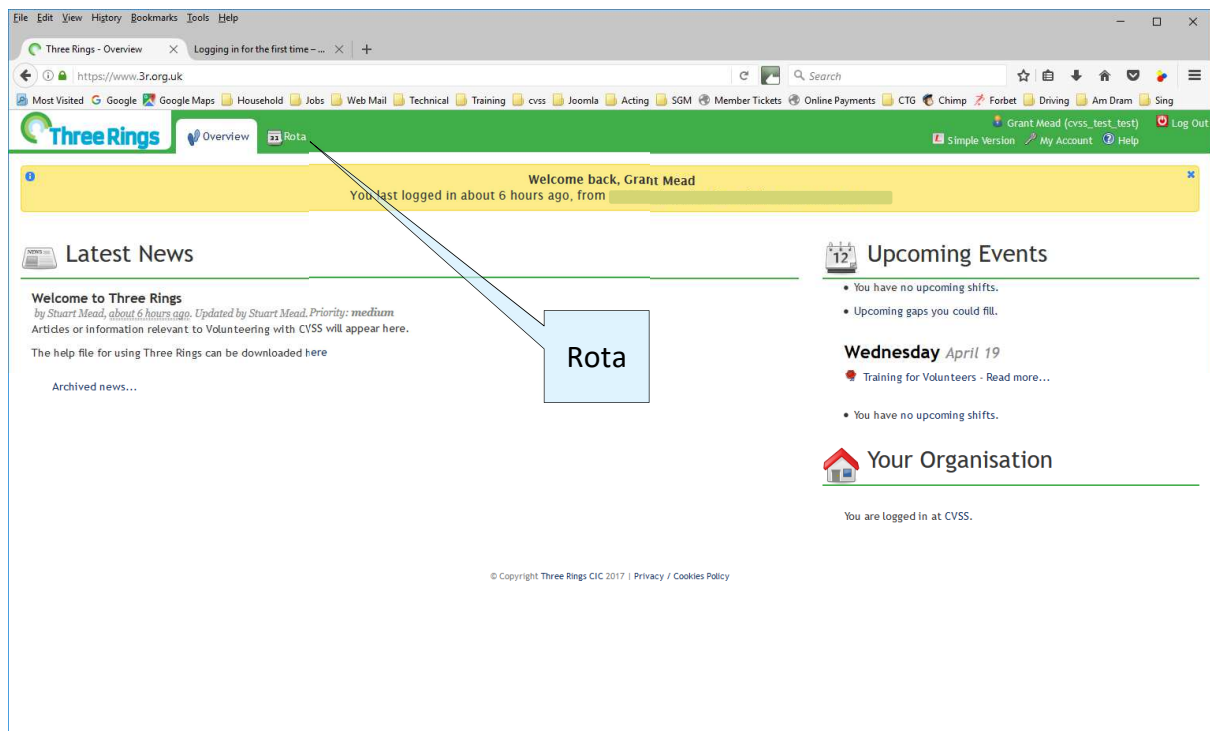


## CVSS Volunteering – managing sign-ups using Three Rings

When you login for the first time, you'll be prompted to create a new password. Help is available at: [www.threerings.org.uk/help/help/getting-started-and-getting-help/logging-in-for-the-first-time](http://www.threerings.org.uk/help/help/getting-started-and-getting-help/logging-in-for-the-first-time)

Once logged-in, the opening screen will look something like this.



The screenshot shows a web browser window with the URL <https://www.3r.org.uk>. The page features a green header with the 'Three Rings' logo and navigation tabs for 'Overview' and 'Rota'. A yellow banner displays a welcome message: 'Welcome back, Grant Mead. You last logged in about 6 hours ago, from [redacted]'. Below the banner are three main sections: 'Latest News' with a 'Welcome to Three Rings' article, 'Upcoming Events' showing 'Wednesday April 19' with a 'Training for Volunteers' event, and 'Your Organisation' with a 'You are logged in at CVSS.' message. A light blue box labeled 'Rota' is overlaid on the navigation tabs, with an arrow pointing to the 'Rota' tab.

