

## Let's Go Fishing Volunteer Instructions

Volunteers will be able to:

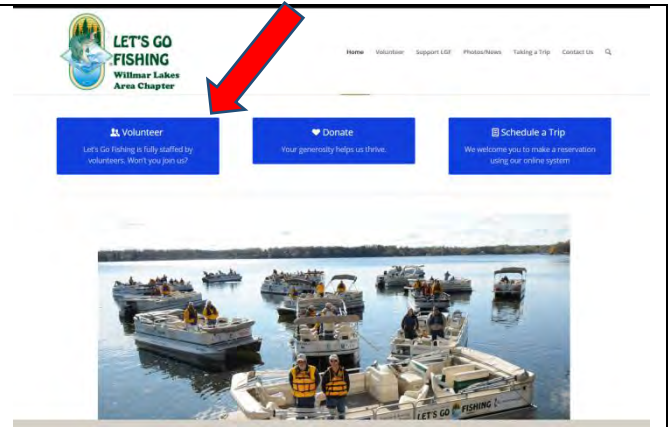
- View all open trips
- Sign up to volunteer for trips
- View all of the trips that you have volunteered for

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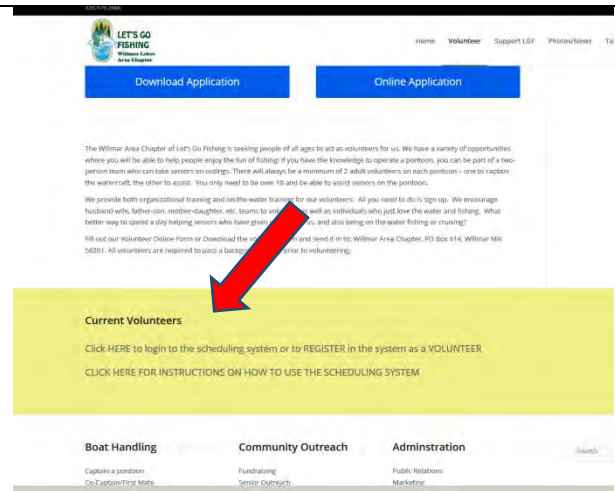
Page 2	Accessing the scheduling system
Page 3-4	Register your volunteer information & creating a password (1 time only)
Page 5	Login to the system
Page 6-8	Volunteer for a trip
Page 9-10	View all of your trips in either calendar mode or list mode

## Let's Go Fishing Volunteer Instructions

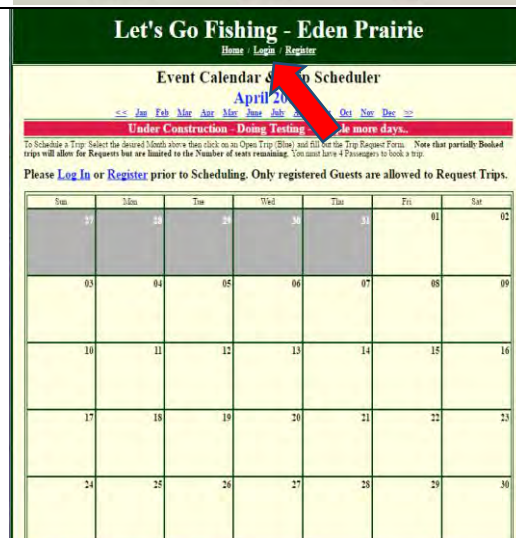
- Go to the Willmar Let's Go Fishing home page – [www.willmar.lgfw.com](http://www.willmar.lgfw.com)
- Select **Volunteer**



- All information about volunteering can be found here
- There are 2 links near the middle:
  - Accessing the Scheduling system
  - Instructions for using the scheduling system
- Click on the link to access the Scheduling System



- For a 1<sup>st</sup> time user: click **Register**
- If you have already registered your organization and have a password: click **Login** & go to Page 5



**REGISTERING VOLUNTEER INFORMATION**

**Entering your personal information and creating a password**

Step 1: Click on **Register** (near the top of the screen)



Step 2: Click on:

**Volunteers**  
[Click Here to Register](#)



# Let's Go Fishing Volunteer Instructions

Step 3: Enter in your all of the information.  
Your password must be at least 6 digits long and can be letters, numbers, and characters.

