

A volunteer's record looks like this in our 40 Days system:

USER NAME	could be an email address or something the user makes up like "smartin". It's required.
EMAIL ADDRESS	most users will have an email address but obviously it can't be required because some people just don't have email.
ZIP CODE	not required
PHONE	not required
FIRST NAME	required
LAST NAME	required
PASSWORD	required (but no password gets entered when you register a user at the same time you are assigning them a slot (quick registration) – see the paragraph about quick registration below.)

(Unfortunately there is no field to enter Affiliation (e.g. St Monica Church). We have asked them to put that field in but we don't have it yet.)

---

Here are some tips about the new calendar.

Most importantly, we suggest working with the system yourself and not letting your volunteers do it. It is much easier to register and assign people yourself once you've learned the system than it is to explain everything to someone else (or 10 someone elses).

1. The Calendar has a new look! Surprise! Surprise!
2. You get to the national system and the calendar by going to [www.40daysindy.org](http://www.40daysindy.org) and hitting the "sign up to pray" button. Everything you do should start by going to our local website.
3. Once you've signed on check your "Position" under the "Welcome Back" banner. You should be a "Vigil Coordinator" or you will have limited capabilities.
4. All our volunteer names have been saved from the last campaign (yippee!), but it's one big list and the names are not tagged with a church affiliation which would be helpful. You have to recognize your own names.
5. Be aware that you can email anybody that is already in our system by just clicking on their name. Then when you click on the second person's name the same email is already in place to be sent to them as well. You can quickly send the same email to many people.
6. As a coordinator you can assign people on the list to hours on the calendar and this is what we suggest that you do. It's a lot easier doing the assigning yourself than explaining the process to someone else. (They've added an alphabetic search function when you are looking for a specific person to assign. Kinda nice!)
7. On the other hand, people can sign themselves up for hours, but they have to already be registered (i.e. on the list).
8. Whoop-de-do! THEY HAVE ADDED A FUNCTION THAT LETS YOU ASSIGN A PERSON TO THE SAME HOUR FOR THE ENTIRE CAMPAIGN BY THE PUSH OF A SINGLE BUTTON (Yippee!).
9. QUICK registration – the easiest way to register a person (but see the quick registration paragraph below). If a person is not registered in the system yet you can quickly register them when you put their name into a time slot. When you are putting a person into a time slot you can pick a name from our existing list or hit the "Create New User" button to register them.
10. MANUAL Registration - is a 2 step process that you can do as a coordinator for other people or a person can do it for themselves. We suggest you do it for them.  
Required to register:

- A user name
  - A first and last name
  - A password
  - An email is a very handy thing to have for a user. Put it in if you have one, but it's not required.
11. After you've entered the user's data, the system will confirm that the account has been created but then you have to "Add a Location" for the user because the system doesn't automatically know what location where the user is. There are over 300 locations in the campaign. Look for an "Add a Location" button and be prepared to go through several screens.
  12. A person can fix their own user information (e.g. a misspelled name) by signing on and then clicking on their name in the upper right hand corner of the screen. That produces an "Edit Profile" choice. Of course, a coordinator can sign on as a user if you know their ID and password and fix their data.

### **Quick Registration vs Manual Registration?**

- A created user, i.e. a quick registration, does not have a full account.
- A quickly registered user cannot log in.
- A quickly registered user has no password to forget -- or recover.

This Quick Registration feature was designed for your convenience for adding people who don't have email addresses. If a person has an email address register them manually. If they don't have an email address use the quick registration.

### **Signing On**

All you have to remember to sign onto the system is your user ID, because if you forgot your password they will send it to your email address (if you have one). On the other hand, I don't know how to find a forgotten User ID. I'm still working on that one. When it's so long between campaigns I understand that people are going to forget these things. We need a simple, quick way to retrieve them.

### **Fixing Data**

I've been experimenting with fixing user data (e.g. correcting the spelling of someone's name, new email addresses, etc.) by deleting the user altogether and starting from scratch. It does not work. The user's email address gets retained in the system and prevents you from entering the user a second time. The only way to correct user data is #10 above. So, don't delete anybody from the system except fictitious people like Mickey Mouse and Donald Duck.

Finally, this document leaves a lot of things unsaid which you are not going to learn until you play around with the system a bit. You can't do any (major) damage so don't be afraid to sign on and experiment.

### **TO LEARN THE SYSTEM:**

- First sign on and assign yourself some hours and then delete them and do it again in a different way.
- Register an obviously fictitious user (like Mickey Mouse) and assign them some hours. Then delete the hours and delete the user. That will teach you a thing or two.