



Sign-up Sheets

TPTO online sign-up sheets



Tokeneke Parent-Teacher Organization (TPTO)

Created September 4, 2017

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Getting Started

The below information will guide you through the process of rolling-out online sign-up sheets to your classroom.

1. Schedule a meeting with your teacher
2. Ask your teacher what volunteer and supplies are needed for the class
3. After your meeting, login to your admin tool using your unique credentials
4. Create new sign-up sheets and/or modify existing sign-up sheets as needed
5. Remember, sign-up sheets are working documents, so as needs and dates change, you may be modifying the sheets throughout the year
6. After the grade-level coffee, and when you are comfortable with the sign-up sheets send the link to your class and teacher. Kindergarten room parents should send the link after both the AM/PM grade-level coffee

ELP - <http://www.tokenekepto.com/elp-signup-sheets>

K - <http://www.tokenekepto.com/kindergarten-signup-sheets>

1st - <http://www.tokenekepto.com/1st-grade-signup-sheet>

2nd - <http://www.tokenekepto.com/2nd-grade-signup-sheet>

3rd - <http://www.tokenekepto.com/3rd-grade-signup-sheet>

4th - <http://www.tokenekepto.com/4th-grade-signup-sheet>

5th - <http://www.tokenekepto.com/5th-grade-signup-sheet>

7. IMPORTANT:

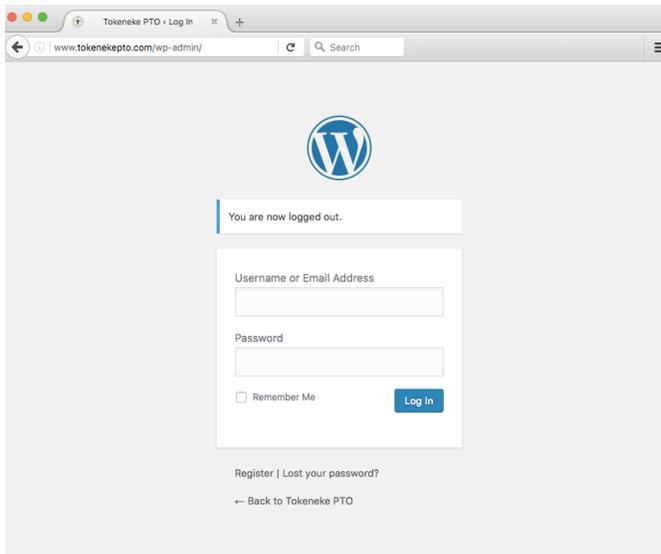
- K-5 grades should keep the Field Day sign-up sheet
- Please let your teachers know that if they send you the fall and spring parent-teacher conference times you can create an online sign-up sheet for them

Admin Tools

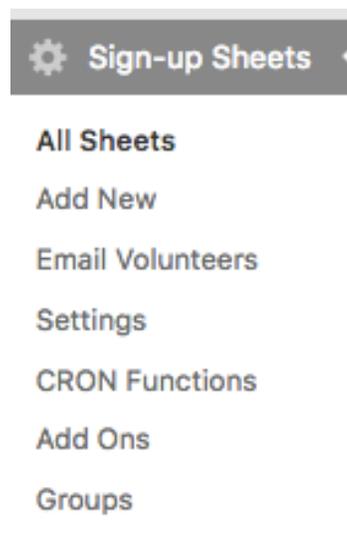
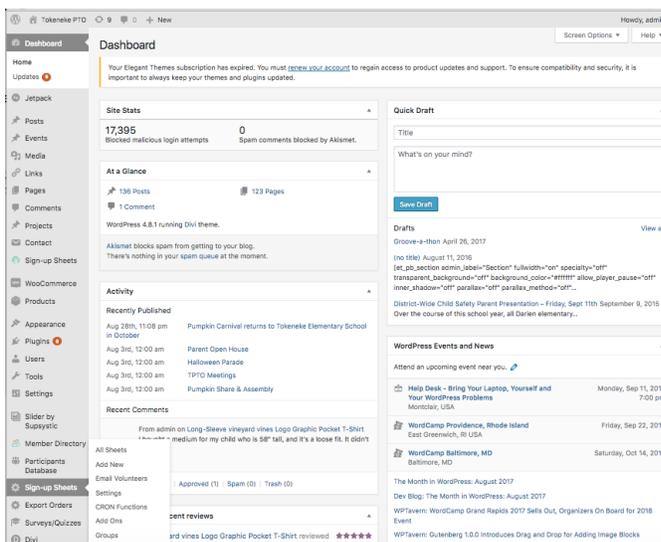
Sign-up sheet manager

