline Quick Start Guide

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## Volunteer Management

**Description** Welcome, and thank you for choosing TeamSideline. This Quick Start Guide is meant to help you get started using the TeamSideline Volunteer Management module for volunteers.

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## How To Sign In

**Description** This process requires your email address and password. If you do not have your password -- from the Sign In page select the Forgot Password link and follow the instructions.

Sign In Process	
Step	Action
1	Navigate to your organization's home page
2	From the upper right-hand corner of the Home page, click the "Sign In" link. <b>Result:</b> Sign In page displays.
3	From the Sign In page <ul style="list-style-type: none"> <li>• For Email, enter your email address.</li> <li>• For Password, enter your password.               <ul style="list-style-type: none"> <li>○ If you do not know your password, click the "Forgot your password?" link and follow the instructions.</li> </ul> </li> <li>• Click the Sign In button.</li> </ul> <b>Result:</b> You are signed into your account.
End of Process	

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# TeamSideline Quick Start Guide - Continued

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## Requesting a Volunteer Shift

**Description** This section explains how you can request an available volunteer shift.

**Note:** Others may be signing up at the same time, so you're not assigned to the volunteer shift until you click the Request button and are confirmed.

Request a Volunteer Shift	
Step	Action
1	From the Menu Bar, click the My Account Tab and select Volunteer Shifts Tab. <b>Result:</b> Volunteer Shifts page displays.
2	All Available Volunteer shifts will display under Available Shifts. <b>Note:</b> If no shifts are listed, then the sign-up process has not started, or your account is not properly configured. In the latter case, please use the contact us link on the Home Page to inquire within your organization.
3	From the Volunteer Shifts page, Sign Up! Section <ul style="list-style-type: none"><li>For Member, select a member from the Member list.</li></ul> <b>Note:</b> The Members list only includes parents on the account. If you need to add another parent, click the Members tab and follow the instructions on that page.
4	From the Volunteer Shifts page, Available Shifts Section <ul style="list-style-type: none"><li>Click the checkbox next to one or more volunteer shifts.</li></ul> <b>Note:</b> Clicking the triangle icon will expand an opportunity, task. Hovering over the Task will highlight the Responsibilities.
5	From the Volunteer Shifts page, Sign Up! Section <ul style="list-style-type: none"><li>Click the Request button.</li></ul> <b>Result:</b> Page refreshes with a confirmation or a warning that the shift is no longer available for each shift requested. <b>Note:</b> After you click the request button, you will get a confirmation -- its possible someone else is signing up at the same time and it might not be available when you click the Request button.
6	From the Volunteer Shifts page, Volunteer Shifts table <ul style="list-style-type: none"><li>Review your confirmed shifts</li></ul> <b>Note:</b> To change or cancel volunteer shifts, use the Contact Us link on the Home Page to discuss with your organization's volunteer coordinator.
End of Process	