

Let's Go Fishing Volunteer Instructions

Volunteers will be able to:

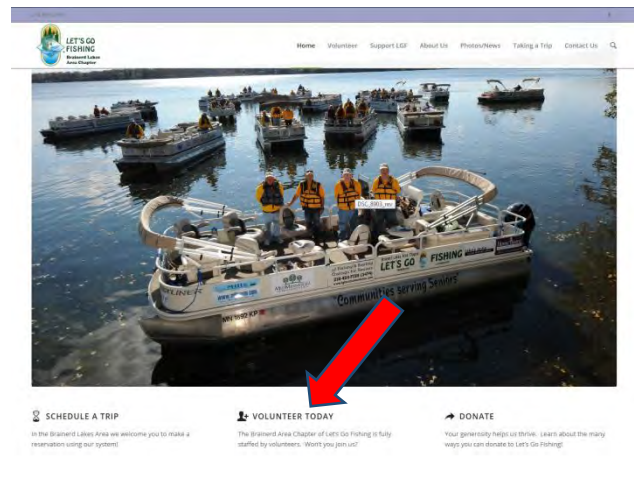
- View all open trips
- Sign up to volunteer for trips
- View all of the trips that you have volunteered for

TABLE OF CONTENTS

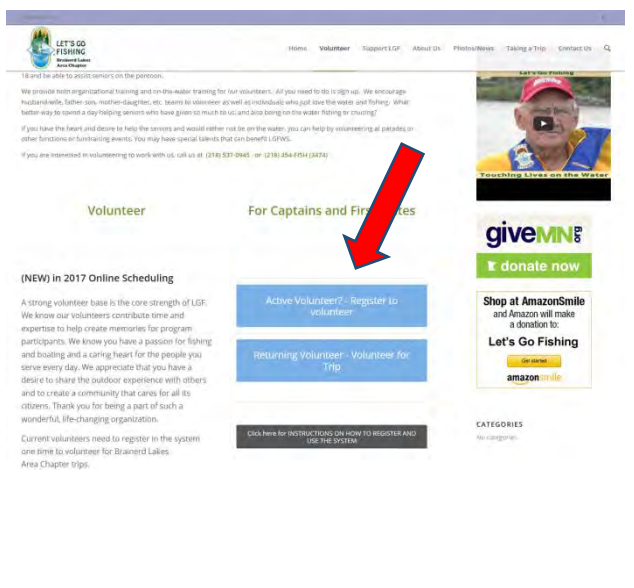
| | |
|-----------|---|
| Page 2 | Accessing the scheduling system |
| Page 3-4 | Register your volunteer information & creating a password (1 time only) |
| Page 5 | Login to the system |
| Page 6-8 | Volunteer for a trip |
| Page 9-10 | View all of your trips in either calendar mode or list mode |

Let's Go Fishing Volunteer Instructions

- Go to the Brainerd Let's Go Fishing home page – www.brainerd.lgfws.com
- Select **Volunteer**



- All information about volunteering can be found here
- There are 3 links at the bottom:
 - Active Volunteer? Register
 - Returning Volunteer? volunteer
 - Instructions for using the scheduling system
- Click on one of the links to access the Scheduling System



- For a 1st time user: click **Register**
- If you have already registered yourself and have a password: click **Login** & go to Page 5



Let's Go Fishing Volunteer Instructions

Step 3: Enter in your all of the information.
Your password must be at least 6 digits long and can be letters, numbers, and characters.

