

# Atlanta Track Club Crew Chief Tool for Volunteer Management Using VolunteerLocal

***VolunteerLocal is the new volunteer management tool Atlanta Track Club has adopted for our Signature events. This tool allows crew chiefs to manage all of their volunteer groups for our 4 major events, all in one place!***

***Note: VolunteerLocal does not automatically send you an email when a volunteer registers for your group. If you are not receiving emails with each new volunteer and would like the email notification turned “on,” please contact Caryn Lamphier.***

**Below Find Instructions On How To:**

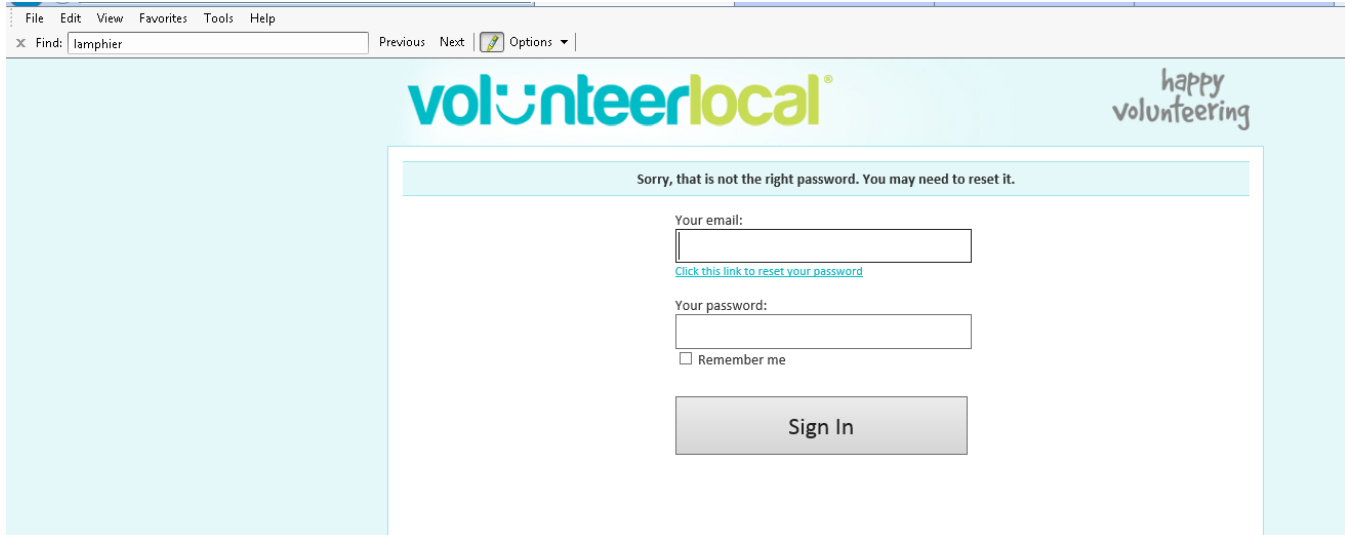
- 1. Check on your group to see how many/who have registered (REPORT)**
- 2. Download your volunteer data for more details and email addresses (EXPORT)**

