

To Create an Activity

Under the activities functionality, you may name a volunteer activity for which you wish to track hours. This is not a communication group. This functionality and reporting falls in line with the “Three for Me” reporting requirements for the National PTA program. By creating an activity and checking the “Publish” box, your members can volunteer to the groups and add their own hours. As always you may choose to only track the volunteer hours yourself. In which case, you will not click on the “Publish” box. Once you do not wish any additional hours to be added to the activity go back in and click on the box to the right of “Locked”.

It is important to note here, that this functionality is intended to track hours and not to be used for communications, though it can function in parallel. If you wish to communicate by volunteer group, create them in the “Manage Groups” area and link people to the group.

Objectives:

- You will learn how to create an activity

Summary:

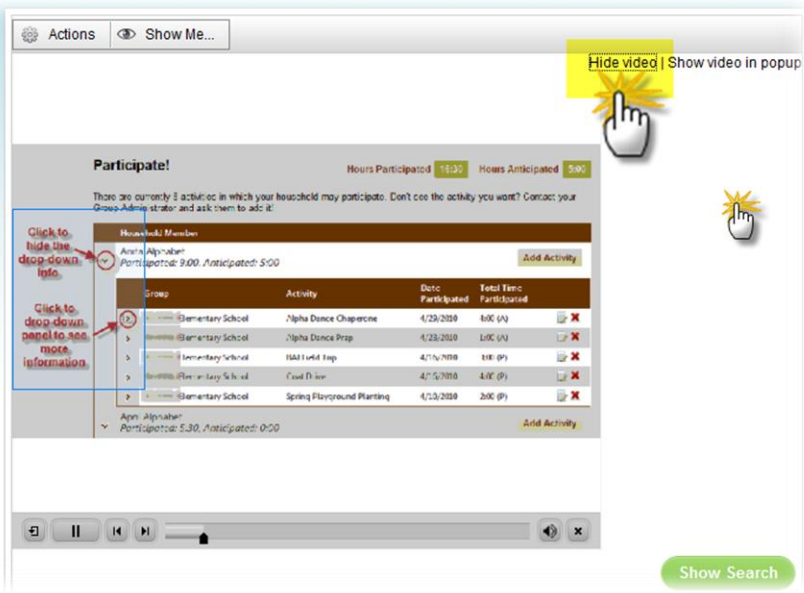
Log into your “Administrator’s Dashboard” → Click on “Create an Activity” under the “Blue Ribbon” icon → Click on the “Actions” button → Select “Add Activity” → Set your parameters in all required fields → Click on green “Save” button

Detailed Instructions:

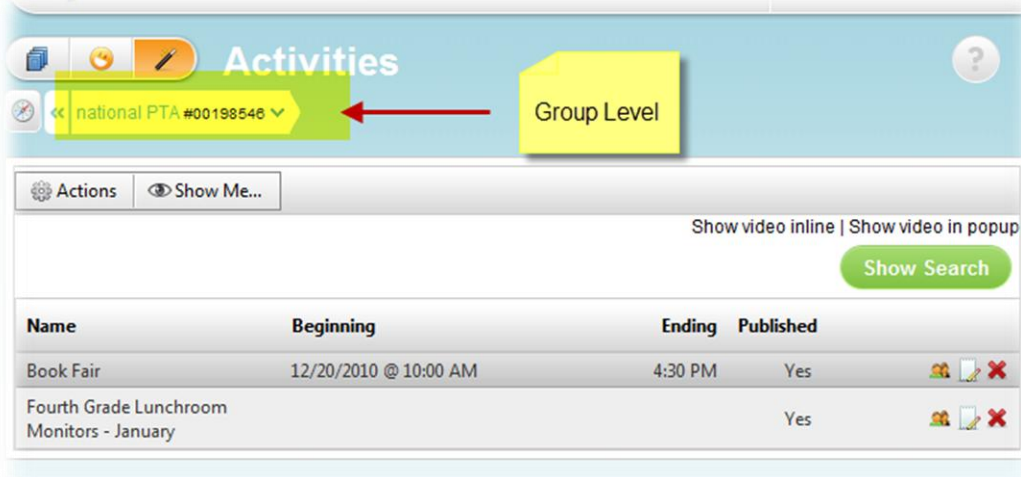
1. Log into your Admin side
2. Locate the Activities Box on you Admin Dashboard. It will be the box with the  Icon and click on the blue words “Create an Activity”



