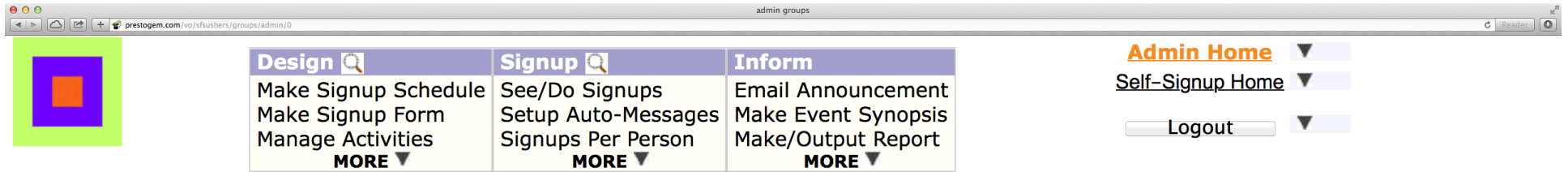


Monthly PrestoGEM Schedule for Volunteers

Page(s)	Function to be performed	PrestoGEM Features
1 – 3	Optional: Configure Group Time Zone and Self-Registration Settings	Admin Home; Configure Group
4 – 6	Create Event; Enter Event Name (“Performances”), Start Date and Number of Days; Enter Event Chairperson, Signups Coordinator and UI Term for Location (“Performance”)	Admin Home; Create Event
7 – 8	Turn off the automatic messages associated with volunteer self-signups	Admin Home; Setup Auto Messages
9 – 11	Add the first schedule item to the new event	Admin Home; Make Signup Schedule
12 – 16	Create a Calendar View of the new event’s schedule	Admin Home; Make Signup Schedule; Magnifying Glass icon
17 – 20	Change the name of the schedule’s List View from “Volunteer Signup” to “Signup List”; Change the schedule’s Signup/Cancel deadline from “8 hours ... before” the event to “When Activity Is Scheduled”	Admin Home; Manage Schedules
21 – 25	Add the remaining performances to the schedule	Admin Home; Make Signup Schedule
26 – 28	Allow volunteers to signup only for volunteer activities	Admin Home; Manage Activities
29 – 30	Change the “Web Stage” of the new event to “Published”	Admin Home
31	Optional: View Sign-up Calendar (Requires Volunteer Role)	Self-Signup Home
32 – 33	Optional: View Sign-up List (Requires Volunteer Role)	Self-Signup Home
35 – 39	Optional: Delete an event that has expired	Admin Home

Summary of instructions and suggestions



Event Administration

Use menus above to work on the current event. (Click on an event name to make it the **current event**).

List <input type="button" value="Active Events (=devel or pub)"/>	Set Web Stage
*** No events in selected view ***	
⇒ Create Event (with empty schedule, or clone an existing event's schedule) Running-an-Event checklist	

Group Administration

- [Configure](#) your group; or [Customize](#) the person registration form; or [Import](#) or [Export](#) people.
- [Search](#) for registered people; or [Register](#) a new person; or Update someone:

Getting Started: [Dive-In](#) or [Top-Down](#) Initial Setup; [UI Basics](#); [Feature Summary](#) | [GUIDED TOUR](#)

Note: Please **Logout** when you need to leave PRESTO unattended in a public location.

This is the PrestoGEM admin login page.
To verify or change group settings, continue with the next page.
To create a calendar for volunteer signups, proceed to page 04.

The screenshot shows the PRESTO admin interface. On the left is a logo consisting of a green square with a blue square inside it. To the right of the logo are three main navigation menus:

- Design** (with a magnifying glass icon):
 - Make Signup Schedule
 - Make Signup Form
 - Manage Activities
 - MORE** (down arrow)
- Signup** (with a magnifying glass icon):
 - See/Do Signups
 - Setup Auto-Messages
 - Signups Per Person
 - MORE** (down arrow)
- Inform**:
 - Email Announcement
 - Make Event Synopsis
 - Make/Output Report
 - MORE** (down arrow)

On the far right, there are links for [Admin Home](#), [Self-Signup Home](#), and a [Logout](#) button.

Event Administration

Use menus above to work on the current event. (Click on an event name to make it the **current event**).

The screenshot shows the Event Administration section. It features a 'List' dropdown menu currently set to 'Active Events (=devel or pub)'. To the right is a 'Set Web Stage' dropdown menu currently set to 'Development'. Below these is a section for 'Feb 1-28, 2018 February'. At the bottom, there is a link to 'Create Event' (with a note: '(with empty schedule, or clone an existing event's schedule)') and a link to 'Running-an-Event checklist'.

Group Administration

- **Configure** your group; or [Customize](#) the person registration form; or [Import](#) or [Export](#) people.
- [Search](#) for registered people; or [Register](#) a new person; or Update someone:

Getting Started: [Dive-In](#) or [Top-Down](#) Initial Setup; [UI Basics](#); [Feature Summary](#) | [GUIDED TOUR](#)

Note: Please **Logout** when you need to leave PRESTO unattended in a public location.

Click on "Configure."

Make volunteer signup calendar

01_Configure_Group

edit groups

[Admin Home](#)
[Self-Signup Home](#)
[Logout](#)

Configure Group [\(learn how to\)](#)

(Required fields are marked with a *)

Name of Your Group*

Its Time Zone ← Choose a time zone

Webmaster Info

Email Address* Roles

Audit Trail Email Addresses

All Major Actions Registration Info changes

User Security Policies

Passwords Initial Privileges Self-registering

[Group Info and Page Trim](#)

Special Banner for Self-Signup Home

File to Use as your Group's Logo no file selected

Email Address to Contact Group

Link 1 (enter Name=Web Address)

Link 2 (enter Name=Web Address)

Choose the time zone which best represents the group.

edit groups

Admin Home
Self-Signup Home

Logout

Configure Group [\(learn how to\)](#)

(Required fields are marked with a *)

Name of Your Group* SFS Ushers

Its Time Zone Pacific Time

Webmaster Info support@sfsushers.org Staff, Volunteer

Audit Trail Email Addresses support@sfsushers.org

User Security Policies Basic/Auto Self Only

Registration Info changes Not Allowed

Special Banner for Self-Signup Home
This website is for testing only!!! Please use the Official SF Symphony web site for Volunteer Sign-Ups!!!

File to Use as your Group's Logo Choose File no file selected

Email Address to Contact Group

Link 1 (enter Name=Web Address)

Link 2 (enter Name=Web Address)

About Us description (click [here](#) to insert link to a web page)
This is an experimental PrestoGEM web site. We use this for testing only.

Update Cancel

1. Choose whether self-registration is allowed or not allowed.

2. Click "Update" when finished.

Allowed: when someone clicks on Register, she is immediately registered and logged in.
Not Allowed: the Registration link does not appear on Self-Signup Home — instead "contact us" does.

If self-registration is allowed, watch the audit log in order to assign the "Volunteer" role to newly registered volunteers.

Click "Update" or "Cancel" to exit the "Configure Group" page.

Make volunteer signup calendar

03_Self_Register

The screenshot shows the top navigation bar of the PRESTO admin interface. On the left is a logo consisting of a green square with a blue square inside it. To the right of the logo are three main menu categories: **Design**, **Signup**, and **Inform**. Each category has a list of sub-items and a 'MORE' link with a dropdown arrow. The **Design** menu includes 'Make Signup Schedule', 'Make Signup Form', and 'Manage Activities'. The **Signup** menu includes 'See/Do Signups', 'Setup Auto-Messages', and 'Signups Per Person'. The **Inform** menu includes 'Email Announcement', 'Make Event Synopsis', and 'Make/Output Report'. To the right of these menus are three links: **Admin Home**, **Self-Signup Home**, and a **Logout** button, each with a dropdown arrow.

Event Administration

Use menus above to work on the current event. (Click on an event name to make it the **current event**).

The screenshot shows the 'Event Administration' section. At the top, there is a 'List' button and a dropdown menu set to 'Active Events (=devel or pub)'. To the right is a 'Set Web Stage' button. Below these is a message: '*** No events in selected view ***'. At the bottom, there is a 'Create Event' button with a purple circle around it. A purple arrow points from the text 'Click here' to the 'Create Event' button. The text 'Running an Event checklist' is also visible on the right side of the interface.

