

Lakeville Hockey Association Volunteer System

Welcome to LHA's new on-line volunteer system. This is designed to make your volunteer life easier. Please take a few minutes to review these instructions, view the shifts, sign up for those that meet your schedule and volunteer obligations, and complete your shifts as scheduled. If we all do our fair share, we'll **all** enjoy the benefits of the system – and so will our kids.

The screenshot shows a web browser window displaying the Lakeville Hockey Association (LHA) volunteer system homepage. The browser address bar shows the URL http://lakevillehockey.org/VOL_profile.html. The page features a navigation menu with categories: Mite Prep, Mites, Squirt, PeeWee, Bantam, Girls, and High School. A large banner for 'METRO SALES INC.' is visible. The main content area is titled 'Volunteer Information' and includes several sections with instructions and buttons:

- View volunteer scheduled opportunities:** To view volunteer opportunities, press the 'VIEW' button. You must first have created a volunteer profile. (password required)
- Submit volunteer miscellaneous opportunity:** If you have completed a miscellaneous opportunity press the 'SUBMIT' button to enter it into the volunteer system. You must first have created a volunteer profile. (password required)
- View volunteer record:** To view your volunteer record, press the 'VIEW' button. You must first have created a volunteer profile. (password required)
- Create volunteer profile:** To create a volunteer profile for the first time, press the following button:
- Change profile:** To change your volunteer profile, press the 'CHANGE' button (password required)
- Reset password:** If you previously registered and forgot your password, enter your email address and then press the 'RESET' button to have a new password emailed to you. Email

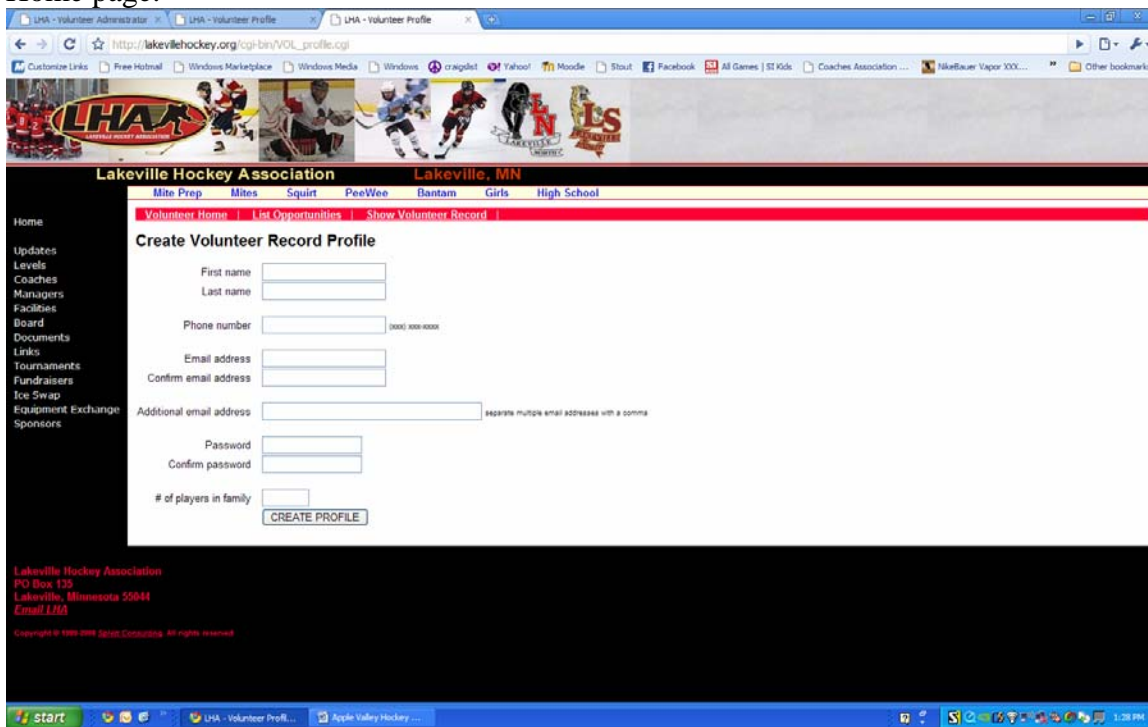
At the bottom left, contact information for the Lakeville Hockey Association is provided: PO Box 135, Lakeville, Minnesota 55044, Email LHA. Copyright © 1999-2009 Splat Consulting. All rights reserved.

