

Assessment Coordinator - How to Add an Assessment Day

Step 1: Go to 'Configuration' and Select 'Manage Activities'

The screenshot shows the 'Manage Activities' configuration page in the Assessment Coordinator application. The browser address bar shows 'app.betterimpact.com/Organization/Activity'. The left sidebar contains a navigation menu with 'Manage Activities' highlighted under the 'Activities' section. The main content area features a 'Filters' section with various dropdown menus for Category, Status, Allow Hours Logging, Type, Keywords, Auto Log Hours, Ends Before, Sort, Auto Lock, Visible to, Self-Scheduling, and Page Size. A 'Clear Filters' button and a 'Filter Activities' button are also present. Below the filters, a message states: 'It looks like you have filters applied. If you don't see the item you are looking for, you can change your filters (above) and try again.' The 'Activities' section shows a table with one entry, 'Assessment Days', and buttons for '+ New Activity', '+ Use a Template', and '+ New Category'. The 'Complete Category List' section also shows 'Assessment Days'.

Step 2: Go to Activities and select '+ Use a Template' and then click on the 'Assessment Day template'

Manage Activities

- COVID-19 Response
- Classifications
- Application Form Settings
- Public Volunteer Page Settings
- MyImpact Portal Settings
- Activities**
 - Manage Activities**
 - Shift Templates
 - Bulk Activity Updates
 - Feedback Fields
 - Schedule Settings
 - Hours and Timeclock Settings
- Resources
 - eLearning Modules
 - Document Library
- Recent Pages
 - 1. Home

Filters

Category: Do not filter Group by category

Status: Active Auto Lock: Do not filter

Allow Hours Logging: Do not filter Visible to: Do not filter

Type: Do not filter Self-Scheduling: Do not filter

Keywords:

Auto Log Hours: Don't Filter

Ends Before: mm/dd/yyyy

Sort: Activity Name Page Size: 25

Make these my default filters

It looks like you have filters applied. If you don't see the item you are looking for, you can change your filters (above) and try again.

Activities Dates: Type:

Assessment Days

Create Activity Using a Template

Template	Activity	Type
Assessment Days	Assessment Days	One Time
Virtual Assessment Day (Pilot)	Virtual Assessment Day (Club/School name)	One Time

Basic Info

Step 3: Enter the Activity or Position name (maximum 200 characters). If your Club/School is part of “Skate Ontario Intake”-Please include your Club/School name in the Activity.

Step 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

Step 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). You can include information about alternate days or flexibility your Club/school has. i.e. Time flexible, we have ice from 4:00pm-9:00pm

The screenshot shows the 'Create New Activity' modal window with the 'Basic Info' tab selected. The form contains the following fields and options:

- Activity:** Assessment Days
- Category:** (Dropdown menu)
- Activity Report Group:** (Dropdown menu)
- Application Form:** Default Application Form
- Active:** This activity is active
- Allow Hours Logging:** Volunteers are allowed to log hours for this activity
- Auto Log Hours:** Auto log hours for this activity
- Backup List:** Allow volunteers to add themselves to the backup list
- Description - pre-assigned:** A rich text editor containing the text "(What it is all about)".

At the bottom of the modal, there is a message: "Please make sure to visit all of the tabs and fill in the required fields before saving." and buttons for "Cancel", "Next", and "Save".

Schedule

Step 6: Click the [Next] button to choose your schedule options. Ensure you choose ‘One Time’

The screenshot shows the 'Create New Activity' modal window with the 'Schedule' tab selected. The form contains the following options and fields:

- Schedule Options:** Recurring Pattern, Disjointed, **One Time** (highlighted), Seasonal, No Schedule
- One Time Shift:** A section with three input fields:
 - Start Date:** /mm/dd/yyyy
 - Start Time:** hh:mm
 - End Time:** hh:mm

At the bottom of the modal, there are buttons for "Cancel", "Next", and "Save".

Visibility and Automation

- Step 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))
- Step 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
- Step 3:** Auto Lock: Prevents volunteers from signing up when an Activity/shift is full
- Step 4:** Minimum Volunteers: Minimum number of people needed for the Activity/shift
- Step 5:** Maximum Volunteers: Maximum number of people needed for the Activity/shift (triggers the auto-lock)
- Step 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
- Step 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

Create New Activity

Basic Info | Schedule | **Visibility and Automation** | Qualifications | Classifications

Visible to

- Only volunteers who are signed up, assigned or on the backup list
- Visible to all volunteers who are...
- Public

Self-Scheduling *Automatically assign these volunteers when they sign up

- Applicant If Qualified
- In Process If Qualified
- Accepted If Qualified
- Inactive If Qualified

Auto Lock ⓘ

- On the maximum number of volunteers signed up but not assigned
- On the maximum number of volunteers assigned

Minimum Volunteers: 1 ⓘ *Does not affect the auto lock

Maximum Volunteers: 3 ⓘ *Auto locks at this number

Allow volunteers to remove themselves from a confirmed assignment up to 0 ⓘ hours before the shift begins

Cut off signup for shifts of this activity 0 ⓘ hours before the shift begins

Cancel Next Save

Qualifications

Step 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 6-8 Dance at this time, it will restrict the ability to get an Evaluator who may be qualified up to Gold. Only select “Local Club” if you need your Evaluator to be a member of your club, otherwise leave this blank.

Step 2: Click the [Save] button

The screenshot shows the 'Create New Activity' form with the 'Qualifications' tab selected. The form contains the following fields:

Qualifications		
Local club		<input type="text"/>
Code of Ethics - season of expiry	Must be at least	<input type="text" value="2020"/>
Respect in Sport	Must be	<input type="text" value="Yes"/>
Rowan's Law	Must be	<input type="text" value="Yes"/>
COVID 19 waiver		<input type="text"/>
COVID 19 Facility Eligibility		<input type="text"/>
Diamond Dance		<input type="text"/>
STAR 6-Gold Skills		<input type="text"/>
STAR 6-Gold Free Skate		<input type="text"/>
STAR 6-Gold Dance 6-8		<input type="text"/>
STAR 6-Gold Dance		<input type="text"/>
STAR 6-Gold Artistic		<input type="text"/>

At the bottom of the form, there are three buttons: 'Cancel', 'Next', and 'Save'.