


Add Volunteers to an Activity/Committee

What this is

This feature will allow you to track which volunteers are interested in different activities.

How to do it

<p>Step 1</p>	<p>Log into the Admin Area of HelpCounter by going to www.helpcounterweb.com and entering your administrative log on. It is the one ending in '-adm'.</p> <p>If you are on the computer used for signing in, click on the work 'Admin' in the lower right corner of the main sign in window.</p>	
<p>Step 2</p>	<p>In the Administrative Area, click in the panel on the left side of the page labeled 'View & Edit Data'.</p>	
<p>Step 3</p>	<p>Near the middle of the page, click on Individual Activities/Committees.</p>	
<p>Step 4</p>	<p>Select the activity from the list.</p>	
<p>Step 5</p>	<p>Click on 'Update Volunteer List'.</p>	

<p>Step 6</p>	<p>Check the box for each volunteer you'd like to add, and uncheck for those you'd like to remove.</p>	 <p>The screenshot shows a window titled "Carnival" with a blue header. Below the header are two buttons: "Save Changes" and "Cancel". The main content is a table with three columns: "Member", "Volunteer", and "Chair". The "Volunteer" column lists names. Each name has a checkbox in the "Member" column and a checkbox in the "Chair" column. The names and their checkbox states are as follows:</p> <table border="1"> <thead> <tr> <th>Member</th> <th>Volunteer</th> <th>Chair</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Aabacus, Harold</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Abbas, Vicki</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Abbot, Nicole</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Abrams, Charlene</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Abrams, Donald</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="3"><hr/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Ajami, Fatemah</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Al-Saeed, Katherine</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Alexander, Frances</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Alfordson, Laura</td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Alfred, Tonya</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Member	Volunteer	Chair	<input type="checkbox"/>	Aabacus, Harold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Abbas, Vicki	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Abbot, Nicole	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Abrams, Charlene	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Abrams, Donald	<input type="checkbox"/>	<hr/>			<input type="checkbox"/>	Ajami, Fatemah	<input type="checkbox"/>	<input type="checkbox"/>	Al-Saeed, Katherine	<input type="checkbox"/>	<input type="checkbox"/>	Alexander, Frances	<input type="checkbox"/>	<input type="checkbox"/>	Alfordson, Laura	<input type="checkbox"/>	<input type="checkbox"/>	Alfred, Tonya	<input type="checkbox"/>
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<p>Step 7</p>	<p>At the top of the page, save you changes.</p>	