# V8.2 Release Notes

The following items are scheduled for the next release:

## NEW: Get Involved – Volunteer Opportunities Page

The Get Involved page allows admins to advertise volunteer opportunities. This page is visible at {YourOfferoUrl}/GetInvolved

- Go to Manager → List Manager → Volunteer Groups
- Select the desired volunteer group.
- Under the "Group Details" section there is a new area for configuring the Get Involved page.
- Edit the Get Involved content to display the desired information and check the "Display on Get Involved page"



- The edit page will allow you upload a photo, pick an admin contact, enter a description, time commitment and add links to documents.

The page will display all of the groups you have set to be displayed on the List Manager → Volunteer Groups screen.

Individual Department View:

## Get Involved: Offero

Please use the directory below to find the perfect opportunity for you. When you are ready to register for an opportunity you will be asked to complete our standard volunteer application. Please note some opportunities will require you to answer additional questions.

→ **Volunteer Group B**

**Description:**
Volunteers will help in the community garden, and with clean-ups. Its a great way to work outside and get to know your area.

**Time Commitment:**
Flexible, visit once a month. Learn more reading the job description below.

**Documents:**
- Job Description

**Ready to get involved?**

Contact Cora Coordinator, info@offero.com, (970) 377-0077 to become a volunteer.

✔ Volunteer Group B

New City Wide Get Involved Page

## Get Involved: City of Fort Collins Engage

Please use the directory below to find the perfect opportunity for you. When you are ready to register for an opportunity you will be asked to complete our standard volunteer application. Please note some opportunities will require you to answer additional questions.

### 👥 Budget

Become part of an enthusiastic community that shares your passion for the outdoors and conservation. Volunteers are critical in all parts of the Natural Areas Department. Volunteer today!

→ **BFO Results Team**

**Description:**
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**Time Commitment:**
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**Documents:**
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**Ready to get involved?**

Contact Matthew Renquist, mrenquist@fcgov.com, to become a volunteer.

### 👥 Natural Areas

Become part of an enthusiastic community that shares your passion for the outdoors and conservation. Volunteers are critical in all parts of the Natural Areas Department. Volunteer today!

→ **Adopter**

**Description:**
Adopt a Natural Area volunteers take an active role in the stewardship of natural areas by doing monthly litter clean-ups.

It is a great way to work outside and get to know a natural area!

**Time Commitment:**
Flexible, visit your natural area once each month. Learn more by reading the full job description and Adopt-a-Natural Area brochure.

**Documents:**
- Job Description
- Adopt-A-Natural Area Brochure

**Ready to get involved?**

Contact Whitney E. Pasquesi, wpasquesi@fcgov.com, or apply online to become a volunteer.

✔ Adopt-A-Natural Area

## NEW: Email Health Status Screen & Other Email Changes

A new screen with some insights into email health are shown. This screen is only available to Super Admins.

1. More → Email Status.

2. To remove spam complaints, click the Re-enable Email button.



3. Review confirmation screen.



4. Click Yes, I'm Sure
   a. This WILL NOT RE-SEND any emails previously sent to this user.

## NEW: Help Page with Videos

The help page has been revamped and has come exciting changes.  A few new help videos have been added with additional videos to be developed over the coming months.



If you have custom content on the help page it is still there.

Here is a preliminary list of videos to be developed. Please vote on which you think are most important

New Video Example:



Add Offero to your iPhone Home Screen

*Colors and screen layouts may be slightly different depending on your organizations configuration.*

## NEW: Excel Versions of Existing Reports

Some reports now have new versions in Excel and/or HTML. The following new versions of the report are were added:

1. Anniversary Date – Excel and HTML
2. Participant List – Excel
3. Volunteer Application – Excel
4. Site Visit Contacts – Excel
5. Site Visits by Place – Excel
6. Duplicate Users – HTML
7. Program Evaluation Summary – HTML
8. Volunteer List – HTML

Simply choose the report output to pull other versions of the report.

## NEW: Waitlist Report

Two new HTML reports have been added to examine participant waitlists. Date Range and Report Type are required parameters.

Participant Waitlist Report

Report Parameters

| | | |
|---|---|---|
| Date Range:* | 06/01/2018 | 06/30/2018 |
| Programs: | Select Programs... | |
| Report Type: | Summary  Detail | |
| Report Output: | HTML | |

Clear Filters   Generate Report

The Participant Waitlist Summary Report gives a summary of max/registered/waitlisted participants with the option to examine the details for a specific activity.

Participant Waitlist Summary Report

Date Range: 6/1/2017 - 6/30/2018, Program(s): All                    6/5/2018 10:28:43 AM

| Activity Date | Title | Max. Participants | Registered Participants | Waitlisted Participants | |
|---|---|---|---|---|---|
| 06/03/2017 | A Fun Activity | 20 | 28 | 15 | Detail |

The Participant Waitlist Detail Report displays a full list of waitlisted participants within the parameters specified.