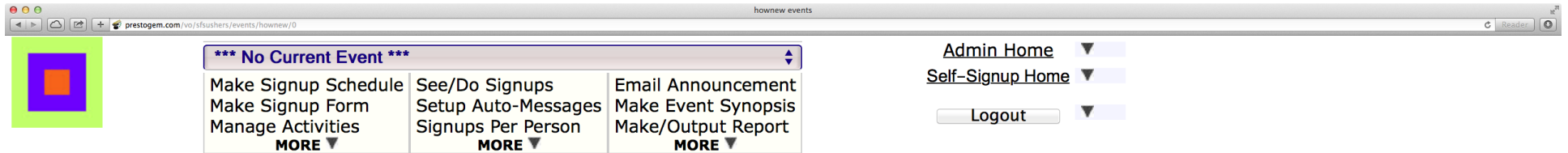
Group Administration

- [Configure](#) your group; or [Customize](#) the person registration form; or [Import](#) or [Export](#) people.
- [Search](#) for registered people; or [Register](#) a new person; or Update someone:

Getting Started: [Dive-In](#) or [Top-Down](#) Initial Setup; [UI Basics](#); [Feature Summary](#) | [GUIDED TOUR](#)

Note: Please **Logout** when you need to leave PRESTO unattended in a public location.

Click “Create Event” to begin the process to make a new volunteer signup calendar.



Creating an Event

Click on the desired option to add an event to Admin Home's event table and make it the current event.

Basic Options:

Create Event

Copy an Event

Use the button to create a new sort of event. Use the dropdown menu the next time this event occurs, thereby creating an event whose properties, schedules, and activities are the same as the old event — but with a different start date.

Click
here

Sample Events:

Preview a Sample Event:

Use this option to create an event that is a copy of a sample event, including any signup forms, reports, and announcements defined for the sample event.

(After selecting the event you want to preview, visit **Make Signup Schedule** and **Manage Activities** and so on to decide if the sample event meets your needs. If you decide not to use it, get rid of it via its **Web Stage->Delete Event** command on Admin Home. Otherwise use **Update Event Properties** to give it a real start date. Note that until you do this, the sample event's start date is Jan 1, 2000).

Rolling Events:

Create Rolling Template

Do Converting Copy:

A **rolling event** lasts as long as you keep it around, but shows only days near the present. One way to **initiate** a rolling event is to create a rolling template and its schedule, and then do its first Roll. The other way is to transition a regular event into a rolling event, which starts with using the **Do Converting Copy** dropdown menu.

Click “Create Event” to continue the process to make a new volunteer signup calendar.

new events

prestogem.com/vo/sfsushers/events/new/0

Create New Event [\(learn how to\)](#)

(Required fields are marked with a *)

Name of Event* Performances

Event's Public Start Date* 2/1/18 ☐ This event [Repeats Frequently](#)

Number of Days For...

0 Setup* 28 Public* 0 Takedown*

Event Chair* (or check: ☐ [From Signup](#)) Webmaster

Co-Chair if any

Signups Coordinator Webmaster
(If left blank, will be same person as 1st Event Chair)

Main Email Address

Signups Email Address

UI Term for Location Performance

Default Signup Form Just person's name

Any Self-Signup Instructions (click [here](#) to insert link to a web page)

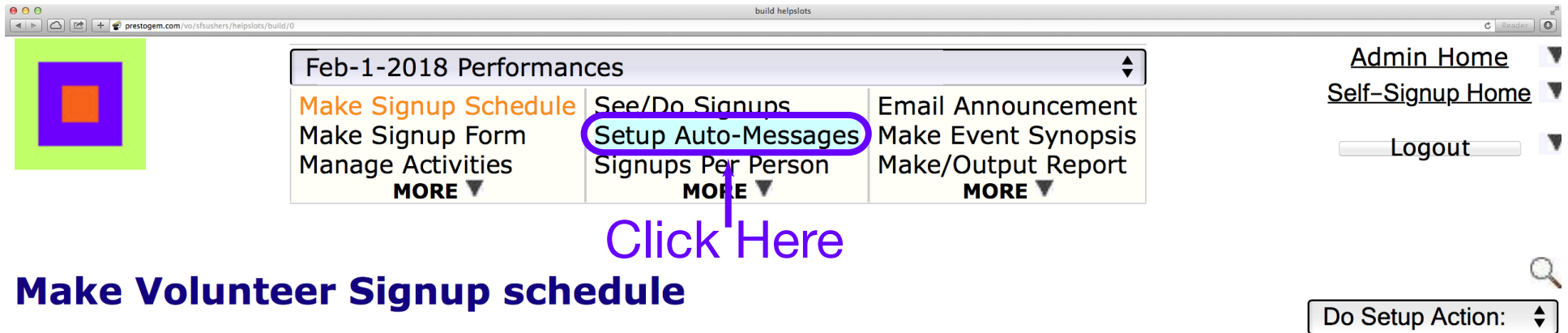
Create Cancel

Avoid dates in event names;
Use the first day of the month;
Setup and takedown should be zero;
Public should be number of days
in the month; Event Chair and Signups
Coordinator should be "webmaster";

"Performance" is a suggested
replacement for "Location"

Click here when finished

Follow the suggestions above to fill in the info.
Click "Create" when finished.



Feb-1-2018 Performances

Make Signup Schedule Make Signup Form Manage Activities MORE ▼	See/Do Signups Setup Auto-Messages Signups Per Person MORE ▼	Email Announcement Make Event Synopsis Make/Output Report MORE ▼
---	--	---

Click Here

Make Volunteer Signup schedule

Learn how to: [Overview](#), [Add Items to a Schedule](#), [Edit Schedule Items](#), [Do Setup Actions](#)

To create your 1st schedule item, click on the Add icon below. Or if your schedule has the same activities at many times, check out **Do Setup Action->Add Activity Grids**.

Add Schedule Item.

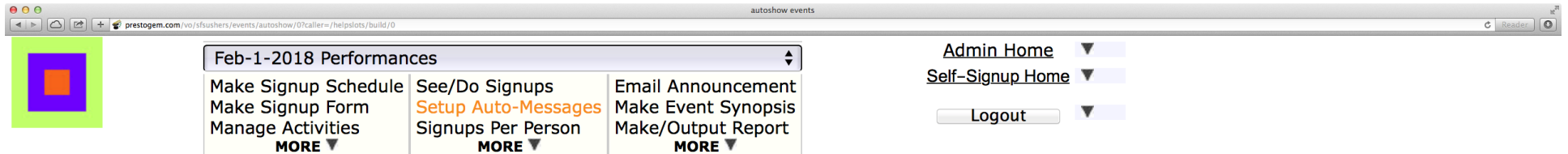
You can also: [start](#) Setup earlier, [extend](#) the event, or [end](#) Takedown later.
(Currently: there are no setup days, the event is Feb 1-28, and there are no takedown days)

Do Setup Action: ▼

Click on the “Setup Auto-Messages” item.

Make volunteer signup calendar

07_Setup_Auto_Messages



The screenshot shows the Prestogem website interface. At the top, there's a navigation bar with links like "Admin Home", "Self-Signup Home", and "Logout". Below this, a sidebar menu lists various actions such as "Make Signup Schedule", "See/Do Signups", "Email Announcement", etc. The main content area is titled "Feb-1-2018 Performances" and contains a table with columns for "Self-Signup Actions", "Each's Auto-Message Policy", and "To update a message, click on its name".

Setup Current Event's Automatic-Message Policies [\(learn how to\)](#)

(Note: Confirmations do not apply to immediate questionnaires and scoring of judged contests).

Automatically send confirmation messages when these self-signup actions occur, if desired.

Self-Signup Actions	Each's Auto-Message Policy	To update a message, click on its name
Immediate Signup	<input type="text" value="Don't Send It"/>	Confirm Self-Signup
Cancel Signup	<input type="text" value="Don't Send It"/>	Confirm Signup Withdrawal
Signup Request	<input type="text" value="Don't Send It"/>	Confirm Self-Request
Cancel Request	<input type="text" value="Don't Send It"/>	Confirm Request Withdrawal

Choose
“Don't Send It”

For actions you do on a person's behalf, you can also setup to edit the message before it is sent.

