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REDCap

Volunteer Report
Database

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Overview

The purpose of the REDCap volunteer report database is to collect information about all of the volunteer contributions being made to Marshfield Clinic AmeriCorps Programs and Marshfield Clinic Center for Community Outreach. Your information is kept on a secure database and will not be shared with other organizations.

The database consists of two linked data sets, which include:

- Demographic information about the person volunteering, and
- Information about the what the volunteer or volunteers did

Information is entered via two forms:

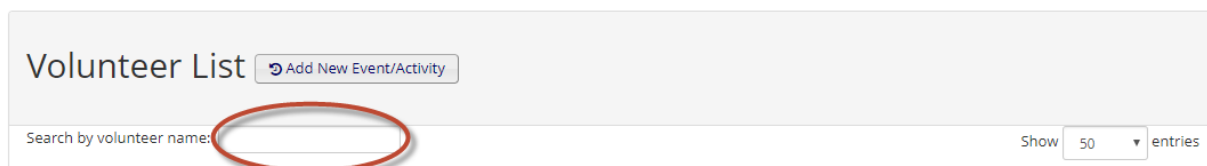
1. Volunteer Demographics Form
2. Event Information Form

Logging into REDCap

1. In web browser enter URL:
<https://redcap.mcrf.mfldclin.edu/redcap/birc/plugins/volunteer/volunteerList.php?pid=150>
2. IMMEDIATELY bookmark this page or add to favorites.
3. Enter username and password.
4. Click "Log in."

Searching/Adding a Volunteer

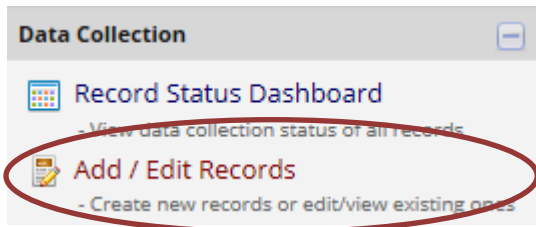
1. You are now on the Volunteer List. Enter Volunteer's name into Search box.



Volunteer List [Add New Event/Activity](#)

Search by volunteer name: Show 50 entries

2. If the correct volunteer name is found, click [Volunteer History](#) next to the name of the volunteer you wish to view.
3. If the volunteer name is not found, click the "Add/Edit Records" link located in the Data Collection section on the sidebar menu.



4. Click "Add new record."

Total records: 50

Choose an existing Record ID

5. Click the Volunteer Demographics clear dot under event 1.

Data Collection Instrument	Event 1	Dummy event do not use
Volunteer Demographics	<input type="radio"/>	
Event information	<input type="radio"/>	
Survey Sent	<input type="radio"/>	

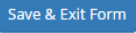
Volunteer Demographic Form

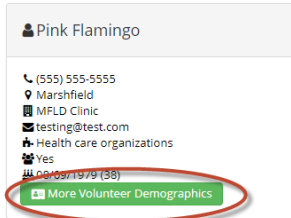
1. Fill out the demographic form completely.
 - a. A data collection form is provided for you to use at each event to collect volunteer demographic information.
 - b. The email address will be the primary identification for volunteers in the database. If the volunteer did not provide an email address, follow the instructions in REDCap to enter a default address.
 - c. Use the following criteria to answer the question "Community Sector:"
 - i. Enter the community sector the volunteer is representing or community role the volunteer has identified with on the volunteer intake form.
2. If the form is complete, change the form status field at the bottom of the page to Complete. If the form is not complete, mark the status as incomplete.

Form Status

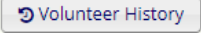
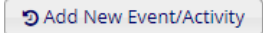
Complete?

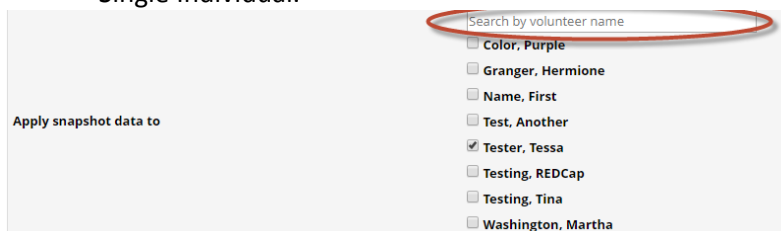
Lock this record for this form?
If locked, no user will be able to edit this record on this form until someone with Lock/Unlock privileges unlocks it.

3. Once this page is complete, click “Save & Exit Form.” 
4. Immediately after pushing Save & Exit Form you will be taken to the Volunteer History. The “More Volunteer Demographics” Button will be red if the form is incomplete and green if it is complete.