*Some elements in this help file (like Rota above) are labelled with a light blue box out. These boxes do not appear on the website.*

*Buttons, links and screen items on the Three Rings website are highlighted in **red and emboldened***

*Comments are italicised*

**Shift** is the term used to describe volunteering at the lake on a particular day

**Latest News** provides information with specific relevance to **shifts** and volunteering

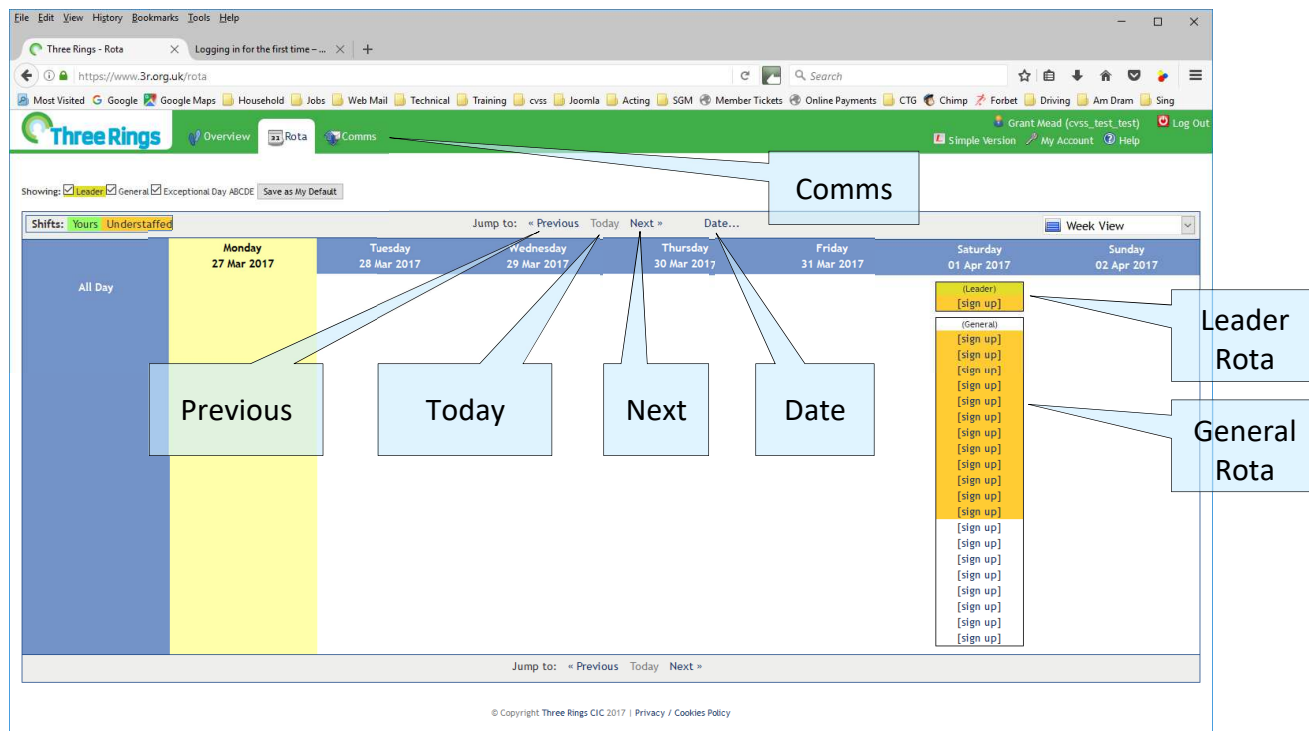
**Upcoming Events** displays the shifts you have signed up to in the next 30 days and any upcoming Events

Now click **Rota**

A new screen opens displaying the current week's activities.