From the Volunteer System homepage you can create and update your profile, change your password, view available opportunities, sign up for shifts and review your completed hours.

Create/Change Your Family's Volunteer Profile

You should NOT need to create your family's personal profile, since profiles were created for all families at registration time. The primary e-mail address you registered with will be your User Name (in all lower case). Your 10-digit home phone number (with no dashes, spaces or parentheses: ex, 9525555555) will be your default password. Click on the CHANGE button in the *Change Volunteer Profile* section to sign-on and update your profile, and change your password if you wish. If you do not have profile already created, click on the CREATE button in the *Create Volunteer Profile* section, and follow the below instructions.

Enter your personal information. Your e-mail address will be your user ID (use lower case). Please remember your password. If you do forget, you can always re-set your password on the Volunteer Home page.



The screenshot shows a web browser window displaying the Lakeville Hockey Association website. The page title is "Lakeville Hockey Association" and the location is "Lakeville, MN". The navigation menu includes "Home", "Updates", "Levels", "Coaches", "Managers", "Facilities", "Board", "Documents", "Links", "Tournaments", "Fundraisers", "Ice Swap", "Equipment Exchange", and "Sponsors". The main content area is titled "Create Volunteer Record Profile" and contains the following form fields:

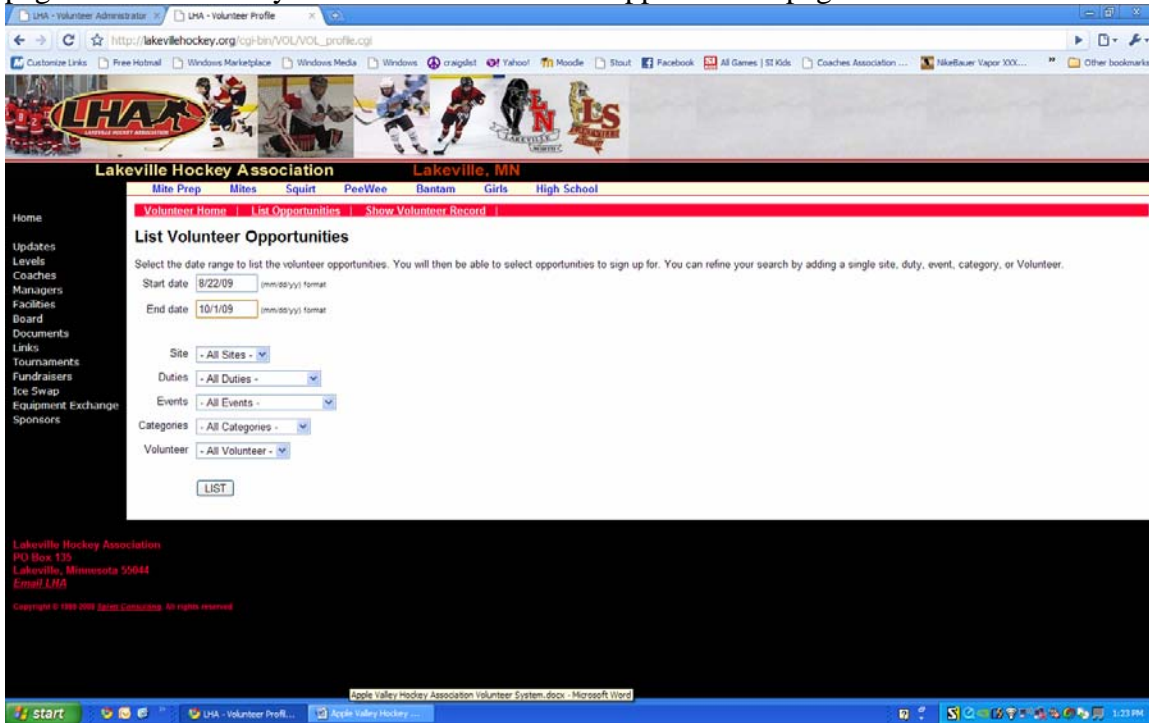
- First name
- Last name
- Phone number (format: (000) xxx-xxxx)
- Email address
- Confirm email address
- Additional email address (format: separate multiple email addresses with a comma)
- Password
- Confirm password
- # of players in family

