Activity Profile Creation in Volunteer Central

Login to system

Login to eCoordinator using your personal credentials at this link:

https://msu.samaritan.com/coordinator

**Contact Amber Joseph joseph77@msu.edu if you need your eCoordinator credentials.

Create an Activity Profile

Navigate to the *Activities* tab, click the "New" button, and fill out the profile, taking note of required fields. Listed here are fields that will require a certain value in order to successfully create. See screenshots on pages 2-3.

1. Activity Info tab
   a. **Profile Type:** Standard Activity for most activities.
   b. **Title**: Name of the activity.
   c. **Description**: The more you fill out here, the more robust the Activity will appear on eRecruiter.
   d. **Program Area List**: Select the applicable program area.
   e. **Contact Information**: The more you fill out here, the more robust the Activity will appear on eRecruiter.
   f. **Location Information**: The more you fill out here, the more robust the Activity will appear on eRecruiter.
   g. **Logistics**: The following fields will determine whether or not the Activity profile is searchable on eRecruiter. If today's date falls outside either of the start/expiration or display begin/end dates, you will not see this Activity appear in your search results. You may leave these blank if you wish:
      i. Activity Starting Date
      ii. Activity Expiration Date
      iii. Display Begin Date
      iv. Display End Date
      v. Click the *Approve* button, and click *Yes* on the subsequent confirmation screen.
      vi. Hide from search results (clicking this box will mean the activity does not show up in eRecruiter - do not check this box if you want the activity to appear in eRecruiter)
   h. **Program Area Searchability**: Select the program area where this Activity takes place. Selecting additional program area(s) will allow this activity to also show up in searches for that program area.

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

i. **County Searchability**: Select the county where this Activity takes place. Selecting additional county(ies) adjacent to the county where the Activity takes place will allow for this Activity to appear in the search results for those counties.

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* Profile Type

- ● Standard Activity
- ○ EMG Project
- ○ EMG Education
- ○ Roster

Program and County Information

This profile is currently visible to
Current Program(s):
Current Volunteer County(ies):

Activity Information

* indicates required fields

* Title: FEC Test Activity

Recruiter URL: https://msu.samaritan.com/custom/502/#/opp_details/3156

Description:

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Program Area

* Which Program Area sponsors this service Activity?

Program Area List

- ● 4-H Youth Development
- ○ Agriculture & Agribusiness
- ○ Community Vitality
- ○ Early Childhood Development
- ○ EMG Roster
- ○ Extension Master Gardener Program
- ○ Health and Nutrition
- ○ Natural Resources / Michigan Sea Grant

Find results for...

[   ] [Find] [Show All]

Contact Information

Address 1:	5723 Westminster Way	Contact Person:	Jennifer Weichel
Address 2:		Contact Position:	Volunteer Specialist
City:	East Lansing	Primary Phone:	(517) 432-7606
State:	Michigan	:	
County:	Ingham	Alternate Phone:	(510) 444-7333
Zip:	48823	:	
		* Email Address:	weichel@msu.edu

Location Information

Please enter the location where service will occur

Address 1:	Agriculture Hall
Address 2:	446 W. Circle Drive
City:	East Lansing
State:	Michigan
County:	Choose a county
Zip:	48824
Country:	United States
Phone:	517-532-7606

Description of location

Agriculture Hall on MSU Campus

Show Map

Logistics

Any additional information about this Activity:	We will be working around campus
Number of volunteers needed:	50
Activity Starting Date:	09/21/2020
Activity Expiration Date:	
Display Begin Date:	

☑ Hide from search results
☐ Display Activity only when eligible users are logged in

These fields will determine if this Activity will display in search results when volunteers search by program and/or county.

Program Area Searchability:

☑ 4-H Youth Development	☐ Natural Resources / Michigan Sea Grant
☐ Early Childhood Development	☐ Community Vitality
☐ Extension Master Gardener Program	☐ Agriculture and Agribusiness
☐ Health and Nutrition	☐ Internship

County Searchability:

☐ Special Events	☐ Delta	☐ Keweenaw	☐ Oakland
☐ Alcona	☐ Dickinson	☐ Lake	☐ Oceana
☐ Alger	☐ Eaton	☐ Lapeer	☐ Ogemaw
☐ Allegan	☐ Emmet	☐ Leelanau	☐ Ontonagon
☐ Alpena	☐ Genesee	☐ Lenawee	☐ Osceola
☐ Antrim	☐ Gladwin	☐ Livingston	☐ Oscoda
☐ Arenac	☐ Gogebic	☐ Luce	☐ Otsego
☐ Baraga	☐ Grand Traverse	☐ Mackinac	☐ Ottawa
☐ Barry	☐ Gratiot	☐ Macomb	☐ Presque Isle
☐ Bay	☐ Hillsdale	☐ Manistee	☐ Roscommon
☐ Benzie	☐ Houghton	☐ Marquette	☐ Saginaw
☐ Berrien	☐ Huron	☐ Mason	☐ St. Clair
☐ Branch	☐ Ingham	☐ Mecosta	☐ St. Joseph
☐ Calhoun	☐ Ionia	☐ Menominee	☐ Sanilac
☐ Cass	☐ Iosco	☐ Midland	☐ Schoolcraft

2. Prerequisites tab
   a. This tab is used if you want to create certain requirements that volunteers have to meet in order to be able to sign up for the activity. For example, if you have an activity that is only available to Gold volunteers who are in your program area and county, you would use this tab to set that up.
   b. To create a new prerequisite, Select *Create New Prerequisite*
      i. Click *Add Requirements*

    ii.   Add operands (field A = value 1) from the menu that appears and operators (parentheses, and, or) as needed

1. Use the AND operator in between operand values if you want the activity available to volunteers that meet both of the operands on either side of the AND:
   a. Example: if ONLY Gold Extension Master Gardener volunteers in Kent County may sign up, add these:
      i. Volunteer User Defined Fields> Personal Information> Program Applied To - Filter "equals" Extension Master Gardener Program
      ii. AND
      iii. Volunteer User Defined Fields> Personal Information> Activity Status "equals" Active - Gold
      iv. AND
      v. Volunteer User Defined Fields> Personal Information> Primary County to Serve - Filter "equals" Kent
2. Use the OR operator in between operand values if you want the activity available to volunteers that could meet either operand on either side of the OR:
   a. Example: if volunteers from ANY program area may sign up, add these:
      i. Volunteer User Defined Fields > Personal Information > Program Applied To - Filter "equals" 4-H Youth Development
      ii. OR
      iii. Volunteer User Defined Fields > Personal Information > Program Applied To - Filter "equals" Early Childhood Development
      iv. OR
      v. Volunteer User Defined Fields > Personal Information > Program Applied To - Filter "equals" Extension Master Gardener Program
      vi. OR
      vii. Volunteer User Defined Fields > Personal Information > Program Applied To - Filter "equals" Health and Nutrition
      viii. OR
      ix. Volunteer User Defined Fields > Personal Information > Program Applied To - Filter "equals" Natural Resources/Michigan Sea Grant
      x. OR
      xi. Volunteer User Defined Fields > Personal Information > Program Applied To - Filter "equals" Community Vitality
      xii. OR
      xiii. Volunteer User Defined Fields > Personal Information > Program Applied To - Filter "equals" Agriculture and Agribusiness
      xiv. OR
      Volunteer User Defined Fields > Personal Information > Program Applied To - Filter "equals" Internship

3. Use the parentheses to create more complex prerequisites
    a. Example: if ONLY Gold volunteers from Eaton AND Ingham County 4-H Youth Development may sign up, add these:
        i. (
        ii. Volunteer User Defined Fields> Personal Information> Program Applied To - Filter "equals" 4-H Youth Development
        iii. AND
        iv. Volunteer User Defined Fields> Personal Information> Activity Status "equals" Active - Gold
        v. AND
        vi. Volunteer User Defined Fields> Personal Information> Primary County to Serve - Filter "equals" Eaton
        vii.)
        viii. OR
        ix. (
        x. Volunteer User Defined Fields> Personal Information> Program Applied To - Filter "equals" 4-H Youth Development
        xi. AND
        xii. Volunteer User Defined Fields> Personal Information> Activity Status "equals" Active - Gold
        xiii. AND
        xiv. Volunteer User Defined Fields> Personal Information> Primary County to Serve - Filter "equals" Ingham
        xv.)
4. If you create a prerequisite, fill in the *Save Prerequisite as* field

c. Once you have created prerequisites, you can use the *Select from Predefined Prerequisites* option and use the dropdown list to select the appropriately named prerequisite. You can also use this to edit existing prerequisites.
    i. You can also copy a prerequisite that has been already created.

        ii.   Testing tip: Prerequisites work like grid filters in the volunteer portion of eCoordinator. It is recommended to test your prerequisites by creating them as a grid and filters to see if the logic is correctly pulling the list of volunteers that you want to be able to sign up for the activity.