Click: **Submit, Thank You!**

### When logging into the system:

Your username is your email address  
Your password is the password that you just created

**Let's Go Fishing - Eden Prairie Test Chapter**  
Home / Login / Register

### Volunteer Registration

Please fill out form with necessary information and click the submit button below:

First Name :	Johnny
Middle Name :	
Last Name :	Doe
Age :	<input type="radio"/> Under 18 <input type="radio"/> Over
Gender :	<input type="radio"/> Male <input type="radio"/> Female
Veteran :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address :	123 main street
Address Lin 2 :	
City / State / Zip :	Eden Prairie MN 55347
Phone # :	651-11-2222
Cell Phone # :	651-240-1111
E-Mail :	johnnydoe@gmail.com
Email Notifications Option :	<input type="checkbox"/> Yes - It is okay to E-Mail me when you need Volunteers <input type="checkbox"/> No - Do not E-Mail me the Daily Volunteers Needed Alerts
Primary Position :	Crew
Other Tasks you are interested in :	<input type="checkbox"/> Log/Pole include: Captain, Crew, Boat Maintenance, Management, Promoting, Risk Prep, Maintenance, Photo/Spreading, Steward, Food/Boating, Park, Organize, Support, Collector/Driver, Donor, Guest, Seabirding, Partner, Camp, Training
Employer Name :	
Employer Phone # :	
Employer City/State/Zip :	
Other Notes or Considerations :	
Password (minimum of 6 characters) :	
Password (re-type) :	
<b>SUBMIT THANK YOU!</b>	

You will get a confirmation page acknowledging that your volunteer registration is successful.

Click on the [Click Here to continue](#)

**Let's Go Fishing - Eden Prairie Test Chapter**  
Home / Login / Register

### Volunteer Registration

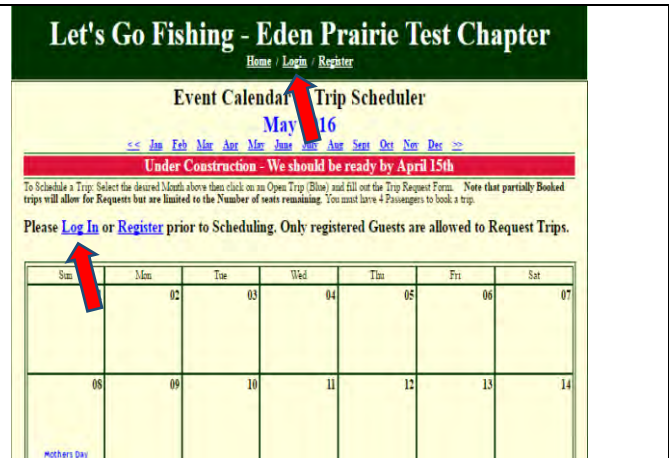
Your Account has been created, it has been sent to the Administrator for Activation. You will be notified when it is ready to go. Thanks...

[Click Here to continue](#)

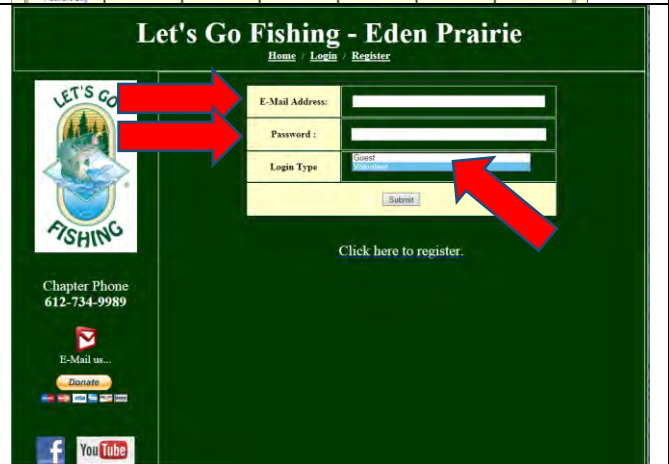
# Let's Go Fishing Volunteer Instructions

