



Volunteer Hub: Understanding Schedule Types & Registration Types

Schedule Type		Registration Type		Use this combination when . . .	Example
<p>Date & Time Specific</p> <p>Allows you to schedule volunteers for a specific date/time.</p>	+	<p>Sign Up</p> <p>Allows volunteers to quickly sign up online.</p>	=	<p>You want any volunteer who meets the opportunity requirements to be able to quickly sign up and attend your date- and time-specific opportunity.</p> <p>Tip: use this registration type only if it's okay for anyone in the general public to register and show up.</p>	<p>You are hosting a river clean-up day and just need volunteers to sign up and show up at the designated time and place.</p>
<p>Date & Time Specific</p> <p>Allows you to schedule volunteers for a specific date/time.</p>	+	<p>Express Interest</p> <p>Allows you to review and confirm/decline prospective volunteers.</p>	=	<p>Your opportunity occurs on specific dates and times, but a volunteer must complete some type of process before starting with you.</p> <p>Tip: use this registration type if there is any kind of interview, vetting, or training required before someone can volunteer with you.</p>	<p>You run a thrift store that has a morning shift and an afternoon shift every weekday. You want volunteers to sign up for specific shifts. Before they can start, all volunteers must attend a mandatory training.</p>
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<p>Individually Scheduled</p> <p>Allows you to schedule volunteers on an individual basis.</p>	+	<p>Express Interest with Schedule</p> <p>Allows prospective volunteers to let you know when they are available during your set days/times.</p>	=	<p>You want to provide flexible schedules for your volunteers within certain days/times.</p> <p>If the volunteer’s proposed schedule works for you, you can simply confirm their registration.</p> <p>Tip: with this registration type you can do any kind of interview, vetting, or training required before someone can volunteer with you.</p>	<p>A thrift store is open from 10am-4pm and volunteers can come any time during those hours to help process donated items. They might stay for just an hour or two and come at different times on different days from week to week.</p>
<p>Individually Scheduled</p> <p>Allows you to schedule volunteers on an individual basis.</p>	+	<p>Express Interest Only</p> <p>Allows for maximum scheduling flexibility.</p>	=	<ul style="list-style-type: none"> You simply want to generate a list of interested volunteers or you have tasks that need to be done, but no specific days/times when you need volunteers. You just want to use the Volunteer Hub for recruiting new volunteers (you may, for example, have an existing system for scheduling and tracking volunteers). <p>Tip: with this registration type you can do any kind of interview, vetting, or training required before someone can volunteer with you.</p>	<ul style="list-style-type: none"> You are recruiting for your Board. You have tasks that can be done from home. You have regular tasks that need doing, but the dates and times change.