Admin-Signup Actions	Each's Auto-Message Policy	To update a message, click on its name
Signup On-behalf-of	<input type="text" value="Allow You To Edit It"/>	Confirm Admin-Signup
Reassign Signup	<input type="text" value="Allow You To Edit It"/>	Confirm Reassignment
Cancel On-behalf-of	<input type="text" value="Allow You To Edit It"/>	Confirm Signup Cancelled
Request On-behalf-of	<input type="text" value="Allow You To Edit It"/>	Confirm Admin-Request
Approve Request	<input type="text" value="Allow You To Edit It"/>	Approval Notification
Disapprove Request	<input type="text" value="Allow You To Edit It"/>	Disapproval Notification

Choose “Don't Send It” as the Auto-Message Policy for the “Confirm Self-Signup” and “Confirm Self-Request” actions.

Click here

Setup Current Event's Automatic-Message Policies [\(learn how to\)](#)

(Note: Confirmations do not apply to immediate questionnaires and scoring of judged contests).

Automatically send confirmation messages when these self-signup actions occur, if desired.

Self-Signup Actions	Each's Auto-Message Policy	To update a message, click on its name
Immediate Signup	<input type="text" value="Don't Send It"/>	Confirm Self-Signup
Cancel Signup	<input type="text" value="Don't Send It"/>	Confirm Signup Withdrawal
Signup Request	<input type="text" value="Don't Send It"/>	Confirm Self-Request
Cancel Request	<input type="text" value="Don't Send It"/>	Confirm Request Withdrawal

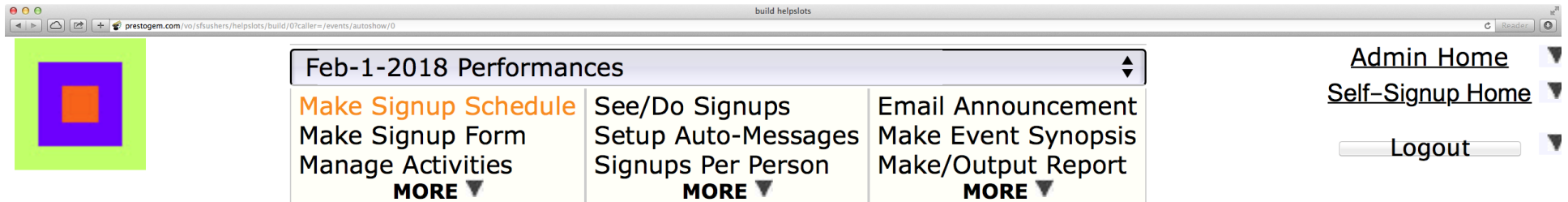
For actions you do on a person's behalf, you can also setup to edit the message before it is sent.

Admin-Signup Actions	Each's Auto-Message Policy	To update a message, click on its name
Signup On-behalf-of	<input type="text" value="Allow You To Edit It"/>	Confirm Admin-Signup
Reassign Signup	<input type="text" value="Allow You To Edit It"/>	Confirm Reassignment
Cancel On-behalf-of	<input type="text" value="Allow You To Edit It"/>	Confirm Signup Cancelled
Request On-behalf-of	<input type="text" value="Allow You To Edit It"/>	Confirm Admin-Request
Approve Request	<input type="text" value="Allow You To Edit It"/>	Approval Notification
Disapprove Request	<input type="text" value="Allow You To Edit It"/>	Disapproval Notification

Click “Make Signup Schedule.”

Make volunteer signup calendar

09_Make_Signup_Schedule



Feb-1-2018 Performances

Make Signup Schedule Make Signup Form Manage Activities MORE ▼	See/Do Signups Setup Auto-Messages Signups Per Person MORE ▼	Email Announcement Make Event Synopsis Make/Output Report MORE ▼
--	--	--

[Admin Home](#) ▼
[Self-Signup Home](#) ▼
[Logout](#) ▼

Make Volunteer Signup schedule

Do Setup Action: ▼

Learn how to: [Overview](#), [Add Items to a Schedule](#), [Edit Schedule Items](#), [Do Setup Actions](#)

Click here

To create your 1st schedule item, click on the Add icon below. Or if your schedule has the same activities at many times, check out **Do Setup Action->Add Activity Grids**.

Add Schedule Item.

You can also: [start](#) Setup earlier, [extend](#) the event, or [end](#) Takedown later.
 (Currently: there are no setup days, the event is Feb 1-28, and there are no takedown days)

Click “Add Schedule Item.”

Feb-1-2018 Performances

Make Signup Schedule	See/Do Signups
Make Signup Form	Setup Auto-Mess
Manage Activities	Signups Per Pers

More **More**

Make Volunteer Signup schedule

Learn how to: [Overview](#) [Add Items to a Schedule](#) [Edit Schedule](#)

To create your 1st schedule item, click on the Add icon below. Or, if you have many times, check out **Do Setup Action->Add Activity Grids**

Add Schedule Item.

You can also: [start](#) Setup earlier, [extend](#) the event, or [end](#) Takedown later.
(Currently there are no setup days, the event is Feb 1-28, and there are no takedown days)

Add Item to Schedule: ☒ **On-site** ☐ **Planning**
(All fields required, except a background task's times)

Its Activity Volunteer,Bored of the Rings

Its Date 2/1/18 Add 1d Add 1wk

Its Time(s) 4:15pm - 10:15pm Next Period

Its Availability 20
that can signup for it, or why it's unavailable

Add & Close Add Close

Click here after info above has been entered

Maximum number of volunteers

Performance starting time and ending time

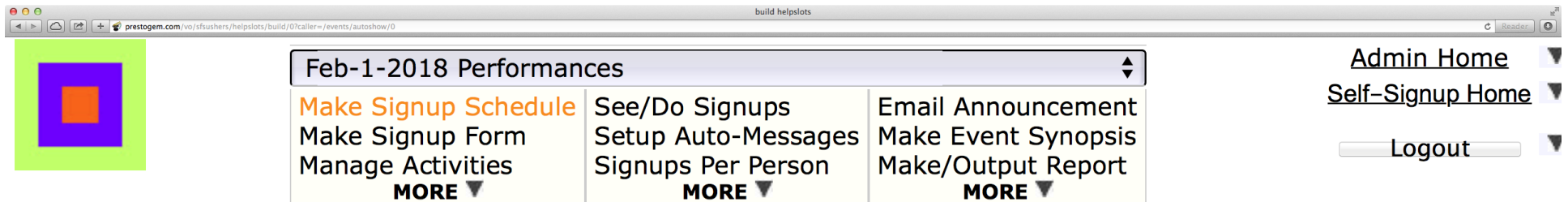
Performance date

The activity should be "Volunteer" followed by a comma followed by a very brief description of the performance

Enter the required info for the first performance of the month, then click "Add and Close."

Make volunteer signup calendar

11_Schedule_Item_Info



Feb-1-2018 Performances

- Make Signup Schedule
- Make Signup Form
- Manage Activities
- MORE ▼

- See/Do Signups
- Setup Auto-Messages
- Signups Per Person
- MORE ▼

- Email Announcement
- Make Event Synopsis
- Make/Output Report
- MORE ▼

Admin Home ▼

Self-Signup Home ▼

Logout ▼

Make Volunteer Signup schedule




Click here 

Do Setup Action: ▼

Learn how to: [Overview](#), [Add Items to a Schedule](#), [Edit Schedule Items](#), [Do Setup Actions](#)

To add an item to the schedule, click on any Add icon. (If it's an existing item's icon, the Add box is loaded with that item's info).

Performances: Thursday Feb 1

SEL	Add	Schedule Item's Activity	When It Is	# of Spots	Sel More, Sel None
<input type="checkbox"/>	Add	Volunteer, Bored of the Rings	4:15PM - 10:15PM	20	  

Add Schedule Item.

