The Volunteer Directory is a very helpful tool that allows authorized persons to generate a report of volunteers with their history of Weekend service. This report can be used for a wide variety of purposes which will be explained later in this document. For example, you can print a list of persons who haven't served on a team since a certain date, and use that information to target the rejuvenation of volunteers for the current ministry or for helping start up the ministry program at a new prison facility.

The Volunteer Directory will provide a report of volunteers that are primarily associated with an Advisory Council and, optionally, their history of Weekends served. To access the Volunteer Directory, select "Volunteer Directory" from the Volunteers menu.

This gives you access to the main selection menu. If you are authorized at the State Chapter Committee level, you will have a drop down selection list to select the specific Advisory Council that you wish to print.

There are two sections to guide the report operation:

First, you select the persons to include in the report based on their history information. If you select an option that includes persons who have a history before or after a certain date, you also enter that date.

Second, you select whether you want to include printing the history of the persons who are selected for the report.

The options available are listed below. Persons who are deceased are not included except for the specific option for deceased persons:

Advisory Council Volunteer Directory

You have two kinds of options:
- The first is to select who do you include or exclude.
- The second is whether to print the persons' history info or not.

When the report is ready, click the Link that replaces the Progress Bar right above the Print Volunteer Directory button.

History Option:
- ○ Include ALL Persons
- ○ Include only with NO History
- ○ Include only if history AFTER date*
- ○ Include only if history BEFORE date*
- ○ Exclude if NO History
- ○ Include only Clergy
- ○ Include only Deceased

* Select a Date below IF you checked a "date" option above.
(Note: Currently, Weekend history dates before the Fall of 2016 are not reliable)
*Select Date: mm/dd/yyyy 📅 mm/dd/yyyy

Print History Option: ○ Print Full History
○ Don't Print History

Print Volunteer Directory

✓ Close

Include ALL Persons
This option will include all persons in the Advisory Council's Volunteer database regardless of their history of service.

Include only with NO History
This option will only include persons who have NO history of actually serving on a weekend.

Include if only with History AFTER date*
This will include only those persons who have served on a Weekend since a specific date. You would enter the date in the date field.

Include if only with History BEFORE date*
This will include only those persons who served on a Weekend prior to a specific date. You would enter the date in the date field.

Exclude if NO History
This includes all persons EXCEPT those who have no recorded history of volunteering on a Weekend.

Include only Clergy
This will include ONLY the persons who are marked as being Clergy.

Include only Deceased
This will include ONLY those persons who are marked as being deceased. The list will include the date of their passing (if it was provided).

Once you have selected your options, you click the "Print Volunteer Directory" button. When you do, the button will become disabled and you will get a "progress bar" right above it. The progress will quickly show 99% and pause there.
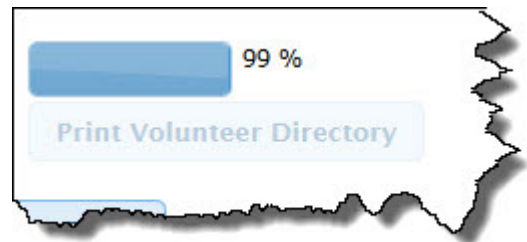
You will get a flashing message that indicates that the generation of the report is still "In Process."

When the report has been fully assembled, then the progress bar will be replaced with a link that you should click to see the final report.

The report is divided into Alphabetical sections with the person's contact information. If the person is a Clergy, that will be indicated. Below their contact information will be a list of the Weekends they have served on along with their assigned job and talk.

The Weekends are in date sequence with the most recent weekend at the top of the list. Note that prior to the fall 2016 weekend, Ezra did not upload the date of the weekend with the individual's history, so you will see older weekends appearing below the more recent ones in weekend number sequence. As we gather more date history, this characteristic will slowly disappear.

			2/16/2018
KairosMessenger			1
Team History Directory			

Team Member Name	Weekend Event	Primary Job	Talk
A			
Jeff Agold	1810 Puaston Crossing Keller, TX 76248 jeff@jfo-wob.com	Home- Cell-	817-337-8105 214-213-4262
	Allred #30	Music Team	
Dave Allred	613 W. Pleasantview Dr Hurst, TX 76054 dave.allred@bell.net	Home- Cell-	817-480-2178 817-480-2178
	Allred #32	Table Family Leader	
	Allred #31	Table Family Clergy	
	Allred #29	Table Family CI	
	Allred #3	Table Asst	
	Allred #4	Chapel Coord.	