

Class Parent Volunteer Training

Class Parent Duties

1. Communication from the PSO to all families in your class via email
 - Dining out nights & other Social Events
 - Volunteer opportunities
 - This communication should be mailed to parents every Tuesday
 - ALWAYS “BCC” parents’ information
 - Class information should remain confidential should not be shared
2. Creating sign-ups and managing Sign Ups for your class re:
 - Reading/math groups
 - field trips
 - supplies needed
 - grade level specific events

(unless otherwise noted by your specific teacher)

3. Class social event coordination
 - Try to create community within your grades by organizing a grade level social
 - Help teachers organize classroom events
 - Identify teacher birthdays and coordinate acknowledgement by students
4. Count Box Tops during Fall & Spring
5. Medieval Faire booths

Preparations and setup of your assigned booth

Making sure you have volunteers throughout the day

Clean up and tear down of your Booth

Shrink plastic shields

6. Monitoring the class Shutterfly account if there is no Admin volunteer

Parents are able to upload and share photos from events securely

* these accounts will follow our kids through each grade level and will be an additional memory to look back on during their time at Archway Classical Academy, as well as adding a

larger pool of photos for our yearbook. New class has already been created by Tech Chair. Tech Chair will add class parents to site if not already on site.

Shutterfly Administration

- Shutterfly Admins should make sure all the links are current.
- Shutterfly Admins should make sure all current teachers and Ilana de Cossio (Yearbook Advisor) are added to member list
- Make sure that the class parent or the teachers invite all parents from the current class.
- There is another ppt on posting pics from the Shutterfly App that should be forwarded to all parents

ACC Shutterfly Sharesite Policies

We will have a Shutterfly Sharesite for each graduating class – so you should be staying with the same site each year. Just the teachers and blog roll will be updated each year. The site link will be <https://archwaychnadler####shutterfly.com/> where #### is the year your child will graduate from 5th grade.

Parents:

- This is a forum for parents to share pictures with each other and share contact information. If you do not wish to have your family on the roster, please make sure your teacher or Shutterfly Admin(s) knows this.
- If you do not wish to have your child's picture posted on the Shutterfly site, please make sure your teacher or Shutterfly Admin(s) know about it. *You may want to remain a Member on the site to ensure that your child's picture is not posted.*
- If you would like a different email posted, please send an email to your Shutterfly Admin(s).
- If you would like other parents to know who you and your children are, you may add your name to the Class Lists and Contacts tab.
- Please only post pictures from Archway/ Great Hearts events. If you would like to post a link to birthday party pictures, you may use the Message Board to post a link to an album on another website, or even another Shutterfly album.
- If you are concerned with email noise, please make sure to go under Members -> Edit My Settings and change your Email Preferences.

