

SESSION 04

Scheduling & Comms

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.

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.

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.

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?

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.