# CVSS Volunteering – managing sign-ups using Three Rings



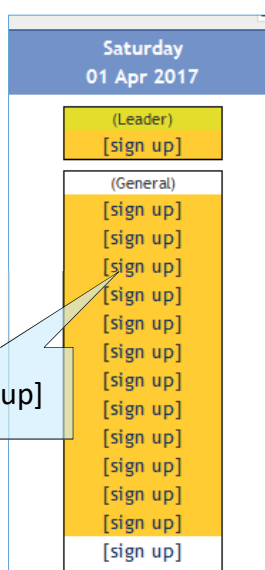
The **Next** and **Previous** buttons move you forward or back a week at a time. **Today** returns you to the current week view. **Date** prompts you for specific date and then displays the appropriate week.

The **Rotas** displayed will depend on the **Roles** assigned to you.

Unless you are qualified as a Leader, Shore Officer or Reception, you will only see the General **Rota** and the **Comms** link will not display.

*In the example above, Grant Mead can see the Leader and General Rotas.*

Contact Sam if you think you should be able to sign up as a Leader, Shore Officer or Reception.



To sign up as a general volunteer on 1<sup>st</sup> April, click an empty **[Sign up]** field within the General **Rota**.

*Of the 20 shifts listed, the first 12 are highlighted orange. This is simply so we can see at a glance if sufficient volunteers have signed up. There's no difference between those highlighted and those not.*

After a volunteer signs up, their name replaces the words 'Sign up' (see image on right).

When you sign up, the remaining **[Sign up]** fields are no longer displayed so you can't volunteer twice for the same shift.

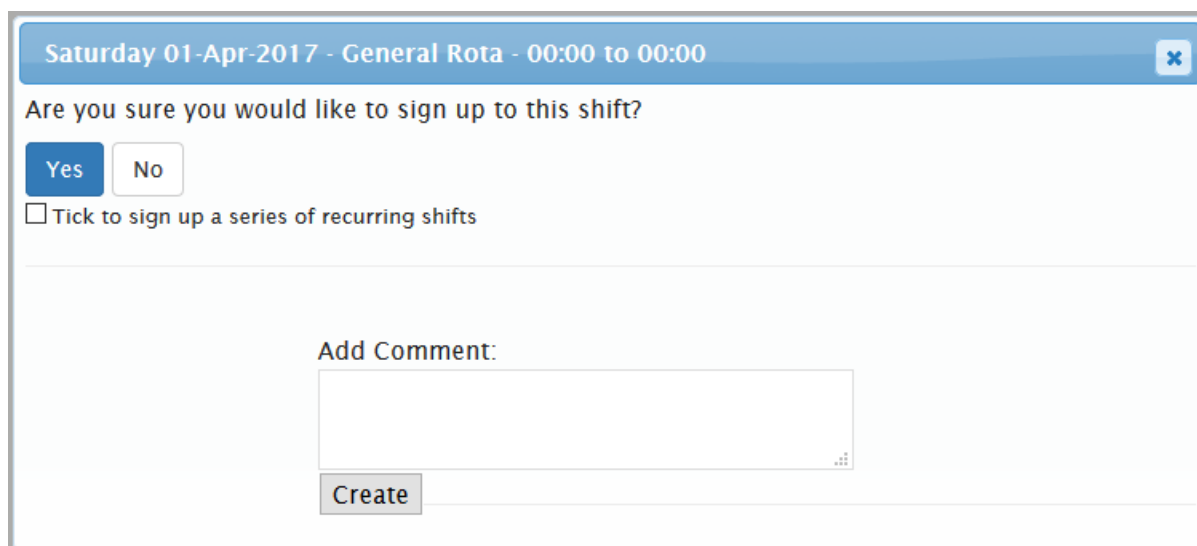


If you can see the Leader, Shore Officer or Reception **Rotas**, you can sign up to those shifts in the same way.



When you click **[Sign up]** the following dialogue opens:

## CVSS Volunteering – managing sign-ups using Three Rings



Saturday 01-Apr-2017 - General Rota - 00:00 to 00:00

Are you sure you would like to sign up to this shift?