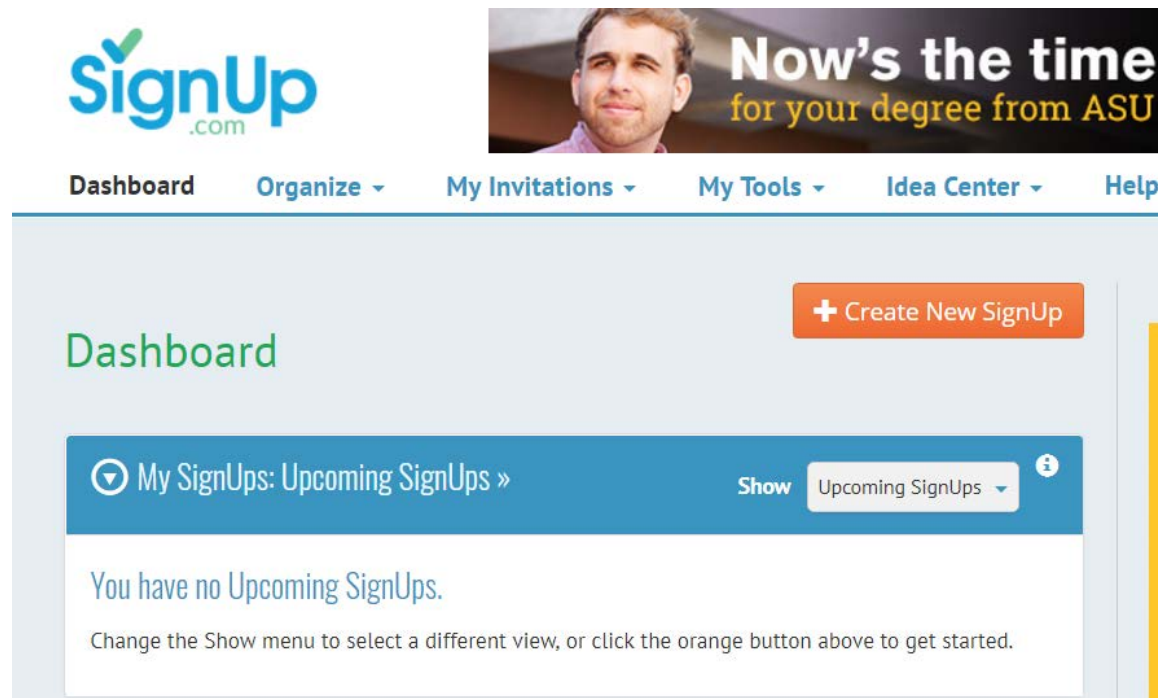
Class Parent Next Steps

- Determine which class parent will be providing primary communication
- Schedule short meeting with teacher to determine needs and upcoming events
- [The Archway Chandler PO Blogspot](#) could be a helpful site to visit.
- Medieval Faire: November 11
 - Determine booth coordinator
 - Shrinking the shields for your class
 - Be on the lookout for updates regarding sign ups/booth supply pick ups

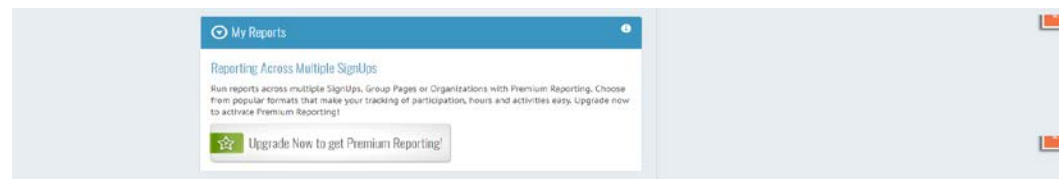
Sign Up . com

Register and Upgrade

- Fill in First Name
- Fill in Last Name
- Fill in your Email you will want to get notifications
- Fill in a Password you will remember
- Click on “Create New SignUp”

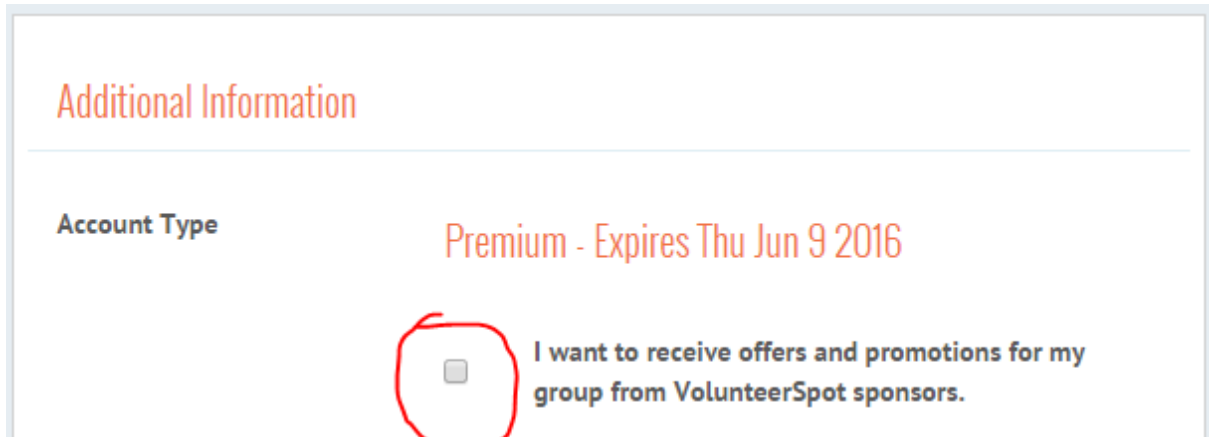


- You should now be in your Profile
- Scroll down to My Reports and click on "Upgrade Now to get Premium Reporting"