Click: **Submit, Thank You!**

When logging into the system:

Your username is your email address
Your password is the password that you just created

Let's Go Fishing - Test Chapter
Home / Login / Register

Volunteer Registration

Please fill out form with necessary information and click the submit button below:

| | |
|--------------------------------------|---|
| First Name : | Johnny |
| Middle Name : | |
| Last Name : | Doe |
| Age : | <input type="radio"/> Under 18 <input type="radio"/> Over |
| Gender : | <input type="radio"/> Male <input type="radio"/> Female |
| Veteran : | <input type="checkbox"/> |
| Address : | 123 main street |
| Address Lin 2 : | |
| City / State / Zip : | Eden Prairie MN 55347 |
| Phone # : | 652-111-2222 |
| Cell Phone # : | 652-240-1111 |
| E-Mail : | johnnydoe@gmail.com |
| Email Notifications Option : | <input type="checkbox"/> Yes - It is okay to E-Mail me when you need Volunteers <input type="checkbox"/> No - Do not E-Mail me the Daily Volunteers Needed Alerts |
| Primary Position : | Crew |
| Other Tasks you are interested in : | <input type="checkbox"/> Log/Pole include: Captain, Crew, Boat Maintenance, Management, Promoting, Risk Prep, Maintenance, Photo Spreading, Steward, Food/Drink Prep, Organizer, Support, Collector/Driver, Donor, Guest Seating, Partner Coord. Training |
| Employer Name : | |
| Employer Phone # : | |
| Employer City/State/Zip : | |
| Other Notes or Considerations : | |
| Password (minimum of 6 characters) : | |
| Password (re-type) : | |
| SUBMIT THANK YOU! | |

You will get a confirmation page acknowledging that your volunteer registration is successful.

Click on the [Click Here to continue](#)

Let's Go Fishing - Eden Prairie Test Chapter
Home / Login / Register

Volunteer Registration

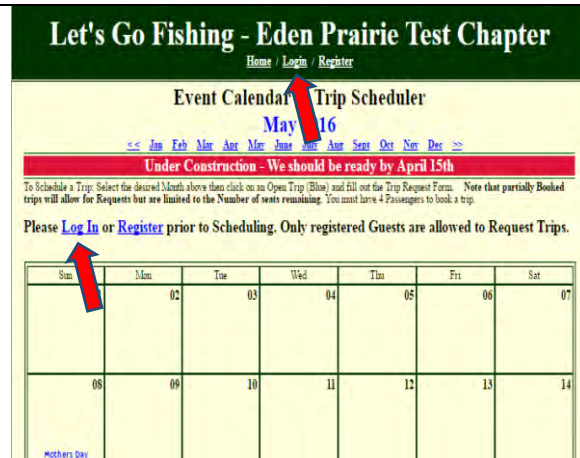
Your Account has been created, it has been sent to the Administrator for Activation. You will be notified when it is ready to go. Thanks...

[Click Here to continue](#)

Let's Go Fishing Volunteer Instructions

LOGGING INTO THE SYSTEM

Click **Login**



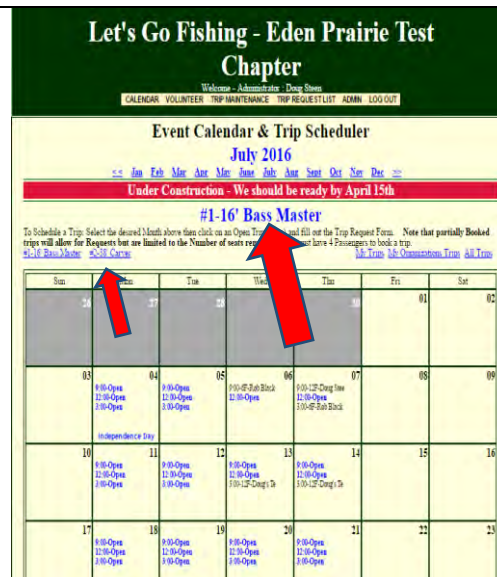
- Enter your email address
- Enter your password
- Select **Volunteer**
- Click **Submit**



A Calendar will display of all trips, both booked and open trips (for Groups to book).

If your Let's Go Fishing Chapter has more than 1 boat, the boat's calendar that is being displayed is identified by the big red arrow.

To view the other boats calendar, click where the small red arrow is.



Volunteering is easy as 1-2-3

- 1) Click on a trip that has an O (for Open) for your position
- 2) Confirm that your position is either Captain or Crew (it will default to what you signed up for when you registered)
- 3) Click Submit

Close the confirmation window and you are ready to volunteer for another Trip

VOLUNTEERING FOR A TRIP

TO VIEW THE VOLUNTEER CALENDAR

Click on **VOLUNTEER** to view the Volunteer Calendar.