Tick to sign up a series of recurring shifts

Add Comment:



To Sign up for this single shift simply click **Yes**

You'll be returned to the **Overview** screen

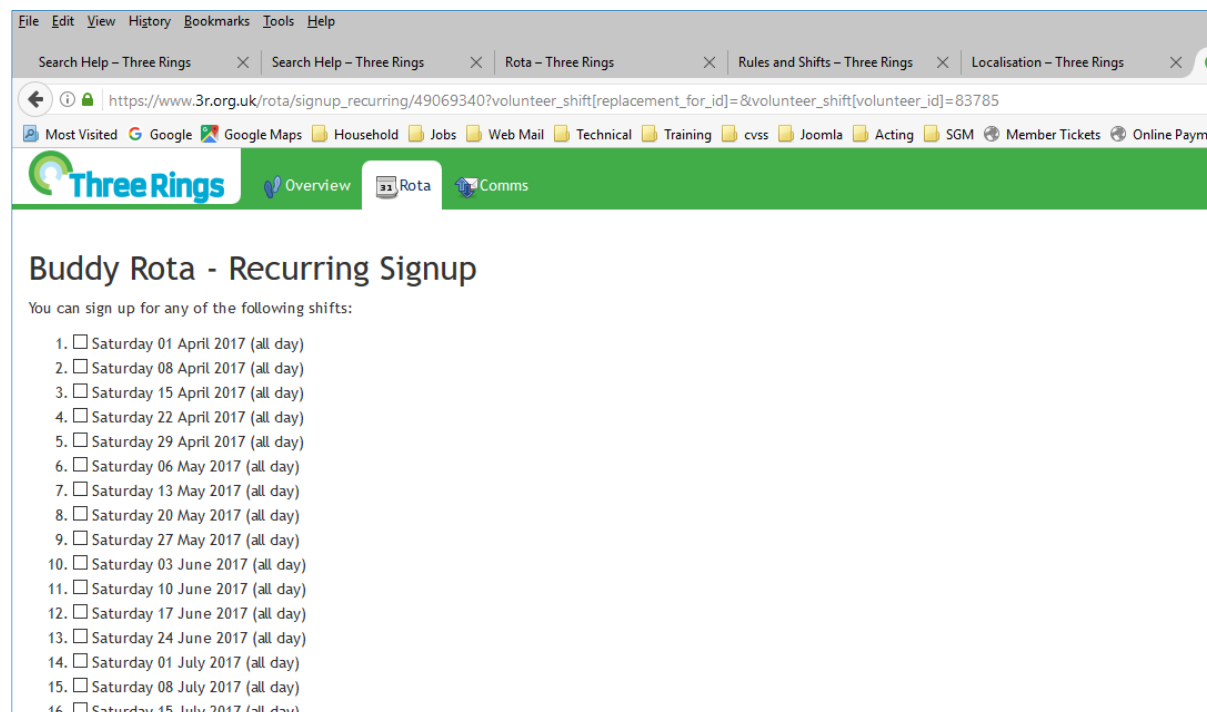
You also have the option *to sign up for a series of recurring shifts*. This allows you to sign up to a range of dates – for the whole season if you wish.

A **Rota** has a role (General, Leader etc.) and a day of the week (in this instance Saturday). If you volunteer on Saturdays and Mondays, you'll have to repeat this for your Monday sessions.



To Sign up *for a series of recurring shifts*, click the tick box and click **Yes**

The following screen is displayed (*cropped so it's easier to see*)



File Edit View History Bookmarks Tools Help

Search Help - Three Rings x Search Help - Three Rings x Rota - Three Rings x Rules and Shifts - Three Rings x Localisation - Three Rings x

https://www.3r.org.uk/rota/signup\_recurring/49069340?volunteer\_shift[replacement\_for\_id]=&volunteer\_shift[volunteer\_id]=83785

Most Visited Google Google Maps Household Jobs Web Mail Technical Training cvss Joomla Acting SGM Member Tickets Online Payme

**ThreeRings** Overview Rota Comms

### Buddy Rota - Recurring Signup

You can sign up for any of the following shifts:

- Saturday 01 April 2017 (all day)
- Saturday 08 April 2017 (all day)
- Saturday 15 April 2017 (all day)
- Saturday 22 April 2017 (all day)
- Saturday 29 April 2017 (all day)
- Saturday 06 May 2017 (all day)
- Saturday 13 May 2017 (all day)
- Saturday 20 May 2017 (all day)
- Saturday 27 May 2017 (all day)
- Saturday 03 June 2017 (all day)
- Saturday 10 June 2017 (all day)
- Saturday 17 June 2017 (all day)
- Saturday 24 June 2017 (all day)
- Saturday 01 July 2017 (all day)
- Saturday 08 July 2017 (all day)
- Saturday 15 July 2017 (all day)

Click the tick boxes next to the dates where you want to volunteer.

## CVSS Volunteering – managing sign-ups using Three Rings



Scroll to the bottom of the list and click the **Sign Up** button

Please **DO NOT use the dropdown options** but assign your ticks manually.

49.  Saturday 03 March 2018 (all day)  
50.  Saturday 10 March 2018 (all day)  
51.  Saturday 17 March 2018 (all day)  
52.  Saturday 24 March 2018 (all day)

Check every: (none)  checkbox.

**Sign Up** **Cancel**

**Do not use**

### CVSS sailing dates for 2017 are...

	Saturdays	Mondays	Tuesdays	Wednesdays
May	6,13	8,15,22	2,9,16,23	3,10,17,24
June	3,10,17,24	5,12,19,26	6,13,20,27	7,14,21,28
July	1,8,15,22,29	3,10,17	4,11,18	5,12,19,26
Aug	5,12,19			2,9,16,23,30
Sept	2,9,16,23,30	4,11,18,25	5,12,19,26	6,13,20,27
Oct	7,14	2,9,16	3,10,17	4,11,18

You'll be returned to the **Overview** screen

### Testing / Training

The system is set-up with some shifts between the 1<sup>st</sup> and 19<sup>th</sup> of April for testing. Please feel free to experiment.

**Note:** if you sign up for a shift between the 1<sup>st</sup> and 19<sup>th</sup> April – nothing will happen at the lake on that date or elsewhere. These shifts are for testing / training of Three Rings system only.

If you navigate to the week commencing 17<sup>th</sup> April, you'll notice the shifts on Saturday 22<sup>nd</sup> April appear black and 'Closed'. If you continue to navigate forward, you'll see the next available open shift is on 2nd May when the season opens. All future non-sailing days also appear as closed.

You can sign up for any open shift at any time.

Three Rings is already set up with the **Rotas** and **Shifts** (sailing dates) for the whole season. You can sign up for actual shifts immediately.

### Volunteers Training Day

There will be an opportunity to ask questions and see the Three Rings in use at the Volunteers Training day on Wednesday 19<sup>th</sup> April. This event has also been added to Three Rings. You can go directly to the event from the link on the **Overview** screen or navigate to it using **Date**.



Click **Attend**

Your name will be added and you'll have the option of adding a comment

## CVSS Volunteering – managing sign-ups using Three Rings

### Weekly Digest

On the Monday of each week, the system automatically creates and sends an e-mail to everyone registered as a CVSS volunteer. The e-mail provides a list of the shifts you have signed up for and those you could sign up for.

The e-mail will look something like this:

No news items have been added or edited over the last week.

You're not signed up to any shifts in the next two weeks.

No events are upcoming over the next two weeks.

The following shifts are available for you next week:

- *[Leader]* Saturday 01 April 2017 (from 00:00 to 00:00) - 1 gap
- *[General]* Saturday 01 April 2017 (from 00:00 to 00:00) - 12 gaps
- *[Leader]* Monday 03 April 2017 (from 00:00 to 00:00) - 1 gap
- *[General]* Monday 03 April 2017 (from 00:00 to 00:00) - 12 gaps

If you urgently need to check the **shifts** you've signed up to, simply login to the Three Rings website and check **Upcoming Events** on the **Overview** screen.