You can also: [start](#) Setup earlier, [extend](#) the event, or [end](#) Takedown later.
(Currently: there are no setup days, the event is Feb 1-28, and there are no takedown days)

Click on the magnifying glass icon to make a calendar view of the schedule being created.

Make volunteer signup calendar

12_Make_Schedule_View

prestogem.com/no/sfushers/helpslots/build/0?caller=/events/autoshow/0 build helpslots

Choose What to View ([help](#))

State of Item All Item States

Item's Start Time thru

Its Day of Week thru

Item's Date thru

What Item Is For A possibly wildcarded name or project

Layout to Show Activities Listed by Date

Signups to Show All Signups

Display View Cancel

Admin Home
Self-Signup Home
Logout

Do Setup Action:

1. Click here

2. Choose this item

Add Schedule Item.

You can also: [start](#) Setup earlier, [extend](#) the event, or [end](#) Takedown later.
(Currently: there are no setup days, the event is Feb 1-28, and there are no takedown days)

Choose "Calendar (CC by Performance)" as the "Layout to Show" option.

- Activities Listed Alphabetically
- ✓ Activities Listed by Date
- Activities Listed by Performance
- Activities Listed by Project
- Grid of Act. Names vs Times
- Grid per Performance
- Calendar (no color coding)
- Calendar (cc by Base Name)
- Calendar (cc by Performance)
- Calendar (cc by Who Signed Up)

Make volunteer signup calendar 13_Calendar_CC_by_Performance

prestogem.com/vo/sfushers/helpslots/build/0?caller=/events/autoshow/0 build helpslots

Choose What to View ([help](#))

State of Item All Item States

Item's Start Time thru

Its Day of Week thru

Item's Date thru

What Item Is For
A [possibly wildcarded](#) name or project

Layout to Show Calendar (cc by Performance)

Signups to Show All Signups

Display View Cancel

Admin Home
Self-Signup Home
Logout

Do Setup Action:

Make Volunteer

Learn how to: [Overview](#),

To add an item to the sch

Performances: Thurs

SEL	Add	Schedule Item's
<input type="checkbox"/>	Add	Volunteer, Bored

Add Schedule Item.

You can also: [start](#) Setup earlier; [extend](#) the event, or [end](#) Takedown later.
(Currently: there are no setup days, the event is Feb 1-28, and there are no takedown days)




Click here

Admin Home
Self-Signup Home
Logout

Do Setup Action:

Items


Add box is loaded with that item's info).

	# of Spots	Sel More, Sel None
	20	  

Click "Display View."

Make volunteer signup calendar

14_Display_View



Feb-1-2018 Performances

Make Signup Schedule

Make Signup Form

Manage Activities

MORE ▼

See/Do Signups

Setup Auto-Messages

Signups Per Person

MORE ▼

Email Announcement

Make Event Synopsis

Make/Output Report

MORE ▼

[Admin Home](#) ▼
[Self-Signup Home](#) ▼

Logout

 ▼

Make

Volunteer Signup, showing Temporary View

save it

← Click here

Do Setup Action: ▼

Learn how to: [Overview](#), [Add Items to a Schedule](#), [Edit Schedule Items](#), [Do Setup Actions](#)

To add an item to the schedule, click on any Add icon. (If it's an existing item's icon, the Add box is loaded with that item's info).

February, 2018 [Sel More](#), [Sel None](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<div>Add</div> <div>1</div> <div> <div>20 spots</div> <div>Volunteer, Bored of the Rings 4:15PM - 10:15PM</div> </div>	<div>Add</div> <div>2</div>	<div>Add</div> <div>3</div>
<div>Add</div> <div>4</div>	<div>Add</div> <div>5</div>	<div>Add</div> <div>6</div>	<div>Add</div> <div>7</div>	<div>Add</div> <div>8</div>	<div>Add</div> <div>9</div>	<div>Add</div> <div>10</div>
<div>Add</div> <div>11</div>	<div>Add</div> <div>12</div>	<div>Add</div> <div>13</div>	<div>Add</div> <div>14</div>	<div>Add</div> <div>15</div>	<div>Add</div> <div>16</div>	<div>Add</div> <div>17</div>
<div>Add</div> <div>18</div>	<div>Add</div> <div>19</div>	<div>Add</div> <div>20</div>	<div>Add</div> <div>21</div>	<div>Add</div> <div>22</div>	<div>Add</div> <div>23</div>	<div>Add</div> <div>24</div>
<div>Add</div> <div>25</div>	<div>Add</div> <div>26</div>	<div>Add</div> <div>27</div>	<div>Add</div> <div>28</div>			

Click “save it.”

Make volunteer signup calendar

15_Save_Calendar_View

setsched helpslots

prestogem.com/va/sfushers/helpslots/setsched/00?evd=61

Admin Home
Self-Signup Home
Logout

Do Setup Action:

Save This View for Later Use ([help](#))

☒ Create Public Schedule

Name to give it:

Show it on:

☐ Create Personal Schedule

Name to give it:

(Will be shown on all signup pages, but only to you)

☐ Update the **Volunteer Signup** Schedule

1. Click here

2. Type the name "Signup Calendar"

3. Click here

Make

Learn how to: [Over](#)

To add an item to

February, 20

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					Add 2	Add 3
Add 4	Add 5	Add 6	Add 7	Add 8	Add 9	Add 10
Add 11	Add 12	Add 13	Add 14	Add 15	Add 16	Add 17
Add 18	Add 19	Add 20	Add 21	Add 22	Add 23	Add 24
Add 25	Add 26	Add 27	Add 28			

20 spots

Volunteer, Bored of the Rings 4:15PM - 10:15PM

Choose "Create Public Schedule,"
enter the name "Signup Calendar"
and click "Save View."

Make volunteer signup calendar

16_Save_Public_View

Feb-1-2018 Performances

Make Signup Schedule See/Do Signups Email Announcement

Make Signup Form Setup Auto-Messages Make Event Synopsis

Manage Activities Signups Per Person Make/Output Report

MORE MORE MORE

Manage Schedules

Manage Why-Unavail Terms

Merge Actual Schedule

Update Event Properties

1. Click "MORE."

2. Choose "Manage Schedules."

Admin Home

Self-Signup Home

Logout

Do Setup Action:

Learn how to: [Overview](#), [Add Items to a Schedule](#), [Edit Schedule Items](#), [Do Setup Actions](#)

To add an item to the schedule, click on any Add icon. (If it's an existing item's icon, the Add box is loaded with that item's info).


February, 2018 [Sel More](#), [Sel None](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				Add 1	Add 2	Add 3
				<input type="checkbox"/> 20 spots Volunteer, Bored of the Rings 4:15PM - 10:15PM		
Add 4	Add 5	Add 6	Add 7	Add 8	Add 9	Add 10
Add 11	Add 12	Add 13	Add 14	Add 15	Add 16	Add 17
Add 18	Add 19	Add 20	Add 21	Add 22	Add 23	Add 24
Add 25	Add 26	Add 27	Add 28			

Click the "MORE" arrow under "Make Signup Schedule" and choose "Manage Schedules" from the drop-down menu.

Make volunteer signup calendar

17_Manage_Schedules











Apr-1-2018 Performances

Make Signup Schedule	See/Do Signups	Email Announcement
Make Signup Form	Setup Auto-Messages	Make Event Synopsis
Manage Activities	Signups Per Person	Make/Output Report
MORE ▼	MORE ▼	MORE ▼

[Admin Home](#) ▼
[Self-Signup Home](#) ▼
 ▼

Manage Current Event's Signup Schedules [\(help\)](#)

Click on a schedule name to display its signup page.

Name (type of schedule)	Visibility	Properties of its View	Actions
 Signup Calendar (view-only)	All Signup Pages	All Items; Cal by Performance; All Signups	  
 Volunteer Signup (actual)	All Signup Pages	All Items; By Date; All Signups	  

↑
Click here

Click the update icon for the “Volunteer Signup (actual)” schedule.

