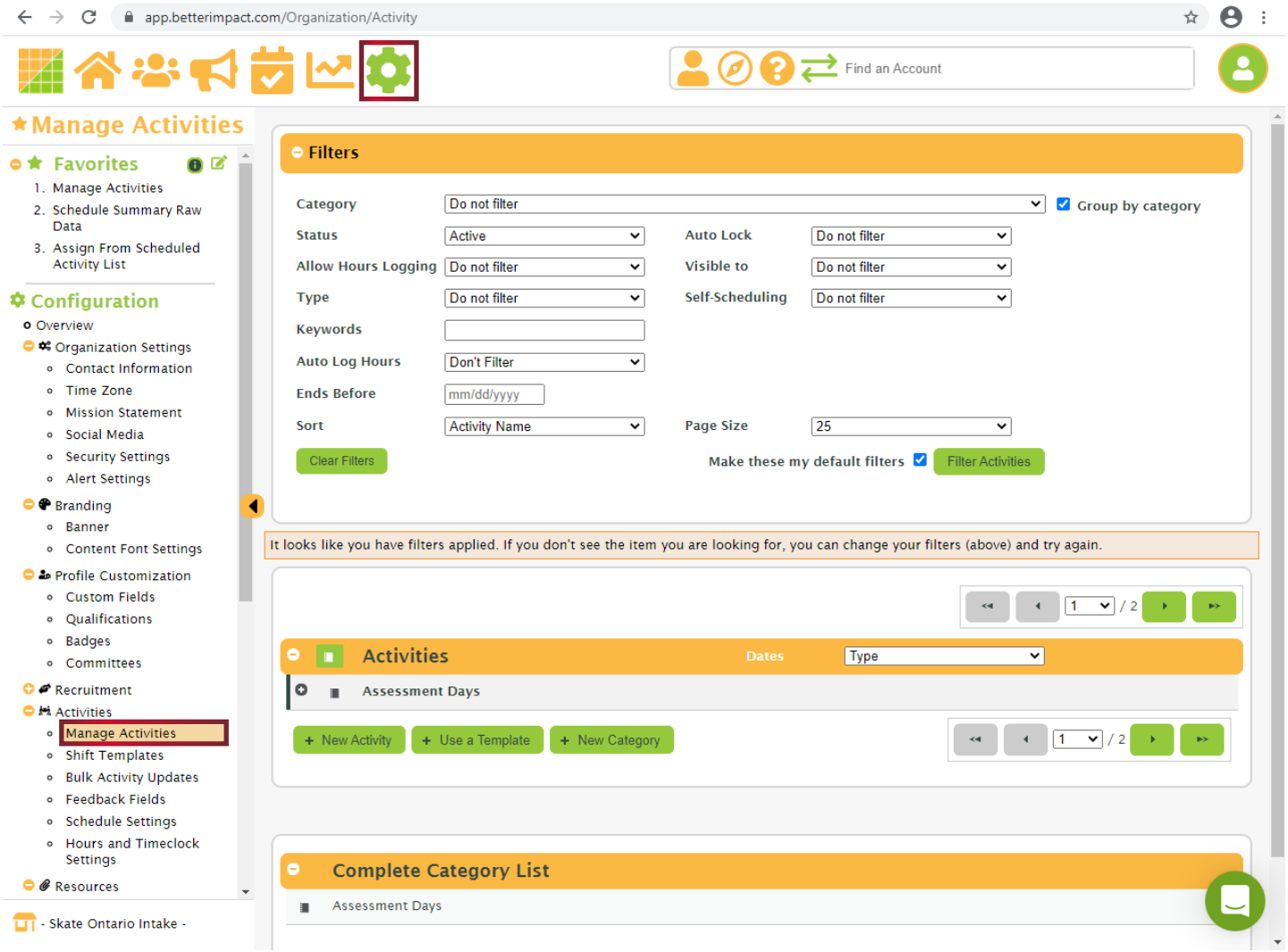
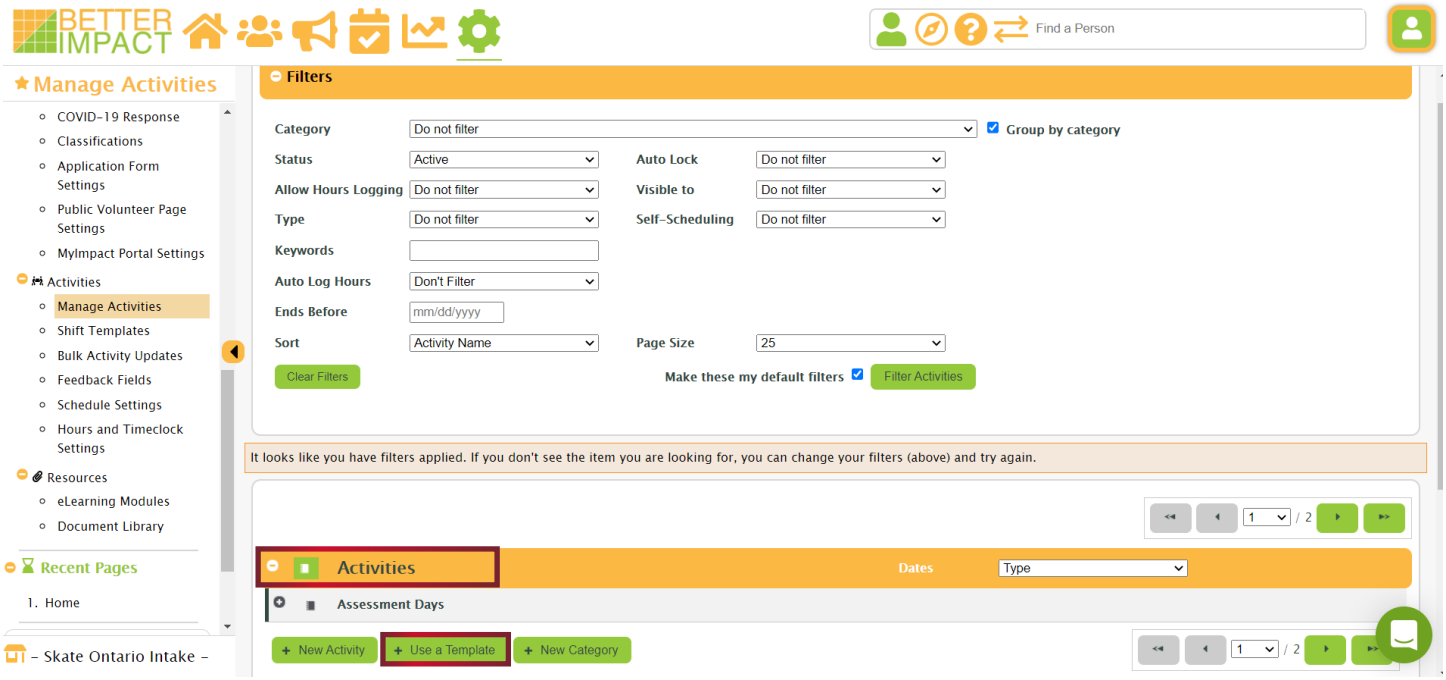
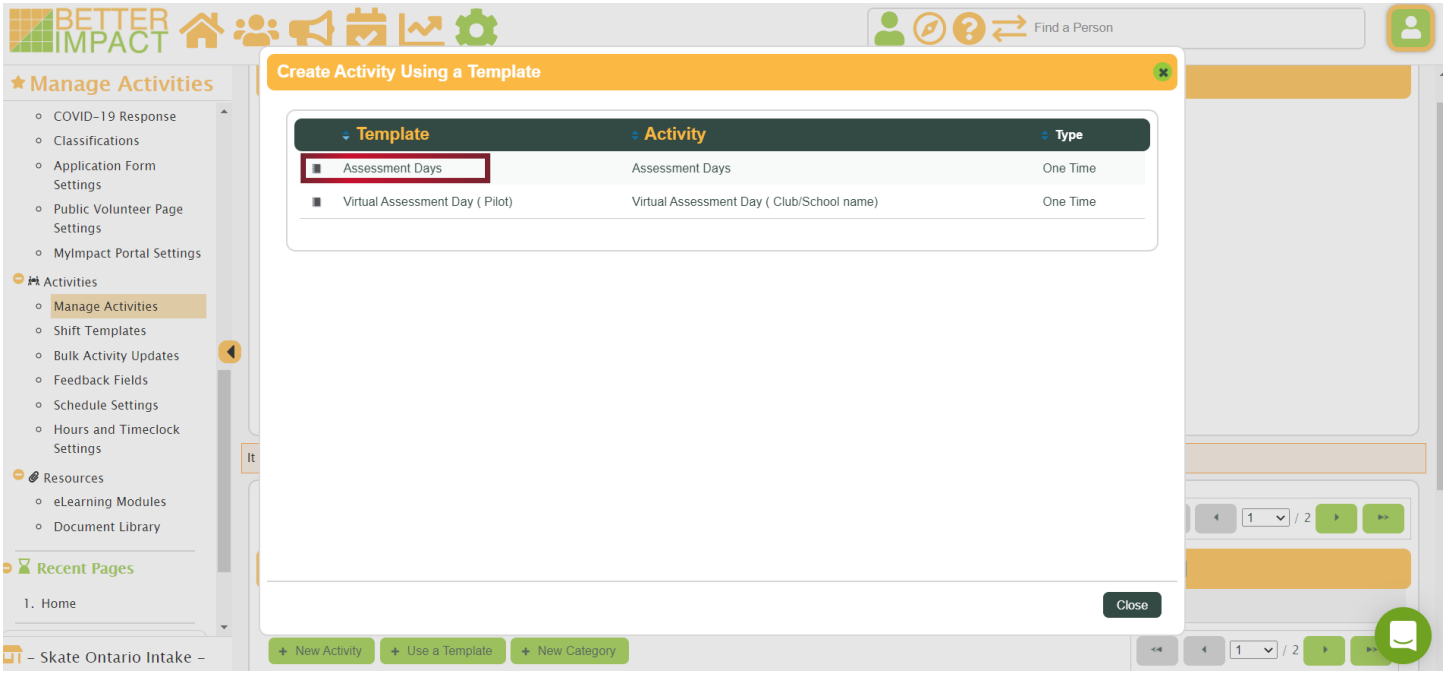
