

How To Guide - Managing Volunteers

The system will allow you to manage volunteers for menu dates. The number of volunteers required can be set in the "**Application Profile**" and this number will apply to all schedules and menus unless you override this setting in the schedule record.

If you specify the number of volunteers in the schedule record that number will apply to all menus in that schedule unless you override it by specifying a different number in a menu record in which case that number will apply to that menu only.

Application Profile Setting:

1. Go to "**ADMINISTRATION**" tab => "**Edit Application Profile**" and click on the "**Volunteers**" button.
2. Set "**Enable Volunteer Signup**" to "**Yes**" and specify the "**Max Volunteers per Lunch Date**" that you require.
3. Save these changes.

Now any menu date will have the volunteer signup enabled.

You can have a different setting for a particular schedule by editing the schedule record and altering the Volunteer settings there.

It is also possible to have different settings for a single menu by editing the menu record and altering the volunteer settings.

If a schedule has a "**Default**" volunteer signup setting, then the settings from the "Application Profile" will apply. If a menu has a "**Default**" volunteer signup setting, then the setting from the schedule will apply or the application setting will apply if the schedule is also set to "**Default**".