A "CREATE PROFILE" button is located at the bottom of the form. The footer of the page includes the contact information for the Lakeville Hockey Association: PO Box 139, Lakeville, Minnesota 55044, and Email: LHA@lha.org. The copyright notice is "Copyright © 1996-2008 Sports Consulting. All rights reserved."

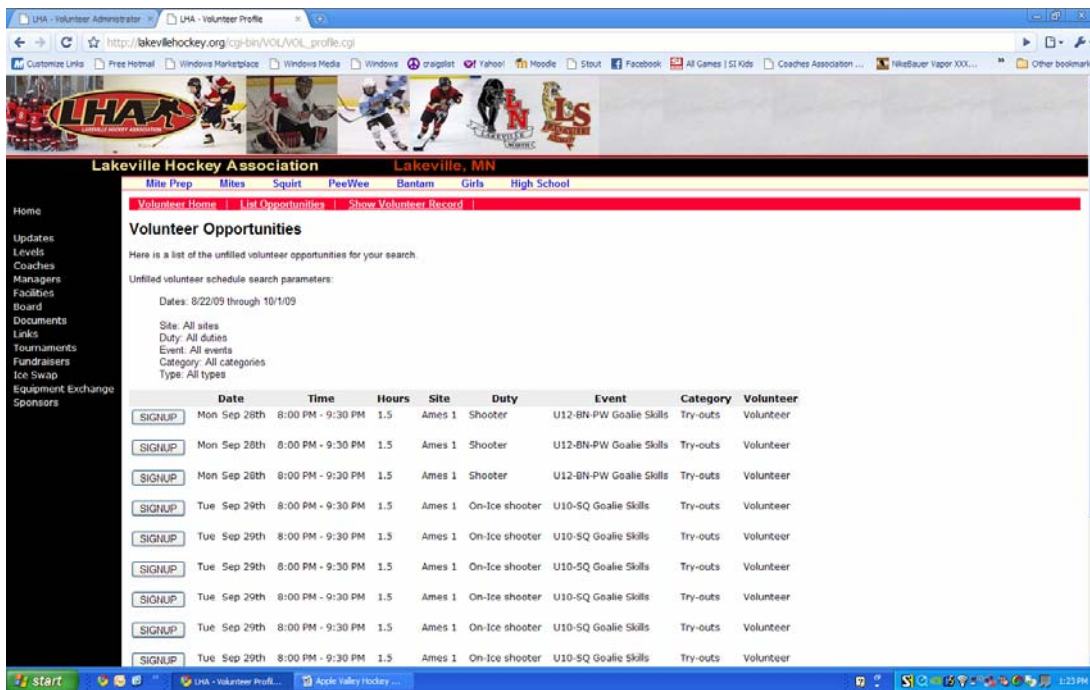
Click on the CREATE PROFILE button and verify your results. If anything is incorrect, you can go back to the homepage and change your profile in the *Change Volunteer Profile* section. **There should be only one ID per family (not per player).** Please note that if you sign up for multiple ID's for the same family, you may end up being assessed too many volunteer hours! Please contact the Volunteer Coordinator to remove any duplicate profiles.

Find Volunteer Opportunities

Choose your volunteer opportunities. Click on *List Opportunities* at the top of the page and it will take you to the List Volunteer Opportunities page.

