



VolunteerMatters Personal Kiosk Quick User Guide

Version 2.0

VolunteerMatters Personal Kiosk: Quick User Guide

Personal Kiosk allows a contact within an organization that subscribes to the VolunteerMatters Kiosk Add-on Module to login from their mobile device and sign-up and withdraw from shifts on your volunteer calendar, as well as sign-in and sign out of any shift they had previously signed up for. If enabled on a volunteer calendar you must be within X number of meters of your calendar specified address to sign in or out of a shift. For more information on the location services contact your organization administrator.

To start a personal kiosk session, open a browser window on your mobile device and enter the following URL:

<https://www.volunteermatters.net/kiosk/{customercode}>

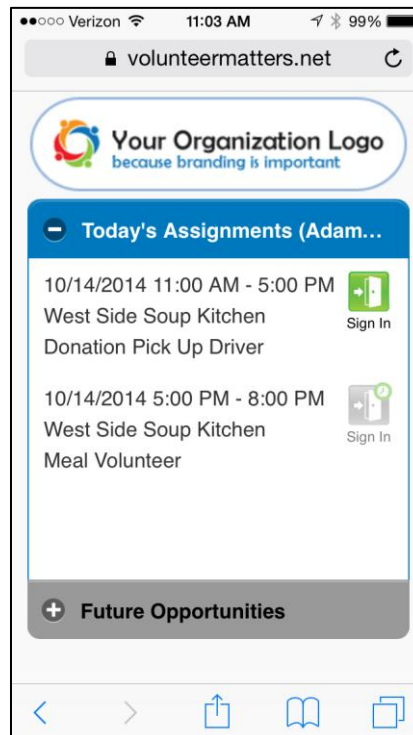
Where {customercode} is your customer code. For example if the code was “demo” (without quotes), your URL would be <https://www.volunteermatters.net/kiosk/demo>.

After logging in there are two views available to you:

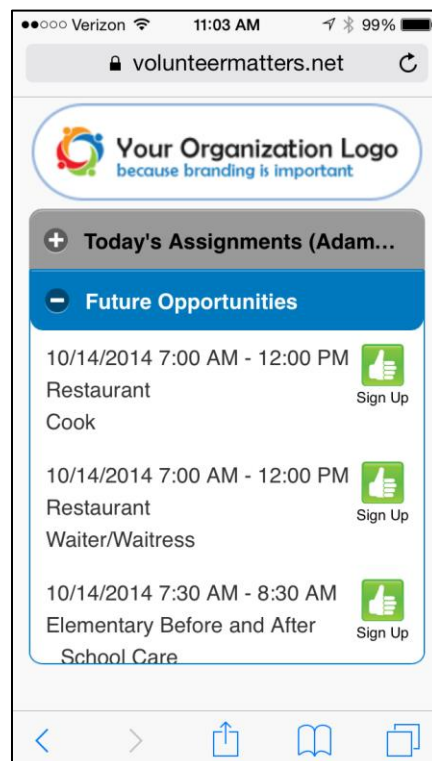
1. Today’s Assignments - where you can sign in or out of already assigned shifts.
2. Future Opportunities – where you can view upcoming shifts and sign up for available shifts, waitlist for shifts (if available), or withdraw from shifts already signed up for.

It will default to “Today’s Assignments” if there is a shift occurring on that day that you have previously signed up for. If no assignment is present that day it will default to “Future Opportunities”.









Today's Assignments:






Future Opportunities:



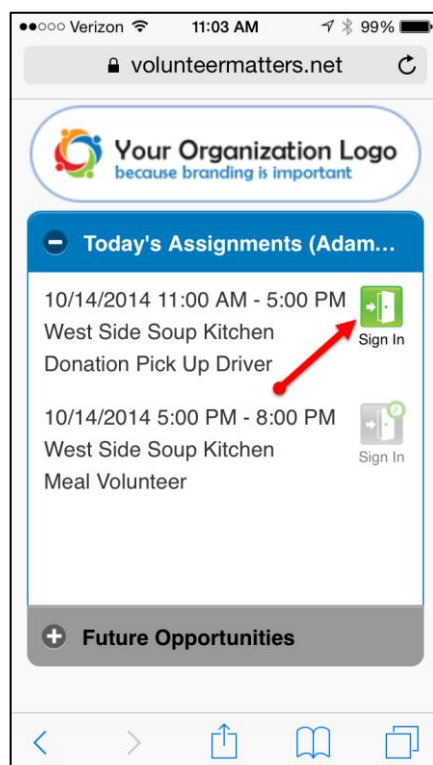
There are a number of icons available to you for your assigned shifts or available shifts. They are as follows:

