



ST. JOSEPH'S CATHOLIC SCHOOL



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Dear Parents:

Our HSA is now using a web-based tool to help us manage all our volunteer information. PTO Manager's **Volunteer Builder** system allows us to register volunteers, assign volunteers to events, schedule work assignments, communicate with our volunteers through email, and track hours worked on events. **Volunteer Builder** will make it much easier and more efficient for our event coordinators to manage their committees.

As a HSA member, you have the ability to register yourself in the system, view event details such as date and tasks, volunteer for events, email event coordinators directly, log your hours, and view total hours you've volunteered to date. The information is password-protected and the site is secure so the information is only available to authorized members of our HSA.

We are very excited about this new system, and encourage you to sign on and check it out. This hand-out will walk you through the system. Go to <http://www.stjoes.ptomanager.com> to get started. The School website will also be updated, similar to PowerSchool, to provide a link to the Volunteer Manager site.

As part of helping you to learn this system, we will be hosting demonstrations right after morning drop-off and right before afternoon pickup. We will keep you posted of when these will be scheduled.

Please watch these videos as they show the features and basic use of the Volunteer Manager (please note, we have not fully implemented all parts):

- Set-up and Find Recruits
 - http://www.ptotoday.com/manager/video/VB_find-recruit.html
- Track and Record Hours
 - http://www.ptotoday.com/manager/video/VB_track.html
- Quickly Recruit or Communicate
 - http://www.ptotoday.com/manager/video/VB_communicate.html
- Plan or Run an Event
 - http://www.ptotoday.com/manager/video/VB_plan.html

Any questions about the Volunteer Builder system please contact:

Tucker Anderson at tucker@4anderson.net

Thank you for volunteering for our HSA!

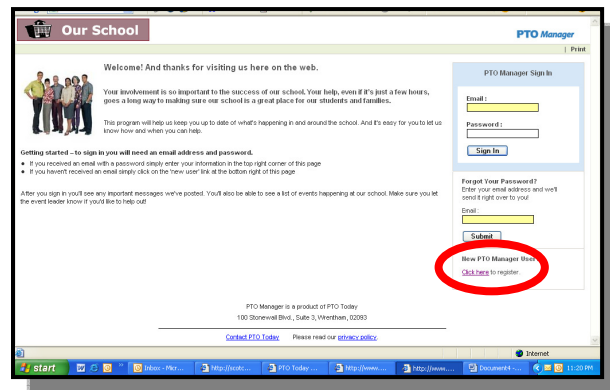
Assignment Mode: Self With Approval

How Do I Use the System?

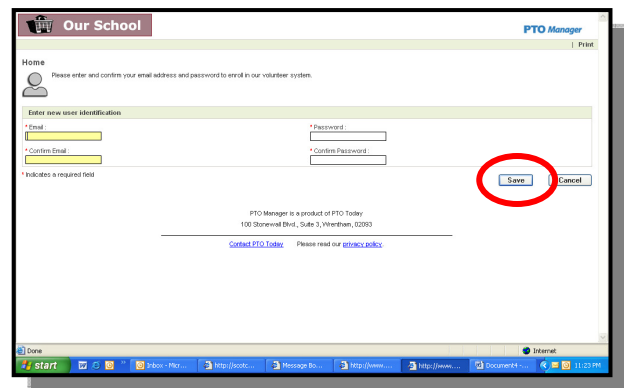
1. Go to www.stjoes.ptomanager.com
2. Accessing the System

If you received an email from your HSA's Volunteer Coordinator welcoming you to PTO Manager, you are already registered. Make note of the password that has been automatically assigned to you. Simply enter your email and password in the space provided. Alternatively, you can click on the link included in the email message and you will be logged directly into PTO Manager. Once in the system, you will be able to change your password and review all your data to ensure it is accurate. You can follow the steps in section 3 to review your data.

If this is the first time you've visited and you did not receive a welcome email from PTO Manager with a password then you must register as a new volunteer in the system, click on **Click Here to Register**.



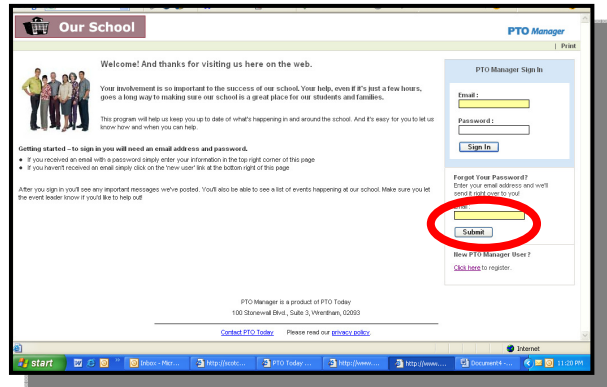
Next, enter your email address and a password. Type them again to confirm. Click on **Save**.



Note: It's okay to have more than one user in the system with the same email address. This might happen if both you and your spouse register in Volunteer Builder with the same email address. If you enter an email address that is already in the system, you will see a warning message. Click "Confirm" to continue with the duplicate email address. Each user must have a unique password.

If the user already in the system is you, do not click confirm as you will be putting yourself in the system twice. Simply return to the login page and enter your email address under "Forgot Your Password?" Your password will be sent to you and then you can log into the system.