1. Login to your account at <http://www.tokenekepto.com/wp-admin>

If you do not know your password, click on the [Lost your password?](#) link



2. From your dashboard, click on [Sign-up Sheets](#) link on the bottom left panel



3. Adding a new sign-up sheet

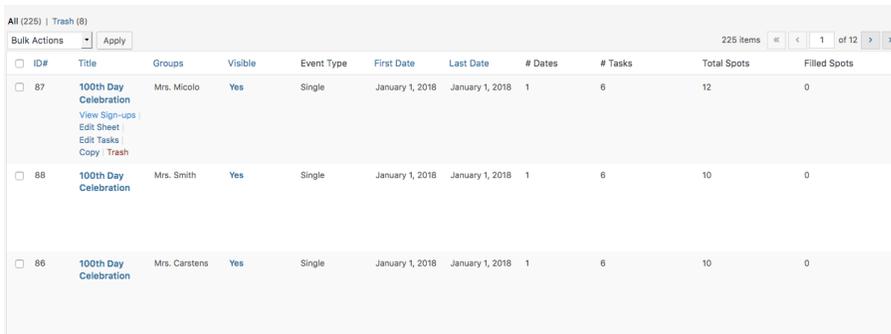


From the admin dashboard, you can create a new sign-up sheet with the “Add New” submenu page under Sign-Up sheets, or by clicking on the “Add New” button at the top of the “All Sheets” list.

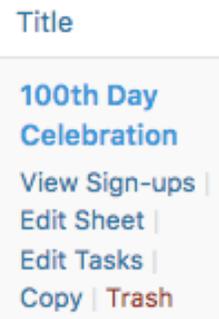
The forms for entering a new sign-up sheet are split across 2 pages, the first being for the main event type and details, and the second is where you set up all the items/tasks needed. Once a sheet has been saved, there will be an “Edit Sheet” and an “Edit Tasks” link for each sheet when you hover over the name.

4. Add/Edit Sheet

Hover over the *Title* to view and modify the sign-up sheet and tasks



ID#	Title	Groups	Visible	Event Type	First Date	Last Date	# Dates	# Tasks	Total Spots	Filled Spots
87	100th Day Celebration	Mrs. Micolò	Yes	Single	January 1, 2018	January 1, 2018	1	6	12	0
88	100th Day Celebration	Mrs. Smith	Yes	Single	January 1, 2018	January 1, 2018	1	6	10	0
86	100th Day Celebration	Mrs. Carstens	Yes	Single	January 1, 2018	January 1, 2018	1	6	10	0



This is the page where you set up the Event Title, Type of Event, Contact Info, and the Event Details. You can only select the Event Type when adding a new sheet. Once that sheet has been saved, you can't change its event type as the task data is saved differently for each type of event and would not translate properly to a different event type.

Event Types

When adding a new sign-up sheet, there are four Event Types you can choose from:

Single — This is for an event that happens on just one day. You will only be able to enter one date on the tasks screen that will apply to all items/tasks for this event type.

Recurring — This is for an event that recurs on multiple days, but has the exact same items/tasks needed for each occurrence. For example, our school has Popcorn Fridays almost every Friday, and we need two poppers and one cashier each Friday. On the tasks screen for this event type, there will be a multi-date select box to allow you to set all the dates for this event, and then all of the tasks you enter will show up for each one of those dates. NOTE, it is possible to eventually fill up all the space allocated to this dates field, so if you have an event that recurs a very large number of times, you may need to limit how many upcoming dates you list at one time and deselect old dates after they have passed. We came across this problem with our Popcorn Fridays event for our school, but after I figured out the problem, I more than doubled the available size for this field.

Multi-Day — This is an event that happens across more than one day, but that has different tasks/items needed for each day. For example, we use it for our Book Fairs, where we have a “set up” day and a “take down” day where we just need a certain number of bodies to help, and then for the week of the book fair we need a certain number of cashiers and book finders/floaters for each day. For these Multi-Day event types, each task/item has its own single date picker field to specify the date for that item/task.

Ongoing — This type of sheet doesn't have any dates associated with it. These are for more general volunteer type opportunities that don't have specific date/time type requirements, but are needed at various times

throughout the year. For example, you could use it to get volunteers for Yearbook photographers, Webmasters, Art Docents, classroom helpers, etc.

5. Add/Edit Task Item

The page to add or edit tasks/items should also be mostly self-explanatory, but a few things will change depending on the type of event selected.

For Single and Recurring event types, the first field on the page will be for date/dates. For Single events, you may select only one date with the pop-up date picker. For Recurring events, you can select many dates, but you **MUST** select at least 2 dates (otherwise, it's really a single event). You can then add/remove and sort tasks/items as needed.

The only required fields for Tasks/Items is a name and # of People/Items needed. If you don't enter a number for # of People/Items needed, the plugin will assume you meant to enter a 1 and fill that in for you when you save the tasks. Other fields are optional.

For Multi-Day events, the main difference is that the date field at the top will be removed, and instead each Task/Item will have its own date field, for which you can pick only one date.

For Ongoing events, you will not see any date fields at all on the add/edit tasks page. Everything else functions the same as above.