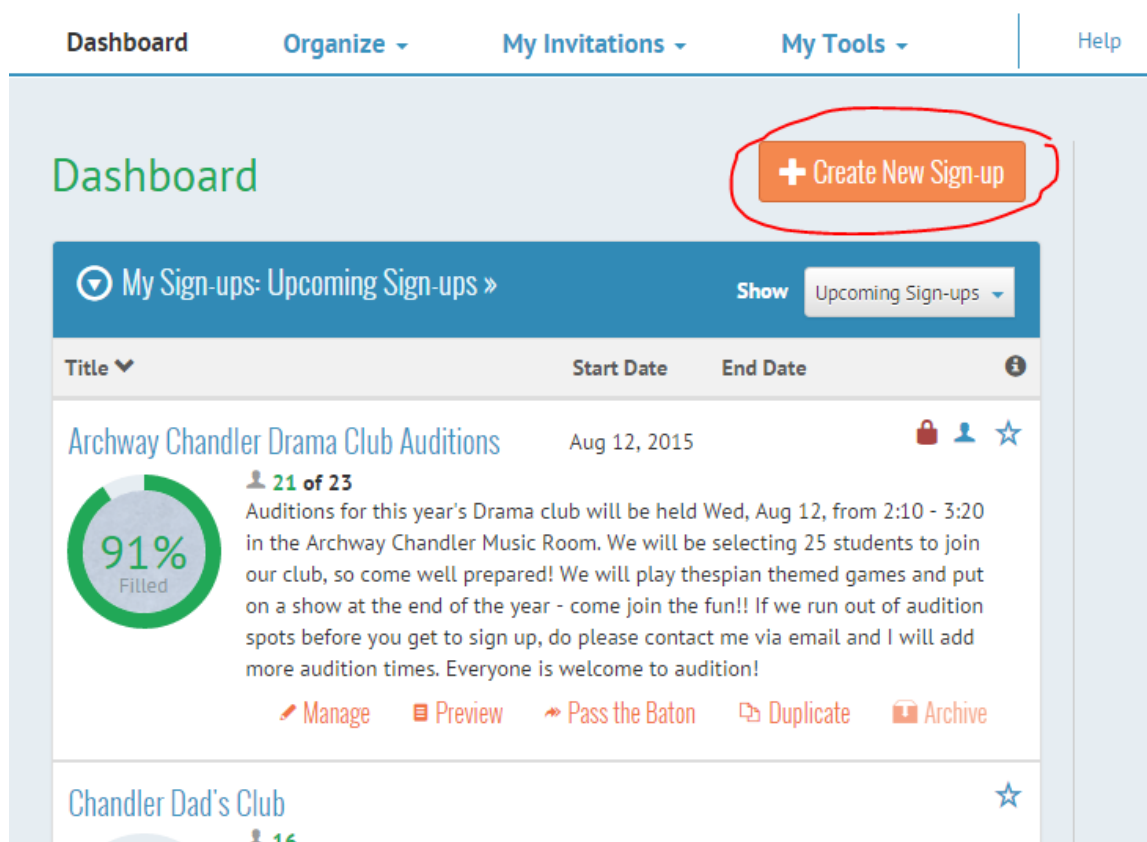
- Enter WMKC7XZ4 in the Promo Code
- Click Upgrade
- You are now a SignUp Organizer for Archway Chandler and will see all the ACC Groups under My Group Pages

Make sure you go into your Profile and Un-Check the “I want to receive offers” box to eliminate Promotional offers in your Inbox



Creating a SignUp

- From Dashboard or Organize->My Sign-Ups, click on the Create New Sign-Up Button



- Select Single or Multiple Days if you want to assign dates to your sign-up
 - Reading/Math Groups, Class Parties or Events, Conferences, Monthly Supplies

- Select No Specific Day if there is no date
 - General Sign-up, Class Wishlist
- **This CANNOT be changed after you click to the Next page**

Sign-up Kind *

Category *

Fees or Contributions Only ▼
 -- please select one --
 Single or Multiple Days
 No Specific Day
 Fees or Contributions Only

- Select a Category
- Choose a Name
 - Include Teachers Name if specific to a teacher
 - Include Grade if specific to a grade
 - This may be edited later
- Type in a description
- Type in a location
 - Room X

Category *

Class/School Sign-up ▼

What best describes your Sign-up?

Name *

Mrs. Tremblay's Class Wishlist

Examples: Evergreen Park Cleanup, Ms. Rose's Class Helpers, New Member Orientation, Appreciation Potluck

Welcome Message

Add a short welcome message your participants will see at the top of your Sign-up. Tell them why they're here and how you want them to participate.

Example: We're cleaning up Evergreen Park next week — please join us! Sign up to help paint, plant, build new picnic tables, bring snacks. All ages welcome!

Location

Where will this take place? {you can also paste a map link here}

Example: 1000 Aberdine Rd. Meet across from the field house. LocationMap@Map.com

☒ Allow participants to see who else has signed up or commented

☒ Allow participants to swap spots

Providing Details

- Select Sign Up Kind
- Enter Category
- Enter “Name” of Event or Sign up
- Create “Welcome Message” based on the event or sign up
- Select “Next” to get to next screen

1 Provide Details

2 Add Spots

3 Choose Theme

4 Invite

Details

Watch Quick Tip Videos

SignUp Kind *

Single or Multiple Days

Everything happening in one day (e.g. class party, potluck, Fun Run, neighborhood cleanup, carnival), or multiple recurring days or multiple SignUps on one calendar (e.g. library volunteers, Fall festivals, meets & tournaments, parent conferences, concessions stands, snack schedules). Automated email reminders are sent. You may also set up contributions after completing the wizard.