Click *Finish* to save and close the profile.

Scheduling Shifts

1. From the Activities grid, select the Activity by checking the check box and then click on *Calendar* in the left menu.
   a. Alternatively, if you open the activity, you can click on "Save and Schedule" at the bottom of the page to go directly to the calendar.
2. In the calendar, find the date that you want to schedule an activity. Click [Add].

3. Add information as requested (see screenshots on pages 8-9):
   a. **Description/Purpose:** Any details for the shift
   b. **Shift State Date**
   c. **Shift Start Time**
   d. **Shift End Time**
   e. **This shift spans more than one calendar date:** Only select this option if the shift is overnight.
   f. **Repeat:** Select this option if your shift repeats, such as weekly or monthly. This will then include the repeat options on the screen, which operate like scheduling a repeat event in Outlook.
      i. **Interval:** daily, weekly, monthly, yearly

      ii. **Series starts on:** date

     iii. **Every** (1 etc) **week(s)**

     iv. **On:** Check the day of the week

      v. **Ends:** Never, On a date, or After X Times

     vi. Repetition description

    vii. **Each occurrence of this Activity may use different volunteers. Display all occurrences of this shift in eRecruiter including exceptions:** This option allows different volunteers to sign up for each shift day/time.

   viii. **This Activity requires only permanent on-going volunteers. In eRecruiter display this shift only once for all occurrences including exceptions:** This option allows volunteers to sign up once, and then that same volunteer will be signed up for each shift.

g. **Any special message for volunteers?** This does not show up in eRecruiter when the volunteer signs up for a shift, only on schedules or sign-ins.

h. **Minimum volunteers needed:** This is the minimum number that you need for the shift to happen. Most shift types will leave this at 1.

i. **Maximum volunteers allowed:** This is the maximum number of volunteers that could sign up for the shift.

j. **Hide from search results:** If you do not want this shift to appear in eRecruiter. If you want the shift to appear, do not check this box.

k. Click the [+] on **Location Information** to add location information if needed. If the location for the shift is the same location as the activity, you can click the *Same as Activity* button.

l. See the "Refer and Place Volunteers with Activities and Shifts" section for the Volunteers Referrals and Placements section.

m. Click the [+] on the **Automatic Log Book Entries**. If you want the system to track hours for the shift, click on *Automatically create log book entries for volunteers placed with this shift*. Click on *Do not allow volunteers to record their own hours for this Activity* if you do not want volunteers to be able to add hours themselves into eRecruiter (clicking this option will only record the automatic hours from the shifts signed up for).

n. When you are done editing, click *Apply* to save the shift.

o. If you need to edit the shift, find the shift in the calendar, click on it, and click on *Edit*.

p. If you need to add multiple similar shifts, you can click on the shift and then click on *Copy* to copy the shift and the edit to make any needed changes.

q. You can test and see the shift by using the Recruiter URL that appears when you click on the shift after the activity has been published.

Activity *SAMPLE Activity for Training

Program Area: 4-H Youth Development

Basic Information [-]

*indicates required fields

* Description / Purpose

Beautify the MSU Campus

* Shift Start Date   04/23/2020
* Shift Start Time   9 ▼ 00 ▼ AM ▼
* Shift End Time   12 ▼ 00 ▼ PM ▼

☐ This shift spans more than one calendar date

Repeat ☑

Interval   Weekly ▼

Series starts on   04/23/2020

Every   1 ▼ week(s)

On   ☐ S ☐ M ☐ T ☐ W ☑ T ☐ F ☐ S

Ends   ○ Never
        ◉ On   07/30/2020

Any special message for volunteers?

Wear you MSU Extension shirt or favorite MSU shirt and bring a water bottle.

Messages appear on the volunteer schedules and when volunteers are at sign-in stations.

* Minimum volunteers needed   3
* Maximum volunteers allowed   50

Day off ☐

Hide from search results ☑

Urgency   Low ▼

Print   OK   Apply   Cancel

Activity *SAMPLE Activity for Training

Program Area: 4-H Youth Development

◉ Each occurrence of this Activity may use different volunteers. Display all occurrences of this shift in eRecruiter including exceptions.

