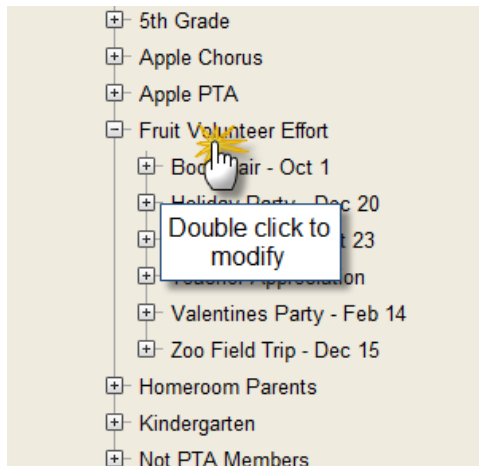


Adding a Token

1. Log into your Admin account.
2. After you have completed adding your groups go back to the tab <Groups & HH> and click on **View / Modify Existing Groups**

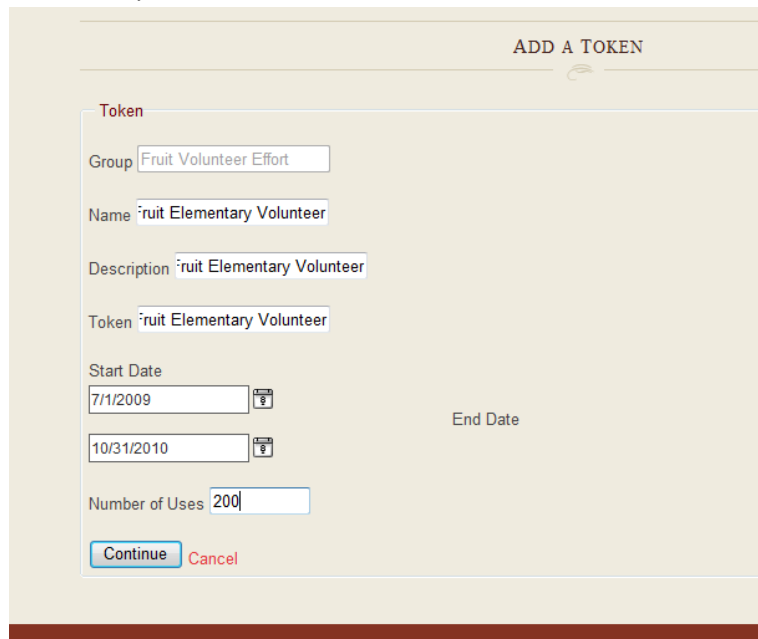


3. Take a look at your structure and then double click on your overall volunteer group, such as this case: Fruit Volunteer Effort:



4. Scroll to the bottom and click on the red words **Add a Token**

5. Add the token (or invite) as you decide before. In our case: *Fruit Elementary Volunteer*



ADD A TOKEN

Token

Group: Fruit Volunteer Effort

Name: ruit Elementary Volunteer

Description: ruit Elementary Volunteer


Token: ruit Elementary Volunteer

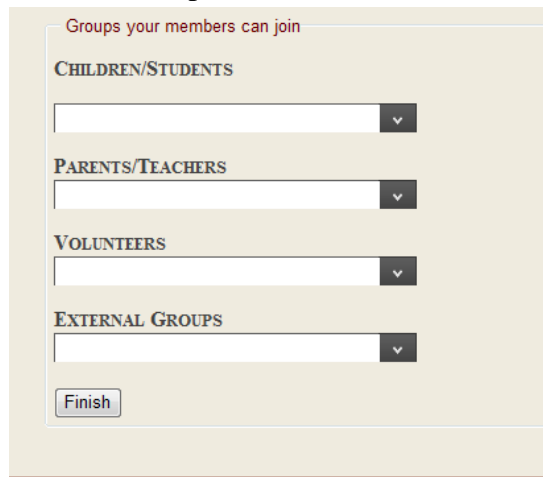
Start Date: 7/1/2009

End Date: 10/31/2010

Number of Uses: 200

Continue Cancel

- a. Fill in the blanks the field of Token will be what you give the parents to join the various groups.
 - b. The Start and end dates tell the system when people can use the token.
 - c. The number of uses tell the system how many times it is allowed to be used.
6. Click on the  button (or cancel to back out).
 7. Here is the response screen:



Groups your members can join

CHILDREN/STUDENTS

PARENTS/TEACHERS

VOLUNTEERS

EXTERNAL GROUPS

Finish

8. Now click on the dropdown arrow to the right of Parents/Teachers and *select all the specific groups under the volunteer effort not the overall*

group. Please see below for example:

CHILDREN/STUDENTS

PARENTS/TEACHERS

- Fruit Volunteer Effort
 - Book Fair - Oct 1
 - Talent Show - Sept 23
 - Teacher Appreciation
 - Zoo Field Trip - Dec 15
 - Holiday Party - Dec 20
 - Valentines Party - Feb 14

a. Note: if you later add more sub-groups you must edit the token here to reflect the need to include them in the parent's selection.

9. Click on the  button.

10. This is an example of part of your response screen:

TOKENS

These are the tokens for this group.

NAME	TOKEN	START DATE	END DATE	USES	USED	
Fruit Elementary Volunteer	Fruit Elementary Volunteer	07/01/2009	10/31/2010	200	0	Edit Delete

[Add a Token...](#)

11. Click on the  button and you are completed.

12. IMPORTANT: Next step. Check out how it looks and see if it looks as you would like it to look. Add yourself to the groups by going back to your household side and click on the tab <Link to a Group>

13. Remember to set up your Volunteer Chair if you wish (instructions at the end of this document)

14. Enter your newly created token and see if it allows you to pull up the groups you need.

1. Remember, whenever a member signs up for the system through the token process, an Administrator with the correct permissions must approve them.
2. Login to your Administrative side.
3. Click on the tab Groups and HH.
4. Under the heading: Manage Directory – Households and Members, click on the red link “**Bulk Member Approval**”.
5. The page return will give you the list of all potential members for your group which you have admin approval permissions for who are requesting entry.

BULK GROUP APPROVAL

APPROVED	LAST NAME	FIRST NAME	BIRTHDATE	GENDER	GROUP TO BE
<input type="checkbox"/>	Albers	Susan	Unknown	Unknown	BB, Lutheran
<input type="checkbox"/>	Albers	Anna	8/3/1988	Unknown	BB, Lutheran
<input type="checkbox"/>	Baker	Tyler	2/24/1985	Unknown	Lee's Summit
<input type="checkbox"/>	Baker	Logan	12/18/2008	Unknown	BB, Lutheran
<input type="checkbox"/>	Forsythe	Alyssa	Unknown	Unknown	BB, Lutheran
<input type="checkbox"/>	Goodrich	Ernie	3/2/1985	Unknown	Lee's Summit

6. Place a check mark in the box to the left of the name of the person requesting approval - if you wish to approve them.
7. You may also click on the “Select All” button which will, as it states, will select all by placing a check mark beside everyone in the list. To deselect every line that has a check mark click on “Select None”.
8. Once all are selected as desired; scroll to the bottom of the page and click on the button, “Approve All Checked”.
9. If you decide to back out of this function click on the “Cancel” button.

You are done! Just start communicating.