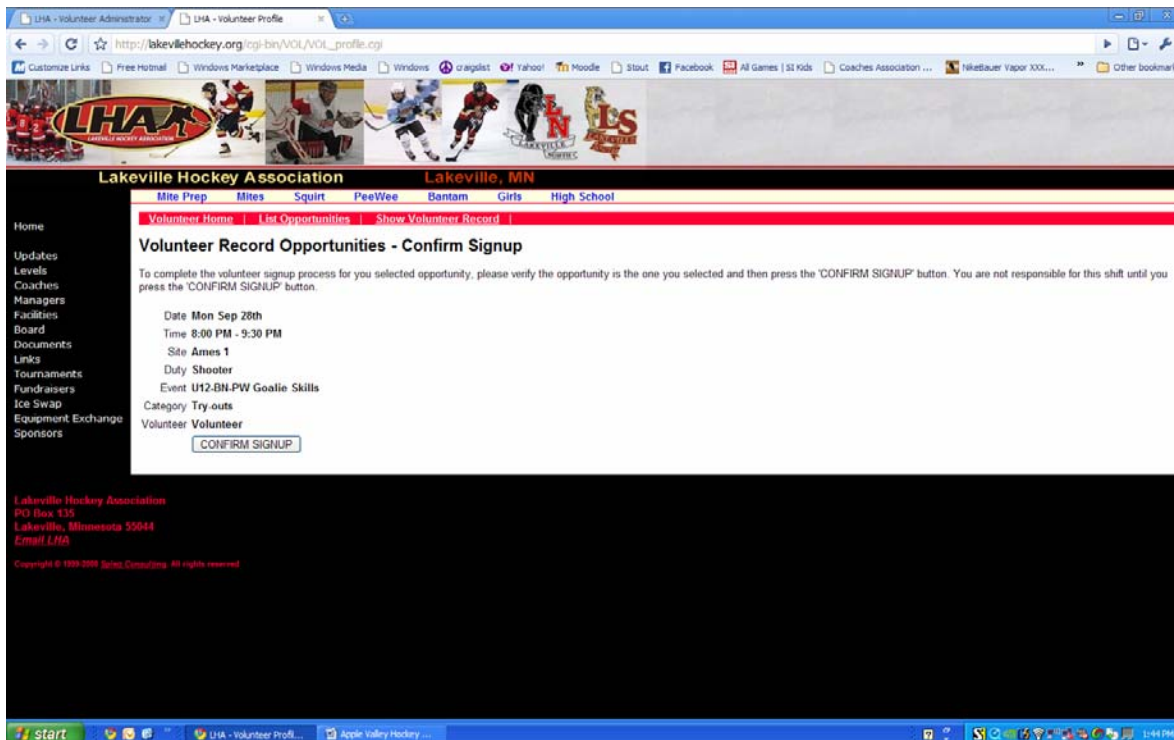


Select the criteria that you want by Date Range, Site (e.g. Ames 1), Duties (Check-In), Event (Squirt Scrimmage), or Category (Try-outs). Or, select a date range and leave all categories as “All” to show all possible opportunities. Click on the **LIST** button to view and select the shift(s) that best meet your schedule.



Click on the **SIGNUP** button for the shift that you want.

Click on the **CONFIRM SIGNUP** button to confirm. If the information is incorrect, click the **BACK** (or equivalent) button on your browser or click on *List Opportunities* at the top to go back and select again. After confirming each shift, you can come back and select another shift.



SHOW UP FOR YOUR SHIFT, and sign the validation sheet to verify your completion. There will be a central volunteer sign-in sheet at each venue. YOU WILL ONLY RECEIVE CREDIT

FOR YOUR SHIFT IF YOU SIGN IN! Have fun on your shift, LHA will be a better organization because of it.

Finally, you can monitor your status so that you know how many shifts you've completed, what you have scheduled, and how many more hours you have remaining. You can also make a **request to CANCEL** your shift if you've inadvertently signed up for the wrong shift or for other extenuating circumstances. **NO requests will be accepted within 7 days of the scheduled shift date. Remember, you are responsible for your shift until you receive e-mail confirmation that your cancellation request has been accepted.** Your shifts will be validated once you've completed them and they've been entered into the system, usually on a weekly basis.

Note: Your Concessions shift are a separate obligation to LHA and do not qualify for your 4-5 hours of volunteer work.

We hope that the new on-line Volunteer system makes volunteering for LHA easy for our members and help all families to be more involved with the sport their skaters love. We thank you for helping our program to be successful and for ultimately benefiting our kids.