○ This Activity requires only permanent on-going volunteers. In eRecruiter display this shift only once for all occurrences including exceptions.

Location Information [-]

Location:

Address 1:   Agriculture Hall
Address 2:   446 W. Circle Drive
City: East Lansing
State: Michigan ▼
Zip: 48824
Phone: 517-432-7606

Contact Person: Jennifer Weiche
Contact Phone:

☑ Same as Activity

Location Description:

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Agricutulture Hall MSU Campus Agriculture Hall Antrium

Print   OK   Apply   Cancel

Activity *SAMPLE Activity for Training
Program Area: 4-H Youth Development

Volunteers Referrals and Placements

[+]Filters ☐ Perm. ☐ Refer ☐ Place

| Volunteers: ▾ | Placed | Referred | Gender | Date of Bir |

| ☐ Volunteers | 50 of 869 |

- ☐ * Smith test, EMG
- ☐ ***Samaritan, Mike
- ☐ **Corp, Sean
- ☐ **Samaritan Brady 2, Copy of *

Recruiter
URL: https://msu.samaritan.com/custom/502/#/opp_details/634?
slotId=5141

Automatic Log Book Entries

☑ Automatically create log book entries for volunteers placed with this shift

☑ Do not allow volunteers to record their own hours for this Activity.

History and Notes

Attachments

Print | OK | Apply

To publish the Activity to eRecruiter

1. From the main Activities grid, select the Activity by checking the check box
2. In the *Folder Manager* area of the screen (bottom-left), click the green right-facing chevron to move the Activity profile into the *Publish Activities* folder.

Michigan State University Extension : ☐ All Data

| Volunteers | Activities | Program Areas |

Refresh	Show All	Grid Settings	--------- Saved Grids List --------- ⌄	Filt
New	**1 to 8 of 8 Activities**
Edit		Title ▾1
Copy	Find	
Delete	☑	**EMG Brady Test Activity
Reports	☐	**July 2020 Science Camp
Refer/Place	☐	**July 2021 Science Camp
Calendar	☐	*test opportunity
Log Book	☐	2019 - Growing Together in Michigan
Email	☐	Ada Kids Garden, Ada Township Parks and Recreation Department
Automation	☐	All Saint Academy Middle School Community Garden
	☐	Allendale Public Schools - Jaarsma Outdoor Learning Center

Folder Manager
- All Data
- < Inbox
- > Publish Activities
- > Archive
- Recycle Bin

To test whether or not your Activity is published and searchable in eRecruiter:

1. Open/edit the Activity profile.

2. On the *Activity Info* tab> *Activity Information* section, find and click the Recruiter URL, which will open a

Activity Profile: *SAMPLE Activity for Training

Activity Info	EMG	Attachments	Prerequisites	Surveys	History	Waivers	Sign-In

* indicates required fields

* Title: *SAMPLE Activity for Training

Recruiter URL: https://msu.samaritan.com/custom/502/#/opp_details/634

Description:

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Sample Actvity for Training

new tab.

3. If you see the screen below, the Activity is successfully posted and the Activity you just created will display in this search results list. You can filter your search by using the "Program Area" and "County" filters in the left column.

Activity Details

‹ Back to Previous

***SAMPLE Activity for Training** 4-H Youth Development

📅 Schedule Shifts

There are no available shifts for this opportunity.

📍 Location

Where the opportunity will occur

Agriculture Hall
446 W. Circle Drive
East Lansing, MI 48824

Location Description:

Agricutulture Hall MSU Campus Agriculture Hall Antrium

Get Directions

Coordinates: 42.731039,-84.47938

📞 Contact Info

Contact person for the opportunity

Contact 1
Contact Name: Jennifer Weichel (Volunteer Specialist)
Email: weichel@msu.edu
Primary Phone: (517) 432-7606
Alternative Phone: (810) 444-7333

4. If you see the screen below, the Activity is not published for one of the following reasons:

MICHIGAN STATE UNIVERSITY

MSU Extension | Volunteer Central

Apply   FAQ   Login

Activity Details

‹ Back to Previous

| This opportunity is no longer available.
Please try searching for another opportunity. |
| --- |

   a. Not in the *Publish Activities* folder. Solution: move profile into the folder.
   b. Activity has not yet begun, or is expired. Solution: Change date values in the *Logistics* section until today's date falls within the dates in those fields, and save.
   c. *Hide from search results* checkbox is selected. Solution: Deselect this box and save.
   d. Activity not approved. Solution: approve from the *History* tab.
5. Helpful text as to why an Activity is not appearing on eRecruiter can be found on the profile in the *Logistics* section.

