

SESSION 06

# Leadership (cont.)

You get an alert that Raf has signed up for the opportunity and you need to double check if this is a good fit (GoogleSheets) before extending an invitation.

You determine that the position is a good fit for Raf but you modify the start date and end date to be shorter than he is available before officially submitting the invitation.

Raf receives an email alerting him to the invite, clicks link in email, logs in to Kinection, and responds by accepting.

Registration status is then moved from "Invited" to "Approved".

It is a month out from when Raf needs to be in Torbay, NL, and he wants to view the list of registered volunteers for his first week of volunteering. He logs into Kinection, navigates to the Leadership Dashboard, clicks Torbay, NL project card, clicks registration tab, and enters the dates for his first week.

It is the Friday of Raf's first week and he needs to confirm that volunteers served this week, indicate that two volunteers did not show up, edit the information of some volunteers, or add volunteers who did not register before coming (using the info from their registration form).

In preparation for the next week Raf needs to view the registrations for the next two weeks, and print out a summary of the volunteers & their skills for the Project Director.