

Help Wanted: Asking for Volunteers, Teams and Hours

For directors, band managers and anyone who organizes help: loading the trailer, ushering, baking, a work day.

The idea: a leader posts a **job** on a concert or a work day: what it is, how many people, about how long. Members see it and **sign up** in the app or from an email with no login. The day after, everyone still signed up is **credited the hours** — nobody has to confirm anything. Members never see who else signed up, and nobody sees anyone else's hours.

1 POST A JOB

LEADERS

WHERE: **A CONCERT** → **HELP WANTED**, OR **EVENTS** → **A WORK DAY** → **ASK FOR HELP...**

1. **Say what the job is**, how many people you need, about how many hours each, and the date. Everything else is under **More options**.
2. **Let members sign up**, or add people yourself with **Add people....** Someone who isn't in the band (a spouse, a neighbour)? **Someone not in the band...** — the list shows who brought them, like "Pat Lee's spouse".

Print sign-up sheet gives one page with every job, who is on it and blank lines for open spots. Pass it round at rehearsal, add the written-in names afterwards, and tick **Came** on the day. It never prints anyone's phone or email.

2 THE SAME HELP AT EVERY CONCERT

LEADERS

WHERE: **SETTINGS** → **PLAYBOOKS**, OR A CONCERT'S **PRODUCTION LIST**

- **On a playbook task**, tick **Needs volunteers** with how many people and about how many hours. Every concert using that playbook asks automatically; the task shows *Volunteers: 1 of 2*.
- **From a concert**: tap **Ask for volunteers...** under any task. Tick **Add this task to the playbook** and upcoming concerts get it too. Tasks already done are left alone.

3 TEAMS: JOBS ONLY SOME PEOPLE CAN DO

LEADERS

WHERE: **SETTINGS** → **ROLES & ACCESS** → **TEAMS**

- **Make a team** (for example *Transport* or *Safety*) with **New team**, and add its people. A team gives nobody any extra access; it only says who can do a job.
- **On one job**: More options → **Who can sign up?** → *Only the Transport team*. Only the team sees it and can sign up. You can still add anyone yourself.
- **On a playbook task**: choose the team as the **Assigned role**, and every concert asks only that team.
- **Paid team** (trailer drivers): tick **This team is paid for its jobs**. Its jobs are paid jobs and never count as volunteer hours. See the *Driver Trips* guide.

4 AFTER THE DAY: HOURS

LEADERS

WHERE: **THE JOB'S LIST**, THEN **REPORTS** → **VOLUNTEER HOURS**

YOU DO	WHAT HAPPENS
Nothing	The day after the job, everyone still signed up is given the job's hours.
Didn't come	Beside a name, for 7 days after the job. Tapped the wrong one? Undo, or Came after all.
Change hours...	One person stayed longer or left early.
Add people...	Someone helped who wasn't on the list; they get the hours too.
Volunteer Hours report	Open spots on jobs coming up, who helped and for how long, a grant total, CSV.
Grant Report	Fills in Total Volunteer Hours from the same record.

Never in the hours total: paid jobs and playing time. The report lists who helped, never who didn't — it is a thank-you, not an attendance sheet.

5 WHAT MEMBERS GET

REFERENCE

- Jobs they can help with on **Home** (the next month), on the concert, and on each work day; a **Help wanted** pill on a concert that needs them.

- **You're on: Load the trailer** · when they sign up, or you add them
Their receipt, with a no-login link to take themselves off.

Reminder: Load the trailer on Saturday · two days before
Only while they are still on the job.

Weekly update → **Help wanted** · in the weekly email
A line with open jobs they can still sign up for.

- If someone else takes them off a job, they are told. Taking yourself off sends nothing.

Your band decides (Organizations → your band → Volunteer help): whether members can sign themselves up (on unless you turn it off; when off they see the jobs and are asked to tell their director), and whether they see their own hours on Home.