Refer and Place Volunteers with Activities and Shifts

Volunteers can either place themselves by signing up via eRecruiter, or coordinators can place volunteers using the Place/Refer system via eCoordinator. *NOTE:* This will place volunteers with the activity itself. If you intend to use shift schedules for the activity, please use the Scheduling Shifts directions and place volunteers using those instructions.

Refer = The volunteer is on a waiting list for the shift or activity. If staff refer a volunteer in eCoordinator, that is a way of signaling that the volunteer should sign up (place) for the shift or activity.

Place = The volunteer is signed up for the shift or activity.

VOLUNTEER SELF-PLACEMENT
When on an Activity Details page, volunteers may click the *Sign Up* button. They will be placed when:

1. They are logged in. Volunteers cannot see the activities to search from until they are logged in.
2. They meet any prerequisites. If they do not, they will be informed that they do not meet the requirements.
3. There are no prerequisites. They will be placed.
4. If the shift is full or there are prerequisites, volunteers may instead be referred.

COORDINATOR PLACEMENT OF VOLUNTEERS IN AN ACTIVITY
To place multiple volunteers with a single Activity, navigate to the *Activity* main grid. Select a single Activity record and click the *Refer/Place* function button in the left column.

This screen is comprised of three general panes:

1. **Volunteers** (top-center): the list of volunteers who may be placed, assuming there are no prerequisites, or that prerequisites are met.
2. **Referred Volunteers** (bottom-left): List of volunteers referred, i.e., wait-listed, to this Activity
3. **Placed Volunteers** (bottom-right): List of volunteers who are placed, i.e., officially assigned, to this Activity

Select one or more volunteers and click the *Place* button immediately above the *Placed Volunteers* pane. If placement cannot be made, the system will notify you of the reason, which you can remediate and try again.

The system will notify you if placement cannot be made if the volunteer has an invalid Activity Status (only *Active - Gold* or *Active - Silver* are acceptable). You will be guided through the remediation process:


Clicking the *Review* button will open the volunteer profile to the tab with the placement-blocking field so that appropriate and approved changes can be made. Once the volunteer record is updated, clicking *Retry Placement* will attempt the placement again. You will either be notified of other blocking issues, or the placement will go through.

The system allows coordinators to override prerequisites, and you will see this message if one or more attempted placements require this action:
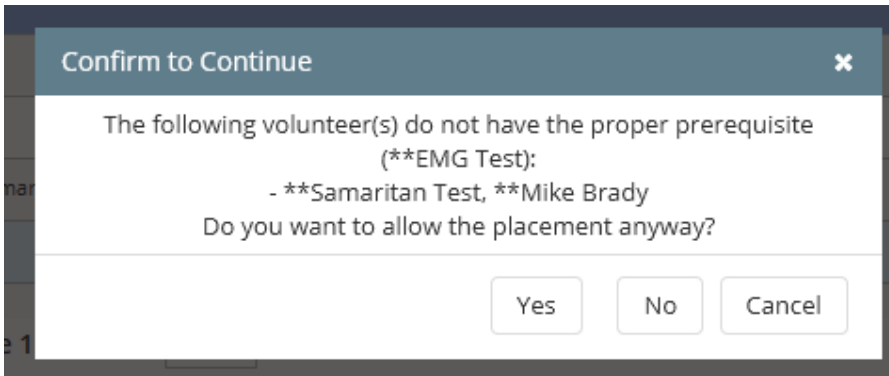
Click *Finish* to close out this function.

To place a volunteer with multiple Activities, navigate to the *Volunteer* main grid. Select a single volunteer record and click the *Refer/Place* function button in the left column.