Assessment Coordinator - How to Add an Assessment Day

Step 1: Go to ‘Configuration’ and Select ‘Manage Activities’



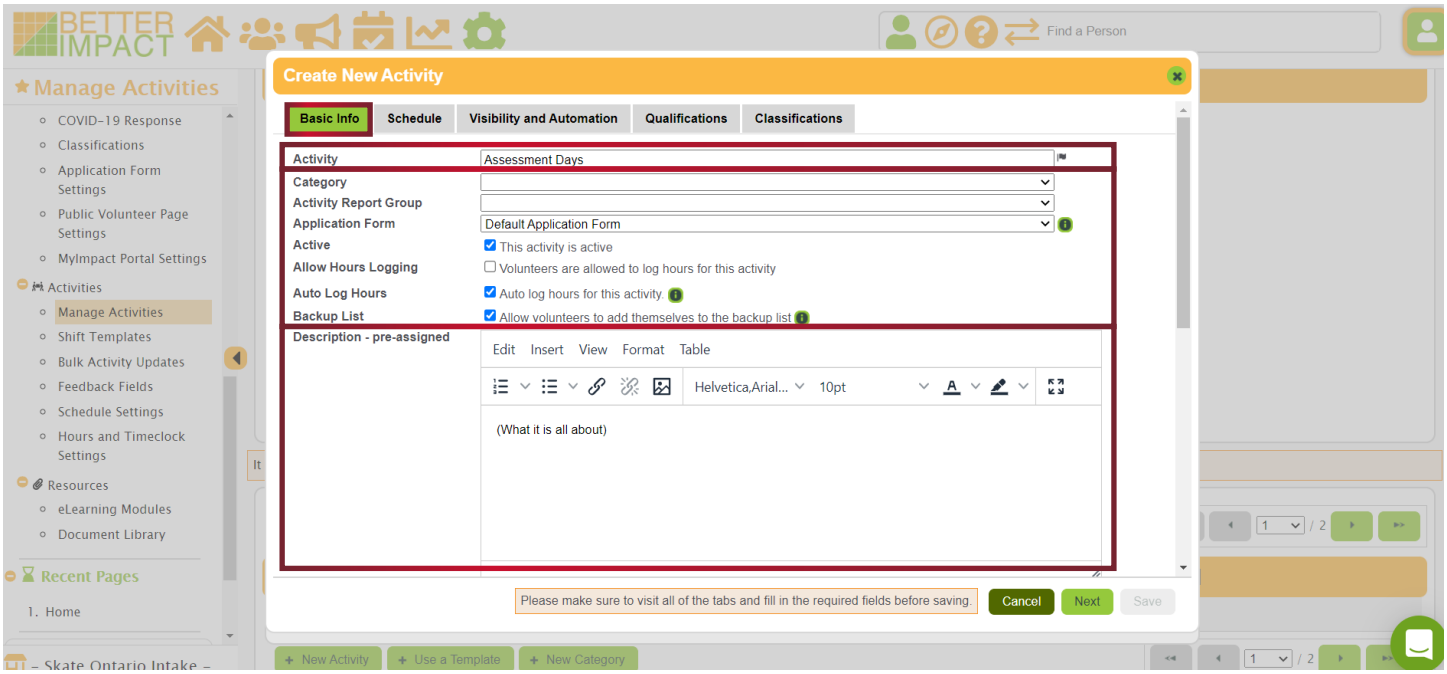
