SESSION 07
Advanced Admin

kinection
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You receives a phone call from Raf three weeks after his volunteer opportunity and he shares information about not wanting to ever work with Jordan again. While on the phone you navigate to Raf's volunteer profile and create a new HR alert note to document this request.

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You want to invite leadership volunteers for August at Torbay, NL. You invite two project directors (overlap of 3 days in the middle), one office manager, and one head cook.

After you invite those four people you check their document submissions and profile completion to see what information you need to encourage them to update/complete.

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Benjamin, a weekly volunteer that has served 6 different times over the last three years, has taken the crew leader training and you need to update his Kinection user type to give him access to the Leadership volunteer opportunities.

Four weeks later, Benjamin calls you, to let you know that he isn't available during this Summer season but would like to be added to the waitlist for this coming Fall.

k

An Amish group just mailed in their completed volunteer registration forms, and you need to enter them into Kinection.

There were a total of 5 people that volunteered and 3 of them had volunteered with MDS before.

Your planning for volunteers at Torbay, NL for a month from now. You look at the groups volunteering during that time to see how they're doing with their sign-ups (completed registration, provided travel details, minor release forms). You use this information to email the group contacts to encourage them to complete their submissions.