## LOGGING INTO THE SYSTEM

Click **Login**



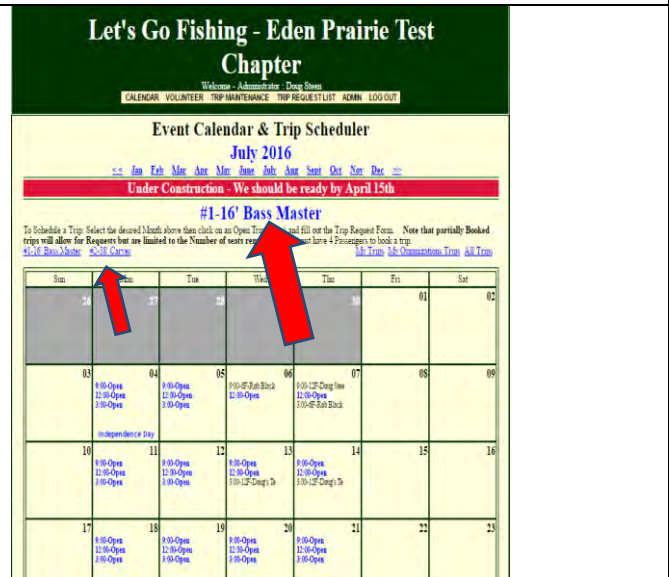
- Enter your email address
- Enter your password
- Select **Volunteer**
- Click **Submit**



A Calendar will display of all trips, both booked and open trips (for Groups to book).

If your Let's Go Fishing Chapter has more than 1 boat, the boat's calendar that is being displayed is identified by the big red arrow.

To view the other boats calendar, click where the small red arrow is.



**Volunteering is easy as 1-2-3**

- 1) Click on a trip that has an O (for Open) for your position
- 2) Confirm that your position is either Captain or Crew (it will default to what you signed up for when you registered)
- 3) Click Submit

Close the confirmation window and you are ready to volunteer for another Trip

**VOLUNTEERING FOR A TRIP**

**TO VIEW THE VOLUNTEER CALENDAR**

Click on **VOLUNTEER** to view the Volunteer Calendar.

Please Note: For the general calendar, it is labeled **Event Calendar & Trip Scheduler** and the color of the calendar is **yellow**.

The screenshot shows the website interface for the 'Let's Go Fishing - Eden Prairie Test Chapter'. At the top, there is a green header with the chapter name and a navigation bar with links: CALENDAR, VOLUNTEER, TRIP MAINTENANCE, TRIP REQUEST LIST, ADMIN, and LOG OUT. Below the header, the page title is 'Event Calendar & Trip Scheduler' for 'July 2016'. A red arrow points to the 'VOLUNTEER' link in the navigation bar. Below the title, there is a red banner that says 'Under Construction - We should be ready by April 15th'. The main content area features a calendar grid for July 2016, with dates 03 through 23. Each date cell contains text indicating trip status, such as '8:00-Open', '12:00-Open', and '1:00-Open'. A specific event is highlighted: '6' Bass Master' on July 10th. At the bottom of the calendar grid, there is a small text box with instructions: 'To Schedule a Trip: Select the desired Month above then click on an Open Trip (Blue) and fill out the Trip Request Form. Note that partially Booked trips will allow for Requesters but are limited to the Number of seats remaining. You must have 4 Passengers to book a trip.' There are also links for 'Home', 'About Us', 'Contact Us', 'FAQ', 'Trip Requests', 'Trip Maintenance', 'Admin', and 'Logout'.

## VOLUNTEER CALENDAR

Please note: the label for the Volunteer Calendar is changed to "**Event Calendar & Volunteer Scheduler**" and **the color of the Calendar is Green.**

By Each Trip (for the June 8 example) is:

9:00-FO- 4F Doug's Test  
 12:00-OO-  
 3:00-OO-7F-Aprils Tes

After the 9:00 is FO. These 2 spots represent the Captain and First Mate. (**F = Filled and O = Open**)

When you see:

- OO = both captain and first mate are open
- FO = Captain is Filled & first mate position is open
- OF = Captain is open and first mate is Filled
- FF = both captain and first mate are Filled

After 9:00 is 4F Doug's Test which says there are 4 spots booked on this trip and Doug's Test is the name of the group home. (Most chapters have a minimum of 6 passengers.)

To Book a trip, click on a trip that shows O (Open) for your position, either Captain or First Mate (see red arrow)

After clicking on the FO for the 9:00 trip, a pop up window displays.

