

Apple Valley Hockey Association Volunteer System

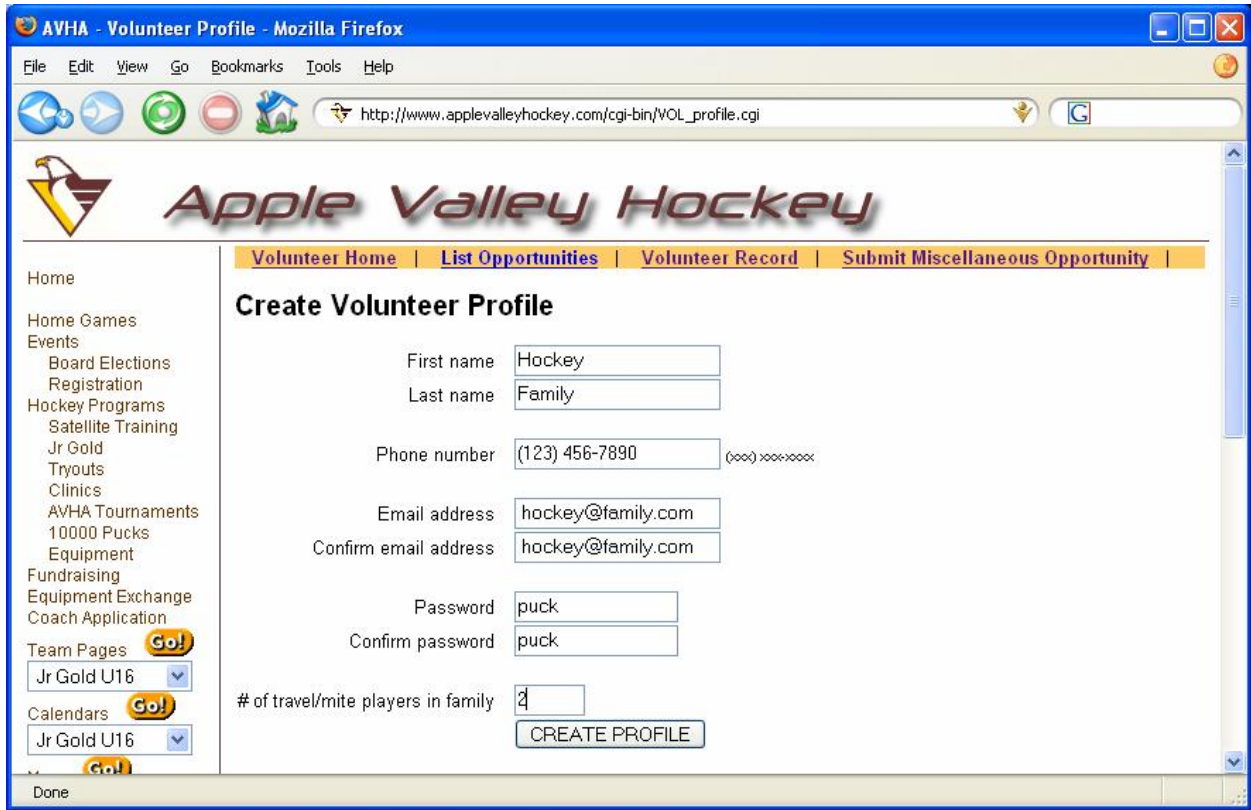
Welcome to AVHA's new on-line volunteer system. This is designed to make your volunteer life easier. **You** get to decide your own volunteer schedule. We only ask that, in return for this convenience and control, you take a few minutes to review these instructions, view the shifts, sign up for those that meet your schedule and volunteer obligations, and complete your shifts as scheduled. This is **your** system and, if we all do our fair share, we'll **all** enjoy the benefits of the system – and so will our kids. That being said, to volunteer, it's as easy as 1 – 2 – 3.

1. **Create your family's personal profile.** Click on CREATE button in the *Create Volunteer Profile* section.