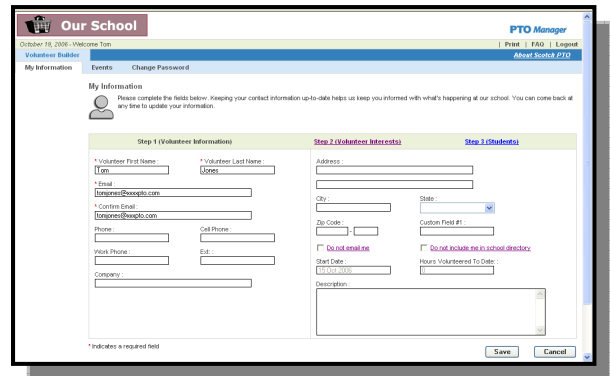
If you have forgotten your password, enter your email address on the home screen under **Forgot Your Password?** and your password will be sent automatically to that address.



3. Registration Process

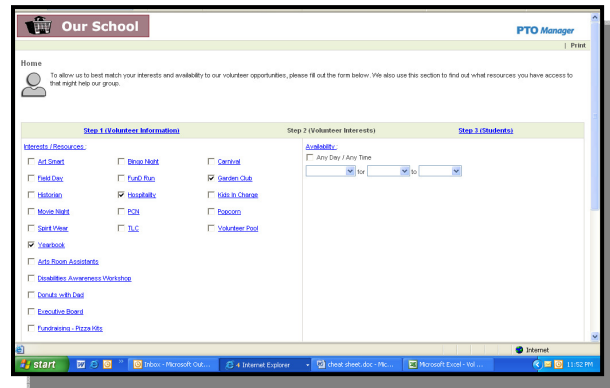
Now you can enter information about yourself and your interests.

- **Step 1** – First Name, Last Name, Email, and Email Confirmation are required. The other data is also extremely helpful to help us properly communicate with all our volunteers. *(Verify your information is correct. Please note we only added one account per family. You can request to add a new account if you would like to split your account for each parent)*

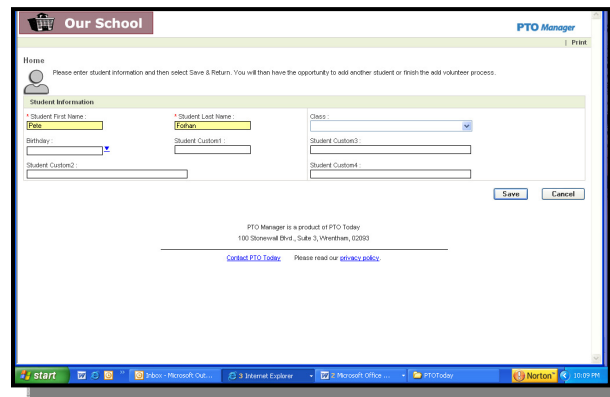


(This tab is not used at this time, but will be used in the future)

- **Step 2** – Click on the **Step 2** tab in the middle of the screen (or hit the **Save** button) to enter your interests and skills. This list is customized for our school and PTO. Also enter your time availability for volunteering with the PTO.

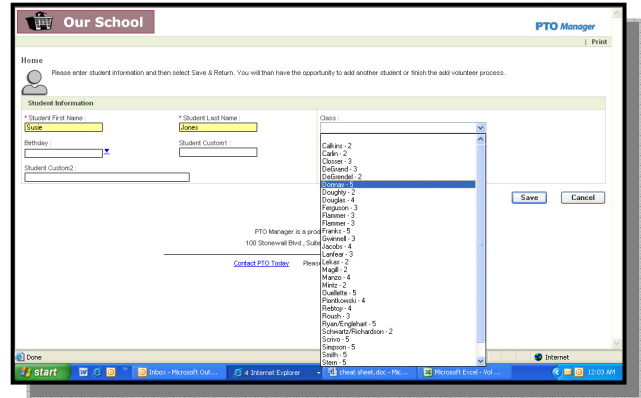


- **Step 3** – Click on the **Step 3** tab (or hit the **Save** button) to enter your student(s). Click **New Student**. First and Last Name are required, the other information is optional. Though not required, we



request you enter your child's teacher in the box labeled "Class".

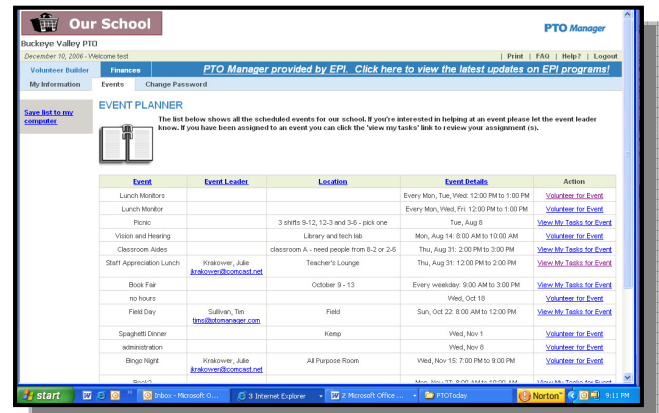
- There is a pull-down list attached to the "Class" box so you can select the proper teacher.
- You may enter more than one child if necessary. Just click **New Student** again. When you are done entering your students – click **Save** and then **Login** to enter the system.



4. Get Involved in Events

To view the upcoming events for our PTO, click on "**Events**" on the blue bar across the top of the screen. Here you can view PTO events, the leader for each event, the event's date, time, and location. If you want to contact the event leader, click on her email address.

For system security, Our PTO requires new volunteers to be approved before they can sign up for an event. Until you are approved, you can only view the event information. Once you are approved, you can then volunteer for an event by clicking on **Volunteer for Event** in the far right column.



If you are already assigned to an event, you will see **View My Tasks for Event** next to the event. Click here to see the details of the event including your specific tasks and times.

5. Log Tasks, Shift Times or Hours

If you are initially volunteering for the event, enter the Task, the Date, and the