Select the Crew Position for either Captain or Crew (it will default to the position that you entered when you registered your name) & Click **Submit**

**Let's Go Fishing - Eden Prairie Test Chapter**  
 Welcome - Administrator - Doug Steen  
 CALENDAR VOLUNTEER TRIP MAINTENANCE TRIP REQUEST LIST ADMIN LOG OUT

**Event Calendar & Volunteer Scheduler**  
**June 2016**  
 << Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec >>  
**Under Construction - We should be ready by April 15th**  
**#1-16' Bass Master**

To Volunteer for a trip simply find the trip you would like to be on. Note the positions and whether they are filled or not. The code is 3 digits (Captain-Crew-Crew) where 'F' means position is Filled, 'O' means the position is Open (is OFO means Needs Captain and Crew 2). Note You can see the trips you are scheduled for by clicking on the My Trips link.  
[#1-16' Bass Master](#) [#2-38' Caver](#) [My Trips](#) [All Trips](#) [Event Master](#)

Wed	Thu	Fri	Sat
01 9:00-FO-FF-Res	02 9:00-FO-FF-Doug Steen 3:00-OO-1F-Practical	03	04
05 9:00-FO-FF-Doug's Test 12:00-OO- 3:00-OO-7F-Aprils Tes	06 9:00-OF-7F-Doug Steen 12:00-OO- 3:00-OO-1F-Doug's Test	07	08 9:00-FO-4F-Doug's Test 12:00-OO- 3:00-OO-7F-Aprils Tes
09	10	11	12
13	14	15 9:00-OF-1F-Doug's Test 12:00-OO- 3:00-OO-4F-Sub Black	16 9:00-OO-1F-Doug's Test 12:00-OO- 3:00-OO-
17	18	19	20 9:00-OO-1F-Doug's Test 12:00-OO- 3:00-OO-7F-Sub Black
21 Flag Day	22 9:00-OO- 12:00-OO- 3:00-OO-	23 9:00-OO- 12:00-OO- 3:00-OO-	24
25 Fathers Day	26 9:00-OO- 12:00-OO- 3:00-OO-	27 9:00-OO- 12:00-OO- 3:00-OO-	28 9:00-OO- 12:00-OO- 3:00-OO-
29	30	01	02
03	04	05	06
07	08	09	10

**Let's Go Fishing - Eden Prairie Test Chapter**  
 Welcome - Administrator - Doug Steen  
 CALENDAR VOLUNTEER TRIP MAINTENANCE TRIP REQUEST LIST ADMIN LOG OUT

https://lgfws-cal.org/volunteer\_for\_trip.php?id=1877 - Google Chrome  
 https://lgfws-cal.org/volunteer\_for\_trip.php?id=1877

**Volunteer For Trip**  
**4F-DOUG'S TEST GRO - Doug's Test Group #2**  
**June 8th 2016 - 09:00:00**

Name:	June 8th 2016 - 09:00:00
Description:	4F-DOUG'S TEST GRO
Org:	Doug's Test Group #2
Ann Steen 972-240-1021	
Notes:	Doug Steen
Crew Member 1:	
Crew Member 2:	

Volunteer Position: **Captain**  
 You have already been reserved for the Captain Position.  
 (Check [Cancel](#) to be reserved from this Trip. [Submit](#))

## Let's Go Fishing Volunteer Instructions


You will get a confirmation screen saying –

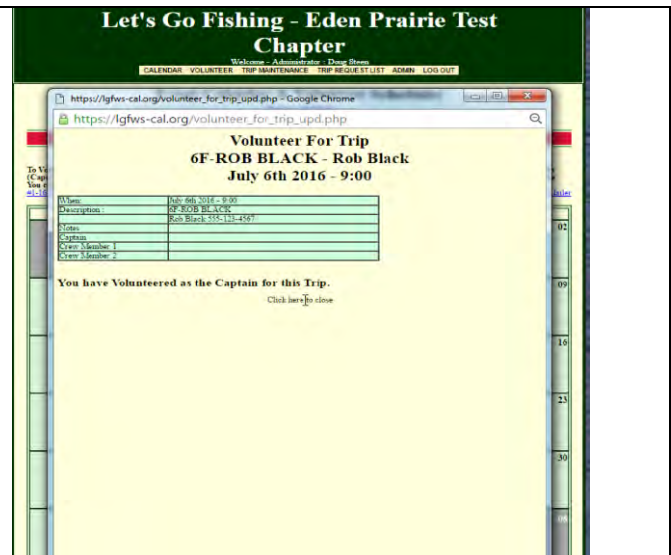
**“You have Volunteered as the Captain for this Trip.”**

**Click here to close”**

Click the **Click here to close** to Close the Window

Then if you Click the Refresh button near the top of the

screen,  , it will change the O (for Open) to F (for Filled) for the trip that you just volunteered.