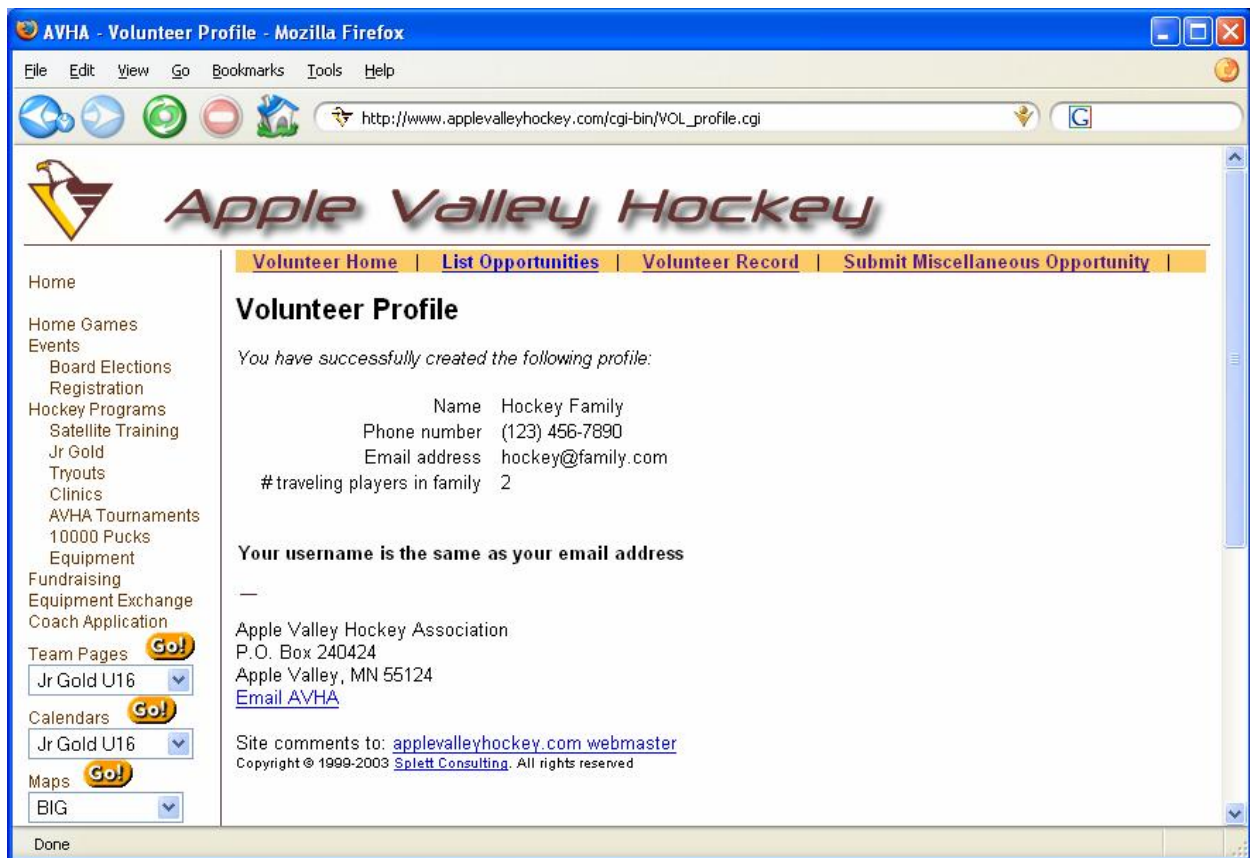
The screenshot shows a web browser window with the following content:

- Page Title:** MYHA - Volunteer - Mozilla Firefox
- URL:** http://www.applevalleyhockey.com/VOL_profile.html
- Logo:** Apple Valley Hockey
- Navigation Menu (Left):**
 - Home
 - Home Games
 - Events
 - Board Elections
 - Registration
 - Hockey Programs
 - Satellite Training
 - Jr Gold
 - Tryouts
 - Clinics
 - AVHA Tournaments
 - 10000 Pucks
 - Equipment
 - Fundraising
 - Equipment Exchange
 - Coach Application
 - Team Pages **Go!**
 - Jr Gold U16
 - Calendars **Go!**
 - Jr Gold U16
 - Maps **Go!**
 - BIG
 - More Maps
 - Newsletter
 - AV Rinks
 - Done
- Volunteer Information (Main Content):**
 - View volunteer scheduled opportunities:** To view volunteer opportunities, press the 'VIEW' button. You must first have created a volunteer profile. **VIEW** (password required)
 - Submit volunteer miscellaneous opportunity:** If you have completed a miscellaneous opportunity press the 'SUBMIT' button to enter it into the volunteer system. You must first have created a volunteer profile. **SUBMIT** (password required)
 - View volunteer record:** To view your volunteer record, press the 'VIEW' button. You must first have created a volunteer profile. **VIEW** (password required)
 - Create volunteer profile:** To create a volunteer profile for the first time, press the following button: **CREATE**
 - Change profile:** To change your volunteer profile, press the 'CHANGE' button **CHANGE** (password required)
 - Reset password:** If you previously registered and forgot your password, enter your email address and then press the 'RESET' button to have a new password emailed to you:
Email **RESET**