**STEP 1: Go to: [volunteerlocal.com](http://volunteerlocal.com)**

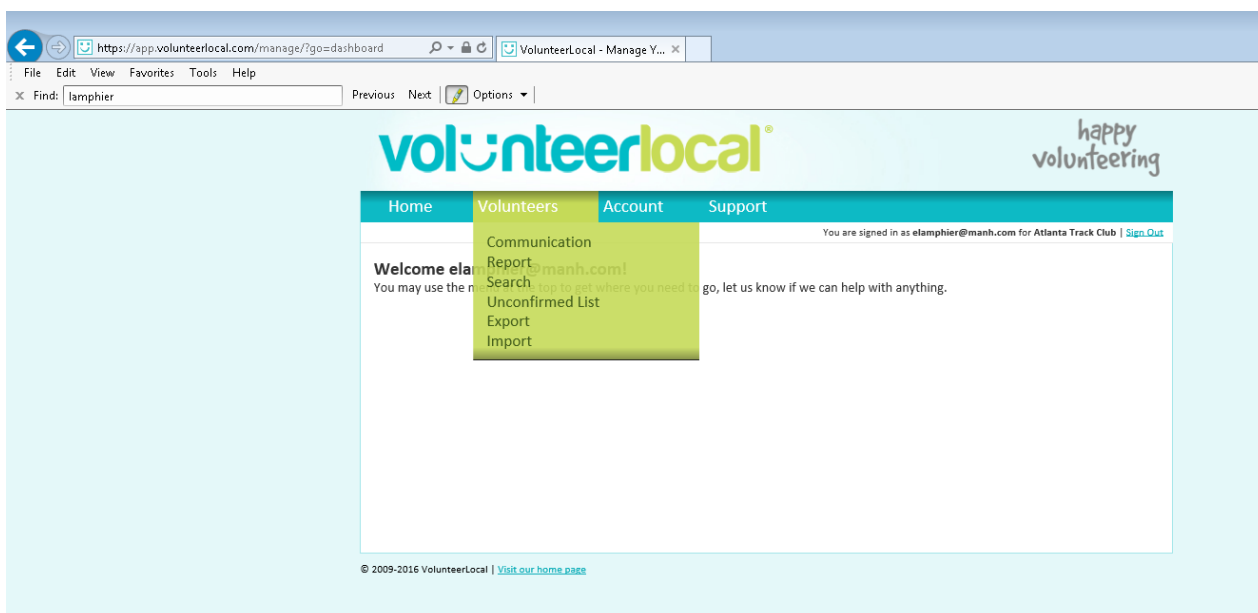


The screenshot shows the VolunteerLocal website homepage. The browser address bar displays "https://www.volunteerlocal.com/". The website features a navigation menu with "Our Company", "Blog", "Contact Us", and "Sign In". The main content area includes a header with "volunteerlocal happy volunteering" and a navigation bar with "HOW IT WORKS", "FEATURES", "PLANS & PRICING", and "CUSTOMERS". A prominent call to action reads "Request a demo" and "Sign up". The main headline states: "VolunteerLocal is the easiest way to organize, manage, schedule and communicate with volunteers." Below this, there is a section titled "Types of organizations who use VolunteerLocal..." with a sub-section for "Colleges" and a "GET STARTED FOR FREE, REALLY!" button. A testimonial on the right side of the page reads: "As an event production company, we are always looking for great systems to coordinate volunteers. VolunteerLocal has helped streamline our process for volunteer management. We produce numerous events with over 100+ volunteers and have been using VolunteerLocal for the... - Talisa Gula-Yeast, Operations Manager, Adventure Fit, Inc." Below the testimonial is a "Read more" link. At the bottom of the page, there are several smaller sections: "Want to volunteer for a cause you care about? Check out HappyVolunteering.com today!", "VolunteerLocal is used and loved by..." with logos for USA Football, Des Moines Area Festival, and others, "Get tips, stories & more on our blog", "A fit for any budget! We have 3 plans to choose from FREE \$200-\$500", and "See how it works Click for an interactive experience". A footer banner at the bottom right says "Not ready to commit? Ask us anything! +". The system tray at the bottom of the browser shows the time as 11:07 AM on 9/22/2016.

**STEP 2: Sign in using the password you've created when you opened your emailed invitation from volunteerlocal.com. This will be your password forever more, for all big events so please remember it! (Publix GA Marathon, Peachtree, PNC 10 Miler, Thanksgiving Day Half). If you need me to send you new instructions in this introductory period, email [volunteers@atlantatrackclub.org](mailto:volunteers@atlantatrackclub.org) and let me know.**





**STEP 3: Roll over "Volunteers" and click either "Report" or "Export". Report allows you to see the volunteer jobs you are managing as crew chief and check volunteer numbers and names. Export allows you to download all volunteer data and give easy access to email list for communications. (If you do not see any jobs, or see incorrect jobs, contact me right away and I will fix!)**



## REPORT: Click on your job(s) to see who is filling your spots!

Previous Next Options



Home Volunteers Account Support

You are signed in as elamphier@manh.com for Atlanta Track Club | [Sign Out](#)

### Volunteer Job & Shift Summary

Select an event & click Report. Expand a job and then a shift to see volunteers.

Thanksgiving Day Half Marathon & 5K [11/18/2016-11/24/2016] [Report](#)



[Expand All](#) [Show blanks](#) [Sort by name](#) [Hide full shifts](#) [Hide empty shifts](#) [Hide past shifts](#) [Print](#) page break after: [jobs](#) [shifts](#)

5K Start Water	1/3 filled	34%
1 shift		

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## EXPORT: Click the Event name that you'd like to export data from.

Previous Next Options



Home Volunteers Account Support

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### Export Event Data

Select the event(s) and fields to export. To export multiple events, hold down CTRL (Control) and click the additional event(s).

Thanksgiving Day Half Marathon & 5K [11/18/2016-11/24/2016]

[Export Volunteer Data](#)

Group by volunteer to get hours reporting  
 Show empty rows/cells for unfilled spots  
 Create printable name tags (Avery 5395 labels)

▼ **Optional Filters**

▼ **Saved Reports**

Click “CHECK ALL” for both the custom and standard fields, or alternatively, check only those fields you’d like to see.

volunteer\_export | VolunteerLocal - Manage Y... x

Previous | Next | Options

Home | Volunteers | Account | Support

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Optional Filters

Saved Reports

#### Thanksgiving Day Half Marathon & 5K [11/18/2016-11/24/2016]

Custom fields (select all)

- Email address
- First Name
- Last Name
- Birthdate
- The minimum age requirement to volunteer...
- Group/Organization, if applicable
- Address
- Apt., Ste., Bldg#
- City
- State
- Zip
- Mobile Phone Number
- Shirt Size
- Volunteer gift is a long sleeve Mizuno I...
- Emergency Contact Name
- Emergency Contact Phone #

Standard fields (select all)

- Event name
- Job name
- Job location
- Job description

Click “Export Volunteer Data” and get your report!