

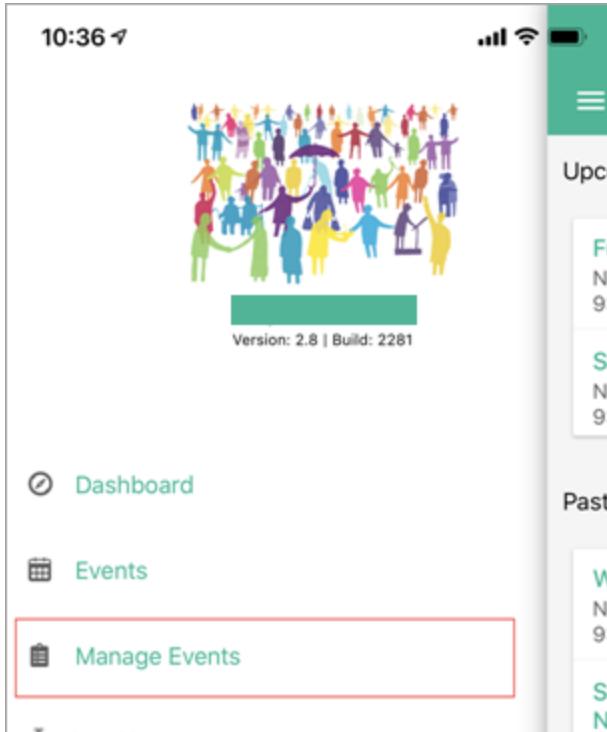
VolunteerMe Mobile App 3.0

This guide provides the highlights of features released in the 3.0 version of **VolunteerMe** in December 2018.

VolunteerMe Mobile App 3.0

Note: This functionality is only available to event managers logged in to the application.

In VolunteerMe version 3.0, you can now manage your events, event roster, wait list, and event photos from your mobile device.



On the Dashboard, select the menu icon . In the navigation menu, select **Manage events**.

> Manage Events

Note: To add an event, you will need to do so through the desktop application. For more information, see [Manage Events](#).

From **Manage Events**, any events your organization holds in the next 90 days appear in **Upcoming Events**. Events that have already taken place will display in **Past Events**.

The screenshot shows a mobile application interface titled "Manage Events". At the top, there is a header bar with the time "10:24" and signal strength indicators. Below the header, the screen is divided into two main sections: "Upcoming Events" and "Past Events".

Upcoming Events:

- Nov 15, 2018
9:30 AM to 10:30 AM [See Details](#)
- Nov 15, 2018
9:30 AM to 10:30 AM [See Details](#)

Past Events:

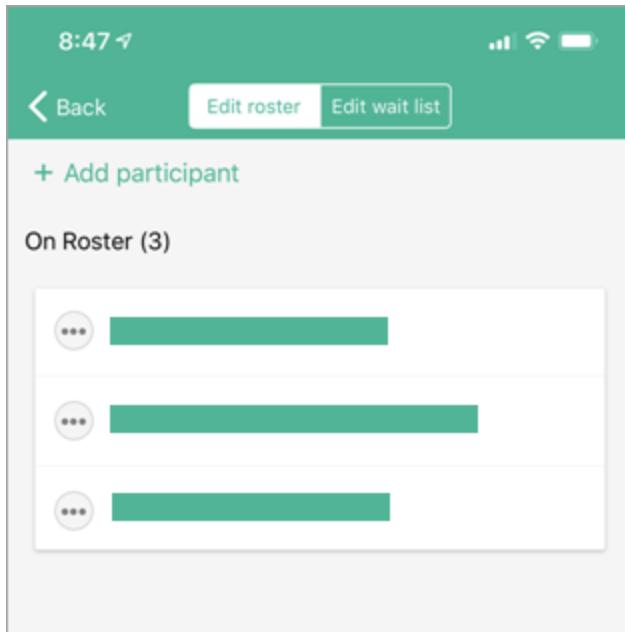
- Nov 7, 2018
9:30 AM to 10:30 AM [See Details](#)
- Oct 31, 2018
5:30 AM to 10:30 AM [See Details](#)
- Oct 30, 2018
9:30 AM to 10:30 AM [See Details](#)