Category *

Class/School SignUp

What best describes your SignUp?

Name *

Kindergarten Thanksgiving Feast

Examples: Evergreen Park Cleanup, Ms. Rose's Class Helpers, New Member Orientation, Appreciation Potluck

Welcome Message

To ensure our little pilgrims have all of their supplies for their Thanksgiving Feast on Thursday, November 23, we are asking volunteers to bring the following items. Please ensure items are brought by Monday, November 26.

Example: We're cleaning up Evergreen Park next week — please join us! Sign up to help paint, plant, build new picnic tables, bring snacks. All ages welcome!

- Check “Affiliated with School”

☒ Affiliated With a School

Previous Schools:

Choose a previous school

Choose a previous school

Archway Classical Academy Chandler

Yes ☐ Is this a US School?

Zip Code *

US Zip Code

5 miles

School Name *

Ex: Anderson Union High School

Note: A “✓” in the school list above is used to denote a verified school, as opposed to one entered by another SignUp.com user.

- If your teacher would like to receive emails on who is signed up, you can click this box and enter up to 5 teachers to receive the email.

☒ Email weekly status reports to your teacher ⓘ

Previous Teacher Select Previous Teacher ▼

Email *	Name *	Grade *	
dkendrick@chandlerprep.org	Diana Kendrick	9 ▼	✕

Teacher Count: 1 / 5 + Add Teacher

- Click the down arrow if you need volunteers to enter more than just their name & email
- Phone is a required field, but if the user doesn't enter it, it doesn't matter – indicate in the description if you really need a phone number.
- Click Next after you are done

⌵ What information do you want from participants?

Participant Information ⓘ
 Full Name (Required)
 Email Address (Required)
 Phone Number (Required)

Additional Information ⓘ
Add more fields
Ex: T-shirt size, group affiliation, child's name, address

⌵ Req. Ex: Child's name ✕

Cancel
Save Draft
Preview Sign-up
Next

Adding Spots

- Designate the number of volunteers you need and what specifically you need them to bring/do.
- Select the appropriate date/time
- Click on “Add Another” for each additional item
- Add extra details (i.e. place items in teacher lounge fridge)

1 Provide Details
2 Add Spots
3 Choose Theme
4 Invite

Add a Spot
[Learn more](#)

Note: A Spot is anything a person can sign up for - a job, shift, something to bring, a meeting or conference time.

- What do you want people to sign up for?

I would like person to do or attend

from 08 : 00 AM to 09 : 00 AM

+ Add Another
+ Add Shifts
- What day(s) does this Spot happen?

☒ Select individual day(s) using the calendar
☐ Set up a repeating schedule (Ex: occurring daily, weekly, monthly)

August 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
- Add extra details (optional)

B I U

Extra details can include job description, instructions or links to documents, maps or video.
Details added here will automatically be included in confirmation and reminder messages.

11/2560

Cancel
Save

Choose Theme (Optional)

- Click Next
- Choose Theme if desired or click Skip

1 Provide Details
2 Add Spots
3 Choose Theme
4 Invite

Choose Theme – Add a splash of color to your Sign-up

Skip

Do you want to add an image or logo?

Choose
Upload
Copy

Choose an image (optional)
Click an image below to select it.
Search for an image...

Current Image:

Choose or upload an image (optional) from the options on the left.

Current Theme:

Preview
Choose a theme (optional) from the options below.

Invite

- Click on Create a Link to get the link to share with others.
- Click Done to continue managing Sign-Up

1 Provide Details
2 Add Spots
3 Choose Theme
4 Invite

Your Sign-Up is now planned! Here's what happens next...

1 See How It Looks
Check your inbox now for a draft invitation: the Preview button above, to view your sign
2 Invite Others
Four ways to invite participants right now —

Send Email Invites
Create a Link

<http://vols.pt/Kj1jUL>

Back to My Sign-ups
Archway Chandler Drama Club Auditions
Preview Sign-up

Details Spots Participants Messages Reports Invite Contributions Settings Help

How would you like to invite participants? (Choose one or more)

Send an email through VolunteerSpot
This option is great for smaller groups when you have a selected email list you'd like to invite.

