

# Adding Team Members for Day of Caring

Once you are registered, you can go back in and add team members to your Day of Caring Team. In order for the project slots to show as filled, each team member must be added. **This also is required for them to receive a t-shirt and be counted for breakfast and/or lunch.**

1. Login to <https://tinyurl.com/DOCFall22>

2. Click on your project. (It will show as confirmed).

The screenshot shows a web dashboard for the 2022 Fall Day of Caring. The left sidebar contains navigation options: DASHBOARD, NEEDS, EVENTS, AGENCIES, and COLLAPSE MENU. The main content area displays a grid of project cards. Each card includes a title, location, date, time, and a 'VIEW DETAILS' button. The card for 'United Way Day of Caring Logistics' is highlighted with a green border and a 'CONFIRMED' status. A large red arrow points to this card.

3. Click on the green "manage team" button.

The screenshot shows the details page for the 'United Way Day of Caring Logistics' project. The page features a header with the project name and a 'MANAGE TEAM' button. Below the header, there is a description of the project: 'Drive to various project sites to deliver water and granola bars and check on volunteers.' The page also displays the date 'September 28, 2022' and the time '8:00am-5:00pm'. A 'Volunteer Spots Remaining' section shows '1' person. A large red arrow points to the 'MANAGE TEAM' button.

#### 4. Click Add Team Member

The screenshot shows a web application interface for 'United Way Day of Caring Logistics'. The page title is 'United Way Day of Caring Logistics'. Below the title, there is a paragraph of text: 'Please review the information and indicate whether you will be attending this event personally or if you are organizing it on behalf of others. If you are planning on participating we will include you as the "Team Leader". If you are organizing and not planning to participate, please indicate one of your Team members as the "Team Leader" by selecting the checkbox next to their name. Team Leaders will receive emails confirming the Team registration, Event details and special instructions, and a reminder for the event.'

The 'Team Members' section contains a table with the following data:

EMAIL	FIRST	LAST	OPTIONS	LEADER
hilary@unitedwaymuscatine.org	Hilary	Henke	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>
michele@unitedwaymuscatine.org	Michele	Rhoades	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>

A red arrow points to the 'ADD TEAM MEMBER' button located to the right of the table. Below the table is the 'Team Details' section with the following fields:

- Team Name:
- Team Description:

#### 5. Enter information for the next team member on your list.

The screenshot shows a modal form titled 'Add Team Member'. The form has the following fields:

- Member Email:
- Member First Name:
- Member Last Name:
- Application Information:
  - Do you plan to attend the drop in breakfast from 7-8:00am at the Red Brick Building on the riverfront? \*\*You will be able to answer this and following questions for team members after you register. Please be sure to enter all team members.\*\*:
  - Do you plan to attend lunch from 11:30-1:00 at the Muscatine Armory?:
  - What is your t-shirt size (unisex)? :

6. Continue to add team members until all slots are filled or all team members have been added. The sooner you do this, the better as those slots remain open until team members are added to fill them.

7. Once all team members have been added, click the “update team” button on the bottom left of the screen.

The screenshot displays a web application interface for managing a team. On the left is a navigation sidebar with options: DASHBOARD, NEEDS, EVENTS, AGENCIES, and COLLAPSE MENU. The main content area is titled "Team Members" and contains a table with the following data:

EMAIL	FIRST	LAST	OPTIONS	LEADER
allison@unitedwaymuscatine.org	Allison	Eagle	<a href="#">✎</a> <a href="#">✕</a>	<input type="checkbox"/>
hilary@unitedwaymuscatine.org	Hilary	Henke	<a href="#">✎</a> <a href="#">✕</a>	<input checked="" type="checkbox"/>
michele@unitedwaymuscatine.org	Michele	Rhoades	<a href="#">✎</a> <a href="#">✕</a>	<input type="checkbox"/>

Below the table is the "Team Details" section with two input fields: "Team Name" (containing "United Way Muscatine") and "Team Description" (empty). At the bottom of the form are two buttons: "UPDATE TEAM" (highlighted with a red arrow) and "DELETE TEAM". The footer includes social media icons, "PRIVACY POLICY" and "CONTACT US" links, and the "galaxy" logo.