3. If you come to a screen with a video you may wish to click on the hide video button.



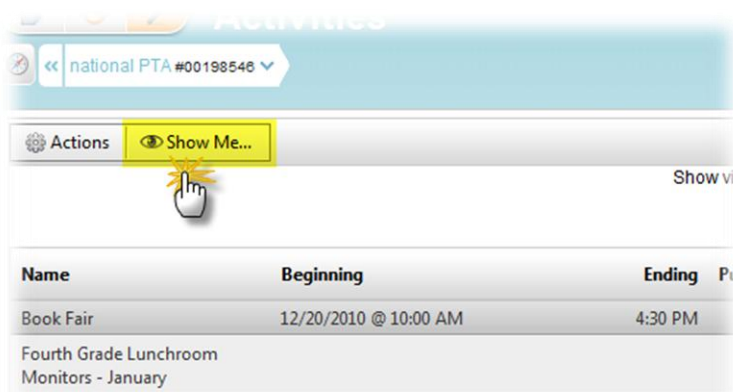
4. You will receive a page that looks something like this (it will show any current activities you have set for the group level you are at)



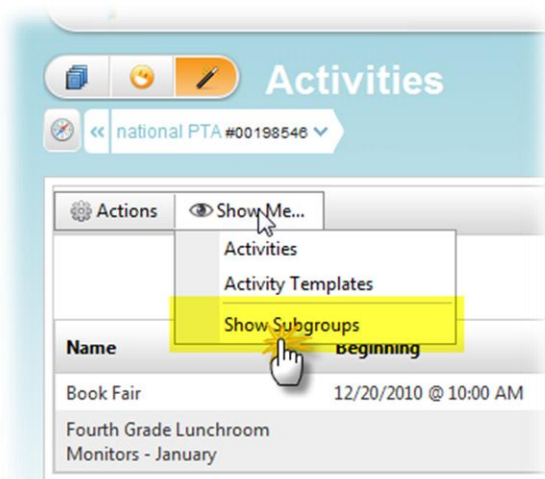
5. It is recommended that you do the following each time you arrive at this page:
 - a. Be sure you are at highest level you are an admin for. If you are at any subgroup click on the group name to the farthest left you can click on. See an example below:



- b. Also, click on the  button

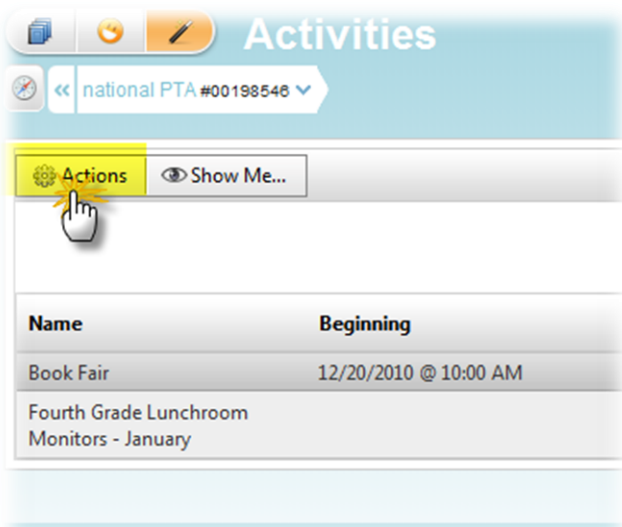


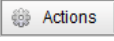
c. Then select “Show Subgroups”

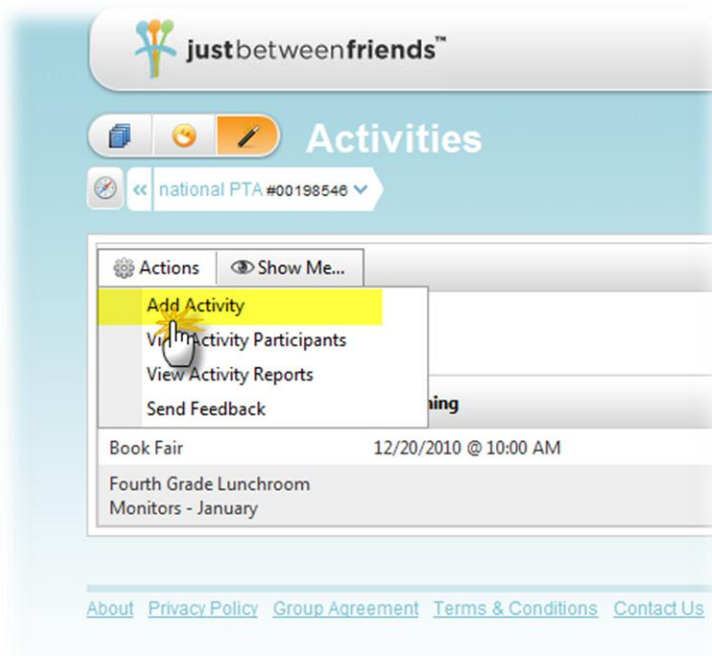


Hint: If you do not think you are seeing what you should be check to be certain it says **Activities** above your group

6. To add an activity start by click on the  **Actions** button



7. You should see something like shown below. Now to add an activity, you may click on “Add Activity” under the  **Actions** button.