Get a shareable link
Use those in comments, paste into emails, newsletters, forums or webpages:
<http://vols.pt/LxIXia>

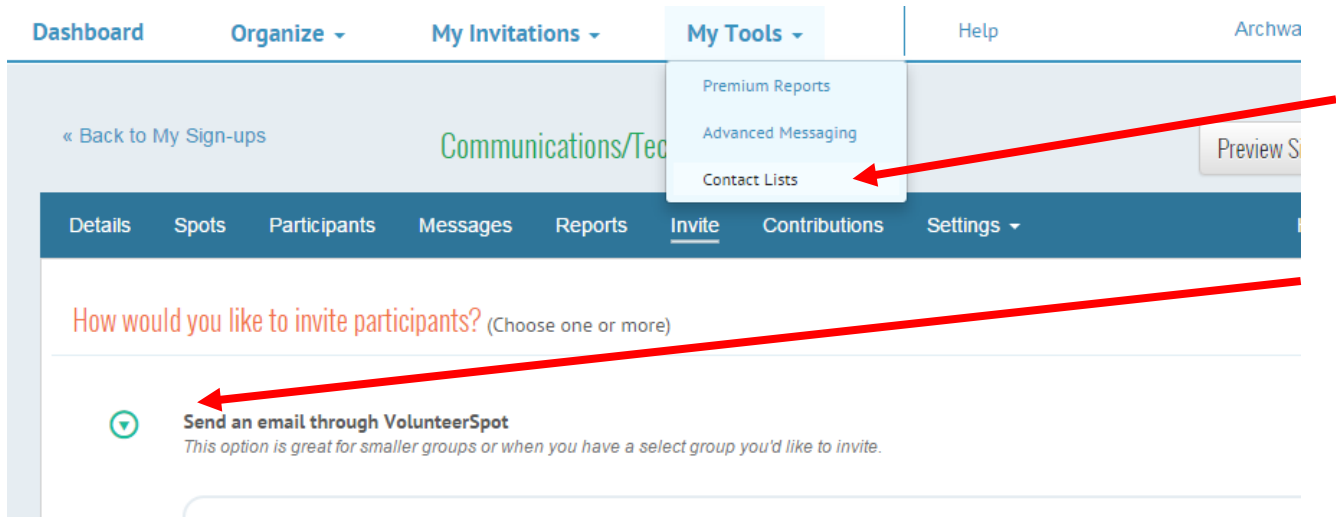
We're using VolunteerSpot (the leading online Sign-up and reminder tool) to organize our upcoming Sign-ups.
Here's how it works in 3 easy steps:
1) Click this link to see our Sign-Up on VolunteerSpot: <http://vols.pt/LxIXia>
2) Review the options listed and choose the spot(s) you like.

Invite people using Facebook or Twitter
Copy and paste a short sentence and line into your own account to spread the word about your event.

Put a button on a website
Use this for large groups on your own promotional website. Just copy and paste the HTML code onto your site.

Sharing Your SignUp

- Create a Contact List of your Emails
- Send Email to Sign-Up or Group Page via SignUp
 - Email will have all contacts bcc'd for privacy



Managing Your SignUp

Add Organizations

- Click on Details
- Click on Add an assistant organizer
 - Enter organizer name and email – you will only be able to add registered organizers
 - Add acachandleraz@gmail.com & webmaster@archwaychandler.org .
 - Make sure to click Update at the bottom to save your changes.

Details
Spots
Participants
Messages
Reports
Invite
Contributions
Settings

Organizer Information

Primary Organizer
Jennifer Reich, jawagner78@hotmail.com

Name *	Email Address * ⓘ	Phone Number	Title
Archway Chandler Tech PO	acachandleraz@gmail.com	480-612-3460	
Jennifer Reich	jawagner78@hotmail.com		

Add an assistant organizer

Cancel
Preview Sign-up
Update

Update Spots

- Click on Spots
 - Add more Spots
 - View the Spot
 - Assign Spots to Volunteers
 - Delete Spots
 - Lock Spots so they cannot be changed
 - Modify the Spot
 - See who is signed up

Details
Spots
Participants
Messages
Reports
Invite
Contributions
Settings
Help

Spots
List View
Calendar View
Filled: 62 of 234
+ Create New Spot

Previous
1
2
3
4
5
Next
Show:
Click to lock this day so participants cannot change their assignments.

Mon Aug 24 2015
2 of 3
+ Add
View
Copy
Delete
Lock

Danielle S. and Nadya J.

Lunch Volunteer
2 of 2
11:15am – 12:30pm
Edit
Assign
Comment
Delete

Danielle S. and Nadya J.
Please arrive on time - vendor will deliver in back of MPR between 11:15 & 11:30

- Click on Participants to see who has viewed or signed up for spots.
 - If you have a Waiver it will show who has signed.
- Click on messages to send an email to Participants
- Click on Reports to get reports of sign-up
 - CVS export will give you the most detail



Reports

Export your activity data, view participant rosters and activity summaries, or print a sign-up sheet.