This screen is comprised of three general panes:

4. **Activities** (top-center): the list of Activity records with which the volunteer may be placed, assuming there are no prerequisites, or that prerequisites are met.
5. **Referred Activities** (bottom-left): List of Activities to which the volunteer is referred, i.e., wait-listed
6. **Placed Activities** (bottom-right): List of Activities to which the volunteer is placed, i.e., officially assigned

Select one or more Activities and click the *Place* button immediately above the *Placed Activities* pane. If placement cannot be made, the system will notify you of the reason, which you can remediate and try again.
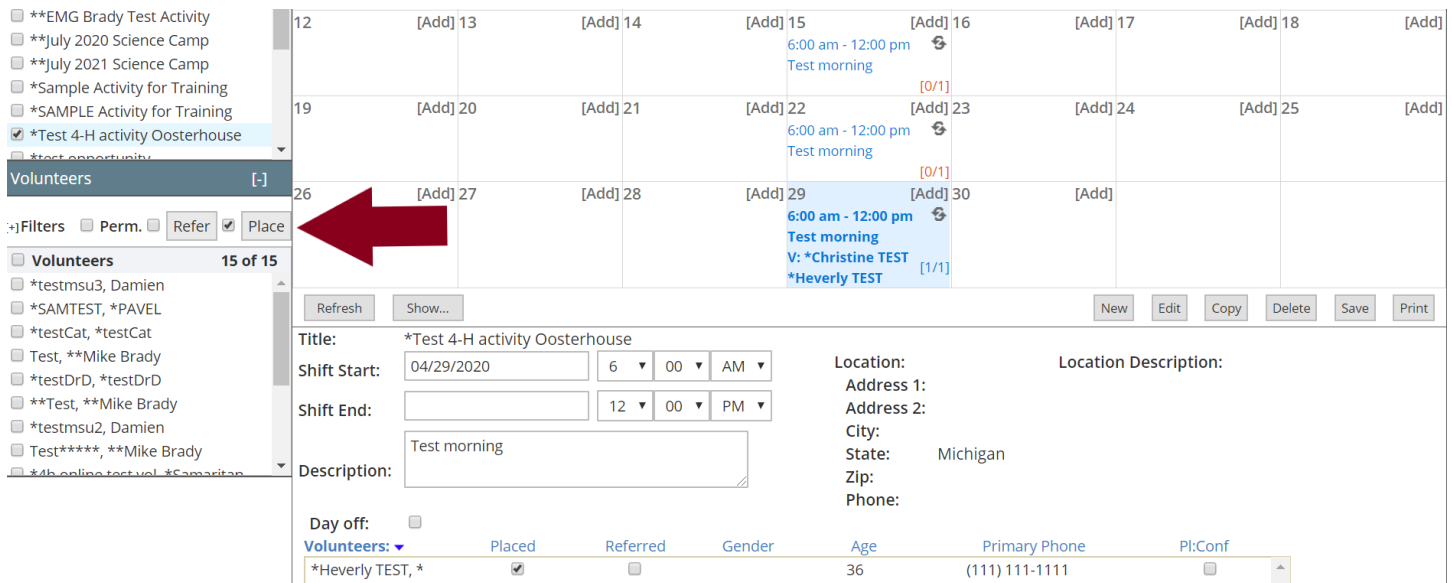
Click *Finish* to close out this function.

COORDINATOR PLACEMENT OF VOLUNTEERS IN SHIFTS

To place volunteers in a shift within an Activity, open the Calendar for the Activity. There are two ways that you can add volunteers to the shift:

1. Option 1: Click on the shift that you want to place volunteers. On the left column under *Volunteers*, click on the names of the volunteers that you want to place. You can click the [+] Filters button to select any grids or filters that you have previously created on the Volunteers main tab of eCoordinator. Check the checkboxes by the volunteers that you wish to place into the activity and then click *Place*.

2. Option 2: Click on Edit to open the shift. Click on [+] by Volunteers Referrals and Placements. You can click the [+] Filters button to select any grids or filters that you have previously created on the Volunteers main tab of eCoordinator. Check the checkboxes by the volunteers that you wish to place into the activity and then click *Place*.

If any volunteers do not meet the prerequisites for the activity or are not Active - Gold or Active - Silver, you will see a message appear that these volunteers cannot be placed. Coordinators may override placement if needed if the volunteer does not meet prerequisites (the Active - Gold or Active - Silver requirement cannot be overridden).

Report Hours/ Complete Surveys

When volunteers are placed with Activities, they are now permitted by the system to log hours and provide other survey data relating to service performed for that Activity.

The volunteer will login to eRecruiter at this link:

https://msu.samaritan.com/custom/502/#/volunteer_login

If the volunteer field *Final Screening Disposition* is correctly populated with any one of the three *Accepted* values, you will see this screen, where you will click on the *Edit Profile* button. If you instead see a list of onboarding steps, login to eCoordinator, and update the profile to one of the *Accepted* values.

