

NEW 9HEALTH VOLUNTEER
MANAGEMENT SYSTEM (VMS):
AN INTRODUCTION

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ENGAGEMENT

AGENDA:

- Difference between FMS and VMS
- How to Login
- Overview of the front page of VMS: Resource Library, searching functions and more.
- Difference between 'Teams' and 'User Groups'
- Overview of the Coordinator Tools
 - Galaxy Digital Training Toolbox
 - "Key" to help with terminology differences
 - Overview of your 9Health Fair Site Setup
 - Creating up a "Volunteer Position"
 - Exporting your volunteers
 - And more!
- What's Next?
- FAQ's
- Bonus Features
- Questions?

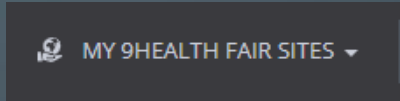
FMS VS. VMS

- **FMS = Fair Management System**
 - Used to inform participants and 9HF on supplies:
 - Entering Steps 1,2,3
 - Adding CO-Coordiators
 - Turning ON and OFF screenings and stations
 - Downloading Online Registration Report
- **VMS = Volunteer Management System**
 - Used to recruitment and inform volunteers of your needs:
 - Update your 9HF page
 - Enter Volunteer Positions
 - Check on volunteer responses and communicate with them
 - Check 'Qualifications' of your volunteers
 - And More!

“KEY” TO UNDERSTANDING GALAXY DIGITAL ‘TERMS’:

- Agency or Program = 9Health Fair Site
- Agency or Program ‘Manager’ = 9Health Fair Site Coordinators
- Opportunity or Need = Volunteer Positions
- Events = Events
- Fan = someone is ‘following’ your 9Health Fair Site
- Initiative = Groupings of ‘Volunteer Positions’ (Non-medical, Medical Screenings and Lab Area)
- Site Manager = 9Health Staff

WHAT'S NEXT? COMPLETE THE FOLLOWING:

- Login at www.9healthvolunteer.org OR www.9healthfair.org → 'Volunteer Login'
 - Having trouble – contact alex.andrews@9healthfair.org OR ve@9healthfair.org
- Browse the Resource Library
- Click this button to get to Coordinator tools: 
 - All Coordinator tools are in a horizontal line under the orange Site Coordinator Toolbox
- Add your sites logo and correct any mistakes on your 9HF page
- Put in the “capacity” or number of volunteers you would like for each position
- Create a new ‘Volunteer Position’
 - By clicking Add Volunteer Position OR
 - Cloning an already existing Volunteer Position

FAQ'S – VIDEO TUTORIALS COMING SOON

Day of volunteer:

- How to log in
- How to update profile and qualifications
- Where to search for fairs/how to filter search engine
- How to “sign up” for a fair/respond
- How to check calendar and manage the fairs you signed up for

Leadership volunteer:

- How to get to your fair page
- Where to find your responses/stats
- How to communicate with your volunteers (emails and automated messaging)
- Changes from old system with confirming, assigning etc. (got lots of questions on that)
- Noting what FMS is used for and that VMS is everything else
- Adding logos and personalizing page for fair
- Changing or adding positions and updating FMS along with those changes
- Adding a user

BONUS FEATURES

- Volunteer Resumes
- Tracking volunteer hours
- Access to 'certificates' for medical volunteers
- Check-in Kiosk
- 'Plus-one' feature
- Creating 'private' volunteer positions
- Creating 'Teams' and 'User Groups'

QUESTIONS? NEED MORE SUPPORT?

- For more support, reach out to your Liaison, the Volunteer Engagement Team (ve@9healthfair.org) OR Steve Hall at gonzopozo@gmail.com (Website Trainer)
- When Video Tutorials are complete, you will find them in the Resource Library