EXPLORING KINECTION

MDS Onboarding

kinection
powered by **impeligence**

Good Morning!

09:00–09:30   Introductions

09:00–09:30   Introductions

09:30–11:00   Session 01

k

09:00–09:30 Introductions

09:30–11:00 Session 01

11:00–11:05 Break

k

09:00–09:30   Introductions

09:30–11:00   Session 01

11:00–11:05   Break

11:05–12:00   Session 02

09:00–09:30 Introductions

09:30–11:00 Session 01

11:00–11:05 Break

11:05–12:00 Session 02

12:00–01:00 Lunch Break

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09:00–09:30 Introductions

09:30–11:00 Session 01

11:00–11:05 Break

11:05–12:00 Session 02

12:00–01:00 Lunch Break

01:00–02:00 Session 03

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09:00–09:30	Introductions
09:30–11:00	Session 01
11:00–11:05	Break
11:05–12:00	Session 02
12:00–01:00	Lunch Break
01:00–02:00	Session 03
02:00–02:15	Break

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12:00–01:00   Lunch Break

01:00–02:00   Session 03

02:00–02:15   Break

02:15–03:30   Session 04

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11:00–11:05	Break
11:05–12:00	Session 02
12:00–01:00	Lunch Break
01:00–02:00	Session 03
02:00–02:15	Break
02:15–03:30	Session 04
03:30–04:00	Wrap-Up

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1

What's your favorite kind of cheese?

k

1

What's your favorite
kind of cheese?

2

What are you most
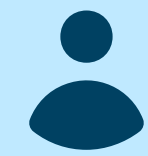excited today?

k

1

What's your favorite
kind of cheese?

2

What are you most
excited today?

3

What are you most
nervous about today?

