

VOLUNTEER MANAGEMENT TIPS

Volunteer Management Online/Offline:

By using the attached and information below you should be able to manage volunteer data within the event volunteer database. We have also included some basic instructions below:

OFFLINE REGISTRATION:

(1) Login with coordinator account

COORDINATOR LOGIN & SETUP:

<http://www.allsportcentral.com/ec/addCoordinator.cfm>

(2) Select "View My Events"

(3) Select the proper Volunteer Management Event using the Event Name Drop Down List

(4) Select the number next to the "Unassigned" Volunteer category

(5) Select volunteers name review information and assign to appropriate category based on preferences checked

(6) Submit changes and notice that the volunteer has been moved to the assigned category

You can also manually add volunteers:

(1) Select "Add New Participants"

(2) Type volunteer data into to the provided fields

(3) Click on the volunteers name within the event database to update their information or add notes

You can also visit the Coordinator Help area and download help files for additional pointers.

REVIEW NEW COORDINATOR HELP AREA:

<http://www.allsportcentral.com/content.cfm?ContentID=46>

REVIEW NEW COORDINATOR FAQs AREA:

<http://www.allsportcentral.com/content.cfm?ContentID=24>

REVIEW SPORTS MARKETING RATE SHEET:

<http://www3.allsportcentral.com/mediakit/PromotionalServices.pdf>

If you have any other questions contact us via the link below:

ALLSPORTCENTRAL CONTACT US:

<http://www.allsportcentral.com/feedback.cfm>

We would be happy to help out..

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