



# Forcing volunteers to select an assignment

VoRIS Update – March 2024

## The situation:

Volunteers may open the VoRIS volunteer registration page, fill out most of the fields, select a clinic/event and NOT select an assignment. In this case they may think they have volunteered for the clinic yet they will have no preprinted volunteer badge ready for them, when they attempt to check-in at the clinic there will be no record of them volunteering for the clinic and they will not have received any messages before the clinic such as orientation materials. They are not included in any counts for meals and t-shirts and may not be needed.

The system now has an option to specify that if a clinic/event is selected on the registration page drop down control by the volunteer on the volunteer registration page then they must select an assignment. If they don't then an warning message is generated explaining the situation and the volunteer can't save the information until it is corrected.

By default, this option is turned OFF for all customers.

## To turn this option on:

Menu: Admin Functions → Customer Setup

Scroll down and you will see the following:

|   |   |  |
|---|---|--|
| <p>Enforce Specifying an Assignment?</p>          | <input checked="" type="checkbox"/> Yes   | <p>If a volunteer uses the Drop Down control to select an event/clinic but doesn't select an assignment they may think they are still signed up for the event. If you select "YES" for this option they will be forced to select an assignment to ensure they know they are signed up. If they only select the event in the Drop Down, but not an assignment, they do not receive any event messages, reminders, or orientation materials.</p> |
| <p>Specify the wording for the error message:</p> | <p>You have selected a clinic but no assignments. To volunteer for a clinic and be registered for that clinic you must select an assignment. If you are only enrolling in our database do not select a clinic at this time.</p> | <p>This wording will be shown as the error message when they do not select an assignment. It may be 500 characters.</p>  |
| <p>Allow Volunteer Profile Images?</p>            | <input checked="" type="checkbox"/> Yes   | <p>When a volunteer registers should they have the opportunity to save a profile picture?</p>  |

You may also customize the error message displayed to better communicate the situation with your volunteers.