

Event organiser basis – create event, tasks and shifts

The application for volunteers consists of three steps. 1. You need to create a description of your event ('Arrangement'), 2. You need to describe the specific task(s) for the volunteers ('Opgaver'), and 3. You have to create the specific shifts with date and time ('Vagter'). We have already created an organiser profile for you (0).

The logic is following:

The organiser '*Arrangør*' (0) can host one or more

Events '*Arrangementer*' (1), which have one or more

Tasks '*Opgaver*' (2), where the volunteers can take one or more

Shifts '*Vagter*' (3) at a specific time and date and with a specific number of volunteers.

Fx *Golden Days*

Bloom Festival

Billetfrivillig (Ticket sales)

kl. 15-20.30 søndag d. 8 august 2019 (15 personer)

THIS IS WHAT YOU DO

Login at app.ivolunteer.dk

1. Create event (Arrangement)

Go to 'Kontrolpanel':

- 'Arrangementer' (events)
- 'Opret arrangement' (create event)

Now a new event will open, and you fill out the following tabs:

'Generelt'

- All tabs with *

- Arrangement type: Event
 - Privat indstillinger: Vises for alle, tilmelding for medlemmer
-
- 'Beskrivelse' Is a thorough description of your event (remember always to fill out in Danish and English)
 - 'Billede' (picture) – upload a picture, that represents your event

Important! Save (Gem) for every tab!

2. The create task/s

- Go to 'Kontrolpanel'
- 'Opgaver' (tasks)
- Delete what's in the field on the top and write your events name
- 'Opret opgave'

A new task will open and you fill out the following tabs:

- 'Generelt' all with*
 - Tilmeldingsmåde: Automatisk
- Fill out 'Beskrivelse' (description)

Create a separate task for every volunteer task, you have. I.e. 'ticket sales' and 'information volunteer'

Important! Save (Gem) for every tab!

3. Create shift/s

Create tasks the same place in the right corner (At 'Opgaver')

- fx 24.august kl. 10.00-17.00, 5 personer
 - At all shifts you need to choose how many volunteers you'll need

You can see, what your event will look like, by clicking 'Vis online' in the upper right corner. Or see page 3 of this short guide for an example on our website.

A few fields are for admins only, and you can't fill them out, even though they are marked with *.

Your event is now created and ready for approval at Cph Volunteers. Send us a message with the title of your event, then we will go through your application for volunteers.



24. aug. 2018 - 26. aug. 2018

Event

Tilmelding lukker

9. aug. 2018

Tilmeldte

49 af 172

Arrangør

Kulturhavn Festival

Kulturhavn Festival *'Titel'*

Kulturhavn Festival er Danmarks største kultur- og havnefestival og løber af stablen den 24.-26. august 2018 i Københavns Havn. *'Kort beskrivelse'*

Kulturhavn Festival er Danmarks største kultur- og havnefestival og løber af stablen den 24.-26. august 2018 i Københavns Havn. Gennem weekenden afvikles 250 sportslige og kulturelle aktiviteter i 5 områder i havnen, og alle aktiviteter er offentligt tilgængelige og gratis for publikum. Aktiviteterne udføres og afvikles af over 130 københavnske foreninger og aktører. I 2017 var 1.300 foreningsfrivillige med til at give ca. 80.000 publikummer uforglemmelige oplevelser. *'Beskrivelse'*

TILMELDING

Klik på en opgave og klik derefter på Tilmeld

> ■ INFORMATIONSMEDARBEJDER & PRAKTISK HJÆLPER *'Opgavenavn'*

Se også



Engage Festival

25. aug. 2018 - Event

Engage Festival er en en-dags-festival og en festlig dag med musik og god humør for både børn og voksne på Refshaleøen. Flere store danske kunstnere kommer og spiller for at skabe opmærksomhed om de danske veteraner.