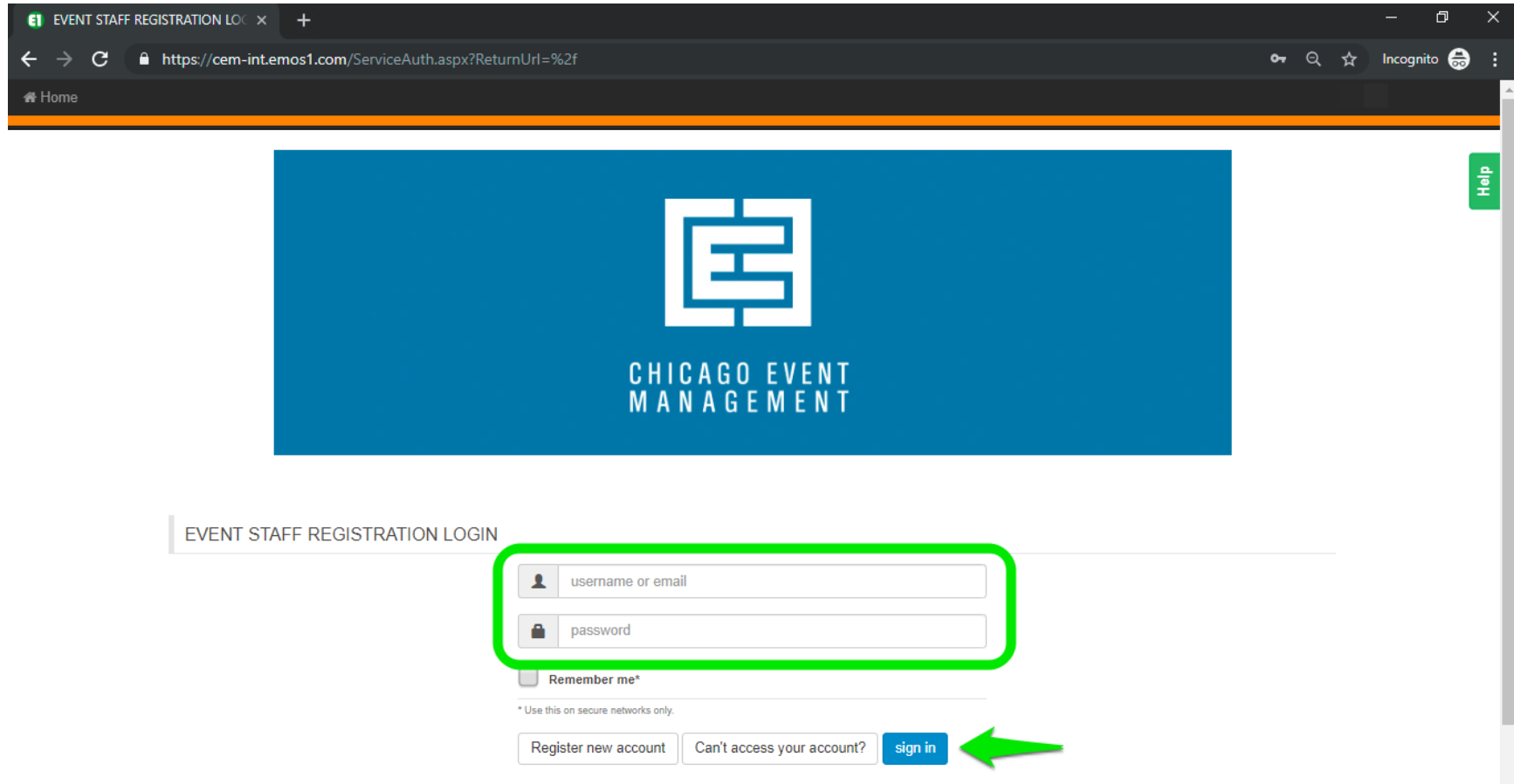


Viewing Volunteers for Managers

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



EVENT STAFF REGISTRATION LOGIN

username or email

password

Remember me*

* Use this on secure networks only.

Register new account Can't access your account? **sign in**

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: Ensure the correct event is selected on the top taskbar. Click the event name to change events.

https://cem-int.emos1.com

Home Administration Contacts Staff Volunteers Timeline Inventory Vehicles Reporting