Step 2: Go to Activities and select '+ Use a Template' and then click on the 'Assessment Day template'





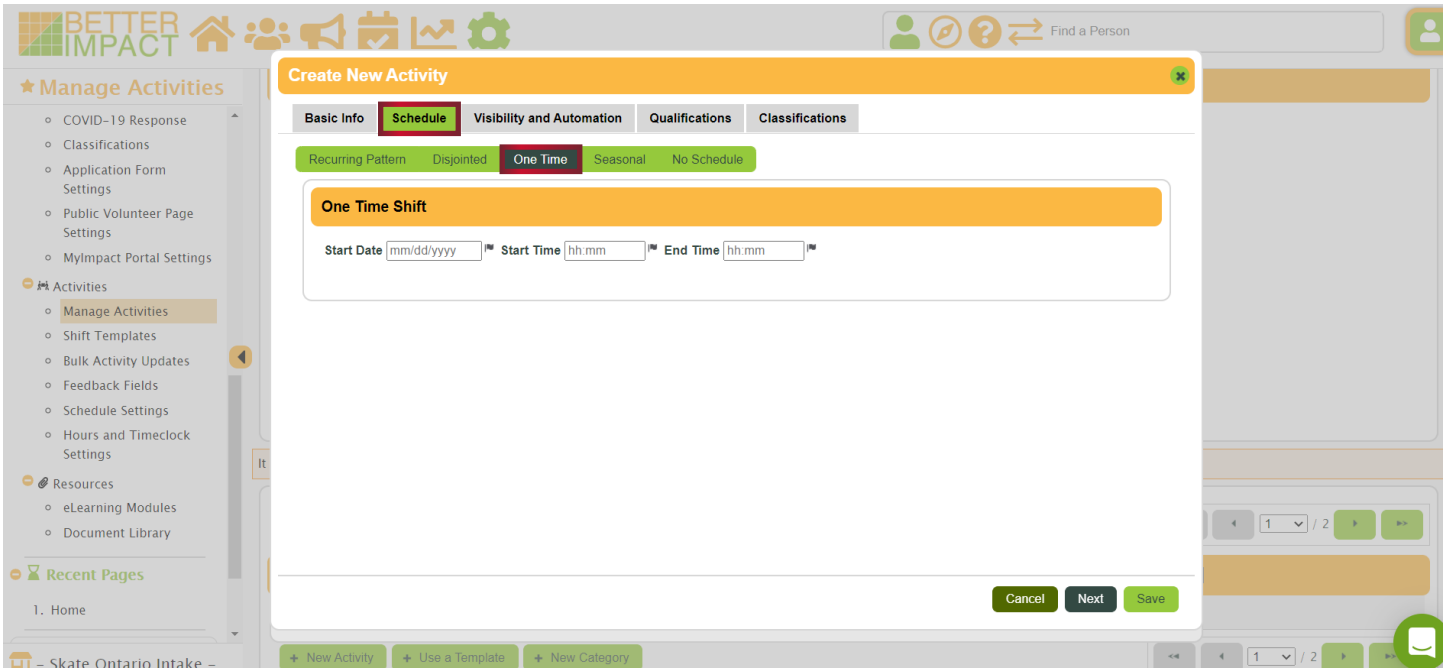
Basic Info

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



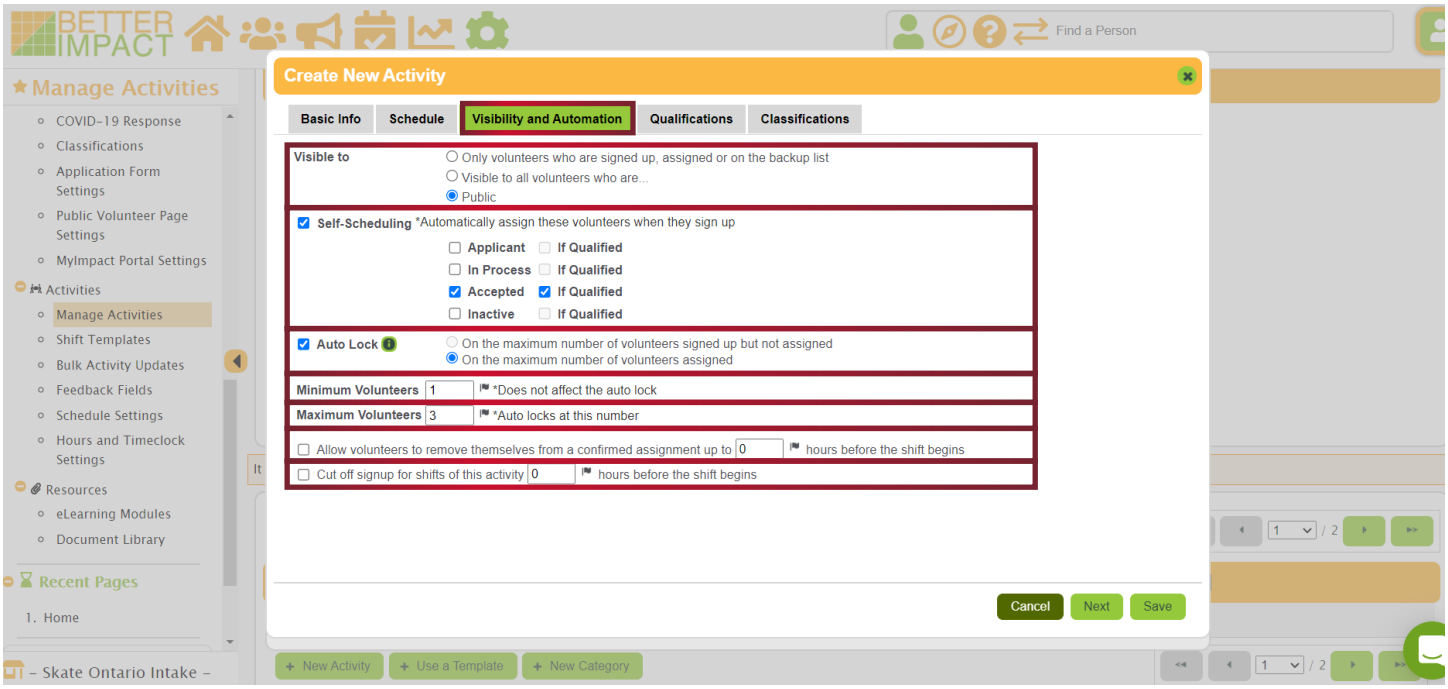