Kinection 101

kinection
powered by **impeligence**

Volunteer Profiles
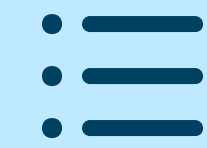
Projects

Opportunities

Organizations

Waitlists

Groups

Registrations

PRIMARY

Volunteer Profiles

Projects

Opportunities
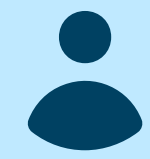
Organizations

SECONDARY

Waitlists

Groups

Registrations

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Volunteer Profiles

Projects

Waitlists*

Opportunities

*Provide early access to Opportunities — GOLDEN TICKET

Volunteer Profiles

Projects

Waitlists*

Registrations

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Volunteer Profiles

Projects

Waitlists*

Registrations

Groups

Opportunities

*Provide early access to Opportunities — GOLDEN TICKET

Guests

Volunteer Profiles
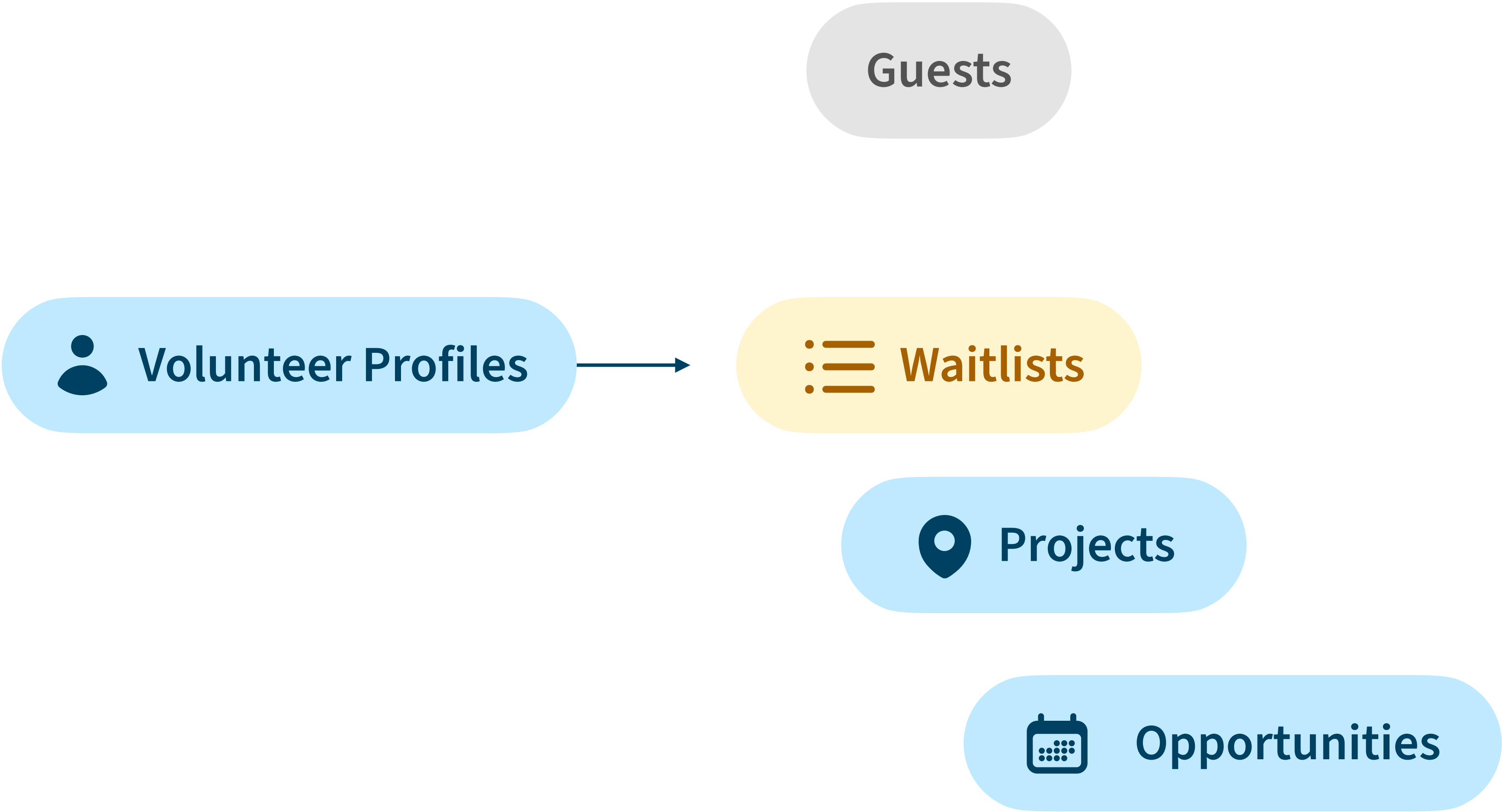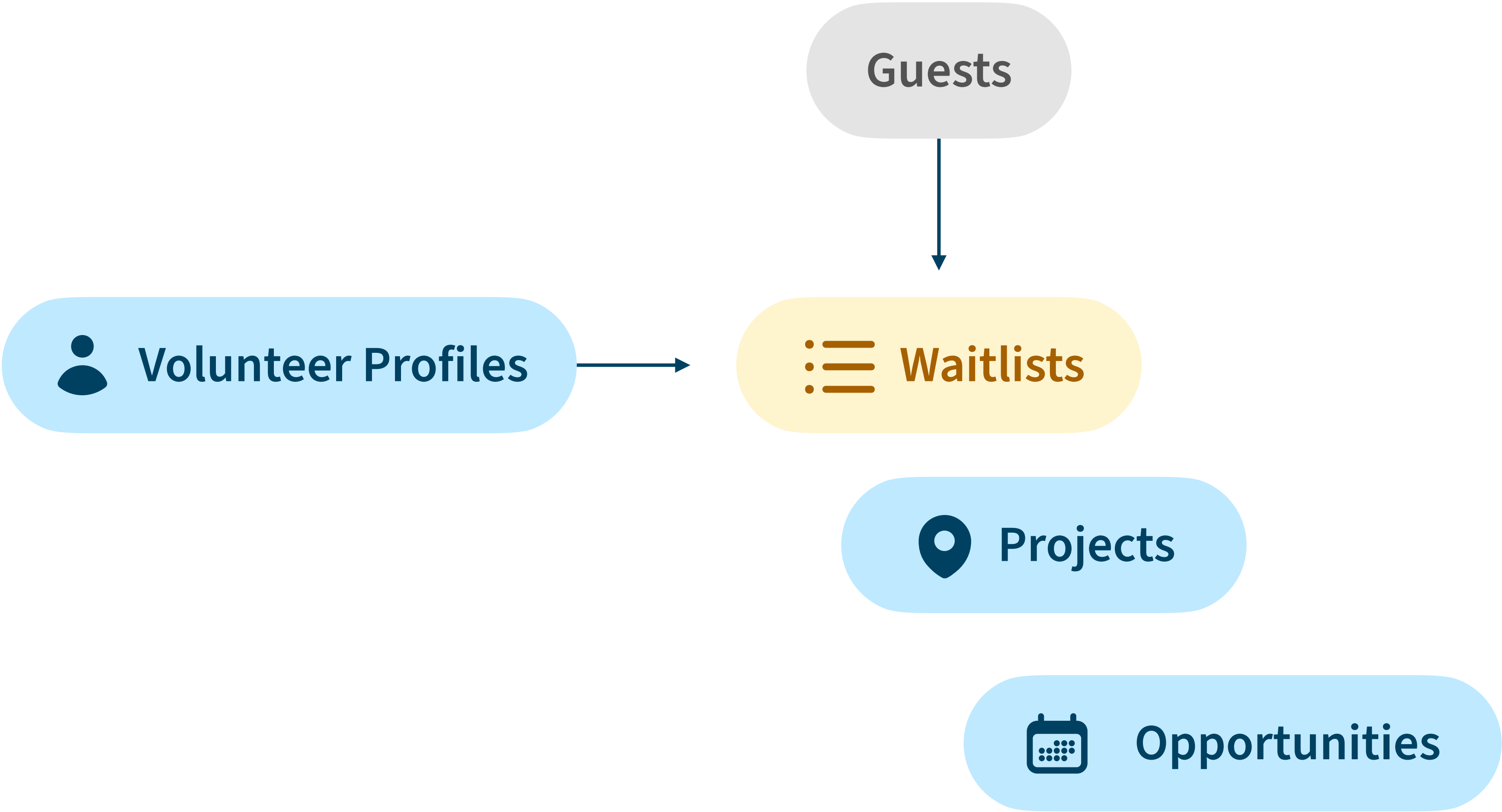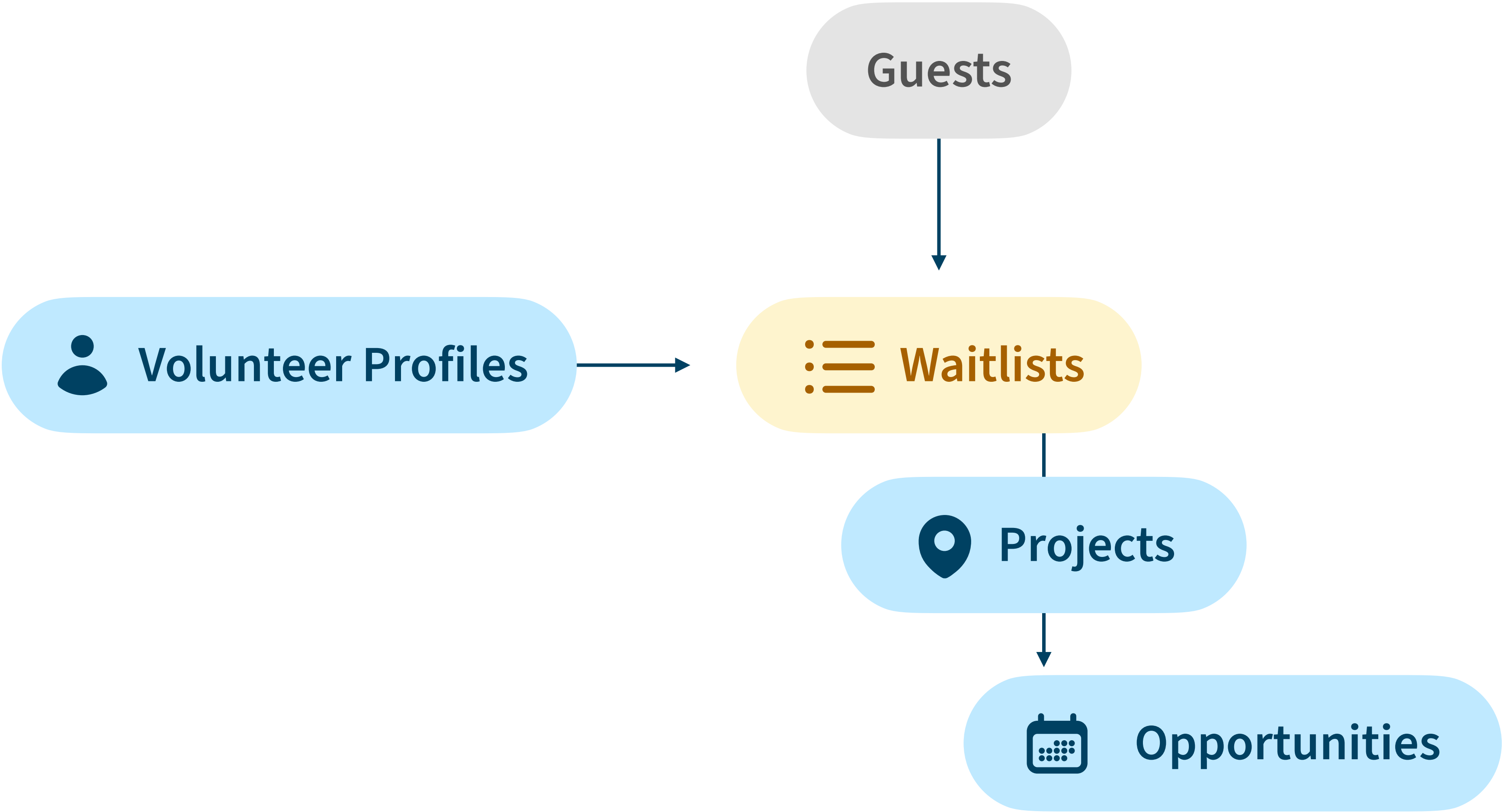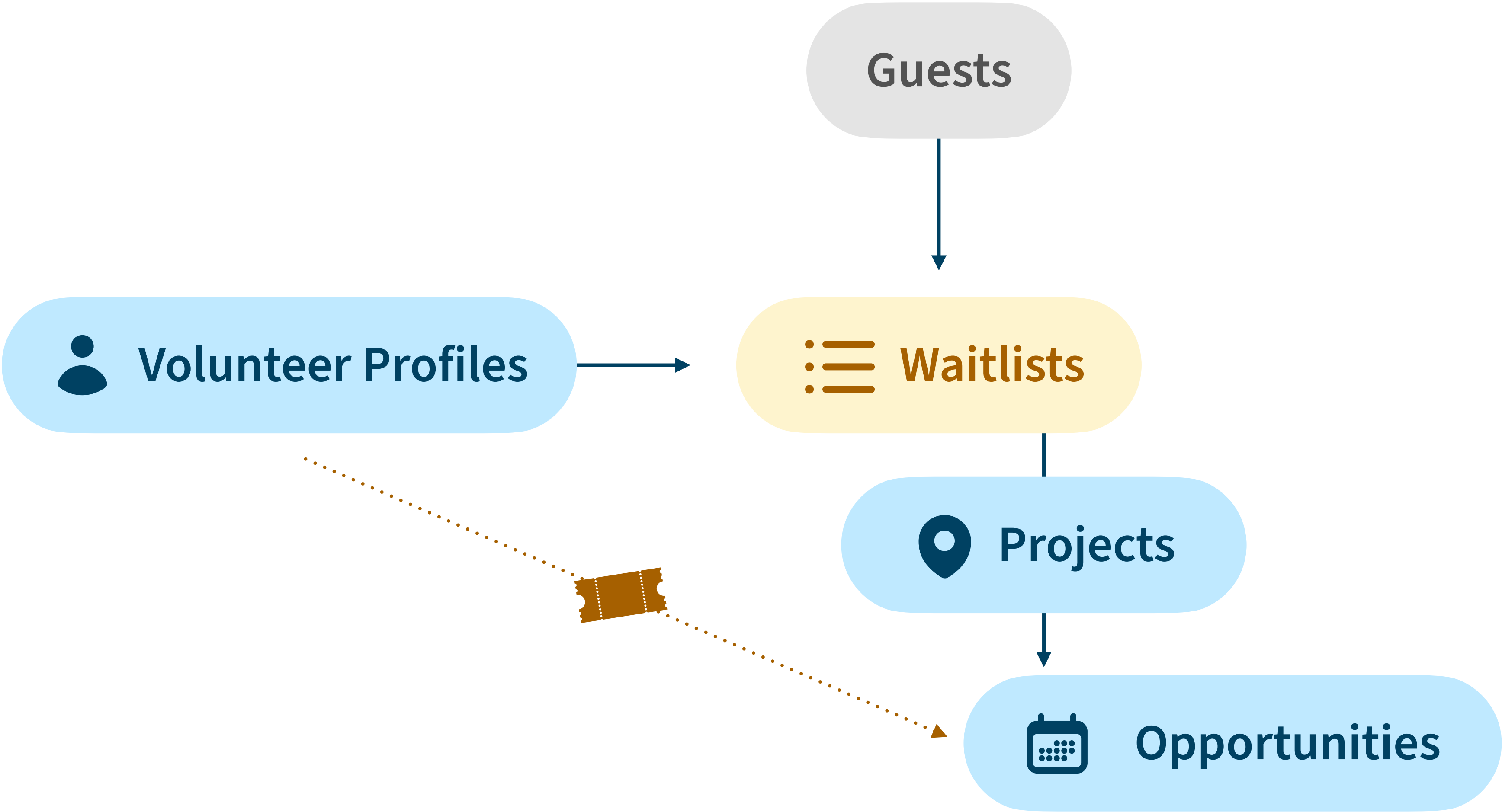
Waitlists