Please Note: For the general calendar, it is labeled **Event Calendar & Trip Scheduler** and the color of the calendar is **yellow**.

The screenshot shows the website interface for the 'Let's Go Fishing - Eden Prairie Test Chapter'. At the top, there is a green header with the chapter name and a navigation bar with links: CALENDAR, VOLUNTEER, TRIP MAINTENANCE, TRIP REQUEST LIST, ADMIN, and LOG OUT. Below the navigation bar is a yellow section titled 'Event Calendar & Trip Scheduler' for July 2016. A red arrow points to the 'VOLUNTEER' link in the navigation bar. The calendar grid shows dates from 24 to 31, with some dates having trip listings. A red banner at the top of the calendar section says 'Under Construction - We should be ready by April 15th'. Below the calendar, there is a section for '6' Bass Master' with a description and a table of trip details.

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |
| 08 | 09 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Let's Go Fishing Volunteer Instructions

VOLUNTEER CALENDAR

Please note: the label for the Volunteer Calendar is changed to "**Event Calendar & Volunteer Scheduler**" and **the color of the Calendar is Green.**

By Each Trip (for the June 8 example) is:

9:00-FO- 4F Doug's Test
 12:00-OO-
 3:00-OO-7F-Aprils Tes

After the 9:00 is FO. These 2 spots represent the Captain and First Mate. (**F = Filled and O = Open**)

When you see:

- OO = both captain and first mate are open
- FO = Captain is Filled & first mate position is open
- OF = Captain is open and first mate is Filled
- FF = both captain and first mate are Filled

After 9:00 is 4F Doug's Test which says there are 4 spots booked on this trip and Doug's Test is the name of the group home. (Most chapters have a minimum of 6 passengers.)

To Book a trip, click on a trip that shows O (Open) for your position, either Captain or First Mate (see red arrow)

After clicking on the FO for the 9:00 trip, a pop up window displays.

Select the Crew Position for either Captain or Crew (it will default to the position that you entered when you registered your name) & Click **Submit**

Let's Go Fishing - Eden Prairie Test Chapter
 Welcome - Administrator - Doug Steen
 CALENDAR VOLUNTEER TRIP MAINTENANCE TRIP REQUEST LIST ADMIN LOG OUT

Event Calendar & Volunteer Scheduler
June 2016
 << Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec >>
Under Construction - We should be ready by April 15th
#1-16' Bass Master

To Volunteer for a trip simply find the trip you would like to be on. Note the positions and whether they are filled or not. The code is 3 digits (Captain-Crew-Crew) where 'F' means position is Filled, 'O' means the position is Open (is OFO means Needs Captain and Crew 2). Note You can see the trips you are scheduled for by clicking on the My Trips link.
[#1-16' Bass Master](#) [#2-18' Crawler](#) [My Trips](#) [All Trips](#) [Event Master](#)

| Wed | Thu | Fri | Sat |
|--|--|---|--|
| 01 9:00-FO-FF-Res | 02 9:00-FO-FF-Doug Steen 3:00-OO-1F-Practical | 03 | 04 |
| 05 9:00-FO-FF-Doug's Test 12:00-OO- 3:00-OO-7F-Aprils Tes | 06 9:00-OF-7F-Doug Steen 12:00-OO- 3:00-OO-1F-Doug's Test | 07 | 08 9:00-FO-4F-Doug's Test 12:00-OO- 3:00-OO-7F-Aprils Tes |
| 09 | 10 | 11 | 12 |
| 13 | 14 | 15 9:00-OF-1F-Doug's Test 12:00-OO- 3:00-OO-7F-Sub Black | 16 9:00-OO-1F-Doug's Test 12:00-OO- 3:00-OO- |
| 17 | 18 | 19 | 20 9:00-OO-1F-Doug's Test 12:00-OO- 3:00-OO-7F-Sub Black |
| 21 Flag Day | 22 9:00-OO- 12:00-OO- 3:00-OO- | 23 9:00-OO- 12:00-OO- 3:00-OO- | 24 |
| 25 Fathers Day | 26 9:00-OO- 12:00-OO- 3:00-OO- | 27 9:00-OO- 12:00-OO- 3:00-OO- | 28 9:00-OO- 12:00-OO- 3:00-OO- |
| 29 | 30 | 01 | 02 |
| 03 | 04 | 05 | 06 |
| 07 | 08 | 09 | 10 |