Enter the following information in this dialog box that pops up:

- a. Name of Activity: Ex: Fall Book Fair.
- b. Description
- c. Location of activity
- d. Date and time
- e. Published: Do you want parents to self-join and add hours to the activity?
- f. Locked: Check mark this when you wish to close the editing of hours for the activity.
(no one can list any more hours under the activity)
- g. Categories for the activity – reporting purposes.

friends Simon Ho

NEW Activity

Group national PTA (PTA #00198546)

Use Template:

Name:

Description:

Location:

Date: from to

Published Locked

Categories:

- Advocacy
- Communi
- partnership
- development/
- outreach
- Communi
- Service
- Field trip
- choreography

Which groups may join in this activity?

- national PTA (PTA #00198546)
 - 2nd Grade
 - 3rd Grade
 - 4th Grade
 - 5th Grade Classrooms
 - First Grade
 - I want Communication
 - I want to Volunteer
 - Newsletter
 - Newsletter List

Cancel Save Save & View Participants

8. Here is an example of an activity to add:

NEW Activity

Group national PTA (PTA #00198546)

Use Template:

Name:

Description:

Location:

Date: from to

Published Locked

Categories:

- School
- spirit/
- recognition
- School
- staff
- administrative
- support
- Student
- academic

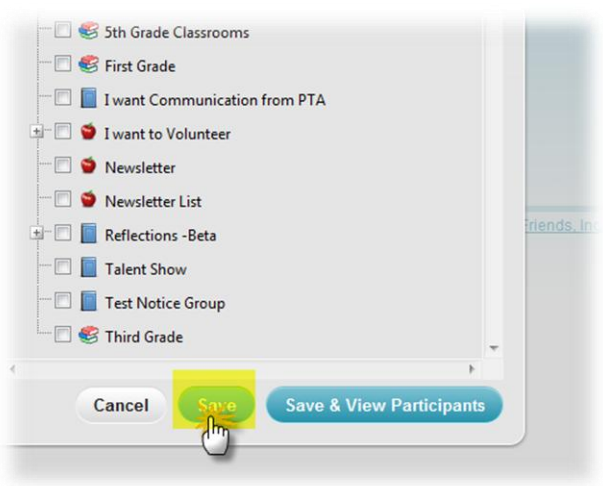
Which groups may join in this activity?

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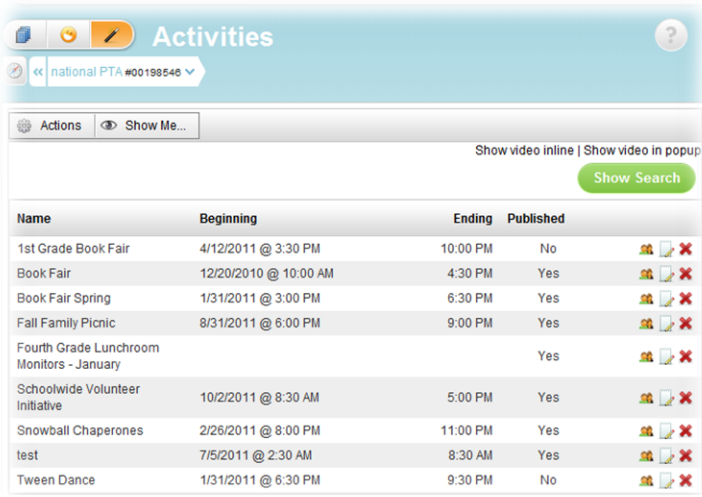
Cancel Save Save & View Participants

9. Once you have added this essential information you will need to select a group of people who can join this activity. For example if this was a fourth grade project you would want to select only fourth grade parents and therefore only check mark the 4th grade.

10. Once you have entered your information click on the  button



11. Your activity should appear in the list which will be shown after you click on the  button.



























Activities

national PTA #00198548

Show video inline | Show video in popup

Show Search

Name	Beginning	Ending	Published	
1st Grade Book Fair	4/12/2011 @ 3:30 PM	10:00 PM	No	  
Book Fair	12/20/2010 @ 10:00 AM	4:30 PM	Yes	  
Book Fair Spring	1/31/2011 @ 3:00 PM	6:30 PM	Yes	  
Fall Family Picnic	8/31/2011 @ 6:00 PM	9:00 PM	Yes	  
Fourth Grade Lunchroom Monitors - January			Yes	  
Schoolwide Volunteer Initiative	10/2/2011 @ 8:30 AM	5:00 PM	Yes	  
Snowball Chaperones	2/26/2011 @ 8:00 PM	11:00 PM	Yes	  
test	7/5/2011 @ 2:30 AM	8:30 AM	Yes	  
Tween Dance	1/31/2011 @ 6:30 PM	9:30 PM	No	