Projects

Opportunities

Guests

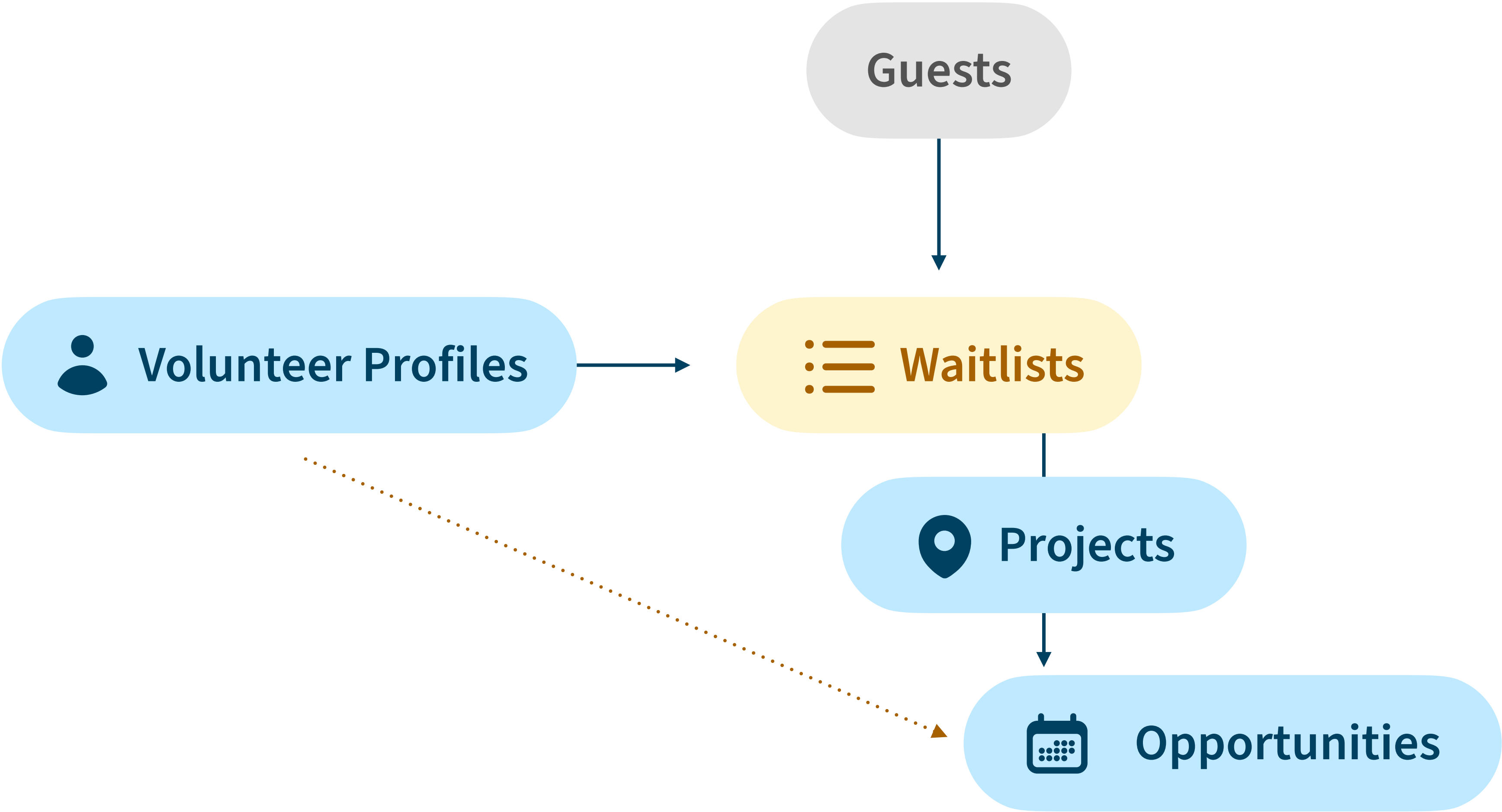Volunteer Profiles → Waitlists

Projects

Opportunities

Guests

Volunteer Profiles

Waitlists

Projects

Opportunities

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VISIBILITY

📍 **Projects**

☰ **Waitlists**

📅 **Opportunities**

🔵 **Draft**

🟢 **Open**

🟤 **Private**

🔴 **Closed**

k

VISIBILITY

SCHEDULING

📍 **Projects**

👥 **Groups**

☰ **Waitlists**

🎟 **Registrations**

📅 **Opportunities**

● Draft

● Pending

● Open

● Invited

● Private

● Approved

● Closed

● Denied

● Canceled

Projects

Projects

Draft

Only visible to admins

CAN:

- Add projects
- Add opportunities

Projects

Draft

Only visible to admins

CAN:

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Open

Visible to all users

CAN:

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- Add opportunities

Projects

Draft

Only visible to admins

CAN:

- Add projects
- Add opportunities

Open

Visible to all users

CAN:

- Add projects
- Add opportunities

Closed

Visible only to admins but users can see past opportunities from that project in their My Schedule.

This is used when projects are no longer scheduling opportunities

Waitlists

☰ Waitlists

● Draft

Only visible to admins

CAN:

- Admins can add users to waitlist

- Add projects

- Add opportunities

k

☰ Waitlists

● Draft

● Open

Only visible to admins

Visible to all users

CAN:

- Admins can add users to waitlist
- Add projects
- Add opportunities

CAN:

- Guests & Users can sign-up
- Admins can add users to waitlist
- Add projects
- Add opportunities

k

☰ Waitlists

🔵 Draft

Only visible to admins

CAN:
- Admins can add users to waitlist
- Add projects
- Add opportunities

🟢 Open

Visible to all users

CAN:
- Guests & Users can sign-up
- Admins can add users to waitlist
- Add projects
- Add opportunities

🟠 Private

Visible to only admins and users that have entries on the waitlist.

Users only see projects and opportunities connected to this waitlist in their User Dashboard.

CAN:
- Add projects
- Add opportunities

k

☰ Waitlists

● Draft

Only visible to admins

CAN:
- Admins can add users to waitlist
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- Add opportunities

● Open

Visible to all users

CAN:
- Guests & Users can sign-up
- Admins can add users to waitlist
- Add projects
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● Private

Visible to only admins and users that have entries on the waitlist.

Users only see projects and opportunities connected to this waitlist in their User Dashboard.

CAN:
- Add projects
- Add opportunities

● Closed

The waitlist is no longer visible in any way for guests and users.

All opportunities and projects that were connected to the waitlist are still there for historical purposes.

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📅 Opportunities

📅 Opportunities

🔵 Draft

Only visible to admins

📅 Opportunities

● Draft

● Open to Waitlist

Only visible to admins

Visible to only admins and users that have entries on the waitlist.

🎟️

CAN:

- Admins can register users
- Users with Golden Ticket can sign-up individual and groups

k

📅 Opportunities

🔵 Draft

🟤 Open to Waitlist

🟢 Public

Only visible to admins

Visible to only admins and users that have entries on the waitlist.

🎟️

CAN:

- Admins can register users
- Users with Golden Ticket can sign-up individual and groups

Visible to all users.

CAN:

- Admins can register users
- Anyone can sign-up for this opportunity (individual & group)

k

📅 Opportunities

● Draft

Only visible to admins

● Open to Waitlist

Visible to only admins and users that have entries on the waitlist.

🎟️

CAN:

- Admins can register users
- Users with Golden Ticket can sign-up individual and groups

● Public

Visible to all users.

CAN:

- Admins can register users
- Anyone can sign-up for this opportunity (individual & group)

● Closed

Visible only to admins and users that were registered can see past opportunities in their My Schedule page in the Past Section.