Make volunteer signup calendar

18_Update_Actual_Schedule

prestogem.com/vo/sfusshers/schedules/manad/0?caller=/helpslots/build/0

manad schedules

Admin Home
Self-Signup Home
Logout

Update Schedule's Properties [\(learn how to\)](#)

Name of Schedule*

Its Visibility

Per-User Signup Limit

Signup/Cancel Deadline
☐ Allow New Signups Past Deadline

Venue's Time Zone

Periods (if any)
☐ Show on Signup Pages

Start Time Part of Day

1. Change the Schedule Name to "Signup List".

2. Click the "Signup/Cancel Deadline" button and choose "When Activity is Scheduled" from the drop-down menu.

Change the Schedule Name and choose the Signup/Cancel deadline.

Make volunteer signup calendar

	Actions
Signups	
os	

..On-site 8 hrs & Planning 0 hrs before
When Activity Is Scheduled
 3 Hours before Activity
 6 Hours before Activity
 12 Hours before Activity
 18 Hours before Activity
 24 Hours before Activity
 30 Hours before Activity
 36 Hours before Activity
 2 Days before Activity
 3 Days before Activity
 4 Days before Activity
 5 Days before Activity
 1 Week before Activity
 2 Weeks before Activity
 When Signups are Closed

19_Schedule_Name

prestogem.com/no/sfsushers/schedules/manad/0?caller=/helpslots/build/0

manad schedules

Admin Home
Self-Signup Home
Logout

Update Schedule's Properties [\(learn how to\)](#)

Name of Schedule*

Its Visibility

Per-User Signup Limit

Signup/Cancel Deadline
☐ Allow New Signups Past Deadline

Venue's Time Zone

Periods (if any)

☐ Show on Signup Pages

Start Time Part of Day

Click here

Manage Current

Click on a schedule name

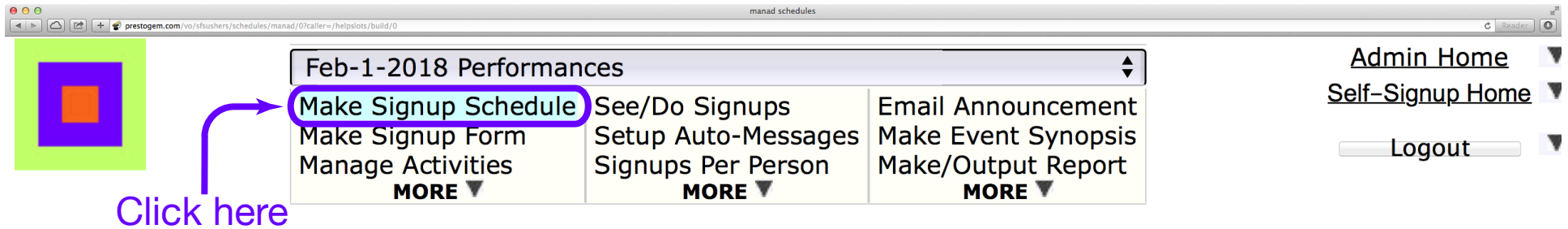
Name (type of schedule)
Signup Calendar (view-c)
Volunteer Signup (actua)

(Powered by **PRES**)

	Actions
Signups	
os	

Click "Update" to complete the schedule property update.

Make volunteer signup calendar 20_Complete_Schedule_Update



Feb-1-2018 Performances

Make Signup Schedule

Make Signup Form

Manage Activities

MORE

See/Do Signups

Setup Auto-Messages

Signups Per Person

MORE

Email Announcement

Make Event Synopsis

Make/Output Report

MORE

[Admin Home](#)







[Self-Signup Home](#)

[Logout](#)

Click here

Manage Current Event's Signup Schedules [\(help\)](#)


Click on a schedule name to display its signup page.

Name (type of schedule)	Visibility	Properties of its View	Actions
 Signup Calendar (view-only)	All Signup Pages	All Items; Cal by Performance; All Signups	 
 Signup List (actual)	All Signup Pages	All Items; By Date; All Signups	 

Click “Make Signup Schedule.”

Make volunteer signup calendar

21_Continue_Make_Schedule



Feb-1-2018 Performances ▾

Make Signup Schedule

Make Signup Form

Manage Activities

MORE ▾

See/Do Signups

Setup Auto-Messages

Signups Per Person

MORE ▾

Email Announcement

Make Event Synopsis


Make/Output Report

MORE ▾

[Admin Home](#) ▾
[Self-Signup Home](#) ▾

Logout ▾

Make Signup List, showing Signup Calendar ▾


 Do Setup Action: ▾

Learn how to: [Overview](#), [Add Items to a Schedule](#), [Edit Schedule Items](#), [Do Setup Actions](#)

To add an item to the schedule, click on any Add icon. (If it's an existing item's icon, the Add box is loaded with that item's info).

February, 2018 [Sel More](#), [Sel None](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<div>Add 1</div> <div> <input checked="" type="checkbox"/> 20 spots ▾ Volunteer, Bored of the Rings 4:15PM - 10:15PM </div>	<div>Add 2</div>	<div>Add 3</div>
<div>Add 4</div>	<div>Add 5</div>	<div>Add 6</div>	<div>Add 7</div>	<div>Add 8</div>	<div>Add 9</div>	<div>Add 10</div>
<div>Add 11</div>	<div>Add 12</div>	<div>Add 13</div>	<div>Add 14</div>	<div>Add 15</div>	<div>Add 16</div>	<div>Add 17</div>
<div>Add 18</div>	<div>Add 19</div>	<div>Add 20</div>	<div>Add 21</div>	<div>Add 22</div>	<div>Add 23</div>	<div>Add 24</div>
<div>Add 25</div>	<div>Add 26</div>	<div>Add 27</div>	<div>Add 28</div>			


Click the “Add” button of a performance to be repeated...

... or click any other “Add” button to add an unrelated performance.

Click an “Add” button to add the next performance.

Make volunteer signup calendar

22_Add_Repeat_Performance



Feb-1-2018 Performances

Make Signup Schedule

Make Signup Form

Manage Activities

MORE ▼

See/Do Signups

Setup Auto-Mess

Signups Per Pers

MORE ▼

Make

Signup List, showing Signup Calendar ▾

Learn how to:

Overview,

Add Items to a Schedule,

Edit Schedule

To add an item to the schedule, click on any Add icon. (If it's an

February, 2018

Sel More,

Sel None

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<div>Add</div> <div>1</div> <div> <input checked="" type="checkbox"/> 20 spots ▾ Volunteer, Bored of the Rings 4:15PM - 10:15PM </div>	<div>Add</div> <div>2</div>	<div>Add</div> <div>3</div>
<div>Add</div> <div>4</div>	<div>Add</div> <div>5</div>	<div>Add</div> <div>6</div>	<div>Add</div> <div>7</div>	<div>Add</div> <div>8</div>	<div>Add</div> <div>9</div>	<div>Add</div> <div>10</div>
<div>Add</div> <div>11</div>	<div>Add</div> <div>12</div>	<div>Add</div> <div>13</div>	<div>Add</div> <div>14</div>	<div>Add</div> <div>15</div>	<div>Add</div> <div>16</div>	<div>Add</div> <div>17</div>
<div>Add</div> <div>18</div>	<div>Add</div> <div>19</div>	<div>Add</div> <div>20</div>	<div>Add</div> <div>21</div>	<div>Add</div> <div>22</div>	<div>Add</div> <div>23</div>	<div>Add</div> <div>24</div>
<div>Add</div> <div>25</div>	<div>Add</div> <div>26</div>	<div>Add</div> <div>27</div>	<div>Add</div> <div>28</div>			

Add Item to Schedule:

☒ On-site
 ☐ Planning

(All fields required, except a background task's times)

Its Activity

Volunteer, Bored of the Rings ▾

Its Date

2/1/18

Add 1d

Add 1wk

Its Time(s)

4:15PM - 10:15PM

Next Period

Its Availability

20

that can signup for it, or why it's unavailable

Add & Close

Add

Close


Click "Add 1d" to add a day to the date of a performance to be repeated.

Click "Add" when all info is ready.

Click "Add 1d" or type in the date as needed for the performance to be added. Click "Add" when all info is ready.