Let's Go Fishing - Eden Prairie Test Chapter
 Welcome - Administrator - Doug Steen
 CALENDAR VOLUNTEER TRIP MAINTENANCE TRIP REQUEST LIST ADMIN LOG OUT

Volunteer For Trip
4F-DOUG'S TEST GRO - Doug's Test Group #2
June 8th 2016 - 09:00:00

When: June 8th, 2016 - 09:00:00
 Description: 4F-DOUG'S TEST GRO
 Org: Doug's Test Group #2
 Ann Steen 952-240-1021
 Notes:
 Captain: Doug Steen
 Crew Member 1:
 Crew Member 2:
 Volunteer Position: **Captain**
 You have already been reserved for the Captain Position.
 (Check [Cancel](#) to be reserved from this Trip. [Submit](#))

Let's Go Fishing Volunteer Instructions


You will get a confirmation screen saying –

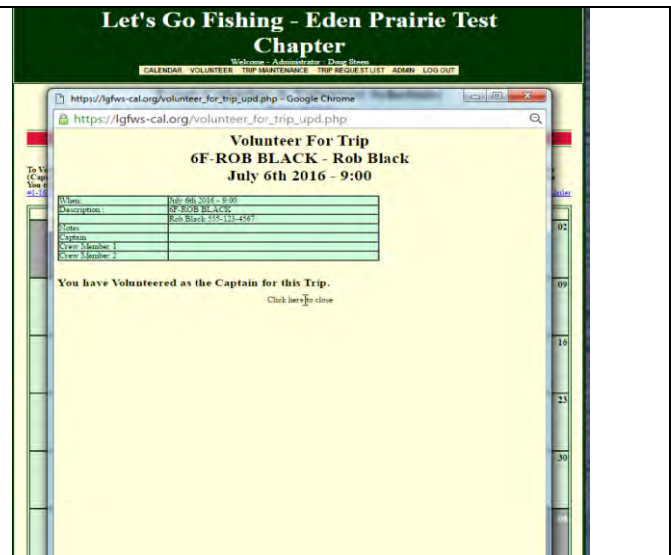
“You have Volunteered as the Captain for this Trip.”

Click here to close”

Click the **Click here to close** to Close the Window

Then if you Click the Refresh button near the top of the

screen,  , it will change the O (for Open) to F (for Filled) for the trip that you just volunteered.



Let's Go Fishing Volunteer Instructions

VIEWING YOUR TRIPS IN CALENDAR MODE

You can view your trips in either Calendar mode or in a list.

To view in Calendar mode:

Click on [My Trips](#) (by the red arrow) located on the right hand side just above the calendar.

Click [All Trips](#) will return you to the view showing all of the trips available.

Let's Go Fishing - Eden Prairie Test Chapter
 Welcome - Volunteer Matt Steen
 CALENDAR VOLUNTEER VOLUNTEER LIST PICTURES MY PROFILE MY TRIPS LOG OUT

Event Calendar & Volunteer Scheduler
September 2016
 << Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec >>
Under Construction - We should be ready by April 15th

#1-16' Bass Master

To Volunteer for a trip simply find the trip you would like to be on. Note the positions and whether they are filled or not. The code is 3 digits (Captain-Crew-Crew) where "F" means position is Filled, "O" means the position is Open (in OPO means Needs Captain and Crew 2). Note You can see the trips you are scheduled for by clicking on the My Trips link.
[All Trips](#) [My Trips](#) [All Trips](#)

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 01 | 02 | 03 | 04 |
| 05 | 06 | 07 | 08 | 09 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 01 | 02 |

The Calendar now displays only your trips.

