

Meet The Need Event Module

Meet the Need's event module allows you to . . .

- easily create your own event from your Meet The Need dashboard
- post customized volunteer/goods needs in categories you create
- track volunteers and goods conveniently with comprehensive reports
- search and adopt needs efficiently

Create an Event

From your dashboard choose Our Events > Create an Event. Complete the event form (see print screen below).

- Event Name – Enter the name of your event.
- Event Description – Enter the description of your overall event (not individual needs)
- Upload logo/image – Choose a logo or image from your computer that will enable your event needs to be easily recognized on the MTN search page.
- Add Categories – You can create categories a variety of ways (by location, by skills, by people groups being served, etc.) for both volunteer and/or goods needs. How you choose to set up subcategories depends on how your event is organized and how you foresee volunteers predominantly searching for your needs. See examples below.
 - by location: location1, location 2, location 3, etc.
 - by skills: parking, food, entertainment, etc.
 - by people groups: elderly, children, single parents, etc.

Post Needs

Once your event has been created, you are ready to post needs . . .

Events > View, Track, and Update Events > Post Needs
Complete the need form.

You can create one-time or recurring needs, determine on which websites your needs will appear (Public, Semi-Private, or Private), plus more! (see print screen on left).

Multiple Shifts

For needs with multiple shifts during a day, enter one shift time in the need form (pictured above) > Insert.

From your dashboard – Our Events > View, Track, and Update Events > click on the number in Open Needs report of the event (see print screen below) > next to the need, choose Add Shifts

Event Name	Contact	Activation Status	Members	Open Needs	Filled Needs	Expired Needs	Pending Commitments	Completed Commitments	Action
Angel Tree Saline County	sgreahg.dikfdkfgj@oidufid.com 654-654-6546	Active - Click to Deactivate	1	0	0	0	0	0	Edit Post Need
Bell Ringers - Saline County	sgreahg.dikfdkfgj@oidufid.com 654-654-6546	Active - Click to Deactivate	1	346	2	24	2	0	Edit Post Need

Here you can add multiple shifts per day easily (see print screen on right).

Create Links

Events

All Active To view and activate newly registered Events select Inactive

Event Name	Contact	Activation Status	Members	Open Needs	Filled Needs	Expired Needs	Pending Commitments	Completed Commitments	Action
Test Event	John Smith johnsmith@meetheneed.org 111-111-1133	Active - Click to Deactivate	1	64	2	1	3	0	<input type="button" value="Edit"/> <input type="button" value="Post Need"/> <input type="button" value="Create Link"/>

Create a link to attach to a button image on your website that shows all the needs for your event. Our Events > View, Track, and Update Events > Create Link

Read Reports

Multiple reports are available in one location for easy access
Our Events > View, Track, and Update Events

The first three sets of reports relate directly with the need (Open, Filled, and Expired Needs).
The last set of two reports relate directly with the individuals who have adopted needs (Pending and Completed Commitments) - see print screen on right.

Events

All Active To view and activate newly registered Events select Inactive

Event Name	Contact	Activation Status	Members	Open Needs	Filled Needs	Expired Needs	Pending Commitments	Completed Commitments	Action
Angel Tree Saline County	spresing dli-hydrig@oidufid.com 654-654-6546	Active - Click to Deactivate	1	0	0	0	0	0	<input type="button" value="Edit"/> <input type="button" value="Post Need"/>
Bell Ringers - Saline County	spresing dli-hydrig@oidufid.com 654-654-6546	Active - Click to Deactivate	1	346	2	24	2	0	<input type="button" value="Edit"/> <input type="button" value="Post Need"/>

Open Items of Our Event – 1 to 346 of 346

Range: All Visibility: Active View: All

Available Until	Category	Description	# of Vol's/Items	Signup#	Date Added	Status	Action
Every Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday 12:00 PM - 02:00 PM Ends 11/29/12	Location 1	BELL RINGER- Location 1 - Ring the bell at The Salvation Army's Red Kettle outside local stores in the community to help support The Salvation Army with our largest fundraiser of the year. These funds provide food and shelter for the homeless, assist with utilities and medicines for needy families, and support our Christmas programs for the Central Arkansas area. Big Link 102 N. Poplar St. Conway, AR 72143 A Salvation Army representative will meet you on location with the bell, apron, a...	See Details	Bell Ringers - Saline County	08/29/12	Active Public	<input type="button" value="Detail"/> <input type="button" value="New Shifts"/>

The Open, Filled, and Expired Needs reports all are formatted like the print screen on the left. When you click Detail you have a list of volunteers for each shift and their contact info.

The Pending and Completed Commitments reports are formatted like the print screen on the right.

You are able to search/sort by

- volunteer name
- goods/volunteers
- event
- categories
- date promised

You can even export your data as a .csv (in Excel) to manipulate as needed.

Event Pending Commitments

Filter by Type & Category
Outreach Event
Volunteers
Bell Ringers - Saline County
All Subcategories
Location 1
Location 2
Location 3
Location 4
Location 5

Promised Any Time...

Donor	Need	Promised	Days O/S	# Items / Vol.
John Smith	Location 1 Bell Ringers - Saline County Volunteers for Outreach Event	09-04-2012 7 hours ago	0	1 Volunteer
John Smith	Location 1 Bell Ringers - Saline County Volunteers for Outreach Event	09-04-2012 7 hours ago	0	1 Volunteer

Search and Adopt Needs

Searching and adopting needs are easy.

1. Once a volunteer clicks to see more about your event from the search page . . .

Results: 10 Available within 25 Miles of 72145

Click anywhere on one of the needs below to see details about that need.

Event Name	Description of Need	Required Information	Distance # Miles
Sample Church Site	Sample Church Site	Sample Church Site	Distance # Miles
Sample Church Site	Sample Church Site	Sample Church Site	Distance # Miles
Bell Ringers - Saline County	The Salvation Army Saline County	The Salvation Army Saline County	Distance # Miles

2. they are able to narrow their search results by one or more of the following – Shift, Date, Category

Search Results **Bell Ringers - Saline County**

Help The Salvation Army raise funds for families in need by ringing bells at the red kettles. Many locations and shifts to choose from in your area.

1 select needs 2 view in calendar 3 registration

September 4th

of 1 available 12:00 PM to 02:00 PM Location: 1 2 Hours BELL RINGER: Location 1 - Ring the bell at The Salvation...
 of 1 available 12:00 PM to 02:00 PM Location: 2 2 Hours BELL RINGER: Location 2 - Ring the bell at The Salvation...
 of 1 available 09:00 AM to 12:00 PM Location: 2 2 Hours BELL RINGER: Location 2 - Ring the bell at The Salvation...

September 5th

of 1 available 12:00 PM to 02:00 PM Location: 1 2 Hours BELL RINGER: Location 1 - Ring the bell at The Salvation...

3. Then it is a simple one page registration/login.

1) Select needs 2) Login or Register 3) Confirm

Change Needs (2 selected)

Member Login

Create New Account

A confirmation email is sent immediately and reminders are sent at 21, 7, and 1 day prior to the volunteer date.