ASSESSMENT COORDINATOR
How to Add and Assessment Day

1. Go to - Activities > Manage Activities

NOTE:

In Better Impact, an
Activity is an **Assessment Day**

2. Click the [+] button in the "Activities" header (above the list of activities) and click on "Use a Template"

BASIC INFO

3. Enter the **Activity** or Position name (maximum 200 characters)

4. Select the options for Category, Application Form, Active Status, Hours Logging, Group Sign up, Auto Log Hours, and Allow volunteers to sign up for the backup list

5. Enter a **Description** that will include information about the activity to be seen by those applying (**Pre-assigned**); those assigned or scheduled (**Post-assigned**) and administrators only (**Internal**)

SCHEDULE

6. Click the [Next] button to choose your schedule options. Ensure you choose "ONE TIME"

VISIBILITY AND AUTOMATION

1. **Visible to:** Select which volunteers can see your Activity (if they can see it, they can sign up for it):
   - Public: All of your volunteers can see the Activity (it will also appear on your Activity List sign-up link to potential applicants)

2. **Self-Scheduling:** Automatically assign these volunteers when they sign-up for the Activity/shift based on status and qualifications (optional). This will automatically schedule the volunteer when they sign-up. Ensure you are comfortable doing this before selecting this option

3. **Auto Lock:** Prevents volunteers from signing up when an Activity/shift is full

4. **Minimum Volunteers:** Minimum number of people needed for the Activity/shift

5. **Maximum Volunteers:** Maximum number of people needed for the Activity/shift (triggers the auto-lock)

6. **Allow volunteers to remove themselves:** Indicate whether or not volunteers who have confirmed their assignment can withdraw from it. Skate Ontario does not recommend this feature at this time as an Evaluator could remove themselves leaving the activity vacant

7. **Cutoff signup:** Indicate whether you want to prevent people from signing up for a shift within a specified number of hours before it begins

QUALIFICATIONS

1. Select the relevant Qualifications for this activity. Volunteers must meet or exceed what you select here to be considered qualified for the Activity. Considered qualified for the Activity can define whether or not they can see it (**Visibility**) and whether or not they can **Self Schedule**. Select the STAR 6 - Gold Qualifications based on the assessments at your Assessment Day. Please note that STAR 6 - 8 DANCE is a new module and many Evaluators have STAR 6 - Gold which encompasses STAR 6 - 8. If you select only STAR 6 Dance at this time, it will restrict the ability to get an Evaluator who may be qualified up to Gold.

2. Click the [Save] button