To see the detail of a trip, Click on that Trip which will display: 1) Group name & 2) Contact person and phone number

Let's Go Fishing - Eden Prairie Test Chapter
 Welcome - Volunteer Matt Steen
 CALENDAR VOLUNTEER VOLUNTEER LIST PICTURES MY PROFILE MY TRIPS LOG OUT

Event Calendar & Volunteer Scheduler
June 2016
 << Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec >>
Under Construction - We should be ready by April 15th

#1-16' Bass Master

To Volunteer for a trip simply find the trip you would like to be on. Note the positions and whether they are filled or not. The code is 3 digits (Captain-Crew-Crew) where "F" means position is Filled, "O" means the position is Open (in OPO means Needs Captain and Crew 2). Note You can see the trips you are scheduled for by clicking on the My Trips link.
[All Trips](#) [My Trips](#) [All Trips](#)

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 01 | 02 | 03 | 04 |
| 05 | 06 | 07 | 08 | 09 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 01 | 02 |
| 03 | 04 | 05 | 06 | 07 | 08 | 09 |

Click the in the upper right hand corner to close the popup window of the trip.

Let's Go Fishing - Eden Prairie Test Chapter
 Welcome - Volunteer Matt Steen
 CALENDAR VOLUNTEER VOLUNTEER LIST PICTURES MY PROFILE MY TRIPS LOG OUT

Event Calendar & Volunteer Scheduler
June 2016
 << Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec >>
Under Construction - We should be ready by April 15th

Volunteer For Trip
12F-EDEN PRAIRIE SE - Eden Prairie Senior Center
June 14th 2016 - 09:00:00

| | |
|---------------|----------------------------|
| Event | June 14th 2016 - 09:00:00 |
| Description | 12F-EDEN PRAIRIE SE |
| Org | Eden Prairie Senior Center |
| Phone | Phone: 952-911-1524 |
| Address | |
| City | |
| Crew Member 1 | Matt Steen |
| Crew Member 2 | |

Volunteer Position:
 You have already volunteered for the 1st Crew Member Position.
 (Click the box to be assigned from this Trip.)

Let's Go Fishing Volunteer Instructions

To view your trips in list mode:

Click on **MY TRIPS** (by the red arrow) located near the top of the screen just below the "Welcome Volunteer & Your Name"

Let's Go Fishing - Eden Prairie Test Chapter
 Welcome - Volunteer - Matt Steen
 CALENDAR VOLUNTEER VOLUNTEERLIST PICTURES MY PROFILE MY TRIPS LOGOUT

Event Calendar & Volunteer Scheduler
September 2016
 Under Construction - We should be ready by J 15th
 #1-16' Bass Master

To Volunteer for a trip simply find the trip you would like to be on. Note the positions and whether they are filled or not. The code in 3 digits (Captain, Crew, Crew) where "F" means position is Filled, "O" means the position is Open (in CEO means Needs Captain and Crew 2). Note you can see the trips you are scheduled for by clicking on the My Trips link.
[Go to Sign Admin](#) [Go to Crews](#) [My Trips](#) [All Trips](#)

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--|-----|-----|
| 28 | 29 | 30 | | 01 9:00-12:00-12:00-3:00-OF 12:00-OF | 02 | 03 |
| 04 9:00-12:00-12:00-3:00-OF | 05 9:00-12:00-12:00-3:00-OF | 06 9:00-12:00-12:00-3:00-OF | 07 9:00-12:00-12:00-3:00-OF | 08 9:00-12:00-12:00-3:00-OF | 09 | 10 |
| Labor Day | | | | | | |
| 11 9:00-12:00-12:00-3:00-OF | 12 9:00-12:00-12:00-3:00-OF | 13 9:00-12:00-12:00-3:00-OF | 14 9:00-12:00-12:00-3:00-OF | 15 | 16 | 17 |
| Patriot Day | | | | | | |
| 18 9:00-12:00-12:00-3:00-OF | 19 9:00-12:00-12:00-3:00-OF | 20 9:00-12:00-12:00-3:00-OF | 21 9:00-12:00-12:00-3:00-OF | 22 | 23 | 24 |
| 25 9:00-12:00-12:00-3:00-OF | 26 9:00-12:00-12:00-3:00-OF | 27 9:00-12:00-12:00-3:00-OF | 28 9:00-12:00-12:00-3:00-OF | 29 | 30 | 01 |

All of your Trips are now displayed in list mode.