Enter your personal information. Your e-mail address will be your user ID. Please remember your password. If you do forget, however, you can always re-set your password on the Volunteer Home page. **There will be one ID per family (not per player). Please note that if you sign up for multiple ID's for the same family, you may end up being assessed too many volunteer hours!**

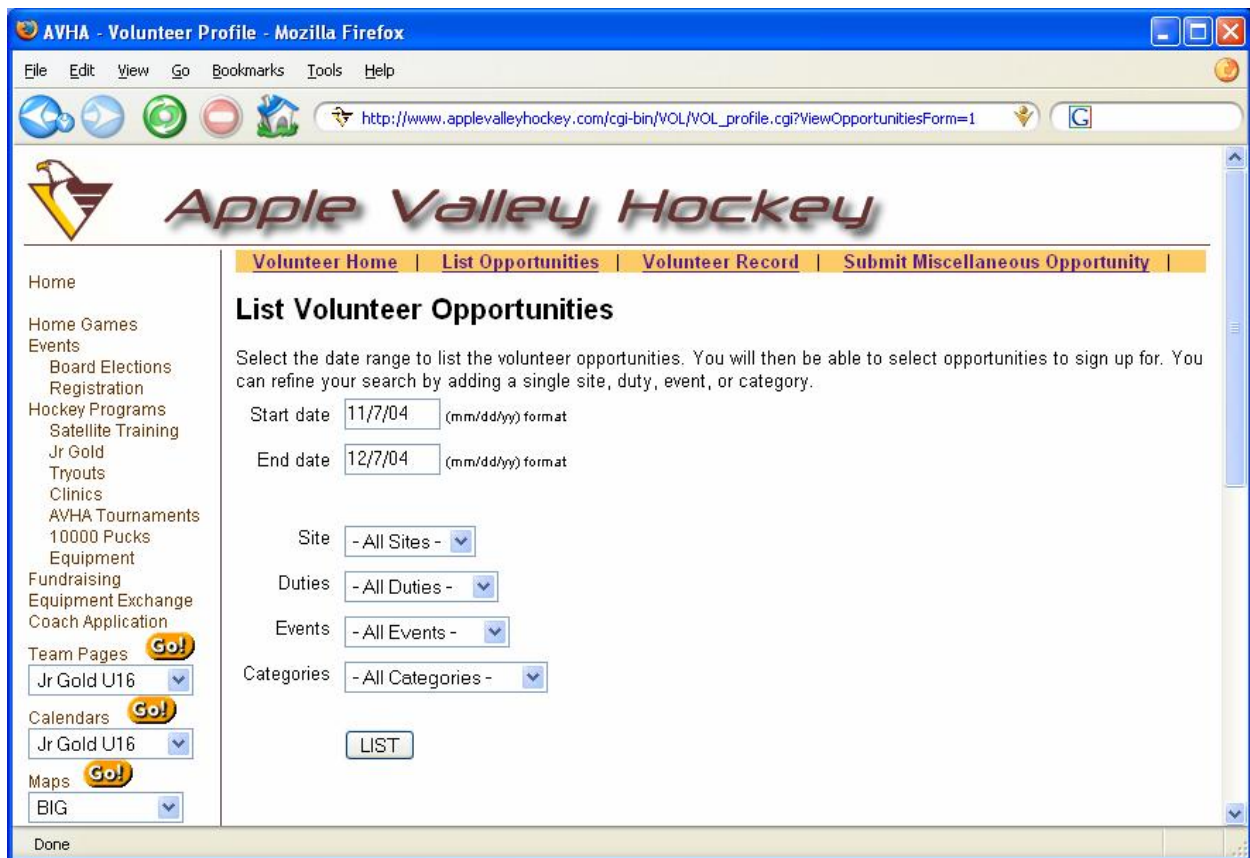


Click on the CREATE PROFILE button. The number of players for your family will be cross-referenced against the registration system and validated once registration is complete, just in case there are any inadvertent typos. There is no Rec League for AVHA and you will not see this field when creating your volunteer profile.