Today's Assignments	
	Sign-In (You are free to sign-in now)
	Too Early (You can't sign in yet - too far from scheduled shift start time)
	Too Late (It is too far past the shift start time for you to sign in)
	Sign-Out (You can now sign out of the shift)
	Sign-Out First (You can't sign into this shift until you've signed out of your current assignment)
Future Opportunities	
	Sign-Up (This shift is available for you to sign-up)
	Wait-list (This shift is full but you may be added to a wait-list)
	Withdraw (You are already signed up for this shift. You can withdraw your assignment if you no longer want the assignment)

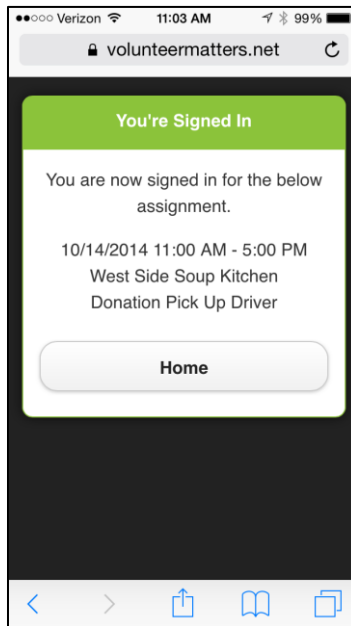
	<p>Already Assigned (You are already signed up for this shift. It is within the lock-in period so you cannot self-withdraw via the portal)</p>
	<p>Already Waitlisted (You are already on the wait-list for this shift)</p>
	<ul style="list-style-type: none"> • Locked (Shift is locked by an administrator or within the lock-out period) • Full (Shift is full) • Too Late (Too Late to sign-up)

Sign-In

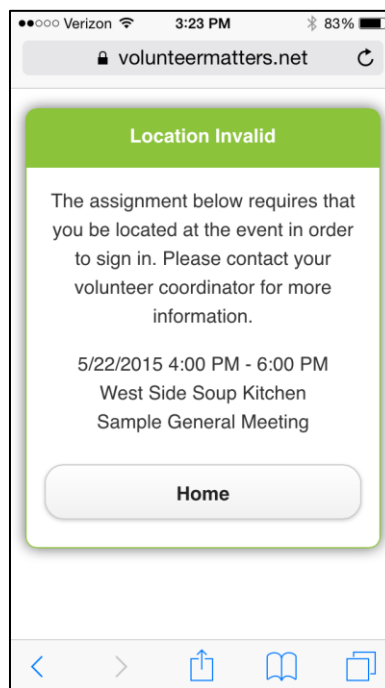
If you do have an assignment for that day, you can log into the kiosk and then will be presented with the opportunity to sign-in for that shift if it is within the time allowed to do so.



Once you click sign-in you will receive confirmation and you can click "Home" to return to the kiosk main window.



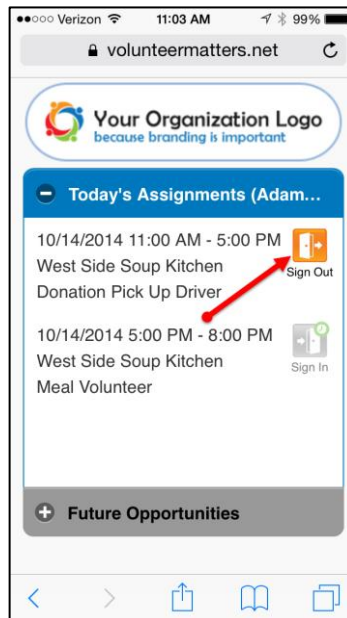
If the volunteer shift you are attempting to sign into is under a calendar using location services you must be within X number of meters of a specified address to be able to check in or out of that volunteer shifts via the Personal Kiosk Check-in on your mobile device. If you are not within the required distance you will see the following screen:



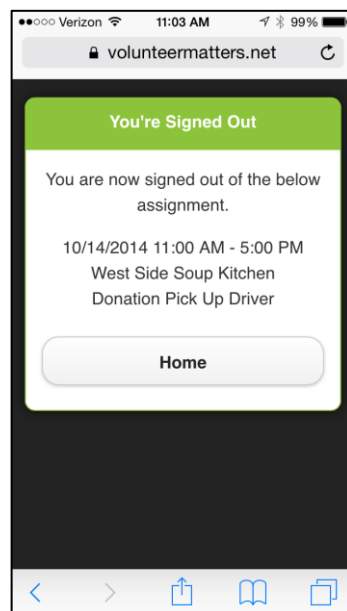
You will need to contact your organization administrator for more information on the location address and distance required. The default distance is 100M.

Sign-Out

If you are currently signed into an assignment for that day, you can log into the kiosk and then you will be presented with the opportunity to sign-out for that shift.

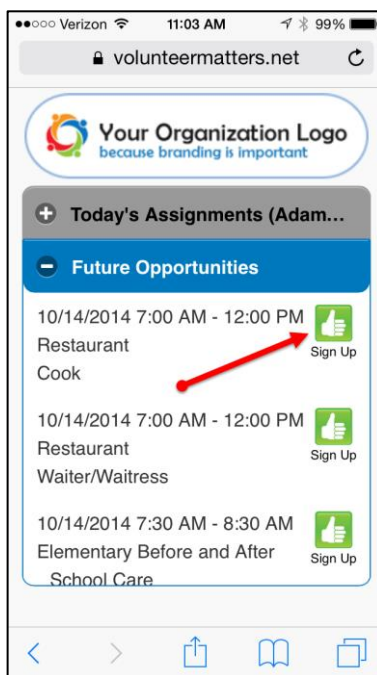


Once you click sign-out you will receive confirmation and you can click "Home" to return to the kiosk main window.

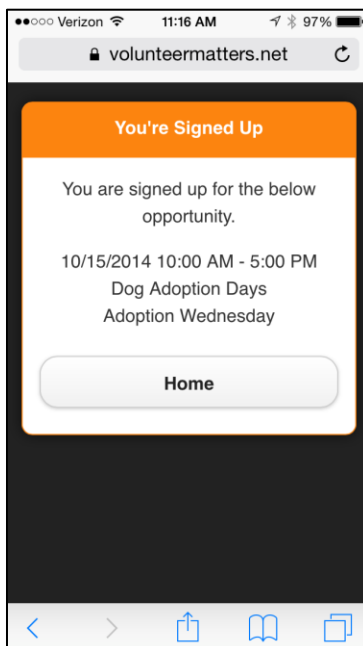


Sign-Up

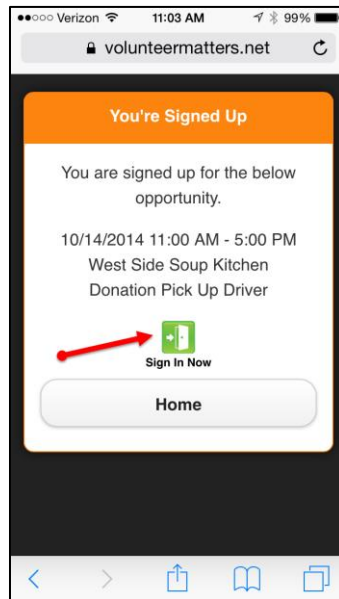
If you do not have an assignment for that day or if you simply wish to view and sign-up for future shifts, you can log into the kiosk and view shifts available from the “Future Opportunities” area and click “Sign-Up”.



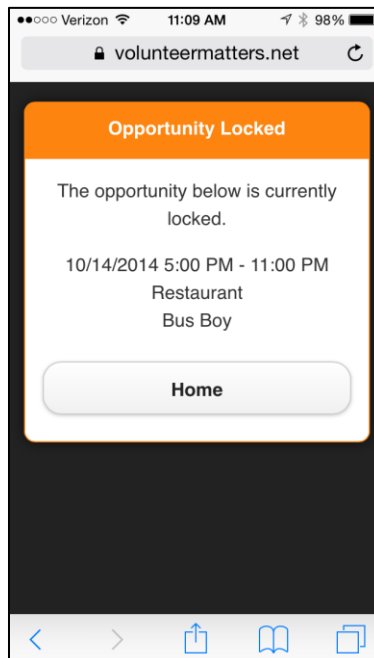
Once you click sign-up you will receive confirmation and you can click "Home" to return to the kiosk main window.