# Let's Go Fishing Volunteer Instructions

## VIEWING YOUR TRIPS IN CALENDAR MODE

You can view your trips in either Calendar mode or in a list.

To view in Calendar mode:

Click on [My Trips](#) (by the red arrow) located on the right hand side just above the calendar.

Click [All Trips](#) will return you to the view showing all of the trips available.

**Let's Go Fishing - Eden Prairie Test Chapter**  
 Welcome - Volunteer Matt Steen  
 CALENDAR VOLUNTEER VOLUNTEER LIST PICTURES MY PROFILE MY TRIPS LOG OUT

**Event Calendar & Volunteer Scheduler**  
**September 2016**  
 Under Construction - We should be ready by April 15th

**#1-16' Bass Master**

To Volunteer for a trip simply find the trip you would like to be on. Note the positions and whether they are filled or not. The code is 3 digits (Captain-Crew-Crew) where "F" means position is Filled, "O" means the position is Open (in OPO means Needs Captain and Crew 2). Note You can see the trips you are scheduled for by clicking on the My Trips link.

[All Trips](#) [My Trips](#) [All Trips](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

The Calendar now displays only your trips.

To see the detail of a trip, Click on that Trip which will display: 1) Group name & 2) Contact person and phone number

**Let's Go Fishing - Eden Prairie Test Chapter**  
 Welcome - Volunteer Matt Steen  
 CALENDAR VOLUNTEER VOLUNTEER LIST PICTURES MY PROFILE MY TRIPS LOG OUT

**Event Calendar & Volunteer Scheduler**  
**June 2016**  
 Under Construction - We should be ready by April 15th

**#1-16' Bass Master**

To Volunteer for a trip simply find the trip you would like to be on. Note the positions and whether they are filled or not. The code is 3 digits (Captain-Crew-Crew) where "F" means position is Filled, "O" means the position is Open (in OPO means Needs Captain and Crew 2). Note You can see the trips you are scheduled for by clicking on the My Trips link.

[All Trips](#) [My Trips](#) [All Trips](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02
03	04	05	06	07	08	09

Click the in the upper right hand corner to close the popup window of the trip.

**Let's Go Fishing - Eden Prairie Test Chapter**  
 Welcome - Volunteer Matt Steen  
 CALENDAR VOLUNTEER VOLUNTEER LIST PICTURES MY PROFILE MY TRIPS LOG OUT

**Event Calendar & Volunteer Scheduler**  
**June 2016**  
 Under Construction - We should be ready by April 15th

**Volunteer For Trip**  
**12F-EDEN PRAIRIE SE - Eden Prairie Senior Center**  
**June 14th 2016 - 09:00:00**

Event	June 14th 2016 - 09:00:00
Description	12F-EDEN PRAIRIE SE
Org	Eden Prairie Senior Center
Phone	Phone: 952-911-1934
City	Eden Prairie
Crew Member 1	Matt Steen
Crew Member 2	

Volunteer Positions:  Crew  
 You have already volunteered for the 1st Crew Member Position.  
 (Click the box to be assigned from this Trip.)

# Let's Go Fishing Volunteer Instructions

To view your trips in list mode:

Click on **MY TRIPS** (by the red arrow) located near the top of the screen just below the "Welcome Volunteer & Your Name"

**Let's Go Fishing - Eden Prairie Test Chapter**  
 Welcome - Volunteer - Matt Steen  
 CALENDAR VOLUNTEER VOLUNTEERLIST PICTURES MY PROFILE MY TRIPS LOGOUT

**Event Calendar & Volunteer Scheduler**  
 September 2016  
 Under Construction - We should be ready by J 15th  
 #1-16' Bass Master