To see more information about an event, select **See Details**. From **Event Detail**, you can:

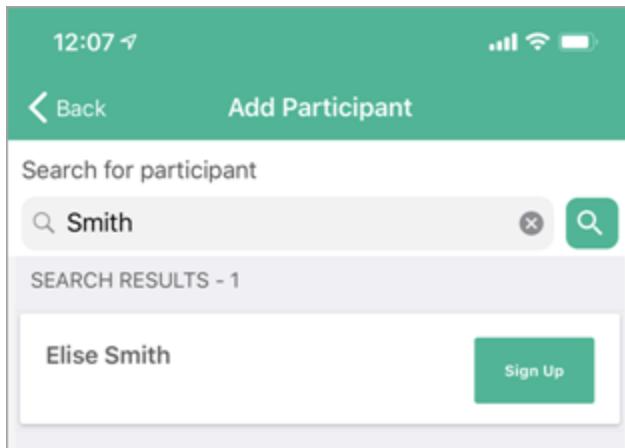
- View your event's date and time, name, and location.
- View the roster, shifts, and wait list for your event.
- Add or remove participant to the event's roster, event shifts, or wait list (if enabled for the event).
- View and edit event photos in the photo gallery.

› Event roster

Note: Adding participants to events shifts is not currently available.



To add a participant to the event roster, from **Event Details**, **Event Roster**, select **Edit**. On the **Edit roster** tab, select **Add participant**.

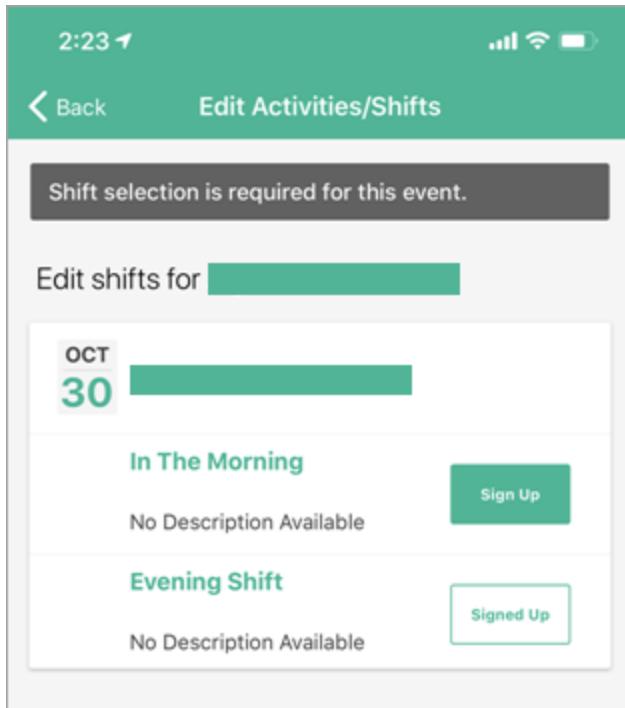


Search for the participant you wish to add and select **Sign Up** next to their name to add them to the roster.

To remove a participant, from **Edit Roster**, select the  icon next to the participant you want to remove and select **Remove [participant name]**.

> Event shifts

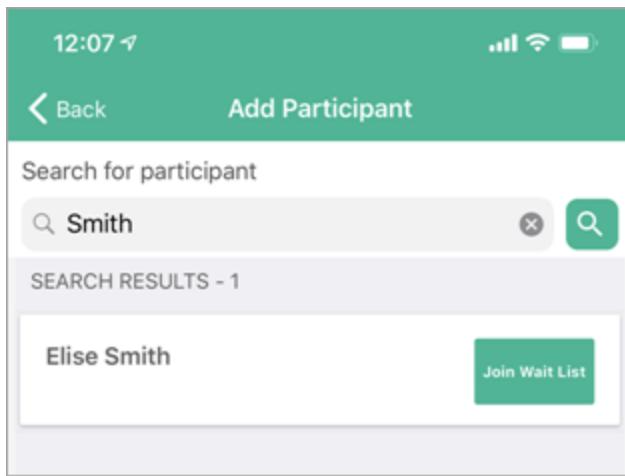
You can edit which shift a participant is signed up for from **Edit Roster**. Next to the participant, select the  icon, then **Edit Shifts**.