However if the shift that you sign-up for is within its sign-in time you will be presented with a confirmation window that also allows you to “Sign-in” or you simply can return to the kiosk main window by clicking “Home”.

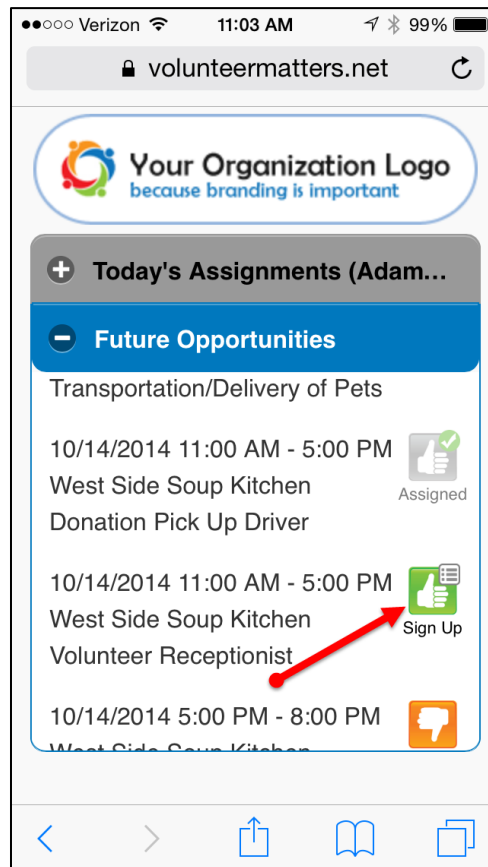


If you have been reviewing future opportunities for a little while and shift has become no longer available and you click on the “Sign-Up” icon you will be presented with the following “Shift is Locked” confirmation and you can return to the main kiosk main window by clicking “Home”. This will be a rare occurrence.

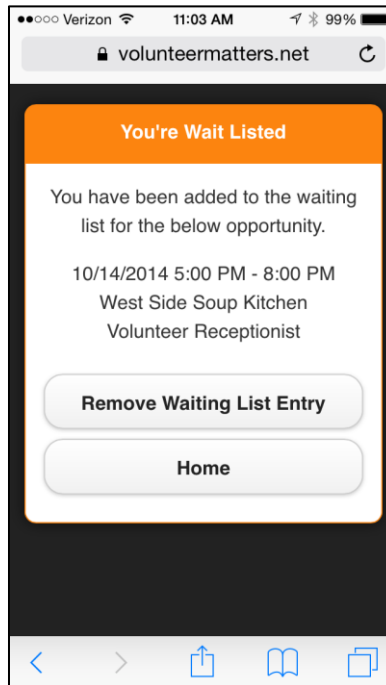


Wait-list

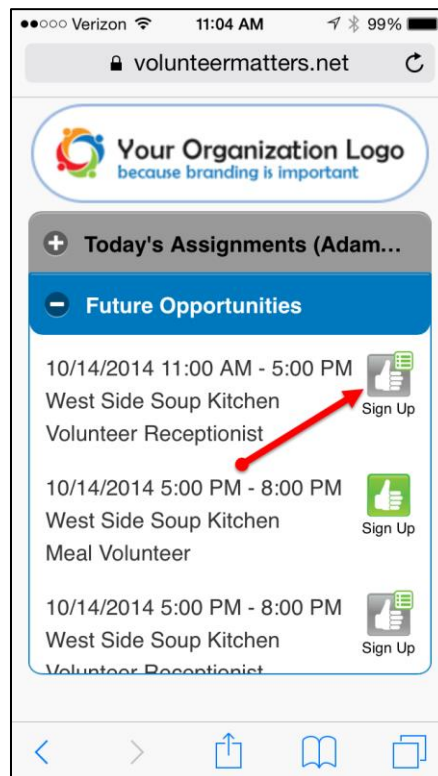
If you do not have an assignment for that day or if you simply wish to view and sign-up for future shifts, you can log into the kiosk and view shifts available from the “Future Opportunities” area. If a shift is full and you wish to be added to the “Wait-list”, you can click on the “Wait-List” sign-up icon.