Select Report Type

Click on a report type below to run your report.



Who's Coming?

Summary of all spots & participants
Options: date range, comments



Sign-up / Check-In Sheet

Printable sign-up or check-in sheet
Options: date range, custom fields



Roster & Hours Tracking

All participants invited & signed up
Options: custom fields, hours tracking

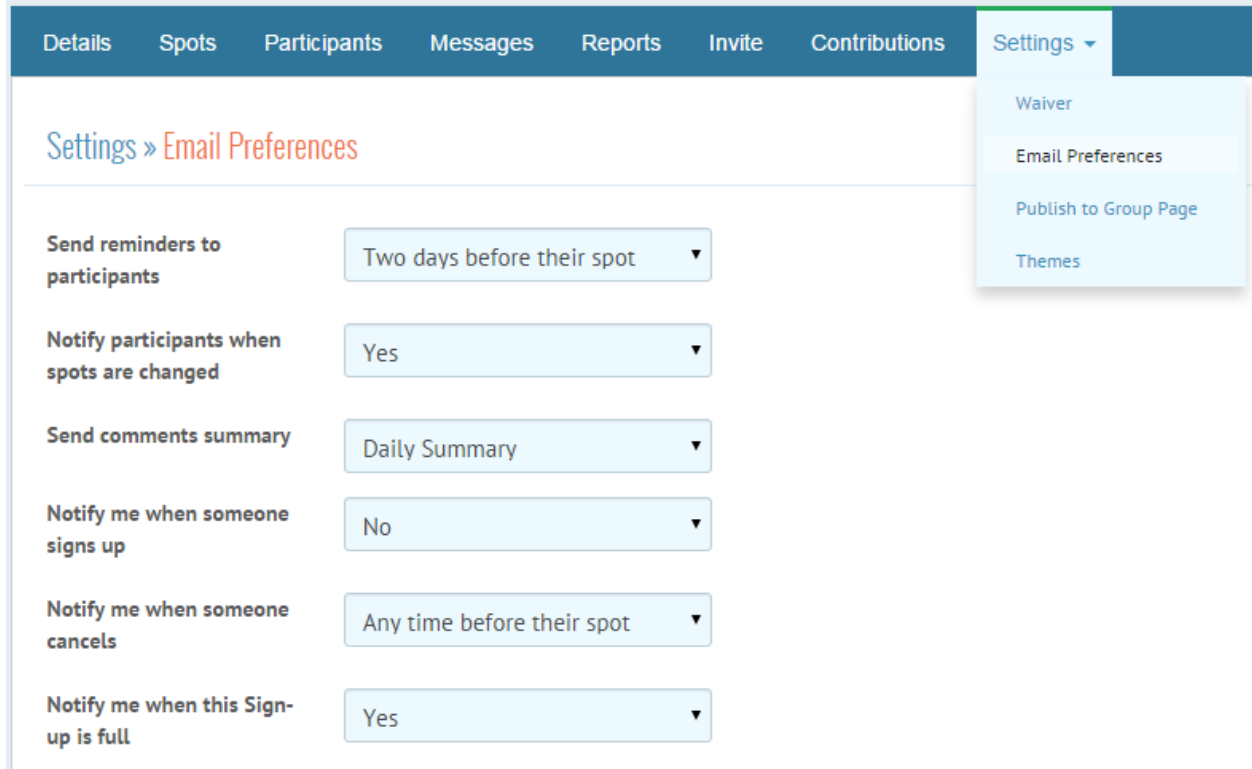


Export

Download (.csv) of all Sign-up data
to open in Excel or other programs

Email Preferences

- Under Settings Email Preferences
 - Indicate when you want the reminders to go out
 - Indicate how often you want to get emails.