Make volunteer signup calendar

23_Add_One_Day



Feb-1-2018 Performances

Make Signup Schedule

Make Signup Form

Manage Activities

MORE ▼

See/Do Signups

Setup Auto-Mess

Signups Per Pers

MORE ▼

Make

Signup List, showing Signup Calendar ▾

Learn how to:

Overview

Add Items to a Schedule

Edit Schedule

To add an item to the schedule, click on any Add icon. (If it's an

February, 2018

Sel More

Sel None

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<div>Add</div> <div>1</div> <div> <div>20 spots ▾</div> <div>Volunteer, Bored of the Rings 4:15PM - 10:15PM</div> </div>	<div>Add</div> <div>2</div> <div> <div>20 spots ▾</div> <div>Volunteer, Bored of the Rings 4:15PM - 10:15PM</div> </div>	<div>Add</div> <div>3</div> <div> <div>20 spots ▾</div> <div>Volunteer, Bored of the Rings 4:15PM - 10:15PM</div> </div>
<div>Add</div> <div>4</div> <div> <div>20 spots ▾</div> <div>Volunteer, Game of Loans 12:15PM - 4:15PM</div> </div>	<div>Add</div> <div>5</div>	<div>Add</div> <div>6</div>	<div>Add</div> <div>7</div>	<div>Add</div> <div>8</div>	<div>Add</div> <div>9</div>	<div>Add</div> <div>10</div>
<div>Add</div> <div>11</div>	<div>Add</div> <div>12</div>	<div>Add</div> <div>13</div>	<div>Add</div> <div>14</div>	<div>Add</div> <div>15</div>	<div>Add</div> <div>16</div>	<div>Add</div> <div>17</div>

Add Item to Schedule:

On-site

Planning

(All fields required, except a background task's times)

Its Activity

Volunteer, Game of Loans ▾

Its Date

2/4/18

Add 1d

Add 1wk

Its Time(s)

12:15PM - 4:15PM

Next Period

Its Availability

20

that can signup for it, or why it's unavailable

Add & Close


Add

Close

After using “Add 1d” or “Add 1wk” the Activity, Time and/or the Availability may be changed as needed for another performance.

Make volunteer signup calendar

24_Add_Another_Day



Feb-1-2018 Performances

Make Signup Schedule

Make Signup Form

Manage Activities

MORE ▼

See/Do Signups

Setup Auto-Mess

Signups Per Pers

MORE ▼

Make

Signup List, showing Signup Calendar ▾

Learn how to:

Overview

Add Items to a Schedule

Edit Schedule

To add an item to the schedule, click on any Add icon. (If it's an

February, 2018

Sel More

Sel None

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<div>Add</div> <div>1</div> <div> <input type="checkbox"/> 20 spots ▾ </div> <div>Volunteer, Bored of the Rings 4:15PM - 10:15PM</div>	<div>Add</div> <div>2</div> <div> <input type="checkbox"/> 20 spots ▾ </div> <div>Volunteer, Bored of the Rings 4:15PM - 10:15PM</div>	<div>Add</div> <div>3</div> <div> <input type="checkbox"/> 20 spots ▾ </div> <div>Volunteer, Bored of the Rings 4:15PM - 10:15PM</div>
<div>Add</div> <div>4</div> <div> <input type="checkbox"/> 20 spots ▾ </div> <div>Volunteer, Game of Loans 12:15PM - 4:15PM</div>	<div>Add</div> <div>5</div>	<div>Add</div> <div>6</div>	<div>Add</div> <div>7</div>	<div>Add</div> <div>8</div>	<div>Add</div> <div>9</div>	<div>Add</div> <div>10</div>
<div>Add</div> <div>11</div>	<div>Add</div> <div>12</div>	<div>Add</div> <div>13</div>	<div>Add</div> <div>14</div>	<div>Add</div> <div>15</div>	<div>Add</div> <div>16</div>	<div>Add</div> <div>17</div>

Add Item to Schedule:

☒ On-site
 ☐ Planning

(All fields required, except a background task's times)

Its Activity

Volunteer, Game of Loans ▾

Its Date

2/4/18

Add 1d

Add 1wk

Its Time(s)

12:15PM - 4:15PM

Next Period

Its Availability

20 ▾

that can signup for it, or why it's unavailable

Add & Close

Add

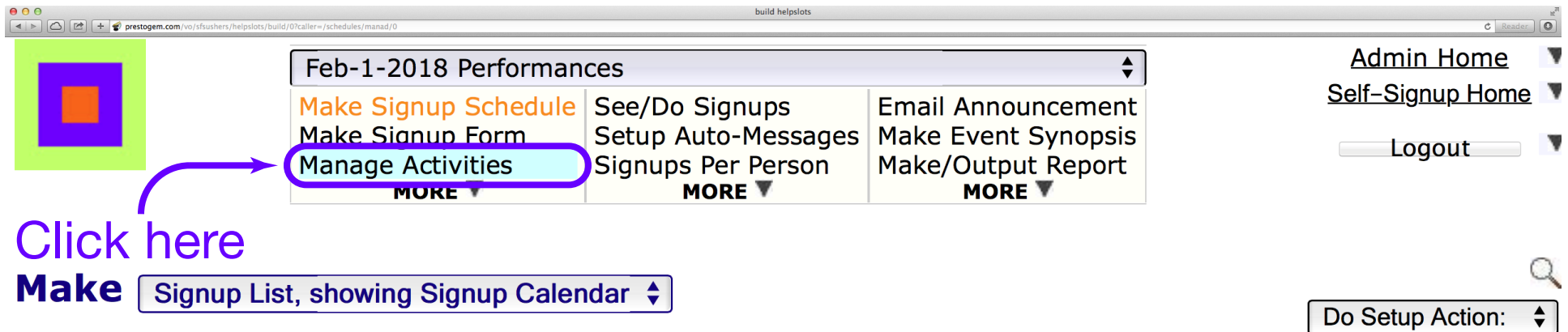
Close

Click here

Click “Close” after all performances have been added to the schedule.

Make volunteer signup calendar

25_Complete_Make_Schedule



Feb-1-2018 Performances

- Make Signup Schedule
- Make Signup Form
- Manage Activities

See/Do Signups
Setup Auto-Messages
Signups Per Person

Email Announcement
Make Event Synopsis
Make/Output Report

Admin Home
Self-Signup Home
Logout

Click here Make

Signup List, showing Signup Calendar

Do Setup Action:

Learn how to: [Overview](#), [Add Items to a Schedule](#), [Edit Schedule Items](#), [Do Setup Actions](#)

To add an item to the schedule, click on any Add icon. (If it's an existing item's icon, the Add box is loaded with that item's info).

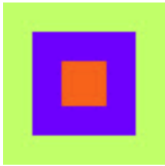
February, 2018 [Sel More](#), [Sel None](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				Add 1 20 spots Volunteer, Bored of the Rings 4:15PM - 10:15PM	Add 2 20 spots Volunteer, Bored of the Rings 4:15PM - 10:15PM	Add 3 20 spots Volunteer, Bored of the Rings 4:15PM - 10:15PM
Add 4 20 spots Volunteer, Game of Loans 12:15PM - 4:15PM	Add 5	Add 6	Add 7	Add 8	Add 9	Add 10
Add 11	Add 12	Add 13	Add 14	Add 15	Add 16	Add 17

Click "Manage Activities."

Make volunteer signup calendar

26_Manage_Activities









Feb-1-2018 Performances		
Make Signup Schedule	See/Do Signups	Email Announcement
Make Signup Form	Setup Auto-Messages	Make Event Synopsis
Manage Activities	Signups Per Person	Make/Output Report
MORE ▼	MORE ▼	MORE ▼

[Admin Home](#) ▼
[Self-Signup Home](#) ▼
 Logout ▼

Manage Current Event's Activities

Learn how to: [Basics](#), [Selecting & Editing](#), [Locations & Projects](#), [Conditional Activities](#)

Use the **Update**, **Copy**, and **Delete** icons to work on existing activities. Or click [here](#) to create a new activity.

SEL	Base Name, Location	Project	Type	Intro	Sup Style	Self-Sup	Signup Form	Sel More , Sel None
<input checked="" type="checkbox"/>	Volunteer, Bored of the Rings		On-site: Main		Immediate	Allowed	Event's default form	  
<input checked="" type="checkbox"/>	Volunteer, Game of Loans		On-site: Main		Immediate	Allowed	Event's default form	  

1. Click the "SEL" (Select) boxes for all activities.
2. Click the Update box for one of the activities.

Select all of the activities and start to update them.