To return to the Volunteer Calendar view, Click on **VOLUNTEER**

Let's Go Fishing - Eden Prairie Test Chapter
 Welcome - Volunteer - Matt Steen
 CALENDAR VOLUNTEER VOLUNTEERLIST PICTURES MY PROFILE MY TRIPS LOGOUT

SELECT * FROM calendar_items WHERE (cal_captain = 10025 | cal_crew_1 = 10025 | cal_crew_2 = 10025)

| Capt | Boat | Trip Date | Trip Time | Description | Contracts | Captain | Status |
|------|------|------------|-----------|--------------------|---------------------------|----------------------------|--------|
| 99 | 1 | 09/08/2016 | 9:00 | F-DOUG STEEN | Doug Steen - 952-240-0891 | -- | Booked |
| 99 | 1 | 09/14/2016 | 9:00 | LF-EDEN PRAIRIE LE | John Dew - 952-241-7654 | -- | Booked |
| 99 | 1 | 09/15/2016 | 9:00 | LF-DOUG'S TEST GRO | Ann Steen - 952-240-1027 | -- | Booked |
| 99 | 1 | 07/05/2016 | 9:00 | . | . | -- | Open |
| 99 | 1 | 07/07/2016 | 9:00 | LF-DOUG STEEN? | Doug Steen - 952-240-0891 | Mike Stanha - 555-655-6555 | Booked |
| 99 | 1 | 07/12/2016 | 9:00 | . | . | -- | Open |
| 99 | 1 | 09/02/2016 | 3:00 | . | . | -- | Open |
| 99 | 1 | 09/07/2016 | 3:00 | . | . | -- | Open |
| 99 | 1 | 09/13/2016 | 3:00 | . | . | -- | Open |

Number of Trips : 9

Whenever you are done using the system, click **LOGOUT**

Let's Go Fishing - Eden Prairie Test Chapter
 Welcome - Volunteer - Matt Steen
 CALENDAR VOLUNTEER VOLUNTEERLIST PICTURES MY PROFILE MY TRIPS LOGOUT

SELECT * FROM calendar_items WHERE (cal_captain = 10025 | cal_crew_1 = 10025 | cal_crew_2 = 10025)

| Capt | Boat | Trip Date | Trip Time | Description | Contracts | Captain | Status |
|------|------|------------|-----------|--------------------|---------------------------|----------------------------|--------|
| 99 | 1 | 09/08/2016 | 9:00 | F-DOUG STEEN | Doug Steen - 952-240-0891 | -- | Booked |
| 99 | 1 | 09/14/2016 | 9:00 | LF-EDEN PRAIRIE LE | John Dew - 952-241-7654 | -- | Booked |
| 99 | 1 | 09/15/2016 | 9:00 | LF-DOUG'S TEST GRO | Ann Steen - 952-240-1027 | -- | Booked |
| 99 | 1 | 07/05/2016 | 9:00 | . | . | -- | Open |
| 99 | 1 | 07/07/2016 | 9:00 | LF-DOUG STEEN? | Doug Steen - 952-240-0891 | Mike Stanha - 555-655-6555 | Booked |
| 99 | 1 | 07/12/2016 | 9:00 | . | . | -- | Open |
| 99 | 1 | 09/02/2016 | 3:00 | . | . | -- | Open |
| 99 | 1 | 09/07/2016 | 3:00 | . | . | -- | Open |
| 99 | 1 | 09/13/2016 | 3:00 | . | . | -- | Open |

Number of Trips : 9