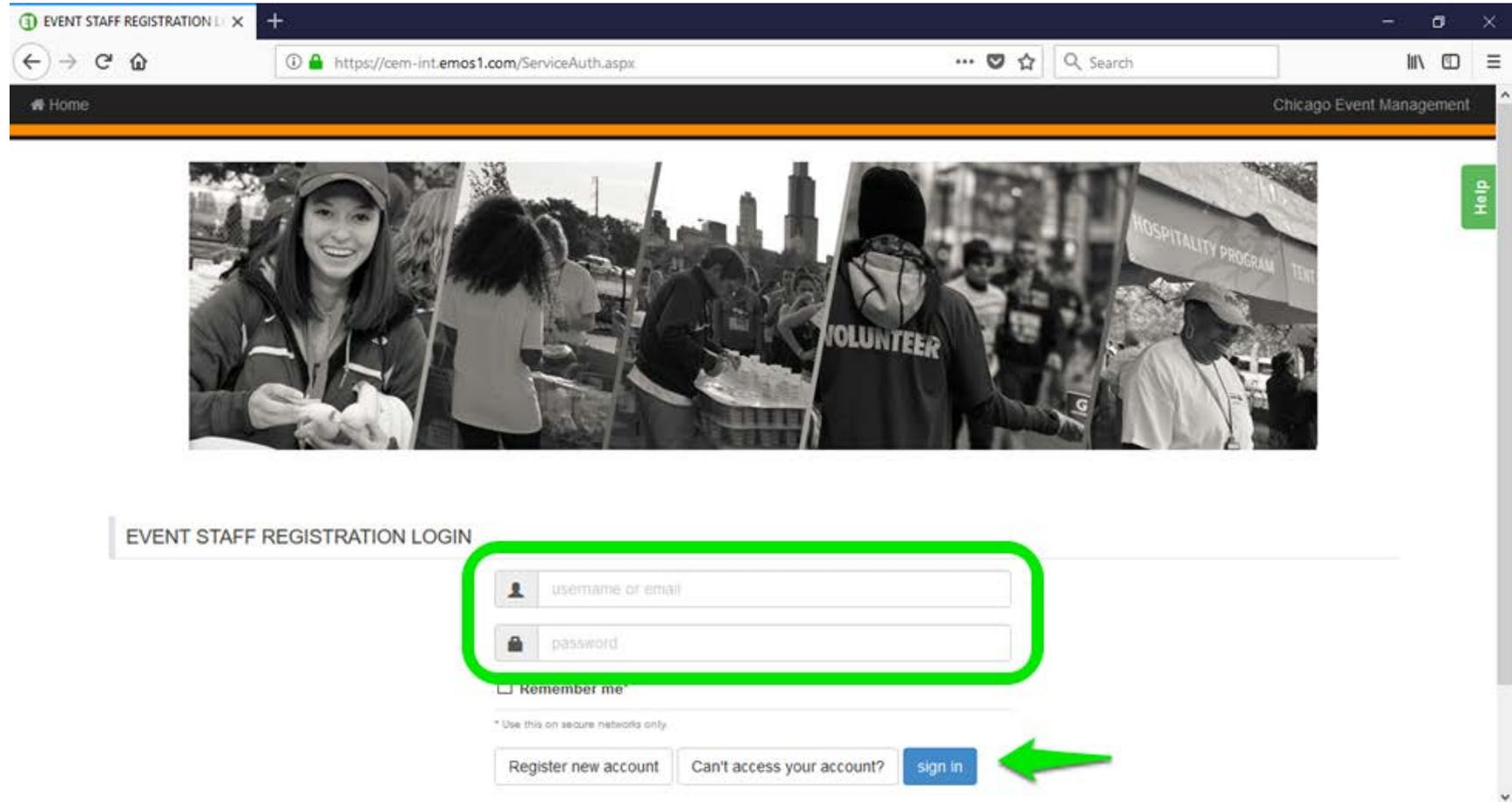


## Viewing Volunteers for Managers

**Step 1:** Sign in to your account at <https://cem-int.emos1.com> using the email address and password you created.



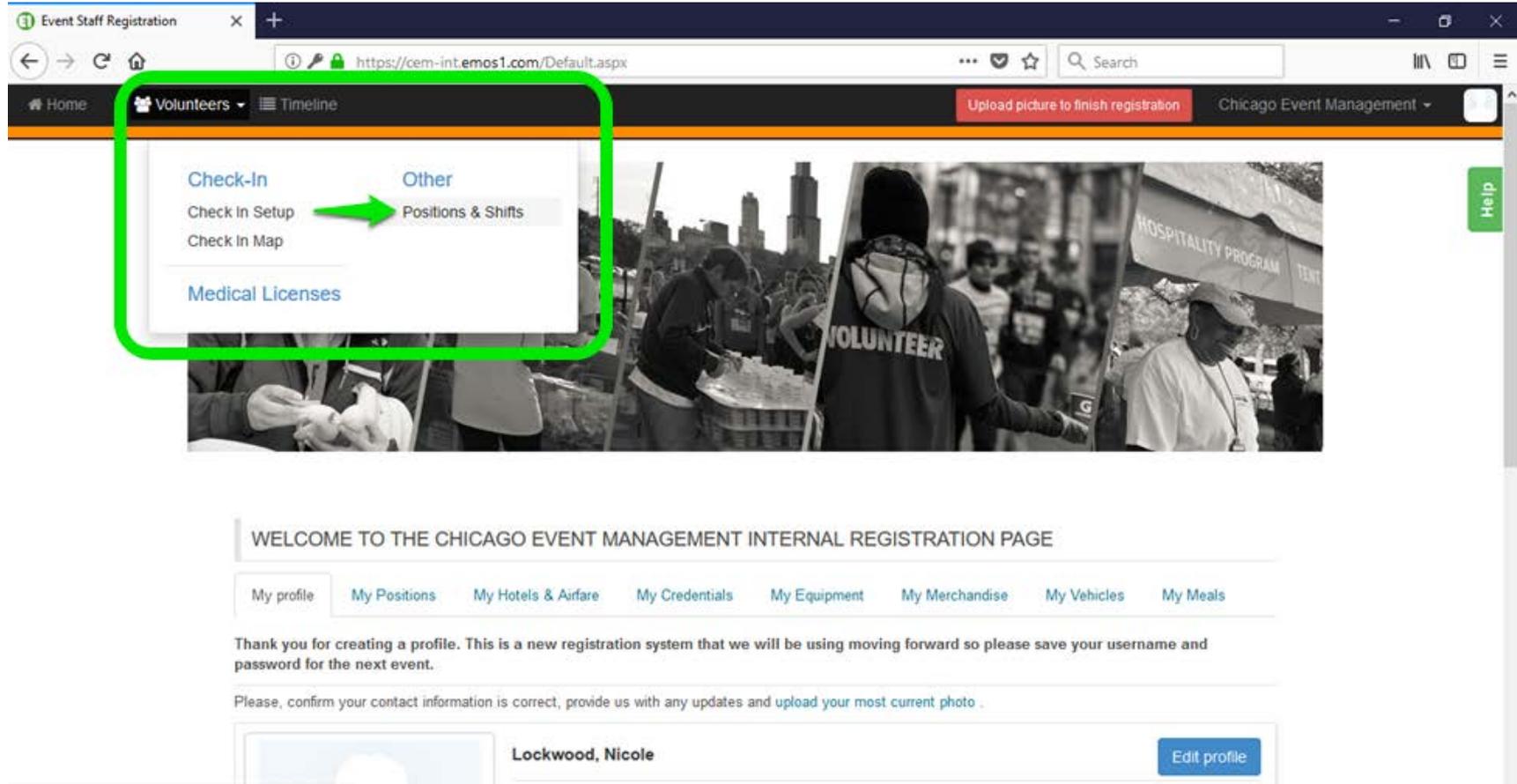
The screenshot shows a web browser window with the address bar displaying <https://cem-int.emos1.com/ServiceAuth.aspx>. The page title is "EVENT STAFF REGISTRATION LOGIN". Below the title is a navigation bar with "Home" and "Chicago Event Management". A large banner image shows volunteers at an event, with one person wearing a hoodie that says "VOLUNTEER". A "Help" button is visible on the right side of the banner. Below the banner is the login form, which includes a "username or email" field, a "password" field, and a "Remember me" checkbox. A note below the checkbox reads "\* Use this on secure networks only". At the bottom of the form are three buttons: "Register new account", "Can't access your account?", and "sign in". A green arrow points to the "sign in" button. The entire login form area is highlighted with a green rounded rectangle.

