



Process for Setting Up an On-line Team Volunteer Page

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Overview:

Use Google Drive or other program linked to your Team Home Page to build a snack schedule, dinner schedule or other team volunteer page. Steps 1 and 2 can be done by a Team Parent or other volunteer. Step 3 must be done by one of the team coaches.

1. Set up a signup spreadsheet on a public site.

The example below uses a spreadsheet on Google Drive. There are many on-line help sites describing in detail how to do this. A key requirement is to make the spreadsheet user-editable if you want parents to be able to sign-up for activities themselves. Following is a procedure for making a user-editable Google Sheet:

- On the right hand side of the document click Share.
- Give the document a name, if not already done so.
- The default access setting is "Private, only you can access" - click Change.
- Check the "anyone with the link" button. Under "Access" change "Can View" to "Can Edit".
- Click Save. You'll need the link that appears in the dialogue box - it can be shared/saved by cut-paste, send via gmail, etc.

2. Download the team schedule, set up the sign-up schedule.

- On the Schedule page of the team home page, click Options then use a program e.g. Microsoft Excel to download and open the file.
- Filter/sort the schedule for the events needing volunteers. Eliminate columns as needed.
- Load the required columns into the Google Sheet to create the signup sheet.

3. Set up a new page on the team home page and hyperlink to the on-line doc.

The following tasks can only be done by one of the team coaches:

- Click + Add Page on the bottom left menu – this will pull up the "Page Properties" menu.
- "Page Name" defines the text that will show up on the tab (e.g. "Snack Schedule"). "Password Protect" will make the page visible to only those who have the password, or leave blank to allow public access.
- Click Continue - this will pull up the Edit Page Content menu.
- In the text box editor, you can type some text and hyperlink to the google doc. For example: "Click here to access the Snack Schedule". Highlight some or all of the text and click the link button. Enter the link from step 1 above to complete the hyperlink.
- Click Submit to complete the process.