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Groups

Any changes to the Group Status is mirrored on the individual registration status for each group member.

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● **Pending**

- Individual user or admin created a group registration for a weekly volunteer opportunity.

- Waiting for Admin user to either Approve or Deny this group registration.

- Group Leader and Admin can edit the group members attached

- Individual group members can access this group registration and remove themselves.

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● Approved

- Admin ONLY action

- Group Leader has to reach out to Admin user in order to cancel their registration once its been approved.

- Group Leader still has ability to add and delete individual group members

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● Denied

- Admin ONLY action

- This is used when Admin says this isn't a good fit.

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● Denied

- Admin ONLY action

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● Canceled

- Group Leader action

Registrations (Weekly)

Registrations (Weekly)

● Pending

- Individual user or admin created a registration

- Waiting for Admin user to either Approve or Deny this registration.

- Individual user can delete or cancel their registration when it has this status.

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🎟 Registrations (Weekly)

● Pending

● Approved

- Individual user or admin created a registration

- Waiting for Admin user to either Approve or Deny this registration.

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k

🎟 Registrations (Weekly)

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🔴 Denied

- Admin ONLY action

- This is used when Admin says this isn't a good fit.

🔴 Canceled

- Individual user action

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Registrations (Leadership)

Registrations (Leadership)

● **Pending**

- Leadership Volunteer (LV) user or Admin creates registration for LV Opportunity

- LV user can delete or cancel their registration when it has this status.

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Registrations (Leadership)

● Pending

● Invited

- Leadership Volunteer (LV) user or Admin creates registration for LV Opportunity

- LV user can delete or cancel their registration when it has this status.

- Admin ONLY action

- LV user is able to either accept or deny a registration with this status

k

Registrations (Leadership)

● **Pending**

- Leadership Volunteer (LV) user or Admin creates registration for LV Opportunity

- LV user can delete or cancel their registration when it has this status.

● **Invited**

- Admin ONLY action

- LV user is able to either accept or deny a registration with this status

● **Approved**

- Admin or LV user action

- LV user gains access to the project and registrations in their Leadership Dashboard once this status is given.

- LV user has to reach out to Admin to cancel registration once its been approved.

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Registrations (Leadership)

● **Pending**

- Leadership Volunteer (LV) user or Admin creates registration for LV Opportunity

- LV user can delete or cancel their registration when it has this status.

● **Invited**

- Admin ONLY action

- LV user is able to either accept or deny a registration with this status

● **Approved**

- Admin or LV user action

- LV user gains access to the project and registrations in their Leadership Dashboard once this status is given.

- LV user has to reach out to Admin to cancel registration once its been approved.

● **Denied**

- Admin or LV user action

- LV user doesn't have access to the project through Leadership Dashboard.

Registrations (Leadership)

● Pending

- Leadership Volunteer (LV) user or Admin creates registration for LV Opportunity

- LV user can delete or cancel their registration when it has this status.

● Invited

- Admin ONLY action

- LV user is able to either accept or deny a registration with this status

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- Admin or LV user action

- LV user gains access to the project and registrations in their Leadership Dashboard once this status is given.

- LV user has to reach out to Admin to cancel registration once its been approved.

● Denied

- Admin or LV user action

- LV user doesn't have access to the project through Leadership Dashboard.

● Canceled

- LV user ONLY action

- LV user doesn't have access to the project through Leadership Dashboard.

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User Type

A classification or category assigned to users within a system or organization, defining their access levels, permissions, and capabilities.

In Kinection there are currently 4:

• Unclaimed

• User

• Leadership

• Admin

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A user type that is given to any profile created in Kinection by an Admin account. The profile stays unclaimed until it is claimed by a User by utilizing the same email address as the profile to create an account.

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Unclaimed

A user type that is given to any profile created in Kinection by an Admin account. The profile stays unclaimed until it is claimed by a User by utilizing the same email address as the profile to create an account.

User

A user type that is given to any profile created in Kinection that a person is able to login to the application. These accounts have access to the User backend options/ experience.

Leadership

A user type that is manually given to
an account by an Admin. These
accounts have access to the user
backend experience as well as the
ability to view and sign-up for
Leadership Volunteer opportunities
when logged in.

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Leadership

A user type that is manually given to an account by an Admin. These accounts have access to the user backend experience as well as the ability to view and sign-up for Leadership Volunteer opportunities when logged in.