Make volunteer signup calendar

27_Select_Activities

index activities

Admin Home
Self-Signup Home
Logout

Update the 2 Selected Activities — fill in *only* the fields you want to change.

(To blank out an Intro or Description, check its box)

Base Name of Activity **Location** (for overall name of *Base, Location*)

Type of Activity **Intro** ☐ **Project**

Signup Style **Self-Signups** **Signup Form**

Description of Activity ☐ (click [here](#) to insert link to a web page)

☐ [Keep Selection](#)

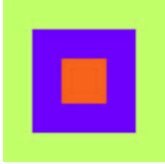
Allowed means the activity shown on self-signup pages. **Not Allowed** means it is on privileged signup pages. **Matches Role** means it is shown on self-signup pages only if a person has a role matching the activity name (for more on this, click [here](#)).

1. Select the “Matches Role” option from the “Self-Signups” drop-down menu.
2. Click here.

Choose “Matches Role” for “Self-Signups” of all activities so that volunteers may sign up only for volunteer activities. Click “Update.”

Make volunteer signup calendar

28_Matches_Role



Feb-1-2018 Performances		
Make Signup Schedule	See/Do Signups	Email Announcement
Make Signup Form	Setup Auto-Messages	Make Event Synopsis
Manage Activities	Signups Per Person	Make/Output Report
MORE ▼	MORE ▼	MORE ▼







[Admin Home](#) ▼
[Self-Signup Home](#) ▼
 ▼

Click
here

Manage Current Event's Activities

Learn how to: [Basics](#), [Selecting & Editing](#), [Locations & Projects](#), [Conditional Activities](#)

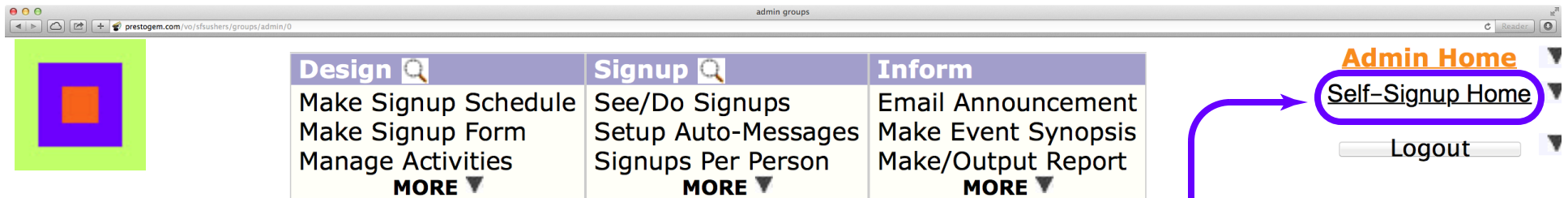
Use the **Update**, **Copy**, and **Delete** icons to work on existing activities. Or click [here](#) to create a new activity.

SEL	Base Name, Location	Project	Type	Intro	Sup Style	Self-Sup	Signup Form	Sel More , Sel None
<input type="checkbox"/>	Volunteer, Bored of the Rings		On-site: Main		Immediate	Role (?)	Event's default form	  
<input type="checkbox"/>	Volunteer, Game of Loans		On-site: Main		Immediate	Role (?)	Event's default form	  

Click "Admin Home."

Make volunteer signup calendar

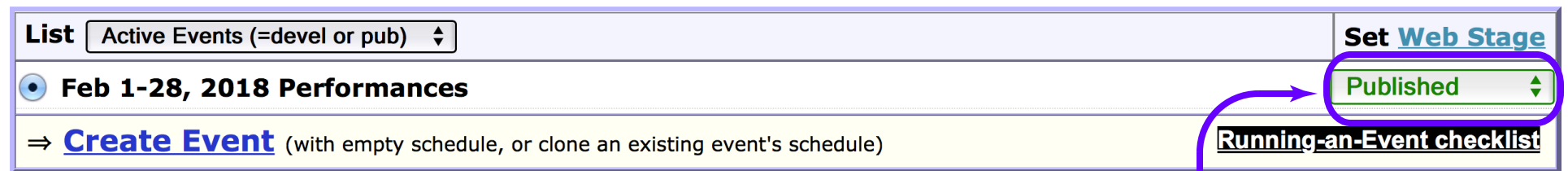
29_Admin_Home



2. If you have the “Volunteer” role, click here

Event Administration

Use menus above to work on the current event. (Click on an event name to make it the **current event**).



Group Administration

1. Choose “Published” as the “Web Stage” of the new event.

- [Configure](#) your group; or [Customize](#) the person registration form; or [Import](#) or [Export](#) people.
- [Search](#) for registered people; or [Register](#) a new person; or Update someone:

Getting Started: [Dive-In](#) or [Top-Down](#) Initial Setup; [UI Basics](#); [Feature Summary](#) | [GUIDED TOUR](#)

Note: Please **Logout** when you need to leave PRESTO unattended in a public location.

Set the “Web Stage” of the new event to “Published.”
If you have the “Volunteer” role, click “Self-Signup Home.”
Otherwise, skip to page 34.

Make volunteer signup calendar

30_Event_Published

prestogem.com/vo/sfusushers/groups/index/0

[Audit Trail](#) (0 new) [User Forum](#) (0 new)

[Admin Home](#)
[Self-Signup Home](#)

[See/Do Signups](#) [Output Report](#) [Send Email](#) [Find People](#)

For Feb-1-2018 Performances

Logout

This website is for testing only!!! Please use the Official SF Symphony web site for Volunteer Sign-Ups!!!

SFS Ushers

To see what you can signup for, click on a [link](#) in the **Schedules** column.

Click
here

What's Going On <i>(unprivileged users don't see italicized stuff)</i>	Schedules
Feb 1-28, 2018 Performances	Signup Calendar Signup List

Note: Clicking on a phrase that is [this color](#) provides Help. (Enabled privileges: [Admin](#); [List](#) [Active Events \(=devel or pub\)](#))

Webmaster

update your: [Password](#) [Personal Schedules](#)

☒ List Your Signups ☐ Show Them in a Calendar

Your Current Signups	Commitment Each Implies	Status (and actions you can do)
None		

Click “Signup Calendar” to examine the calendar view of the new schedule as it will be seen by volunteers.

(Warning: This step works only if you have the “Volunteer” role.)

Make volunteer signup calendar

31_Signup_Calendar

Choose the “Signup List” view

Signup Calendar Schedule of Feb 1-28 Performances

[General Self-Signup Help](#)

[Ad-Home/Ad-Signup](#)
[Self-Signup Home](#)
[List All Signups](#)

[Logout](#)

=All Items

This website is for testing only!!! Please use the Official SF Symphony web site for Volunteer Sign-Ups!!!

Click on a **button** in the calendar if you want to do an activity.

February, 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Signup Volunteer, Bored of the Rings 4:15PM - 10:15PM	2 Signup Volunteer, Bored of the Rings 4:15PM - 10:15PM	3 Signup Volunteer, Bored of the Rings 4:15PM - 10:15PM
4 Signup Volunteer, Game of Loans 12:15PM - 4:15PM	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Choose the “Signup List” view of the new schedule to see how it will be seen by volunteers.

(Warning: This step works only if you have the “Volunteer” role.)

Make volunteer signup calendar

32_Signup_List



General Self-Signup Help

Questions? Please contact Webmaster (via [email](#)).

[Ad-Home](#) [Ad-Signup](#)
[Self-Signup Home](#)
[List All Signups](#)

[Logout](#)

=All Items

Click
here

[Signup List](#) **Schedule of Feb 1-28 Performances**

This website is for testing only!!! Please use the Official SF Symphony web site for Volunteer Sign-Ups!!!

Click on a **button** in the **Do It/Status** column if you want to do an activity.

