

Let's Go Fishing Volunteer Instructions

Volunteers will be able to:

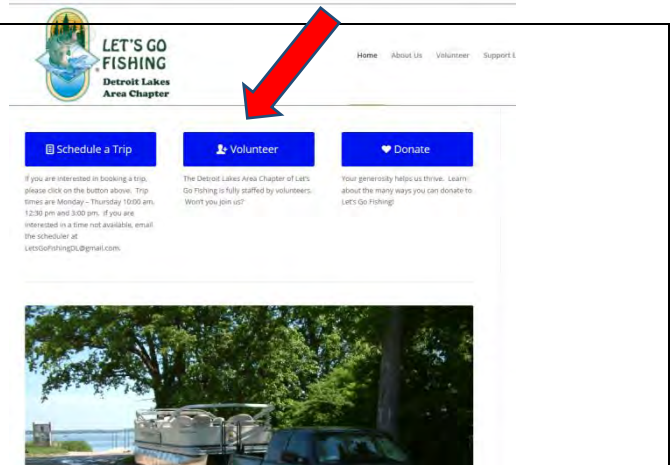
- View all open trips
- Sign up to volunteer for trips
- View all of the trips that you have volunteered for

TABLE OF CONTENTS

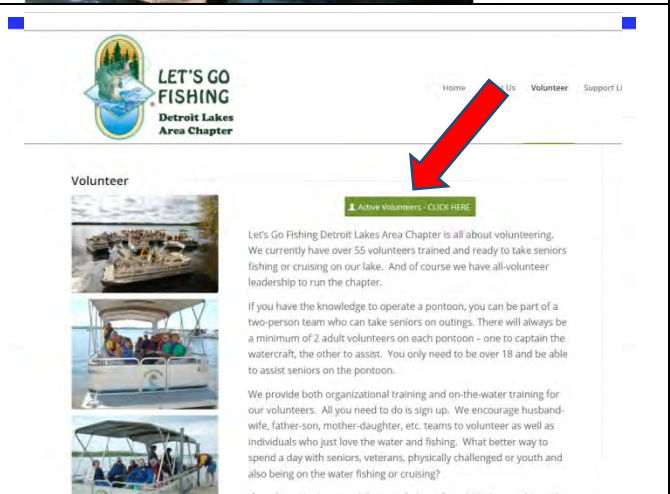
Page 2	Accessing the scheduling system
Page 3-4	Register your volunteer information & creating a password (1 time only)
Page 5	Login to the system
Page 6-8	Volunteer for a trip
Page 9-10	View all of your trips in either calendar mode or list mode

Let's Go Fishing Volunteer Instructions

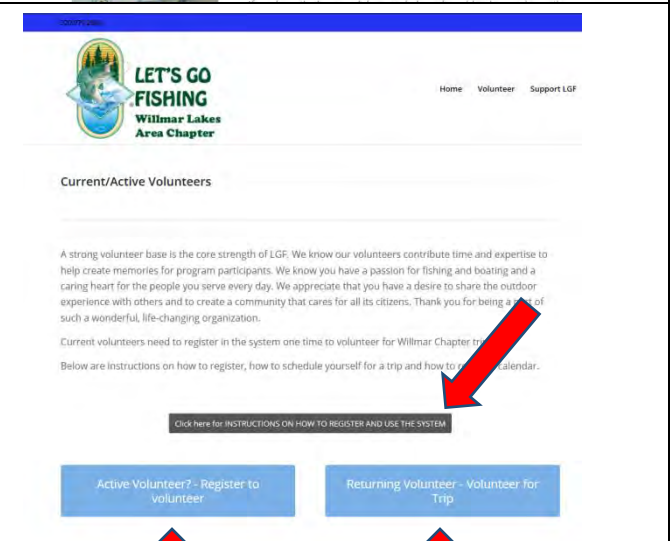
- Go to the Detroit Lakes Let's Go Fishing home page –
www.detroitlakes.lgfws.com
- Select **Volunteer**



- All information about volunteering can be found here
- There is one link at the top:
 - Active Volunteers - Click Here