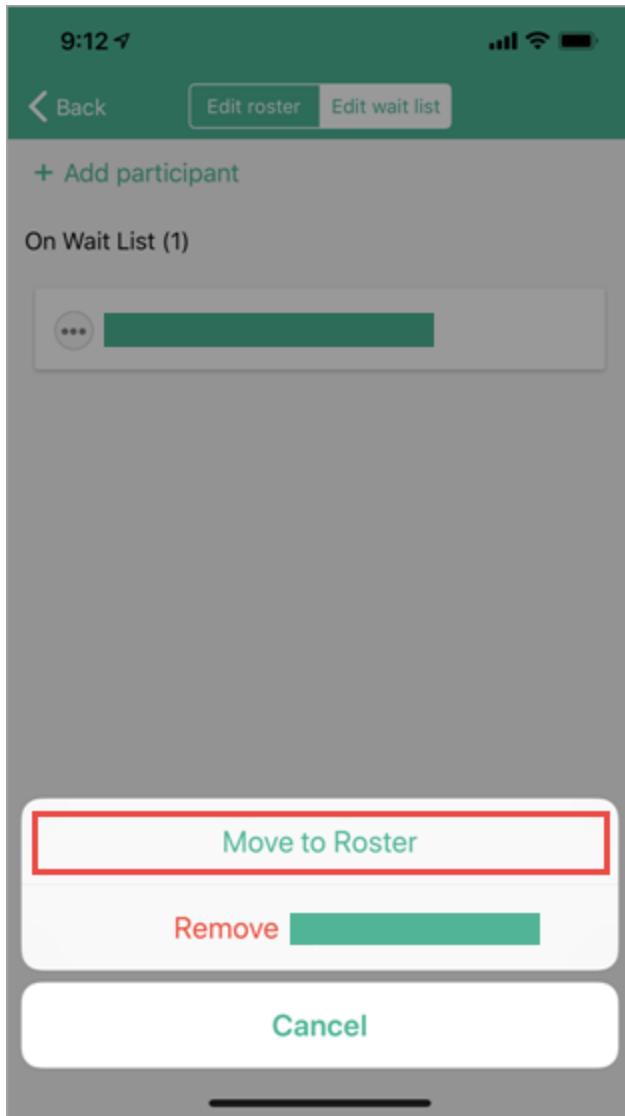
From **Edit Activities/Shifts**, you can toggle between **Sign Up** and **Signed Up** to add or remove the participant from the shift.

› Event wait list

To add a participant to the event wait list, from **Event Details**, **Event Roster**, select **Edit**. On the **Edit wait list** tab, select **Add participant**. Search for the participant you wish to add and select **Join Wait List** next to their name to add them.



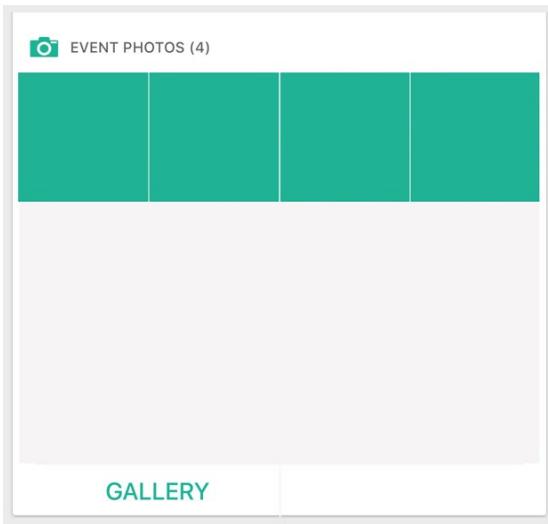
To remove a participant from the wait list, from **Edit wait list**, select the icon next to the participant you want to remove and select **Remove [participant name]**.



If you wish to move a participant from the wait list to the event roster, select the  icon next to a participant and then select **Move to Roster**.

➤ Event photos

From **Event photos**, select **Gallery** to access and edit an event's photo gallery and individual photos.



From **Gallery**, select a photo to edit. On the photo, select the menu icon to edit photo titles and captions or remove a photo from your event photo gallery.

