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

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Create a New Event

Create Event

Create an Event

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

- \blacktriangleright 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.
- <u>Add Categories</u> 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

isert Need to	or Angel Tree Saline County
	Outreach Event > Volunteers > Angel Tree Saline County > Location 1
	USA Zip: 12345 (Schenectady, NY) [Change Zipcode]
Description:	
of Volunteers Needed:	1
er User Volunteer Limit:	
Resources/Materials:	
Timing and Recurrence	
Type:	One-Time Recurring
Date Needed:	12/04/2012 (MM/DD/YYYY) *This need will not appear in Search Results after the date you enter here.
Time:	06:00 AM + to 08:00 AM +
Display Status:	Active
	Inactive
View Status:	Public - Visible on the websites of other organizations.
	Members Only - Only approved members of your organization may meet this need.
	$\ensuremath{}$ Semi-Private - Only visible on your website but visitors may meet this need.
Insert Cancel	

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

Events									
All	Show A	dd New Event	Active	Show	To view an	id activate n	ewly registered Eve	nts select Inactive	
Event ¢ Name	Contact \$	Activation Status	Member#	Open Needs	Filled Needs	Expired Needs	Pending Commitments	Completed Commitments [©]	Action \$
Angel Tree Saline County	sgreahg dlkfjdkfgj@oldufid.com 654-654-6546	Active - Click to Deactivate	1	0	0	0	0	0	Edit Post Need
Bell Ringers - Saline County	sgreahg dlkfjdkfgj@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).

e will appear as se Parkers			ing Ne	.cu
saxfgdag				
very Thursday, Fri rom 09/04/2012 b				
Original Need	06:00 AM	- to	08:00 AM	
New Shift 1	08:00 AM	🔹 to	09:00 AM	
+ Add Another	Shift 👂 🛛	Jndo		

Create Links

Even	ts								DASHEO
All Event _‡ Name [†]	Contact +	New Event Activation Status	Active •	Open _‡ Needs [‡]	To view ar Filled Needs	expired Needs	ewly registered Ev Pending Commitments	ents select Inactive Completed Commitments [‡]	Action
Test Event	John Smith johnsmith@meettheneed.org 111-111-1133	Active - Click to Deactivate	1	64	2	1	3	0	Edit Post Need 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 Commitment

- see print screen on right.

Open Item	s of C	Our Event – 1 to 346 of 346 🕦				
Range: All	 Sho 	Visibility: Active Show	View:	AJI	Show	
Available Until 🔺	Category	Description	¢ # of Vol's/Items	Supplie#	Date Added Statub	Action
Recurring Every Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday	Location 1	BELL RINGGP: Location 1 - Ring the bell at The Salvation Army's Kettle outside local stores in the community to help support The Army with our largest fundriaser of the year. These funds provident and shelter for the homeless, assist with atilises and medicines of families, and support our Christman programs for the Central Ark areas. Big Lots 102 11. Peptier 31. Benry, AR 22143 A Salvation Ar programmative and many constant with the siling arcm a	Salvation e food or needy ansas my	Bell Ringers - Saline County	08/29/12 Active Public	detail auu shifts
12:00 PM - 02:00 PM		Location: SCHENECTADY, NY				
Ends 11/29/12						

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.

Volunteers

II Subcategorie

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.

Search and Adopt Needs

John Smith

John Smith

Event Pending Commitments

Searching and adopting needs are easy.

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

		Angery: PLEASE SELECT (A) Date Range:	Vee: Public / Mentiles 💌	
are searchi	NO ALL			
suffs: 10	topilable with	in 25 Miles of 12345		
ACT DOWN	TO THE SUB-CA	FEGORY LEVEL TO MARROW YOUR SEARCH RESULTS		
ik anywher	e on one of the n	eeds below to see details about that needs		
	Oate(s) Assatable Uatil	Description of Need	Recipient Information	Distance from 12245
ALL S	Every Wednesday, Thursday 06:00 AM - 00:00 AM Ends 11/10/12	Read Wastoring Beengdites and Augustate resuming 1 Dete Products 6/10/12 Valuation in Needled: 10 of 10 Soll Needled	Sample Charch Blor the are a community sharth dedicated to proving distance of Chara and reaching act to those in need within our local area	Distance: Ø Miles Zipcode: 12345
	Every Wednesday, Thursday OB-00 AM - C5:00 AM Ends	Need: Westoning Beengildens valagilaste recurring t Date Protode (f. 1973) Valasteers Needled: 10 of 18 Soll Needled	Sample Church Bloc: Init are a community church dedicated to graving during electron and reaching sut to those in need within sur local area	Distance: 0 Miles Zipcode: 12345
	See Details	Bell Ringers - Selline County Help The Salvation Army rabe funds for families in seed by ringing bells at the red families funds for families and shifts to choose from in your area.	The Salvation Army Saline County Bie: erganization lite	Distance: 0 Miles Zipcode: 12345

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



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

09-04-2012

09-04-2012

1 Voluntee

1 Volunteer



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

Events									
All Event •	Contact \$	d New Event	Active Members	Open Needs	Filled Needs	Expired Needs	Pending Commitments	Completed Commitments	Action
Angel Tree Saline County	sgreahg dikfjdkfgj@oidufid.com 654-654-6546	Active - Click to Deactivate	1		0				Edit Post Need
Bell Ringers - Saline County	sgreahg dlkfjdkfgj@oidufid.com 654-654-6546	Active - Click to Deactivate	1	346	2	24	2	0	Edit Post Need