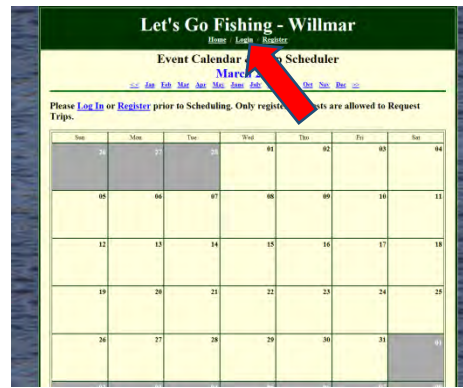


- There is a link for:
 - Instructions for using the scheduling system
- There are 2 links under that:
 - 1 for volunteers to **REGISTER** for the first time in the scheduling program
 - 1 for volunteers that are already registered, but just want to **schedule themselves for a trip.**



Let's Go Fishing Volunteer Instructions

- For a 1st 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 checked="" type="radio"/> 18 Over		
Gender :	<input checked="" type="radio"/> Male <input type="radio"/> Female		
Veteran :	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Address :	123 main street		
Address Lin 2 :			
City / State / Zip :	Eden Prairie	MN	55347
Phone # :	952-411-2222		
Cell Phone # :	952-240-1111		
E-Mail :	johnnydoe@gmail.com		
Email Notifications Option :	<input checked="" 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 checked="" type="checkbox"/> Long Photo includes Caption Crew Boat Maintenance Management Promoting Boat Repair Maintenance Photo Spreading Stickers Food/Beverage Port Captain Report Collection/Delivery Boat Entry Guest Seating/Setup Boat Cleaning		
Employer Name :			
Employer Phone # :			
Employer City/State/Zip :			
Other Notes or Considerations :			
Password (minimum 6 characters) :			
Confirm Password (min 6) :			
SUBMIT, THANK YOU!			

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**

Let's Go Fishing - Eden Prairie Test Chapter

Home / Login / Register

Event Calendar & Trip Scheduler

May 2016

Under Construction - We should be ready by April 15th

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 Requests but are limited to the Number of seats remaining. You must have 4 Passengers to book a trip.

Please [Log In](#) or [Register](#) prior to Scheduling. Only registered Guests are allowed to Request Trips.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	02	03	04	05	06	07
08	09	10	11	12	13	14

Mothers Day

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

Let's Go Fishing - Eden Prairie

Home / Login / Register

LET'S GO FISHING

Chapter Phone
612-734-9989

E-Mail us...

Facebook YouTube

E-Mail Address:

Password:

Login Type:

[Click here to register.](#)

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.

Let's Go Fishing - Eden Prairie Test Chapter

Welcome - Administrator - Drop Down

CALENDAR VOLUNTEER TRIP MAINTENANCE TRIP REQUEST LIST ADMIN LOG OUT

Event Calendar & Trip Scheduler

July 2016

Under Construction - We should be ready by April 15th

#1-16' Bass Master

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 Requests but are limited to the Number of seats remaining. You must have 4 Passengers to book a trip.

[Home](#) [Request a Trip](#) [Trip Calendar](#) [Trip Request Form](#) [Trip Request List](#) [Admin](#) [Logout](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	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

Independence Day

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.

Let's Go Fishing - Eden Prairie Test Chapter

[Home](#) - [Administration](#) - [Trip Dates](#)
[CALENDAR](#) - [VOLUNTEER](#) - [TRIP MAINTENANCE](#) - [TRIP REQUEST LIST](#) - [ADMIN](#) - [LOG OUT](#)

Event Calendar & Trip Scheduler

July 2016

[<<](#)
[Jan](#)
[Feb](#)
[Mar](#)
[Apr](#)
[May](#)
[Jun](#)
[Jul](#)
[Aug](#)
[Sept](#)
[Oct](#)
[Nov](#)
[Dec](#)
[>>](#)

Under Construction - We should be ready by April 15th

6' Bass Master

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 Requests but are limited to the Number of seats remaining. You must have 4 Passengers to book a trip.
[Go to Requester](#) [Go to Crew](#) [Go to Trip](#) [Go to Captain](#) [Go to Trip](#)