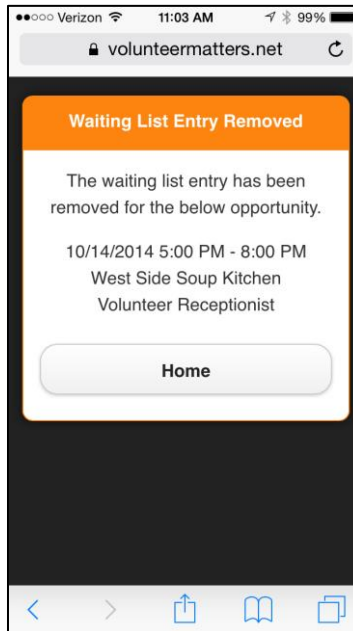
Once you click sign-up you will receive confirmation you have been added to the waitlist and you can remove your wait-list entry, or return to the kiosk main window by clicking “Home”.



After you have been added to a waitlist you will see the following icon on the opportunity.

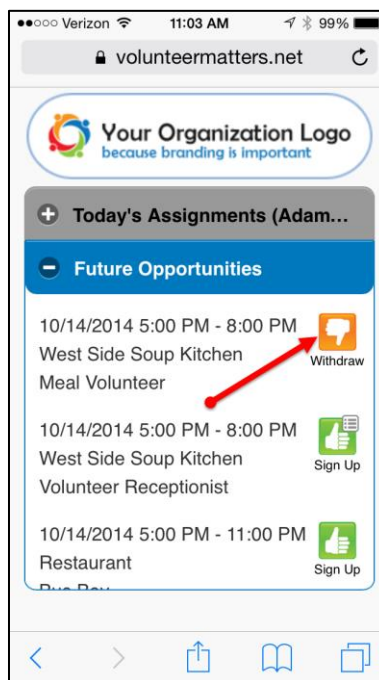


You can remove yourself from the wait-list by clicking on the signup and clicking "Remove Waiting List Entry".

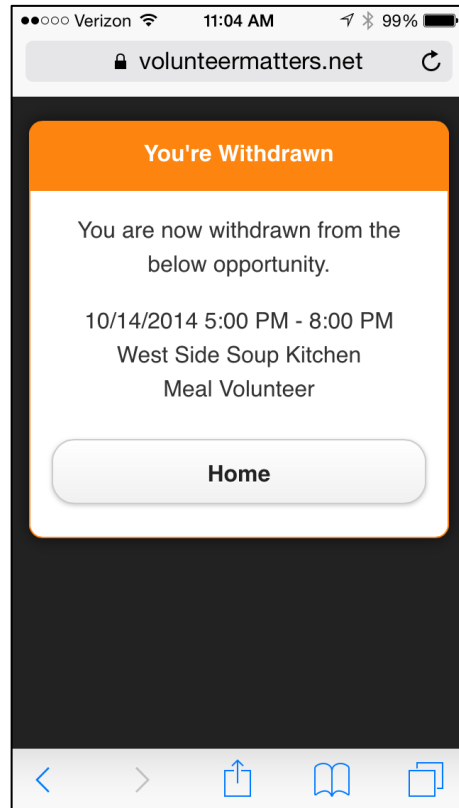


Withdraw

If you are currently signed up for a shift and you wish to withdraw and it is in the allowable withdraw period, you can log into the kiosk, click on the "Future Opportunities" area and scroll down to that shift and withdraw.



Once you click withdraw you will receive confirmation and you can click "Home" to return to the kiosk main window..



If your organization utilizes a VolunteerMatters Components Website or an VolunteerMatters Enhanced Portal a more concise redirect may have been created. For example, <http://www.yourdomain.org/checkin>. If you need your customer code or redirect please do not hesitate to contact VolunteerMatters support via the support portal.

*****The account logging in must have the base "Contact"/"Member" or "Volunteer: Active Contact" role in the system (the naming will depend on your individual system configuration.) The Personal Kiosk permission is assigned to that base role.*****