



# STEP 1:

## PROGRAM REGISTRATION

### REGISTER A PROGRAM

1. Log into Teamnet
2. Click on Departments
3. Click on Volunteer Impact Portal
4. Under the Registration tab, click on the type of program you want to register (most will be "huddle")

#### Program Registration Form Boxes:

1. Is it connected to a campus? Yes if so - that will bring down more boxes to fill out campus info (sometimes the easiest way to find a school is put in the zip code)
2. Description (list the name of the huddle - EX: "CSLA Huddle" or "UTC Football" - this is the name that will show up to volunteers applying for a huddle coach/character coach role)
3. Region - SE Central
4. Sport - select the sport for team huddles or select "Multi Sport" for campus-wide huddles
5. Start Date - you can choose today's date or the estimated start date of the huddle
6. Time Zone - For schools in Eastern Time (Chattanooga time), choose "GMT - 4:00/New York".....For schools in Central Time (Marion/Sequatchie Valley), choose "GMT -5:00/Chicago"
7. Address - Use the school address (this will not show if it is a campus huddle)
8. Staff contact - find your name
9. Huddle End Date
  - a. FY 2026 is 2025-26
  - b. FY 2027 is 2026-27
10. Huddle Information
  - a. Type - choose whether the huddle is geared toward coaches or athletes
  - b. Format - most huddles will be considered "in person"
  - c. Age Level - choose the age of the school (middle school, high school, etc)
  - d. Gender - multisport huddles will be coed, team specific will be gender based
  - e. Leadership type - if you are leading the huddle, choose FCA staff. If a huddle coach is at the school, choose "coach." If a character coach is leading a team huddle, choose "character coach"
  - f. Leave Huddle Description blank
  - g. Professional level - no unless doing ministry with a pro team
11. Click SUBMIT



# STEP 2:

## CREATE VOLUNTEER ROLES

### **CREATE VOLUNTEER ROLES**

1. Go to vip.fca.org
2. Log in using your FCA email address
3. On the left side menu, click on "Programs"
4. Choose "Programs" under the dropdown menu
5. On the right half of page, you will see a purple banner with a search bar underneath. Beside the search bar, click "Advanced Filters"
6. If you do not have any filters listed, click "Add Filter". After that, or if there is already a box there, the first box needs "Event Staff Contact Email" selected. The second box should say "is equal to" and the third box you will need to type your email. Then click apply at the bottom. You should only see your registered huddles now.
7. For any huddles needing a volunteer (in any capacity - huddle coach, character coach, church partner, etc) added, click the clock icon on the row of that huddle.
8. Once the role page comes up, click create on the far right side
9. Role Template:
  - a. Adult Supporting - this is for any adult huddle coach not leading a huddle directly
  - b. Adult Ministry Leader - this is for any character coach who is actively leading a huddle
  - c. For any other volunteer positions at a huddle, ask your team leader
10. Name is the name of the role (Ex: "Huddle Coach") - this is the name of the role, NOT the person's name
11. Volunteers required - this is how many volunteers will be at the school in this role (if you have 3 huddle coaches connected to the huddle, the number "required" is 3)
12. Start date can be today
13. End date can be the end of May (end of school year)
14. Find location from the dropdown box or enter it manually
15. Enter your email at the bottom
16. Do not click the motor vehicle box unless they will be serving in a role where they are regularly driving students at camp, etc
17. Click save

### **SAVE ROLE URL**

1. Go back to the programs page on the admin side of the VIP Portal
2. Click the three dots on the right side of the huddle that you need the link to
3. Click "View in Portal"
4. Go to the URL in the address bar and copy it
5. Paste this into the staff-wide google doc under your school beside the job it corresponds to



# STEP 3:

## USING FILTERS/COLUMNS

### **HOW TO FILTER YOUR PROGRAMS/VOLUNTEERS**

1. Go to [vip.fca.org](http://vip.fca.org)
2. On the left menu, click on programs
3. When the dropdown box appears, click programs or role volunteers (depending on whether you want to add roles to a program or see all your volunteers who have applied) under that.
4. Under the purple heading will be a search bar. Beside that, click Advanced Filters
5. If there is no current filters, click Add Filter.
6. If a filter box already appears, use the following prompts
  - a. The first box on the left should be set to “Event Staff Contact Email”
  - b. The second box depends on the situation
    - i. For field staff only wanting to see their schools, click “Is Equal to.”
    - ii. For directors wanting to see all programs under their offices, click “Is One of.”
  - c. The third box should be the email address of the staff member whose huddles you want to see. For directors, you can list all staff emails (make sure they are separated by a comma or none will appear)
  - d. You can save any filters in the space beneath if you plan to go between multiple filters
  - e. Click Apply