Sun	Mon	Tue	Wed	Thur	Fri	Sat
24	25	26	27	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	31				

Let's Go Fishing Volunteer Instructions


You will get a confirmation screen saying –

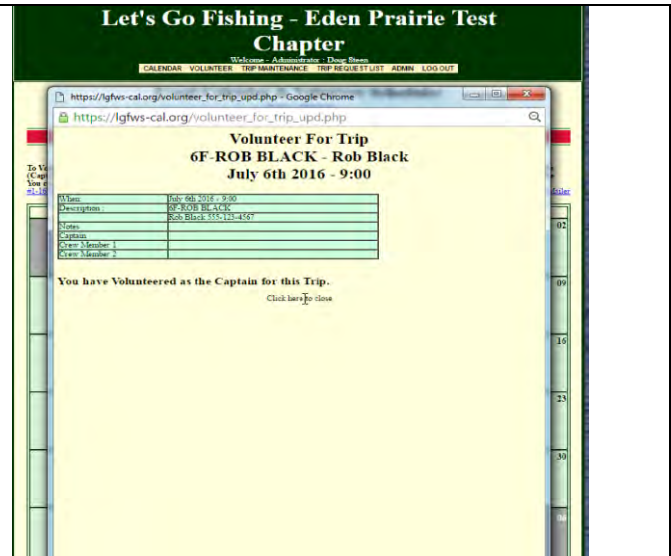
“You have Volunteered as the Captain for this Trip.”

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
 Wikicon - Volunteer - Matt Brown
 CALENDAR VOLUNTEER VOLUNTEER LIST PICTURES MY PROFILE MY TRIPS LOG OUT

Event Calendar & Volunteer Scheduler
September 2016
 < > Sun Mon Tue Wed Thu Fri Sat << >>
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 OFO means Needs Captain and Crew 2). Note You can use 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	31	

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
 Wikicon - Volunteer - Matt Brown
 CALENDAR VOLUNTEER VOLUNTEER LIST PICTURES MY PROFILE MY TRIPS LOG OUT

Event Calendar & Volunteer Scheduler
June 2016
 < > Sun Mon Tue Wed Thu Fri Sat << >>
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 OFO means Needs Captain and Crew 2). Note You can use 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
 Wikicon - Volunteer - Matt Brown
 CALENDAR VOLUNTEER VOLUNTEER LIST PICTURES MY PROFILE MY TRIPS LOG OUT

Event Calendar & Volunteer Scheduler
June 2016
 < > Sun Mon Tue Wed Thu Fri Sat << >>
Under Construction - We should be ready by April 15th
#1-16' Bass Master

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

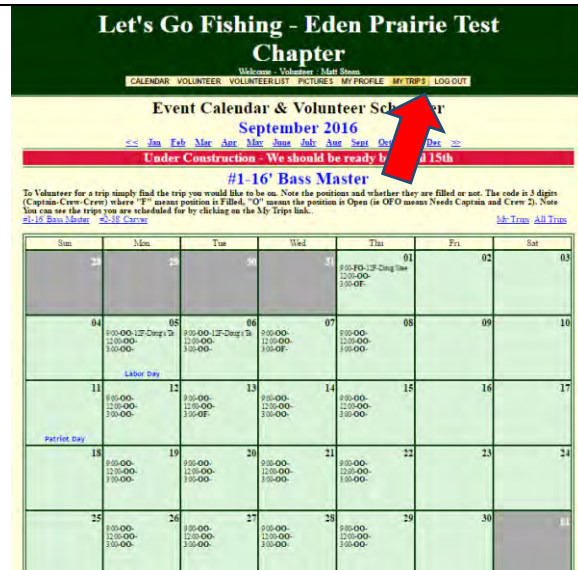
Event	June 14th 2016 - 09:00:00
Description	12F-EDEN PRAIRIE SE
Org	Eden Prairie Senior Center
Phone	Phone 952-221-1544
Captain	
Crew Member 1	Matt Brown
Crew Member 2	

Volunteer Positions: [View](#)
 You have already volunteered for this Let's Go Fishing Trip.
 (Click the link to be removed from this Trip.)
 (Count)