Participant Waitlist Detail Report

Date Range: 6/1/2017 - 6/30/2018, Program(s): All                    6/5/2018 10:28:32 AM

| | Sign Up Date | Name | Activity Title | Activity Date | Number in Group |
|---|---|---|---|---|---|
| ☐ | 06/01/2017 | John Doe | A Fun Activity | 06/27/2017 | 1 |

The detail report is available from the activity profile as well.

## NEW: Participant Attendance Report

A new report has been added to create an excel spreadsheet of participants' information, including information about the programs they attended within the date range. Date Range and Program are required parameters to pull this report.

### Participant Attendance Report

Displays participant attendance for programs.

**Report Parameters**

| Date Range:* | 05/01/2018 | 06/04/2018 |
|---|---|---|
| Program: | Community Program | |

Clear Filters   Generate Report

## NEW: All User Email Excel Report

A new report has been added to create an Excel spreadsheet of all users in your organization (including First, Last, Email). *This report is available to Super Admins only.
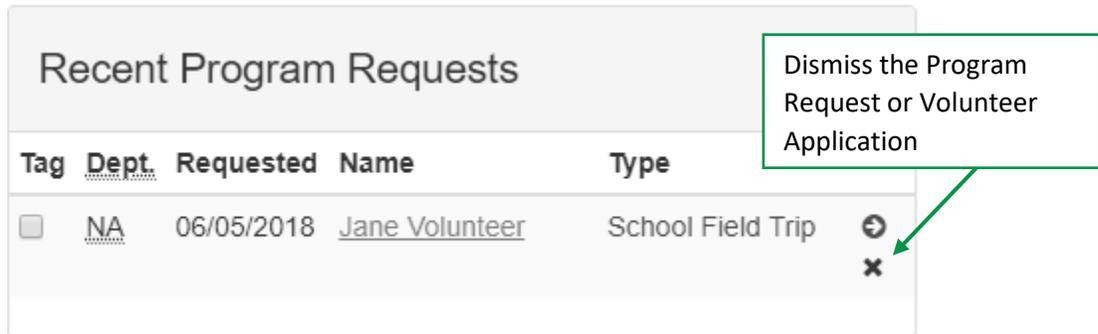
### User Email List

Displays a list all users in Excel with First Name, Last Name, Email address.

**Report Output:**   Excel

Clear Filters   Generate Report

## NEW: Ability to dismiss items on Admin Dashboard
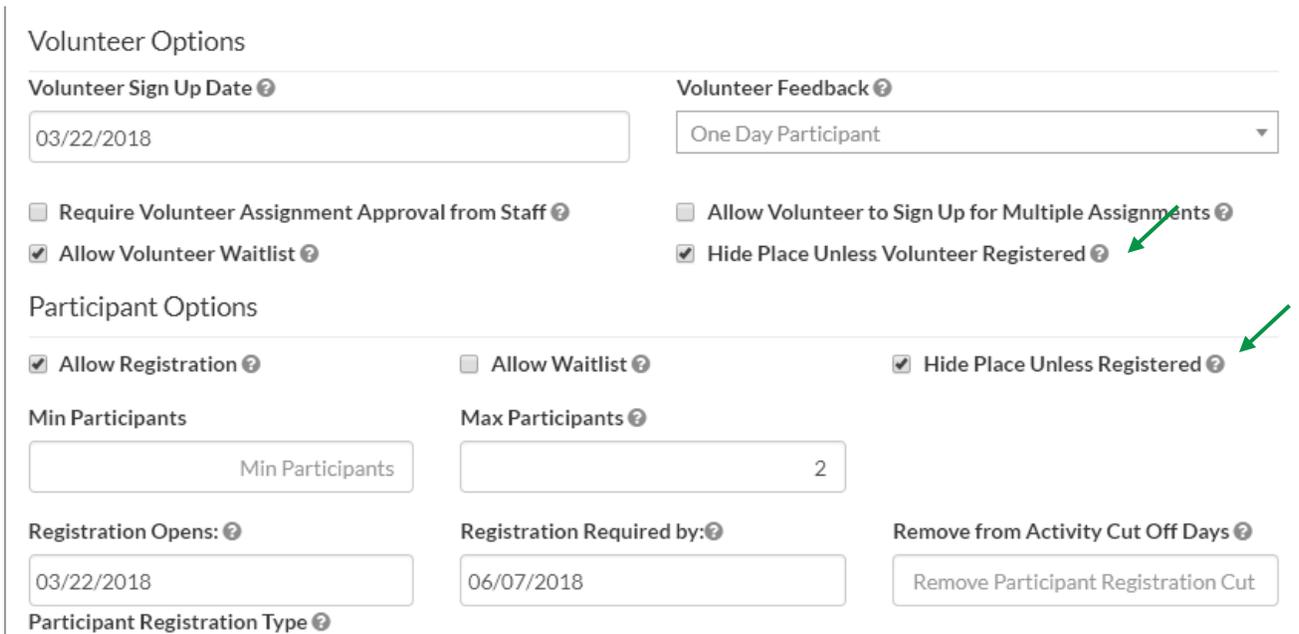
The ability to dismiss Program Requests and Volunteer Applications on the Admin Dashboard has been added.