### **HOW TO VIEW VOLUNTEER STATUS WITH COLUMNS**

1. Under the Program tab on the VIP portal, click Role Volunteers
2. On the right side of the page above the volunteer list is a box with a line down the middle labeled columns (when you hover your mouse over it)
3. The following columns are the best to show volunteer progress. If you have others under the “selected columns” list, you can click the X to remove them. If some are not listed under that, you can search for them under the available columns list and then click the right arrow beside it to add it to the visible columns.
  - a. Volunteer Name
  - b. Program Name
  - c. Role Name
  - d. Status
  - e. Volunteer Volunteer Onboarding Status
  - f. Role Volunteer Journey Step category
  - g. Volunteer E3 Training Completed
4. These columns provide an overview but click the three dots on the right next to any volunteer and click “Review Application” to see their exact journey progress (\*anyone who started prior to the May 11<sup>th</sup> update may not show correctly)



# STEP 4:

## VOLUNTEER STATUS

### HOW TO VIEW VOLUNTEER STATUS

1. Go to [vip.fca.org](http://vip.fca.org)
2. On the left menu, click on programs and then role volunteers
3. Any volunteers you have should appear here (if you see everyone in the country, go back to step 3 and filter yours out)
4. Click on the three dots at the far right under beside the volunteer you want to check
5. Click "Review Application"
6. You will see the 5-7 steps of their journey progress and which step they are on
7. If they are under the staff review step:
  - a. Click close to go back to the volunteer list.
  - b. Click the three dots beside their name
  - c. Click View Profile
  - d. At the top right, click the Actions dropdown box and then select Staff Approval
  - e. Once you have read through their answers and want to confirm them, fill out the information at the bottom and click submit.
8. This step of approving them should take you to where you can
9. Under status, you should see one of the following:
  - a. Gray Pending - something is still missing from the application
  - b. Blue Pending Staff Approval - this application is ready for you to take the next step.. When ready to approve, click the blue dropdown box and change that volunteer to "Confirmed". The box should turn green
  - c. Green Confirmed - this volunteer is ready to go
  - d. Red Rejected - something in the application process has denied this person from becoming a volunteer



## STEP 5: TROUBLESHOOTING

### WHAT IF A VOLUNTEER ISN'T SHOWING UP?

1. If a volunteer set up their account through the generic VIP link and did not apply specifically to a role at your huddle, they can still be found but will not automatically show up under you.
2. Go under the VIP portal and click "Volunteer" on the left menu and then "Volunteers" under the dropdown box
3. Search for the volunteer's name
4. Click the three dots on the far right of their line
5. Click View Profile and navigate to the "Programs/Roles" tab
6. If no program or role is listed, click on "Add Volunteer to Program"
7. Under Program, type the name of the school and all huddles from that school should appear.
8. If you have trouble knowing which program to add them to (ex: if there are too many Central High Schools and you can't see which one is yours) -
  - a. Go under the Programs tab on the far left of the main VIP window
  - b. Find the program you want to assign them to
  - c. Click the three dots on the right
  - d. The program number on the top that is 8 digits can be copied into the program name of the "Add Volunteer to Program/Role" and it will bring up the exact program.
9. You then need to add them to the role. Go down to "Add Volunteer to Role"
10. Click on the program you want them assigned to and then type in the role in the "Program Role" field (Ex: Character Coach or Huddle Coach - this will be whatever you named the role when you originally added it to the VIP Portal.). Then click Add to Role.



# STEP 6:

## ADDING PAST VOLUNTEERS TO NEW ROLES

### **HOW DO I ADD SOMEONE WHO HAS ALREADY COMPLETED VIP LAST YEAR TO THIS YEAR'S ROLE?**

1. Go under the volunteer tab
2. Search for their name
3. Click the three dots on the right
4. Click View Profile
5. On the left side, you should see "Programs/Roles" - click that
6. At the top, click "Add Volunteer to Program"
  - a. Type the program name in that first box - if you have a school with a common name "Central High" that would include schools across the country, you can type the specific program ID number in and that will bring up the exact huddle.
    - i. To find the program ID, go back to the main menu on the left, click programs>programs
    - ii. Find the huddle you want to choose
    - iii. Click the three dots on the right
    - iv. The program ID should be in the gray bar at the top of that menu (8 digit code usually starting with 2)
    - v. This code can go in the "Program" Box when you are adding someone to a program or role
    - vi. Once you have the program selected, click Submit
7. Then click add Volunteer to Role at the bottom of that page
8. You will type the program name or ID number again here
9. The program role box will pop up. Start typing the role name you created for this program (Ex: Huddle Coach, Character Coach, Church Partner, etc)
10. The role should pop up below that - click it and then click Add to Role