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 Brown

CALENDAR VOLUNTEER VOLUNTEERLIST PICTURES MY PROFILE **MY TRIPS** LOGOUT

Event Calendar & Volunteer Scheduler

September 2016

Under Construction - We should be ready by the 15th

#1-16' Bass Master

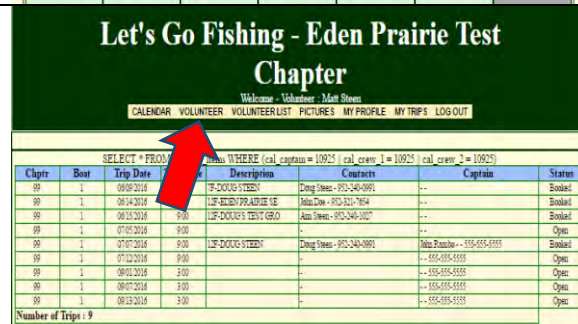
To Volunteer for a trip simply find the trip you would like to be on. Note the positions and whether they are filled or not. The code in 3 digits (Captain-Crew-Crew) where "F" means position is Filled, "O" means the position is Open (an OFO means Needs Captain and Crew 2). Note You can use the trips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

16-Trip All Trips

Sun	Mon	Tue	Wed	Thur	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

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 Brown

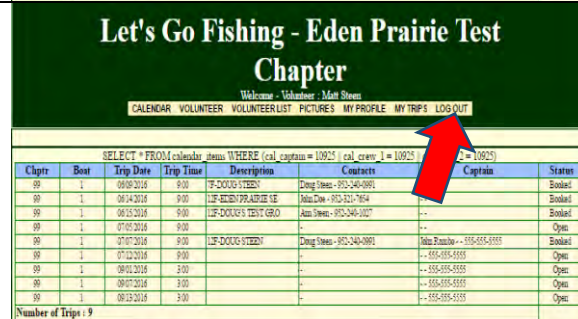
CALENDAR VOLUNTEER VOLUNTEERLIST PICTURES MY PROFILE **MY TRIPS** LOGOUT

SELECT * FROM calendar.items WHERE (cal_captain = 10025 | cal_crew_1 = 10025 | cal_crew_2 = 10025)

Chptr	Boat	Trip Date	Trip Time	Description	Contracts	Captain	Status
89	1	09/08/2016	9:00	F-DOUG STEEN	Doug Steen - 952-240-0801	--	Booked
89	1	09/14/2016	9:00	LF-EDEN PRAIRIE	John Doe - 952-212-7654	--	Booked
89	1	09/15/2016	9:00	LF-DOUG'S TEST GRD	Ann Smith - 952-240-1002	--	Booked
89	1	07/05/2016	9:00		--	--	Open
89	1	07/07/2016	9:00	LF-DOUG STEEN	Doug Steen - 952-240-0801	Mr. Pando - 952-455-6555	Open
89	1	07/12/2016	9:00		--	--	Open
89	1	09/02/2016	9:00		--	--	Open
89	1	09/07/2016	9:00		--	--	Open
89	1	09/12/2016	9:00		--	--	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 Brown

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)

Chptr	Boat	Trip Date	Trip Time	Description	Contracts	Captain	Status
89	1	09/08/2016	9:00	F-DOUG STEEN	Doug Steen - 952-240-0801	--	Booked
89	1	09/14/2016	9:00	LF-EDEN PRAIRIE	John Doe - 952-212-7654	--	Booked
89	1	09/15/2016	9:00	LF-DOUG'S TEST GRD	Ann Smith - 952-240-1002	--	Booked
89	1	07/05/2016	9:00		--	--	Open
89	1	07/07/2016	9:00	LF-DOUG STEEN	Doug Steen - 952-240-0801	Mr. Pando - 952-455-6555	Booked
89	1	07/12/2016	9:00		--	--	Open
89	1	09/02/2016	9:00		--	--	Open
89	1	09/07/2016	9:00		--	--	Open
89	1	09/12/2016	9:00		--	--	Open

Number of Trips : 9