Details Spots Participants Messages Reports Invite Contributions Settings ▾

Settings » Email Preferences

Send reminders to participants Two days before their spot ▾

Notify participants when spots are changed Yes ▾

Send comments summary Daily Summary ▾

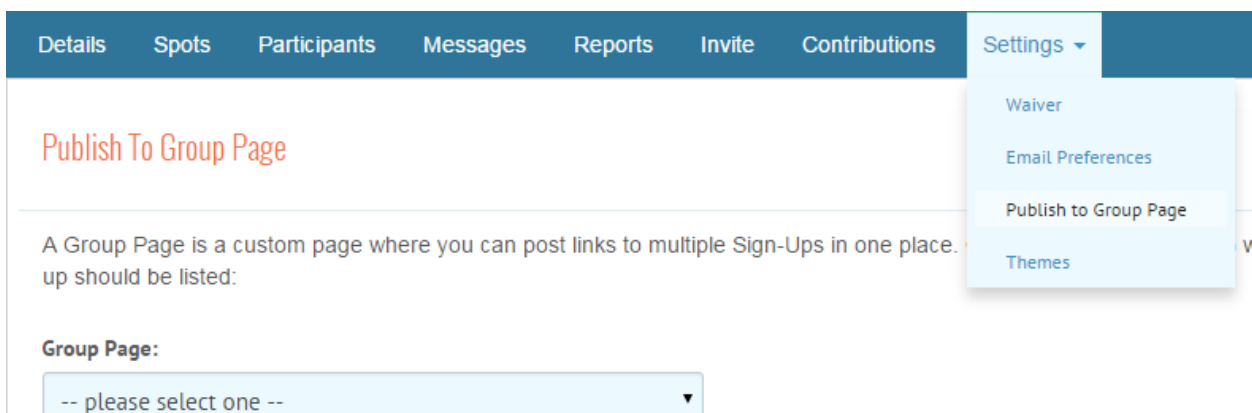
Notify me when someone signs up No ▾

Notify me when someone cancels Any time before their spot ▾

Notify me when this Sign-up is full Yes ▾

Publish to Group Page

- Under Settings, Select Publish to Group Page
- All Archway Group Pages will be selectable under Group Page
 - Select all applicable grade(s) for sign-up



Details Spots Participants Messages Reports Invite Contributions Settings ▾

Publish To Group Page

A Group Page is a custom page where you can post links to multiple Sign-Ups in one place. up should be listed:

Group Page:

-- please select one -- ▾

Managing Group Pages

- Go to My Group Pages and Manage the Group Pages to adjust the order of where your sign-up shows up.

Dashboard **Organize** ▾ My Invitations ▾ My Tools ▾

My Sign-Ups
My Group Pages

+ Create New Group Page

My Group Pages

My Group Pages: Active Group Pages Show Active Group Pages ▾

Title ▾	# Sign-Ups	Active	Owner	
1st Grade Sign-Ups	6 active of 6 total	Yes	You	
	View	Deactivate?	Delete	Manage

- Click on Activities and then Drag & drop to where you want your sign-up to show.
- Click Sharing to get Group Page link

Update Group Page: 1st Grade Sign-Ups

1 Details 2 Image **3 Activities** 4 Sharing

Add Sign-Ups

What Sign-ups do you want posted on your Group Page?
(Choose a Sign-up below. To change the list order, click on the arrows and drag and drop the line over the line where you want it to be. Click [🔗](#) to remove the Sign-up from your Group Page.)

Choose a Sign-Up ▾

Title	Date	Unlink?
↕ Chandler Dad's Club		🔗
↕ Classroom Parent Interest		🔗

Assigning a Spot

- You can assign slots to specific people if you have their email, or they are in you contact list
- Click on Assign and fill in name highlighted yellow

Assign Spots: Lamination Help

1 of 3
Assign From
This Signup
Click or type here to search

Name	Email Address	Phone Number	# of Spots
	angytuck@yahoo.com		1

Close

Front Desk Clerical0 of 2

Google Calendar Updates Other than Lunch1 of 1

Michele L.

Google School Lunch Calendar Update1 of 1

Michele L.

Lamination Help0 of 3

EditAssignCommentDelete

Deleting a Spot

- In order to notify the volunteers that you are deleting a spot, you should go in and delete their assignments first.
- Then Delete the spot

Assign Spots: Lamination Help

1 of 3
Assign From
This Signup
Click or type here to search

Name	Email Address	Phone Number	# of Spots
	angytuck@yahoo.com		1

Close

Front Desk Clerical0 of 2

Google Calendar Updates Other than Lunch1 of 1

Michele L.

Google School Lunch Calendar Update1 of 1

Michele L.

Lamination Help0 of 3

EditAssignCommentDelete

We will notify participants about their canceled assignment(s) shortly.

Are you sure you want to remove this assignment?

Delete

- You can lock days or the sign-up so that users may not change their spots – however new people may still sign up.

[+ Create New Spot](#)

- You can also now set a date and time to open and close a sign-up
 - Volunteers will not be able to sign up outside of this time window

Settings

Waiver

Email Preferences

Premium Locking

Publish to Group Page

Themes

Calendar Subscriptions

Current Status:

Your SignUp is currently open.

Open

Save

Set up Scheduled Locking:

Choose a date and time for your SignUp to Open and/or Close.

