

How to Record a Volunteering Role at a Session

To record that a Participant or Staff record has played a Volunteering role at a session:

- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**
- Click on **Sessions** from the **Attendances** Tab on the left-hand side
- Click on the relevant **Session date**
- Select either **Participants** or **Staff** from the tabs on the left-hand side
- Next to the person who has volunteered, select the **V** icon on the right-hand side
- Select the volunteering role(s) in the pop-up window and click **Submit** to save



Volunteering

Administration at office

Administration at session

Assisting the club Coaching staff e.g. warm ups, basic drills, low level coaching

Assisting with registers

Assisting with setting up of sessions e.g. portable pitches / lighting etc

First Aid