



VoRIS Event Categories

VoRIS: Volunteer Registration and Information System – added feature January 2024

OVERVIEW OF VORIS EVENT CATEGORIES

If your organization has many events then breaking them down by event *category* may help volunteers find an event. When this feature is enabled (it is disabled by default) then the volunteer registration page will show a drop down list of event categories to limit the list of volunteer opportunities displayed. This may help volunteers find the events.

If you only have ten to fifteen events open for registration at a time then this may not be necessary.

TABLE OF CONTENTS

- Overview of VoRIS event categories.....1**
- Setting up event categories.....2**
- What will the volunteers see?.....2**
- How do I turn it off and on for my VoRIS system?3**
- How do I set my events to the correct category?3**
- How will the event look in the event list for administrators?4**



SETTING UP EVENT CATEGORIES

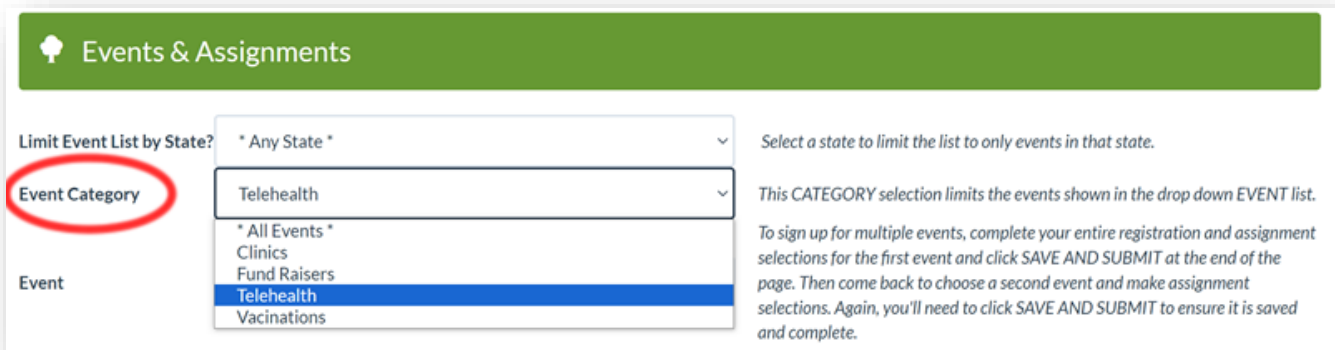
To get event categories defined in your system contact Spark and give them the list of category names you would like defined. We just need the names. These are easy to add but hard to remove. So carefully design your list to work well into the future.

You will then want to make sure your volunteers understand this feature. It may help them find the event they are looking for.

Note that the drop down list of events, seen during volunteer registration, defaults to showing ALL open events. Therefore if you need to limit the list you may mention the category during your announcement emails.

WHAT WILL THE VOLUNTEERS SEE?

With this feature enabled your volunteer will see a new drop-down list when selecting the event to volunteer. As seen below it is called the Event Category. The category names you have defined will be seen in the list. The list defaults to show all events. Therefore, if no category is selected the volunteer will still see the entire list and won't have to guess at the category.



The screenshot shows a web interface titled "Events & Assignments". It features two dropdown menus. The first is labeled "Limit Event List by State?" with a value of "* Any State *". The second is labeled "Event Category" (circled in red) with a value of "Telehealth". Below the "Event Category" dropdown is a list of event categories: "* All Events *", "Clinics", "Fund Raisers", "Telehealth" (highlighted in blue), and "Vaccinations". To the right of the dropdowns are two lines of instructional text: "Select a state to limit the list to only events in that state." and "This CATEGORY selection limits the events shown in the drop down EVENT list." Below the list of categories is another line of text: "To sign up for multiple events, complete your entire registration and assignment selections for the first event and click SAVE AND SUBMIT at the end of the page. Then come back to choose a second event and make assignment selections. Again, you'll need to click SAVE AND SUBMIT to ensure it is saved and complete."

If you are not using this feature then this event category drop-down list does not appear.

HOW DO I TURN IT OFF AND ON FOR MY VORIS SYSTEM?

Open menu: **Admin Functions** → **Customer Setup**

Scroll down until you see the green “Use event categories?” checkbox. If you check the box you will see the defined categories for your system. Save the setting and your system is using categories.

Use event categories? Yes

Do you want the "event category" drop down to appear on the volunteer registration page? This allows you to break up your event drop down list on the registration page into types such as telehealth, clinics, fund raisers... Contact support@thesparkteam.org to get categories added.

Your currently defined event categories

- ✓ Clinics (Cli)
- ✓ Fund Raisers (Fund)
- ✓ Telehealth (Tel)
- ✓ Vaccinations (Vac)

If you want more categories defined please contact support@thesparkteam.org. The second shorthand word shown is only used on the event summary page and only seen by VoRIS administrators.

HOW DO I SET MY EVENTS TO THE CORRECT CATEGORY?

Open menu: **Admin Functions** → **Events**

Click on [edit] next to an event.

Scroll down to the drop-down listed as “Use which Event Category?”.

Select the category. Save the event.

Use which Event Category?

This does not matter if your system is NOT using event categories. If you ARE using categories (set in your Customer Setup page) then this is the category in the drop down list on the volunteer registration page that selects this event. Categories are setup/added to your list by SPARK. Contact us if you want categories added. **This is rarely used.**

HOW WILL THE EVENT LOOK IN THE EVENT LIST FOR ADMINISTRATORS?

Open menu: **Admin Functions** → **Events**

When looking at your list of events the different categories will be highlighted by different colors and the abbreviation for the category name.

Only administrators can see this page.

The screenshot shows the 'Events' page in the SPARK system. At the top, there is a navigation bar with 'Home', 'Register', 'Check-In/Out', 'Reports', 'Messaging', 'Admin Functions', and 'Logoff'. Below this is a header with a menu icon, the word 'Events', and the SPARK logo. A filter section allows users to limit the list to states (currently set to '* All States'), specify a start date range (01/09/2014 to 02/15/2025), and a checkbox for 'Reg Open Only'. An 'add event' button is also present. The main content is a table of events with columns for Name Full, Name Short, Cat, Address, State, Automatic Waiting List, Reg Open?, Admin Code, Vols, and Vol Date. Each row includes an 'edit' button and 'Assignments' and 'Delete' buttons.

	Name Full	Name Short	Cat	Address	State	Automatic Waiting List	Reg Open?	Admin Code	Vols	Vol Date		
edit	Telehealth 34	tele34	Tel	Burbank, CA	California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	wolfdoc		2024-01-13	Assignments	Delete
edit	CoVID+RSV VAX	Vax24	Vac	Olympia Farmer's Market	???	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	open		2024-03-07	Assignments	Delete
edit	Spark Fund Raiser	Fund24	Fund	Boxcar Cafe, Olympia, WA	???	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	open		2024-03-15	Assignments	Delete
edit	Olympia Center Free Clinic	Oly2023	Cli	1234 Main St, Olympia, WA	Washington	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	open	14	2021-02-01	Assignments	Delete
edit	Seattle Free Clinic	Seattle24	Cli	111 Main, Seattle, WA	???	<input checked="" type="checkbox"/>	<input type="checkbox"/>	open		2023-01-01	Assignments	Delete
edit	Olympia Stadium Vaccination Clinic	Test Cancel	Cli	1220 East Main St Olympia, WA 98566 West side parking lot	Washington	<input checked="" type="checkbox"/>	<input type="checkbox"/>	open	7	2021-01-30	Assignments	Delete