Open Date

HH

AM

Close Date

Aug 23, 2017

05

PM

Timezone

Current Timezone: (UTC-07:00) US Mountain Standard Time

Change

Opening Reminder (first set Open date above)

Schedule a reminder email to alert your participants before the SignUp opens. This message will be sent to everyone on your SignUp's Participant List.

Send Date

Subject

Your SignUp is Opening soon: Curriculum Night Childcare

Message

Select a date to send the message, then enter the message here.

See Who Signed Up or Published a Calendar

- You can add to your personal Google calendar to see if people are signed up or add a “sign up” Calendar to a Shutterfly site or Teacher Blog.

[Details](#) [Spots](#) [Participants](#) [Messages](#) [Reports](#) [Invite](#) [Collect Money](#) [Settings ▾](#) [Help ?](#)

Settings » **Calendar Subscriptions**

It's easy to sync your SignUp to your calendar or to a calendar embedded on your website - then watch it update automatically.

Select your timezone, display options and click Next to get your URL and instructions to sync your SignUp to your calendar.

Timezone

(UTC-07:00) US Mountain Standard Time ▾

☐ Show Participant Contact Information

☐ Show who's signed up for each spot

☒ My location does not observe Daylight Savings Time (e.g. Arizona, Hawaii)

Next »

Show Who Has Signed Up (Personal Calendar)

http://signup.com/go/hCmQLiv

Creates one entry on your personal calendar for each person who has signed up

Share SignUp on a Published Calendar

http://signup.com/go/GWhDdpY

Display the SignUp via a published calendar on your website and allow participants to choose their Spots

Delete or Archive a SignUp

- To Archive a Sign-Up so it will no longer be visible or active, click on Archive
 - In order to delete a sign-up, you must Archive it first
- Under All Sign-Ups to Click on Archived Sign-Ups
 - If you Archived the wrong sign-up accidentally, you can Restore it back to All Sign-Ups
 - From here you can also Delete it
 - When you delete a sign-up, the volunteers are not notified of deletion.

Mrs. Jarrett's Reading Group Volunteers Sep 14, 2015

0 of 3

0% Filled

Manage Preview Pass the Baton Duplicate **Archive**

My Sign-ups: All Sign-ups Show All Sign-ups

Title Start Date End Date

Archway Chandler Drama Club Auditions Aug 12, 2015

22 of 23

96% Filled

Auditions for this year's Drama club will be held Wed, Aug 12, from 6:00pm to 8:00pm in the Archway Chandler Music Room. We will be selecting 25 students for our club, so come well prepared! We will play thespian themed games on a show at the end of the year - come join the fun!! If we run out of spots before you get to sign up, do please contact me via email and we can discuss other options.

Favorites ☆ (0)
Upcoming Sign-ups (8)
Past Sign-ups (1)
All Sign-ups (9) ✓
Archived Sign-ups (15)
Help

Title Start Date End Date

Classroom Volunteer Aug 08, 2013 - Sep 30, 2013

Delete Restore

Google Calendars

Creating a Calendar Event

- Once logged into Google – Click on Calendars – then Create
- Or select a day or time period, enter Name of Event and click Edit event

Google Search Calendar

Calendar Today < > Jul 27 – Au

CREATE

July 2015 < > GMT-07

M	T	W	T	F	S	S	Mon 7/27	Tue 7/28
29	30	1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31	1	2		
3	4	5	6	7	8	9		

5am
6am
7am
8am

	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/1	Sun 8/2
GMT-07							
5am							
6am							
7am							
8am							
9am	8:30 – 3:30p Office Hours 8:30 am - 3:30 pm	8:30 – 3:30p Office Hours 8:30 am - 3:30 pm	8:30 – 3:30p Office Hours 8:30 am - 3:30 pm	8:30 – 3:30p Office Hours 8:30 am - 3:30 pm	8:30 – 3:30p Office Hours 8:30 am - 3:30 pm	8:30 – 11:30	
10am							
11am							

When: Sat, August 1, 8:30am – 11:30am

What:

e.g., Breakfast at Tiffany's

Calendar:

Create event Edit event »

- To add into a School Calendar, remember to select the proper Calendar you would like to add the event to
- Do not enter a Where unless you want Google to automatically provide a Calendar Location. For rooms, it's best to put in the Description
- As a placeholder, you make an event an All-day event, but please update to show Time and a detailed description when you have the details worked out

to

[Time zone](#)

☐ All day
☐ Repeat...

Where

Video call [Add video call](#)

Calendar

Description

Angela Tucker
Angela Personal
Derek
Kyra
Archway Classical Academy | Chandler Parent Service Organization

Attachment [Add attachment](#)