Details Needed – Originally, this field was set up for our own organization for staff lunches where people would sign up to bring something like a "main

dish”, and we wanted them to specify the exact dish they were bringing to avoid duplicates by other volunteers. However, users of this plugin have found many other uses for this field, and options have been added to make it more flexible. When you check the “Details Needed” check box, a text field will open allowing you to specify the label that will be used for the text input field on the sign up form. There is an option on the main settings page to hide the details field from the public side, which makes it possible to use this field to collect additional info from your volunteer without it being publicly displayed. Version 2 also adds an additional check box for each task, that is shown when you check “Details Needed”, and that allows you to determine if the details field is required on the sign up form (default). You can un-check that option to make that input field not required to complete the sign-up, allowing you to collect optional extra info for the task/item.

Move tasks – This is a relatively new feature that allows you to move all tasks from the current sheet to another sheet (this is a function added by another contributor). Useful if you want to merge events from two sheets into one, or to “copy” tasks from an old sheet to a new sheet without simply using the copy function from the main sheets list. Please note that the tasks are MOVED (NOT copied) by simply reassigning the sheet id in the database table that stores the tasks, so once you do the move operation, you will lose all tasks in the current sheet.

6. Clear Spot and Export CSV File

View Sign-ups Page (admin) is where you can view all your detailed sign-up information for an event. Full name and contact information is shown for each volunteer, and there is a “Clear Spot” link if you need to remove a volunteer from a spot. At the bottom of the list table is an “Export Sheet

as CSV" button that will export that sign-up information to an Excel ready CSV file.

Public Website

Volunteer sign-up sheets

1. Volunteers will click on one of the following links to access sign-up sheets:

ELP - <http://www.tokenekepto.com/elp-signup-sheets>

K - <http://www.tokenekepto.com/kindergarten-signup-sheets>

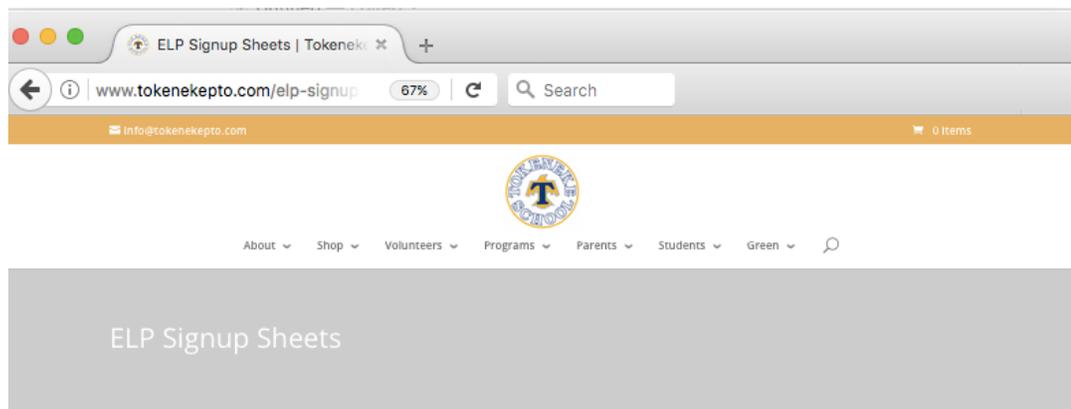
1st - <http://www.tokenekepto.com/1st-grade-signup-sheet>

2nd - <http://www.tokenekepto.com/2nd-grade-signup-sheet>

3rd - <http://www.tokenekepto.com/3rd-grade-signup-sheet>

4th - <http://www.tokenekepto.com/4th-grade-signup-sheet>

5th - <http://www.tokenekepto.com/5th-grade-signup-sheet>



Miss. Iorio

Title	Groups	Start Date	End Date	Open Spots	
Class Photographers	Miss. Iorio	Ongoing	Ongoing	2	View & sign-up »
Weekly Snack Rotation	Miss. Iorio	September 5, 2017	June 11, 2018	38	View & sign-up »
Mystery Guest Reader	Miss. Iorio	September 14, 2017	June 7, 2018	34	View & sign-up »
Halloween Celebration	Miss. Iorio	October 31, 2017	October 31, 2017	2	View & sign-up »
Thanksgiving Celebration	Miss. Iorio	November 19, 2017	November 19, 2017	11	View & sign-up »
Holiday Celebration (Gingerbread House)	Miss. Iorio	December 21, 2017	December 21, 2017	11	View & sign-up »
100th Day Celebration	Miss. Iorio	January 1, 2018	January 1, 2018	10	View & sign-up »
Valentines Celebration	Miss. Iorio	February 14, 2018	February 14, 2018	10	View & sign-up »
Music Share	Miss. Iorio	May 1, 2018	May 1, 2018	10	View & sign-up »
End-of-Year Celebration	Miss. Iorio	June 1, 2018	June 1, 2018	10	View & sign-up »

2. Click on the *View & Sign-up link*
3. Click on the *Sign-up link*
4. Complete the form and click on the *Sign me up! button*
5. You will receive a confirmation email with a link to *remove yourself*
6. Before the event you will receive a *reminder* email

Support

Contact information

Tokeneke Parent-Teacher Organization (TPTO)

Email: webmaster@tokenekepto.com

Web: <https://stephensherrardplugins.com/docs/pta-volunteer-sign-up-sheets-documentation>