Surveys can be accessed from this screen:

The volunteer will be guided through a simple Activity and Survey selection, then be presented with the survey fields.

REVIEWING HOURS

Hours and other survey data for an individual volunteer are accessed from the *Log Book* tab of the volunteer profile.

This same data is accessed for multiple volunteers by clicking the *Log Book* function button on the *Volunteers* main grid, or for multiple Activities by clicking the *Log Book* function button on the *Activities* main grid.

REPORTS

There are several different types of reports that you can pull from Activities.

Activity Roster: This report will show the details of the selected activities, not including volunteers registered or shifts available. This report may be helpful if you wish to have a printed list of activity types.

Activity Roster — Michigan State University Extension

23 April 2020   Page: 1

*Sample Activity for Training

Sample activity for training and creation of training document.

Sponsor	4-H Youth Development
Contact person	Jennifer Weichel
Contact Info	5723 Westminster Way , East Lansing, MI 48823
Contact Phone	(517) 432-7606
Contact Email	weichel@msu.edu
Location Address	Morrill Hall of Agriculture , 446. W. Circle Drive, East Lansing, MI 48424
Location phone	517-432-7606

*test opportunity

Testing opp search page

Sponsor	4-H Youth Development
Contact person	John Smith
Contact Info	
Contact Phone	
Contact Email	MSUE.msuevol@msu.edu
Location Address	123 street , city 81234
Location phone	

Activities Registered: This report shows a chart format of the Activity and the dates the activities were created.

Activities Registered — Michigan State University Extension

23 April 2020   Page: 1

Opportunity	Opportunity Register Date
*Sample Activity for Training	04/16/2020
*test opportunity	02/04/2020
Test Project	04/07/2020

Placement Report: This report will show all of the volunteers who have been placed (are officially registered) for the activity along with contact information.

Placement Report   Michigan State University Extension

23 April 2020   *Page: 1*

Volunteer Name	Day Phone	Email	Placement Date
4-H Youth Development (1 Placement)			
*Test 4-H activity Oosterhouse			
*Heverly TEST, *Christine TEST (Gold)	(111) 111-1111	chsisung@yahoo.com	Apr 16, 2020

Total Activities: 1

Total Volunteers: 1

Total Placements: 1

Referral Report: This report will show all of the volunteers who have been referred (wait listed) for the activity along with contact information.

Referral Report   Michigan State University Extension

23 April 2020   *Page: 1*

Volunteer Name	Day Phone	Email	Referral Date
4-H Youth Development (1 Referral)			
*Test 4-H activity Oosterhouse			
*4h online test vol, *Samaritan (Gold)	(555) 111-2222	mbrady4h@samaritan.com	Apr 23, 2020

Total Activities: 1

Total Volunteers: 1

Total Referrals: 1

Activity Schedule: This report will show all of the shifts within the timeframe entered. This does not include volunteer names signed up for the shift, but does include the number placed.

Activity Schedule — Michigan State University Extension

23 April 2020 Page: 1

Time	Description	Notes	Placed
*Test 4-H activity Oosterhouse			
Wednesday, Apr 8, 2020			
6:00 am - 12:00 pm	Test morning		0/1
Wednesday, Apr 15, 2020			
6:00 am - 12:00 pm	Test morning		0/1
Wednesday, Apr 22, 2020			
6:00 am - 12:00 pm	Test morning		0/1
Wednesday, Apr 29, 2020			
6:00 am - 12:00 pm	Test morning		1/1

Activity Shift Placements: This report shows all of the volunteers signed up for shifts, along with contact information.

Activity Shift Placements Michigan State University Extension

23 April 2020 Page: 1

Volunteer Name	Day Phone	Email
*Test 4-H activity Oosterhouse		
Wednesday, Apr 8, 2020 6:00am - 12:00pm: Test morning		
Wednesday, Apr 15, 2020 6:00am - 12:00pm: Test morning		
Wednesday, Apr 22, 2020 6:00am - 12:00pm: Test morning		
Wednesday, Apr 29, 2020 6:00am - 12:00pm: Test morning		
*Heverly TEST, *Christine TEST	(111) 111-1111	

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

Activity Data Grid: As with the Volunteers tab, you can also pull a report in Activities to show what appears on the grid settings for any Activity grids that you create.