

Notes on the Volunteer's Database – Participation to an event

Creation of an event and invitation of Volunteers

A **Regional User** can create an event and invite registered volunteers from the region to the event.

The screenshot displays the 'All Event' page in the Volunteer's Database. A red arrow points from the 'Add a new Event' button to a text box labeled 'Adding new event And description'. Another red arrow points from the same text box to the 'Event description' form.

**Adding new event
And description**

Event description

Type of event: incident training course
 shoreline assessment
 shoreline clean-up
 wildlife
 First Aid
 other

Location: Alger

Date: 2012 / October / 2

Description: [Empty text area]

Participants

Close Save

After creating the event, the regional user can add new participants from the database:

Alger (training) 2012-10-02

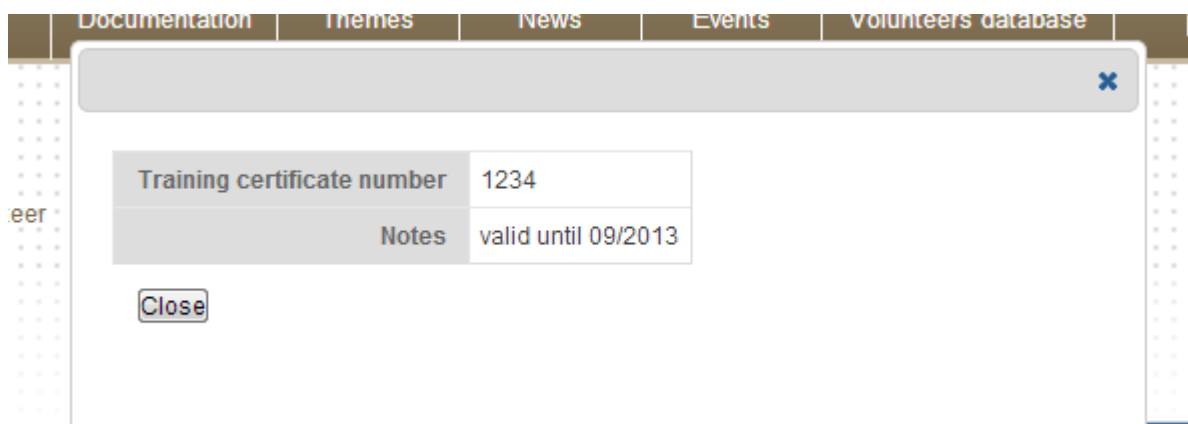
by [admin](#) — last modified Apr 03, 2012 08:57 AM

▶ Event description

▼ Participants

Participant	Status	Actions
Vol Unteer	Notified	

A notification email is sent to the volunteers. After the event, the regional user can edit the information on the training he organised, and insert the training certificate number in the volunteers profile:



Training certificate number	1234
Notes	valid until 09/2013

The regional user has access to the volunteers profile of the region, and can ammend/delete the regional data as necessary.

Registration and participation to events by Volunteers

A volunteer has to create an account (email + password) to integrate the database, giving basic information on his skills and geographical localisation:

Volunteer

▶ Personal information

▼ Skills & availability

Availability	<input type="radio"/> anytime <input type="radio"/> week-end <input type="radio"/> weekdays
Fitness Level	<input type="radio"/> low <input type="radio"/> moderate <input type="radio"/> high
Prior Experience in Oil Spills	<input type="radio"/> yes <input type="radio"/> no
Prior experience with wildlife handling	<input type="radio"/> yes <input type="radio"/> no
Prior experience managing groups of people	<input type="radio"/> yes <input type="radio"/> no
Specialist Skills ■	<input type="checkbox"/> Oiled shoreline assessment <input type="checkbox"/> Oiled shoreline cleanup <input type="checkbox"/> Oiled wildlife response <input type="checkbox"/> Volunteer Management <input type="checkbox"/> Ecology <input type="checkbox"/> Engineering <input type="checkbox"/> Communications <input type="checkbox"/> Heavy Machinery <input type="checkbox"/> Catering <input type="checkbox"/> First Aid

▶ Other information

The volunteer can then consult the events organised in his/her country, and participate by registering or accepting an invitation to an event.

After participating to the event, the volunteer shall go back to his/her profile and update his skills & availability information. For instance a new skill can be added after a training.

National Users

The national users are provided with a consultative access enabling them to view (read only) the data for its own country. They can create events and invite volunteers from their country as done by the regional users.