2019 Chicago Event Management

Help

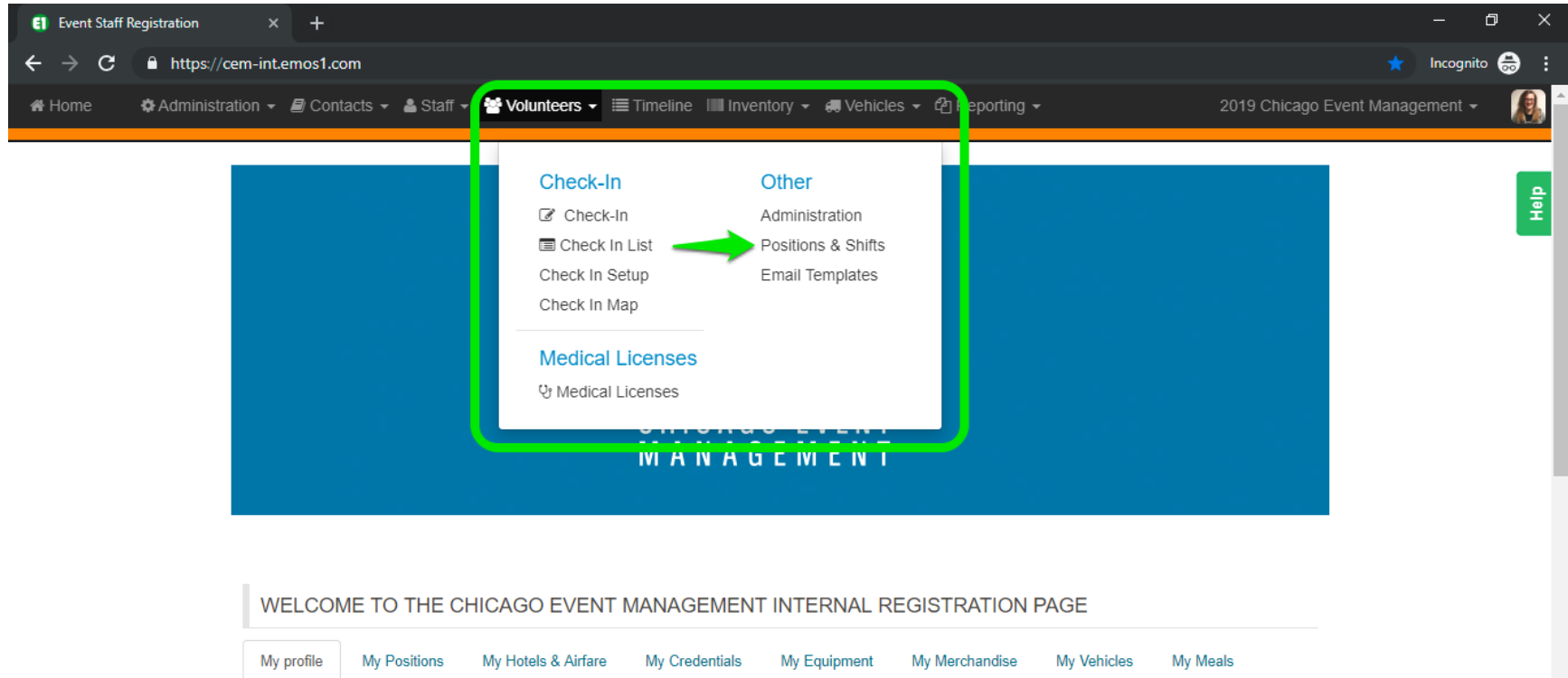
CHICAGO EVENT MANAGEMENT

WELCOME TO THE CHICAGO EVENT MANAGEMENT INTERNAL REGISTRATION PAGE

My profile My Positions My Hotels & Airfare My Credentials My Equipment My Merchandise My Vehicles My Meals

Viewing Volunteers for Managers

Step 3: Click “Volunteers” on the top taskbar. A dropdown will appear. Select “Positions & Shifts.”



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 for support.

Viewing Volunteers for Managers

Step 4: 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", "Administration", "Contacts", "Staff", "Volunteers", "Timeline", "Inventory", "Vehicles", and "Reporting". The user is logged in as "2019 Chicago Event Management".

The main content area is titled "Pre Event Application" and contains several buttons: "All Shifts", "Pre Event Application", "Event Day Check In", "Export", and "Import". Below these is a "Show/hide tree" button and a "Filter: Filter..." input field. Two buttons, "Expand all" (blue) and "Collapse all" (orange), are visible. The "Expand all" button is highlighted with a green circle.

The tree view shows the following structure:

- Volunteers
 - Groups (2)
 - Positions/Shifts (6)
 - BASS Course Flyering
 - BASS Sustainability Projects
 - Sustainability Project
 - Fri, Apr 19 9:30 AM-1:00 PM (1/36 confirmed, 6 applied)
 - Sustainability Project (1/12 confirmed, 3 applied)

A green arrow points to the "Sustainability Project" shift details.

Viewing Volunteers for Managers

Step 5: 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 application interface. The browser address bar displays <https://cem-int.emos1.com/volunteer/VolunteerTree.aspx>. The top navigation bar includes links for Home, Administration, Contacts, Staff, Volunteers, Timeline, Inventory, Vehicles, and Reporting. The main content area is titled "My Team" and features a "Registration link" section with the URL <https://cem-int.emos1.com/volunteer/RegisterVolunteer.aspx?p=15E7C&eid=1073>. Below this, a table lists 4 volunteers. The "Managers" tab is highlighted with a green box and a green arrow. The "Volunteers" tab is also highlighted with a green box and a green arrow. A red box highlights the "Confirmed" status dropdown for a volunteer, with a red "X" icon next to it.

User info	Groups	Skills	Action
 Lockwood, Nicole Phone [redacted] Email [redacted]		CPR Stop the Bleed	[Settings icon]

User info	Merchandise sizes	Shifts	Groups	Skills	Bulk a
<input type="checkbox"/> Lockwood, Nicole Phone [redacted] Email [redacted]	Shirt size: Medium	Fri, Apr 19 9:30 AM-1:00 PM		Confirmed	[Red X icon]

Questions? Contact volunteer@cemevent.com