### Tips:

- If you do not remember your password, or do not recall creating one, click "Can't access your account?" Then, you will be prompted to enter your email address to receive an email with your password.

## Viewing Volunteers for Managers

**Step 2:** Click “Volunteers” on the top taskbar. A dropdown will appear. Select “Positions & Shifts.”



The screenshot shows a web browser window with the URL <https://cem-int.emos1.com/Default.aspx>. The top navigation bar includes 'Home', 'Volunteers', and 'Timeline'. The 'Volunteers' dropdown menu is open, showing options: 'Check-In', 'Check In Setup', 'Check In Map', 'Medical Licenses', 'Other', and 'Positions & Shifts'. A green arrow points to 'Positions & Shifts'. Below the navigation bar is a banner image of volunteers at an event. The main content area has a heading 'WELCOME TO THE CHICAGO EVENT MANAGEMENT INTERNAL REGISTRATION PAGE' and a navigation menu with options: 'My profile', 'My Positions', 'My Hotels & Airfare', 'My Credentials', 'My Equipment', 'My Merchandise', 'My Vehicles', and 'My Meals'. A message reads: 'Thank you for creating a profile. This is a new registration system that we will be using moving forward so please save your username and password for the next event.' Below this, it says: 'Please, confirm your contact information is correct, provide us with any updates and [upload your most current photo](#).' A profile card for 'Lockwood, Nicole' is visible with an 'Edit profile' button.

### Tips:

- If you do not see the “Volunteers” tab, then you have not been assigned as a manager of any volunteer shifts. Contact [volunteer@cemevent.com](mailto:volunteer@cemevent.com) for support.

## Viewing Volunteers for Managers

**Step 3:** Click the blue “Expand all” button. Positions and shifts that you manage will appear. Click on the specific shift you wish to view in more detail. Shift details will appear on the right side of the screen.

The screenshot shows a web browser window with the URL <https://cem-int.emos1.com/volunteer/VolunteerTree.aspx>. The page title is "Volunteers". The navigation bar includes "Home", "Volunteers", and "Timeline". A red button says "Upload picture to finish registration" and the user is logged in as "Chicago Event Management".

The main content area is titled "Pre Event Application" and includes buttons for "All Shifts", "Pre Event Application", "Event Day Check In", and "Export". There is a "Show/hide tree" button and a "Filter:" input field.

Below the filter, there are two buttons: "Expand all" (highlighted with a blue box) and "Collapse all" (highlighted with an orange box). The tree view shows a hierarchy: Volunteers > Groups > Positions/Shifts > 2018 Shamrock Shuffle > Course Flying > Sun, Mar 18 5:00 AM-7:00 AM > Course Flying - Zone C. The "Expand all" button and the "Sun, Mar 18 5:00 AM-7:00 AM" shift entry are highlighted with a green box, and a green arrow points to the "Course Flying - Zone C" sub-entry.

Registration statistics for the highlighted shift:

- Course Flying: 1/40 confirmed, 2 applied
- Course Flying - Zone C: 1/10 confirmed, 0 applied

## Viewing Volunteers for Managers

**Step 4:** Click the “Team” tab to view (A) Managers assigned to the shift and (B) Volunteers registered for the shift.

**Warning:** Please do not alter any shift settings or change the status of your volunteers (i.e. Applied, Confirmed) unless you have been instructed to do so.

The screenshot shows the 'VolunteerTree.aspx' page for the shift 'Sun, Mar 18 5:00 AM-7:00 AM' under 'Course Flying - Zone C'. The 'Team' tab is selected, and the 'Managers' link is highlighted with a green box and arrow (A). The 'Volunteers' link is also highlighted with a green box and arrow (B). The volunteer list shows one volunteer, Nicole Lockwood, with a status of 'Confirmed'. A red circle with an 'X' is placed over the 'Confirmed' status dropdown.

Questions? Contact [volunteer@cemevent.com](mailto:volunteer@cemevent.com)