Performances: Thursday Feb 1

Name of Activity	When It Is	Have	Do It/Status	
Volunteer, Bored of the Rings	4:15PM - 10:15PM	0 of 20	Signup for This	<input type="checkbox"/>

Performances: Friday Feb 2

Name of Activity	When It Is	Have	Do It/Status	
Volunteer, Bored of the Rings	4:15PM - 10:15PM	0 of 20	Signup for This	<input type="checkbox"/>

Performances: Saturday Feb 3

Name of Activity	When It Is	Have	Do It/Status	
Volunteer, Bored of the Rings	4:15PM - 10:15PM	0 of 20	Signup for This	<input type="checkbox"/>

Performances: Sunday Feb 4

Name of Activity	When It Is	Have	Do It/Status	
Volunteer, Game of Loans	12:15PM - 4:15PM	0 of 20	Signup for This	<input type="checkbox"/>

[Self-Signup Home](#)

Click "Ad-Home."

Make volunteer signup calendar

33_Ad_Home

You have completed a new volunteer schedule.

To delete an expired schedule,
continue on the next page.

To log out, skip to page 39.

admin groups

prestogem.com/no/sfushers/groups/admin/0

Admin Home
Self-Signup Home
Logout

Design	Signup	Inform
Make Signup Schedule Make Signup Form Manage Activities MORE	See/Do Signups Setup Auto-Messages Signups Per Person MORE	Email Announcement Make Event Synopsis Make/Output Report MORE

Click the button for the event to be deleted

Event Administration

Use menus above to work on the current event. (Click on an event name to make it the **current event**).

List Active Events (=devel or pub) **Set Web Stage**

<input type="radio"/> Feb 1-28, 2018 Performances	Published
<input type="radio"/> Mar 1-31, 2018 Performances	Development
<input checked="" type="radio"/> Apr 1-30, 2018 Performances	Development

⇒ [Create Event](#) (with empty schedule, or clone an existing event's schedule) [Running-an-Event checklist](#)


Group Administration

- [Configure](#) your group; or [Customize](#) the person registration form; or [Import](#) or [Export](#) people.
- [Search](#) for registered people; or [Register](#) a new person; or Update someone:

Select the event to be deleted.

Delete Expired Event

35_Select_Expired_Event



Design	Signup	Inform
Make Signup Schedule	See/Do Signups	Email Announcement
Make Signup Form	Setup Auto-Messages	Make Event Synopsis
Manage Activities	Signups Per Person	Make/Output Report
MORE ▼	MORE ▼	MORE ▼

[Admin Home](#) ▼
[Self-Signup Home](#) ▼
 ▼

Event Administration

Use menus above to work on the current event. (Click on an event name to make it the **current event**).

List
Active Events (=devel or pub) ▼

	Set Web Stage
• Feb 1-28, 2018 Performances	Published ▼
○ Mar 1-31, 2018 Performances	Development ▼
○ Apr 1-30, 2018 Performances	Development ▼

⇒ [Create Event](#) (with empty schedule, or clone an existing event's schedule)
 [Running-an-Event checklist](#)

Group Administration

- [Configure](#) your group; or [Customize](#) the person registration form; or [Import](#) or [Export](#) people.
- [Search](#) for registered people; or [Register](#) a new person; or Update someone: ▼

Development
 ..Published
 Self-Signups Over
 Completed
Out-of-date
 DELETE EVENT

Click here and choose
“Out-of-date” from
the drop-down menu

Change the “Web Stage” of the expired event to “Out-of-date.”
This step is required before the expired event may be deleted.

Delete Expired Event

36_Out_of_Date

admin groups

prestogem.com/vo/sfushers/groups/admin/0

Design

Make Signup Schedule
Make Signup Form
Manage Activities
MORE ▼

Signup

See/Do Signups
Setup Auto-Messages
Signups Per Person
MORE ▼

Inform

Email Announcement
Make Event Synopsis
Make/Output Report
MORE ▼

Admin Home ▼

Self-Signup Home ▼

Logout ▼

Event Administration

Use menus above to work on the current event. (Click on an event name to make it the **current event**).

List Active Events (=devel or pub) ▼

	Set Web Stage
• Feb 1-28, 2018 Performances	Out-of-date ▼
○ Mar 1-31, 2018 Performances	Development ▼
○ Apr 1-30, 2018 Performances	Development ▼

⇒ [Create Event](#) (with empty schedule, or clone an existing event's schedule)

[Running-an-Event checklist](#)

Click here and choose
“DELETE EVENT” from
the drop-down menu.

Group Administration

- [Configure](#) your group; or [Customize](#) the person registration form; or [Import](#) or [Export](#) people.
- [Search](#) for registered people; or [Register](#) a new person; or Update someone:

Development
Published
Self-Signups Over
Completed
..Out-of-date

DELETE EVENT

Delete the expired event.

Delete Expired Event

37_Delete_Event

admin groups

prestogem.com/no/sfsushers/groups/admin/0

Admin Home
Self-Signup Home
Logout

Design	Signup	Inform
Make Signup Schedule Make Signup Form Manage Activities MORE	See/Do Signups Setup Auto-Messages Signups Per Person MORE	Email Announcement Make Event Synopsis Make/Output Report MORE

Event Administration

Use menus above to work on the current event. (Click on an event name to make it the **current event**).

List Active Events (=devel or pub) **Set Web Stage**

<input checked="" type="radio"/> Feb 1-28, 2018 Performances	<input type="radio"/> Mar 1-31, 2018 Performances	<input type="radio"/> Apr 1-30, 2018 Performances	Out-of-date
			Development
			Development

⇒ [Create Event](#) (with empty schedule, or clone an existing event's schedule) [Running-an-Event checklist](#)

Group Administration

- [Configure](#) your group; or [Customize](#) the person registration form; or [Import](#) or [Export](#) people.
- [Search](#) for registered people; or [Register](#) a new person; or Update someone:

Getting Started: Dive In or Top-Down Initial Setup: All Basics: Feature Summary: GUIDED TOUR

Click here



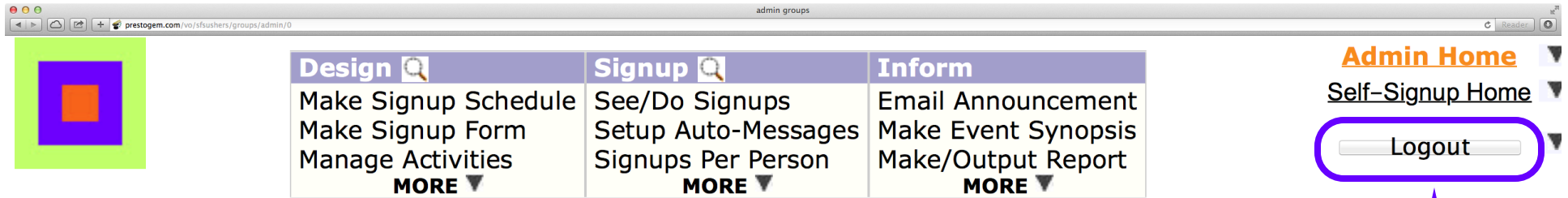
Delete this event?

Cancel OK

Click "OK."

Delete Expired Event

38_Delete_OK



Event Administration

Use menus above to work on the current event. (Click on an event name to make it the **current event**).

List	Active Events (=devel or pub) ▾	Set Web Stage
<input type="radio"/>	Mar 1-31, 2018 Performances	Development ▾
<input checked="" type="radio"/>	Apr 1-30, 2018 Performances	Development ▾
⇒ Create Event (with empty schedule, or clone an existing event's schedule)		Running-an-Event checklist

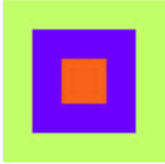
Group Administration

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Click “Logout.”

Delete Expired Event

39_Logout



For your **personalized view**, please [Login](#).
(Or [Register](#), if you have not yet done so)

Welcome to
Self-Signup Home

This website is for testing only!!! Please use the Official SF Symphony web site for Volunteer Sign-Ups!!!

SFS Ushers

What's Going On	Schedules
*** Currently, there is nothing going on ***	

Note: Clicking on a phrase that is **this color** provides Help.

Not Logged In (To login, click on [Login](#) link at top of page)

You have logged out of PrestoGEM.
You may close this browser window.

Delete Expired Event

40_Logged_Out