Verify your results. If anything is incorrect, you can go back and change your profile on the Volunteer Home page (*Change Profile* section).

2. **Choose your volunteer opportunities.** Click on *List Opportunities* at the top of the page and it will take you to the List Volunteer Opportunities page. Select the criteria that you want by Date Range, Site (e.g., Hayes), Duties (e.g., Concession), Event (Boys HS Game), and Category (High School Games). Or, select a date range and leave all categories as “All” to show all possible categories.




Click on the LIST button to view and select the shift(s) that best meet your schedule.

AVHA - Volunteer Profile - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.applevalleyhockey.com/cgi-bin/VOL/VOL_profile.cgi



Apple Valley Hockey

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Home

Home Games

Events

- Board Elections
- Registration

Hockey Programs

- Satellite Training
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- Tryouts
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Fundraising

Equipment Exchange

Coach Application

Team Pages **Go!**

Jr Gold U16

Calendars **Go!**

Jr Gold U16

Maps **Go!**

BIG

More Maps

Newsletter

AV Rinks

Columns

- Mental Training

for Hockey Players

Done

Volunteer Opportunities

Here is a list of the unfilled volunteer opportunities for your search.

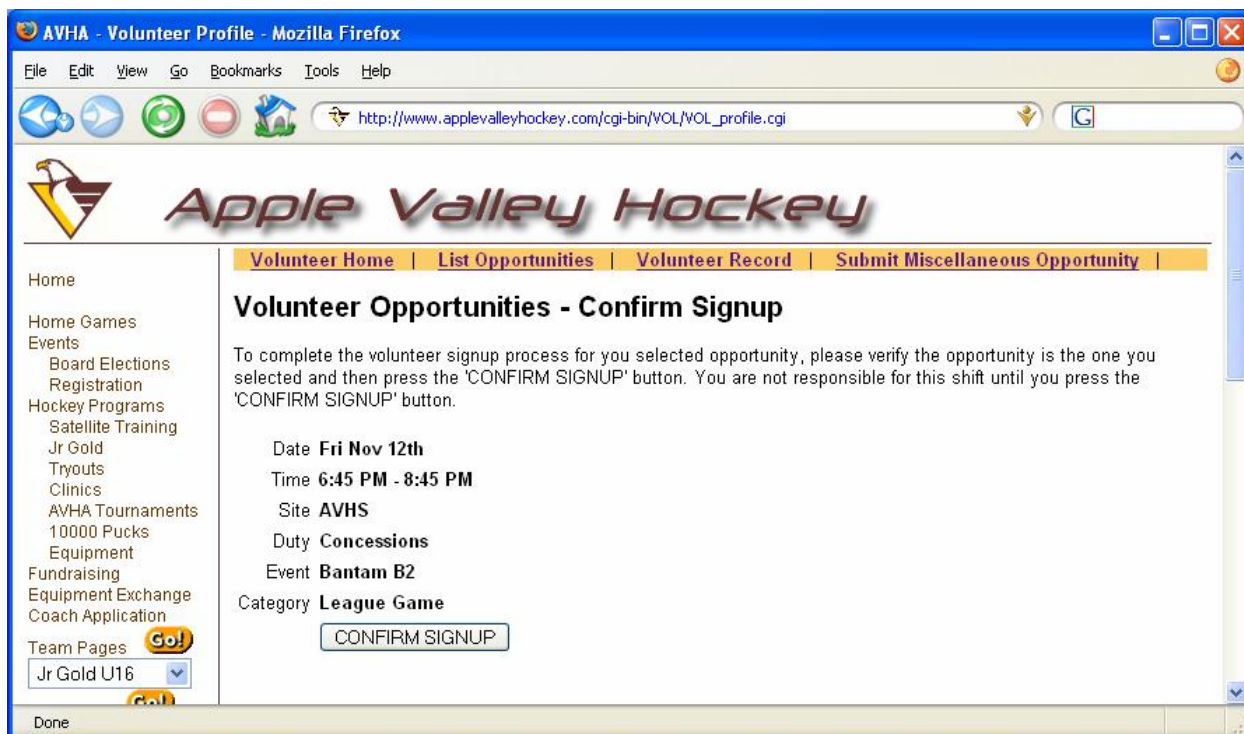
Unfilled volunteer schedule search parameters:

Dates: 11/7/04 through 12/7/04

Site: All sites
 Duty: All duties
 Event: All events
 Category: All categories

	Date	Time	Site	Duty	Event	Category
<input type="button" value="SIGNUP"/>	Sun Nov 7th	7:30 AM - 9:30 AM	Hayes	Concessions	Mite	Practice
<input type="button" value="SIGNUP"/>	Sun Nov 7th	7:30 AM - 9:30 AM	Hayes	Concessions	Mite	Practice
<input type="button" value="SIGNUP"/>	Sun Nov 7th	9:30 AM - 12:30 PM	Hayes	Concessions	Mite	Practice
<input type="button" value="SIGNUP"/>	Sun Nov 7th	9:30 AM - 12:30 PM	Hayes	Concessions	Mite	Practice
<input type="button" value="SIGNUP"/>	Mon Nov 8th	7:00 PM - 8:30 PM	Hayes	Concessions	Open Skating	Open Skating
<input type="button" value="SIGNUP"/>	Mon Nov 8th	7:00 PM - 8:30 PM	Hayes	Concessions	Open Skating	Open Skating
<input type="button" value="SIGNUP"/>	Fri Nov 12th	6:45 PM - 8:45 PM	AVHS	Concessions	Bantam B2	League Game
<input type="button" value="SIGNUP"/>	Fri Nov 12th	6:45 PM - 8:45 PM	AVHS	Concessions	Bantam B2	League Game
<input type="button" value="SIGNUP"/>	Sat Nov 13th	1:30 PM - 3:30 PM	Hayes	Concessions	Mite	Practice

Click on the SIGNUP button for the shift that you want. After confirming each shift, you can come back and select another shift.



Click on the CONFIRM SIGNUP button to confirm. **If the information is incorrect, click the BACK (or equivalent) button on your browser or click on *List Opportunities* at the top to go back and select again.**

- Show up for your shift, sign the validation sheet to verify your completion, have fun on your shift, and accept the gratitude of AVHA for volunteering! There will be a central volunteer sign-in sheet at each venue. **YOU WILL ONLY RECEIVE CREDIT FOR YOUR SHIFT IF YOU SIGN IN!****

Finally, you can monitor your status so that you know how many shifts you've completed, what you have scheduled, and how many more hours you have remaining. You can also make a request to CANCEL your shift if you've inadvertently signed up for the wrong shift or for other extenuating circumstances. **Remember, you are responsible for your shift until you receive e-mail confirmation that your cancellation request has been accepted. Also, no requests will be accepted within 3 days of the scheduled shift date.**

Your shifts will be validated once you've completed them and they've been entered into the system, usually on a weekly basis.

AVHA - Volunteer Profile - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.applevalleyhockey.com/cgi-bin/VOL/VOL_profile.cgi?ViewRecord=1

Apple Valley Hockey

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Volunteer Record

Summary

Season obligation	8 hours
Validated hours worked	0 hours
Unvalidated hours worked	0 hours
Scheduled hours	2 hours (Cancellation request: 0 hours)
Validated miscellaneous opportunities	0 hours
Unvalidated miscellaneous opportunities	0 hours
Remaining obligation	6 hours (Assumes you will work your remaining shifts and unvalidated hours will be validated)

Your season obligation is valid only if you have entered in the proper number of players in your family. You have entered traveling players in your family.

Details

Obligations: Fri Nov 12th 6:45 PM - 8:45 PM AVHS Concessions

Hours worked: You have not worked any hours

Miscellaneous opportunities: You have not worked any hours

Done

Note your one Concessions shift appears here. Your regularly scheduled shift has not yet been worked.

We hope that the new on-line Volunteer system makes your life easier and makes volunteering for AVHA as close as humanly possible to being fun. We thank you for helping our program to be successful and for ultimately benefiting our kids.