Admin

A user type that is manually given to an account by another Admin. These accounts have access to all three distinct backend experiences (User, Leadership, and Admin), and is the most powerful user type in Kinection.

k

Leadership

A user type that is manually given to an account by an Admin. These accounts have access to the user backend experience as well as the ability to view and sign-up for Leadership Volunteer opportunities when logged in.

Admin

A user type that is manually given to an account by another Admin. These accounts have access to all three distinct backend experiences (User, Leadership, and Admin), and is the most powerful user type in Kinection.

Objects

An object is a distinct data component within the Kinection application. Objects have the ability to relate / connect to each other. Currently there are seven distinct objects:

• Projects
• Waitlists
• Volunteers
• Groups
• Registrations
• Opportunities
• Organizations

SESSION 02

Admin Accounts + Waitlists

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k

Hurricane Clause just hit the eastern coast of Canada and MDS you need to create and publish a new volunteer waitlist to begin accepting waitlist entries

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Create a project for Torbay, Newfoundland. This project is in response to Hurricane Clause which hit Torbay on May 04, 2025

k

k

Create 10 new weekly volunteer opportunities for the Torbay, NL project.

Connect Torbay, NL project to the Hurricane Clause Waitlist

Change 3 of the weekly volunteer opportunities to have the Open to Waitlist status

k

Emily, a person who has NEVER volunteered with MDS before, sees a news report about the Hurricane Clause hitting Newfoundland. She googled disaster response Newfoundland and the first result is MDS' article about possibly responding in the future. She clicks the sign-up for waitlist button and fills out the waitlist as a guest.

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User Accounts

k

A young amish volunteer, Amos, hears about the disaster in Newfoundland, and **calls you** wanting to be added to the waitlist for Hurricane Clause (Newfoundland). He has a group of between 5-15 people, availability June – August.

k

Download a .csv of the Hurricane Clause Waitlist

Clean up the .csv to only have names and email addresses

k

k

Emily, receives an email from you, alerting her that they are now scheduling volunteers for the Summer at the Newfoundland project.

She clicks the link and are prompted to either login or create an account to see the opportunities open to waitlist.

Once she's created her account she finds two opportunities in Newfoundland and signs-up as an individual.

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k

Emily completes filling out her Kinection profile, including skills, emergency contact, and uploads a photo.

k

k

Admin approves Emily's registration to the Torbay, NL Opportunities.

k

Three weeks have gone by and it is now time to open up all the waitlisted opportunities for Torbay, NL to the public.

You go through and edit the Torbay, NL opportunities to have public status

k

k

Vincent van Gogh, a person that has volunteered MDS in the past, but doesn't utilize electronics or the computer, finds out about the Newfoundland opportunities and **calls you** to register. While on the phone the you register Vincent for the July 4 Weekly Volunteer opportunity.

k

Emily is scheduled but needs to submit some documents to the Weekly Volunteer Coordinator before she arrives on site. She is prompted by Kinection to fill out the documents and email them to MDS.

k

k

Andrew, a long time volunteer with MDS, gets an email from you about the new weekly volunteer opportunities that you're scheduling for in Torbay, NL. He had received an email a couple months back regarding MDS' new volunteer management system but he didn't claim his account at that time. He **calls you** asking how he can claim his Kinection account so he can sign-up for some of the new opportunities.

k

k

Natasha, a person that has volunteered with MDS in the past, visits Kinection and looks through the available weekly volunteer opportunities and doesn't see any that fit her schedule. She clicks the upcoming season waitlist, fills out the form and indicates her availability and preferences on where she'd like to go.

k

Jenny, an MDS church contact person, signs up for the Summer waitlist on Kinection, in January of that year. She gets an email from Kinection alerting her to a few opportunities that have been added to the waitlist that fit her criteria.

She tries signing up for the weekly volunteer opportunity in Dorset, Ontario for her group but runs into an issue with providing the names and ages of everyone in her group.

She has had youth drop out of the group since she originally registered and some adults have joined. How can she adjust who is in her group and who isn't after she has registered?

k

You call Amos about upcoming weekly opportunities that fit his criteria on the Hurricane Clause waitlist.

Amos calls you back a few days later wanting to register a group of 10 to volunteer on the July 1 Torbay, NL opportunity.

While on the phone you create the group registration and add Amos as the group leader.

k