To Volunteer for a trip simply find the trip you would like to be on. Note the positions and whether they are filled or not. The code in 3 digits (Captain, Crew, Crew) where "F" means position is Filled, "O" means the position is Open (in CEO means Needs Captain and Crew 2). Note you can see the trips you are scheduled for by clicking on the My Trips link.  
[Go to Sign Admin](#) [Go to Crew](#) [My Trips](#) [All Trips](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30		01 9:00-12:00-12:00-3:00-OF 12:00-OF	02	03
04 9:00-12:00-12:00-3:00-OF	05 9:00-12:00-12:00-3:00-OF	06 9:00-12:00-12:00-3:00-OF	07 9:00-12:00-12:00-3:00-OF	08 9:00-12:00-12:00-3:00-OF	09	10
Labor Day						
11 9:00-12:00-12:00-3:00-OF	12 9:00-12:00-12:00-3:00-OF	13 9:00-12:00-12:00-3:00-OF	14 9:00-12:00-12:00-3:00-OF	15	16	17
Patriot Day						
18 9:00-12:00-12:00-3:00-OF	19 9:00-12:00-12:00-3:00-OF	20 9:00-12:00-12:00-3:00-OF	21 9:00-12:00-12:00-3:00-OF	22	23	24
25 9:00-12:00-12:00-3:00-OF	26 9:00-12:00-12:00-3:00-OF	27 9:00-12:00-12:00-3:00-OF	28 9:00-12:00-12:00-3:00-OF	29	30	01

All of your Trips are now displayed in list mode.

To return to the Volunteer Calendar view, Click on **VOLUNTEER**

**Let's Go Fishing - Eden Prairie Test Chapter**  
 Welcome - Volunteer - Matt Steen  
 CALENDAR VOLUNTEER VOLUNTEERLIST PICTURES MY PROFILE MY TRIPS LOGOUT

SELECT \* FROM calendar\_items WHERE (cal\_captain = 10025 | cal\_crew\_1 = 10025 | cal\_crew\_2 = 10025)

Capt	Boat	Trip Date	Trip Time	Description	Contracts	Captain	Status
99	1	09/08/2016	9:00	F-DOUG STEEN	Doug Steen - 952-240-0891	--	Booked
99	1	09/14/2016	9:00	LF-EDEN PRAIRIE LE	John Dew - 952-221-7654	--	Booked
99	1	09/15/2016	9:00	LF-DOUG'S TEST GRO	Ann Steen - 952-240-1007	--	Booked
99	1	07/05/2016	9:00	.	.	--	Open
99	1	07/07/2016	9:00	LF-DOUG STEEN?	Doug Steen - 952-240-0891	Mike Stanha - 555-655-6555	Booked
99	1	07/12/2016	9:00	.	.	--	Open
99	1	09/02/2016	3:00	.	.	--	Open
99	1	09/07/2016	3:00	.	.	--	Open
99	1	09/12/2016	3:00	.	.	--	Open

Number of Trips : 9

Whenever you are done using the system, click **LOGOUT**

**Let's Go Fishing - Eden Prairie Test Chapter**  
 Welcome - Volunteer - Matt Steen  
 CALENDAR VOLUNTEER VOLUNTEERLIST PICTURES MY PROFILE MY TRIPS LOGOUT

SELECT \* FROM calendar\_items WHERE (cal\_captain = 10025 | cal\_crew\_1 = 10025 | cal\_crew\_2 = 10025)

Capt	Boat	Trip Date	Trip Time	Description	Contracts	Captain	Status
99	1	09/08/2016	9:00	F-DOUG STEEN	Doug Steen - 952-240-0891	--	Booked
99	1	09/14/2016	9:00	LF-EDEN PRAIRIE LE	John Dew - 952-221-7654	--	Booked
99	1	09/15/2016	9:00	LF-DOUG'S TEST GRO	Ann Steen - 952-240-1007	--	Booked
99	1	07/05/2016	9:00	.	.	--	Open
99	1	07/07/2016	9:00	LF-DOUG STEEN?	Doug Steen - 952-240-0891	Mike Stanha - 555-655-6555	Booked
99	1	07/12/2016	9:00	.	.	--	Open
99	1	09/02/2016	3:00	.	.	--	Open
99	1	09/07/2016	3:00	.	.	--	Open
99	1	09/12/2016	3:00	.	.	--	Open

Number of Trips : 9