Volunteer Setup for Events (Teachers)

Community Event Calendar · https://docs.dacapoinventory.com/doc/volunteer-setup-for-events-teachers/

Volunteer Setup turns a calendar event into a clear signup: jobs, how many people you need, hours, and a roster you can email.

Where to go

Community Event Calendar → Volunteer Setup

Before you start

- Create or open the event on the Community Event Calendar.
- Make sure the event is marked as needing volunteers (volunteer needed).

Set up jobs

1. Open Volunteer Setup and select the event.
2. Add **job titles** (for example: Ticket Table, Uniform Fitting Helper, Percussion Load-In).
3. For each job, set how many people you need, hours, and a short description.
4. Optional: **copy jobs from another event** if you run the same concert every year.

Watch the roster

As families sign up, the roster fills in. Use it to see who is covering each job, then email the roster when you need a reminder blast.

Public signup without Parent Portal login

Some districts allow public calendar signup using a **mascot name** (letters only) set at the district level. When that is configured, families can sign up from the public calendar path your district shares.

If public signup is not enabled, families typically use the Parent Portal Volunteer Signup instead.

Teacher checklist

1. Event on the calendar with volunteers needed.
2. Jobs named clearly (parents should know what “Call Time Helper” means).
3. Roster reviewed a few days before the event.
4. Reminder email sent from the roster tools.