Dismiss the Program Request or Volunteer Application

You will see an x icon next to the item.  After an item has been dismissed it will still show on reports and on the user profile.

## ADJ: Ability to hide location until registered

Staff now has the option to set if the location of an activity is hidden to participants or volunteers.  This is setup on the activity profile → Basic info screen

On the activity profile you will see a note when the place is hidden.



The place will still be visible on the admin calendar but is hidden on the public calendar. **Make sure to add a note to the activity description that the place is only shown to volunteers and participants that are signed up.

## ADJ: Ability to unsubscribe from a specific email type of email on email

Emails now contain the type of email sent along with the option for a user to unsubscribe from the specific type of email. The



An alert will also appear in the user's profile on the communication tab if the user has unsubscribed from all emails.

## ADJ: Ability to configure # of days in the past Volunteers can enter Site Visits

Admins can now restrict the number of days in the past a volunteer is allowed to enter a site visit. This can be configured for the whole organization in the Organization Profile.



## ADJ: Ability to turn Geographic Areas ON/OFF

Previously, users have been able to set preferred geographic areas and use geographic areas to filter the calendar. This functionality can now be turned on or off for your organization via the Organization Profile.



## ADJ: Ability to update volunteer assignments when changing activity times

When updating the start/end times for an activity that has existing volunteer assignments, you will now be asked if you would like to update the assignments with the new times. After selecting 'Yes, Update': Start Time, End Time, and Hours Earned will all be changed to reflect the new activity times.
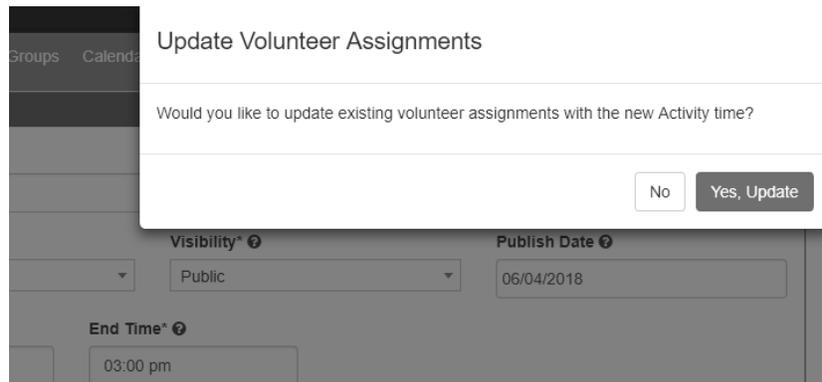
If start/end times are updated and you choose not to update volunteer assignment times, a warning will be displayed on the Activity Profile with a 'Fix It' button that may be used to automatically make updates.



## ADJ: Company Groups

Admins utilizing the Company Groups feature can now edit Anniversary Dates via the Company Group Profile/Basic Info screen. An Inactive Date can also be added for groups that are no longer active.



Adding an Inactive Date will cause the Company Groups List page to display 'Inactive' next to a Company Group once this date is past. Additionally, there is a new link to 'Email Primary Contacts'. This link will open a new email with primary contacts from each active group pre-selected. Primary contacts from inactive groups and groups without a primary contact will be excluded.

## ADJ: Admins can denote feedback questions as required/optional

Feedback questions in Admin List Management can now be designated as 'Required' (vs Optional). All currently existing feedback questions have been defaulted to required. For 'multiple choice w/text' answer types, the comments text portion of the answer will not be required.

## Misc. Adjustments & Bug Fixes

- ADJ: Add volunteers on the waitlist to the volunteer list when pulled for an activity
  - When there are volunteers on the waitlist they will be shown on the volunteer list pulled from the activity profile

- ADJ: New content section on Sign up page
  - A new content section was added to the sign-up page.

- Show site visit type on site visit profile
  - The site visit type is now displayed on the volunteer site visit profile screen

- Added ability to manage Gender List
  - The Gender List can be managed in list management.

- Added Validation on signup screen to ensure email address is valid
  - New validation was added to check to ensure that the email address provided is valid and in the correct format.

- Added Staff Notes to the activity Profile
  - There is a new panel on the activity profile to capture Staff Notes.  These are only visible by admins on the activity profile.

- Fixed: Link on user history to feedback report
- Fixed: Admin calendar hiding unpublished activities
- Fixed: Departments showing 2x on Calendar filters
- Fixed: Program filter on Volunteer schedule showing site visits and shifts
- SPED Up Site Visit Details report when pulling for long date ranges