Schedule

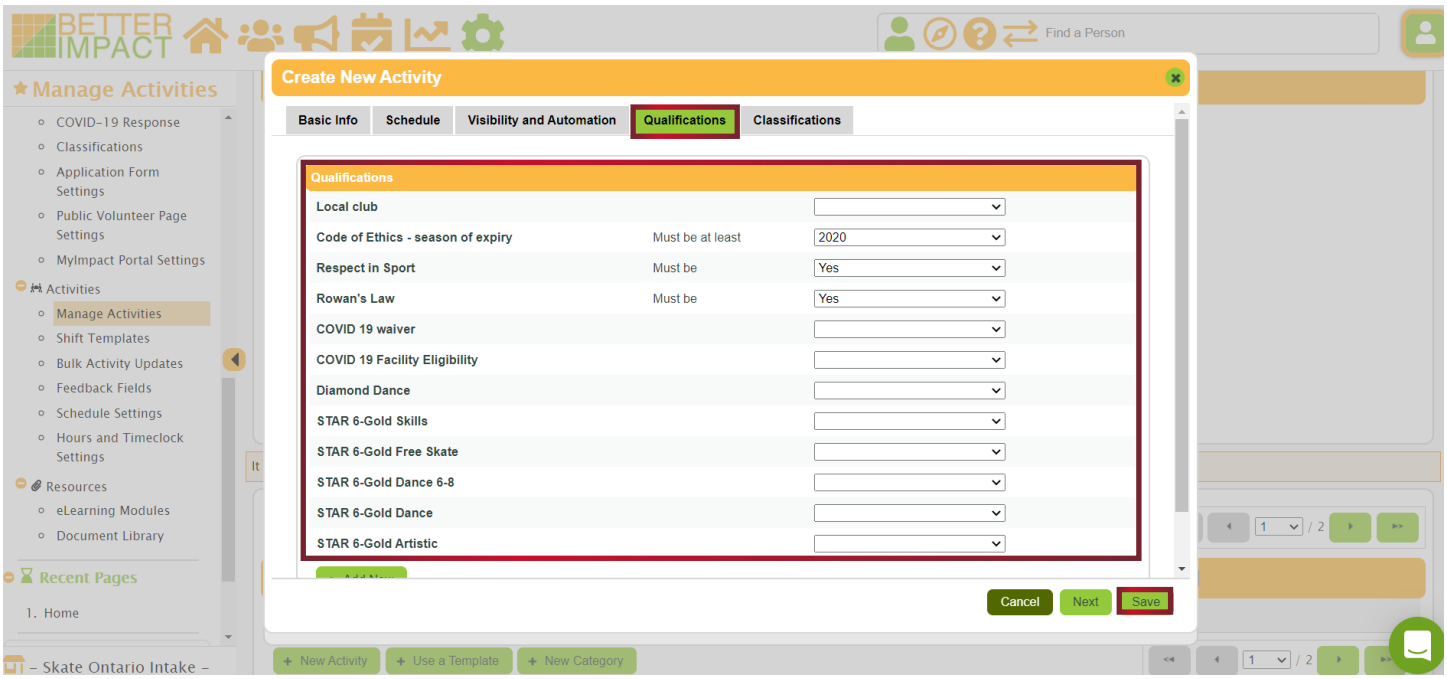
Step 6: Click the [Next] button to choose your schedule options. Ensure you choose ‘One Time’



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



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