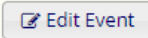
Event Entry

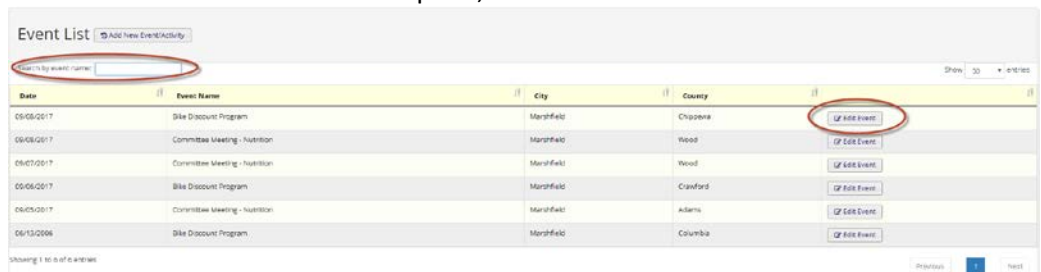
1. Click on the Volunteer List link located in the Project Bookmarks section on the sidebar menu.
2. Use the Search by volunteer name field to find the volunteer. If the volunteer is found click the  button. If no matches are found, refer to the section Searching/Adding a Volunteer above.
3. Click the  button.
4. Complete the form. Use the following criteria to answer the question “Select the program area the volunteer is working for:”
 - a. **Center for Community Outreach (CCO) Program:** Select this option if you are working directly with a CCO program (e.g., Community Connections Team, Healthy Lifestyles, etc.). This applies to AmeriCorps members who work in Marshfield or at the Minocqua Community Building.
 - b. **Other Program:** Select this option if you do not work directly with a CCO program.
5. Add volunteer names.
 - a. **Event Entry for a Single Individual:** Make sure that the name of the volunteer is checked in the section below.
 - b. **Event Entry for Multiple Individuals:** If you are recording this event for multiple individuals, check their names in the box below. Keep in mind that the exact same information is recorded for all checked volunteers. For example, if each volunteer worked different hours at the same event, you would need to use the Event Entry for a Single Individual.



6. ****Important**** Once you have completed the form you will have two choices for saving:
- Save & Exit Form:** Select this option if you are done entering **all** data for this event.
 - If Save & Exit form is clicked by accident, DO NOT create a new event to add information. To update the event, click on the Event List link in the Project Bookmarks section on the sidebar menu.



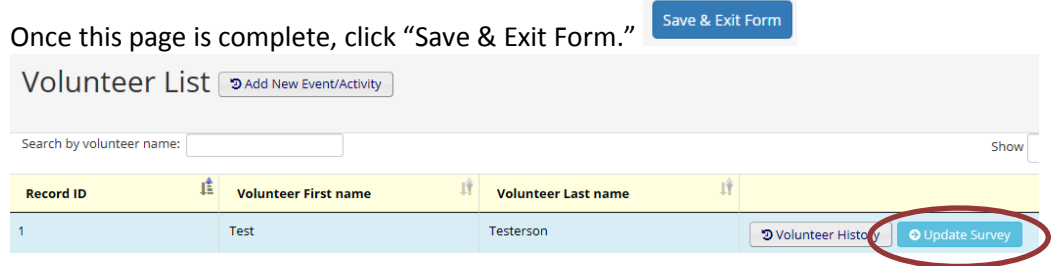
- You will be able to search for the event. Once the event is found click the  button. You can then update the event and add new volunteers to the event. Once the form is complete, click Save & Exit form.



- Save & Stay:** If you wish to enter additional volunteer information for this event click "Save & Stay."
 - For example: 4 volunteers worked 2 hours and 5 volunteers worked 3 hours for the same event. First, enter the 2 hours and select the 4 volunteer names. Then, click Save & Stay. The page will reload allowing you to change the hours worked to 3 and then select the other 5 volunteer names.
 - This can be done as many times as needed to avoid individually completing the event form for each volunteer.
 - *Important*** Information can be entered in bulk, but it can not be changed in bulk. If a mistake is made, edits will need to be done through each volunteers volunteer history page.

7. Record that a Volunteer Survey was received. **Note:** This applies to Volunteer Wisconsin AmeriCorps members only. If a volunteer reaches 15 hours, their name will appear in blue as a reminder that a survey needs to be sent. Once the survey is received:

- Click on Update Survey and complete the form.
- Once this page is complete, click "Save & Exit Form."



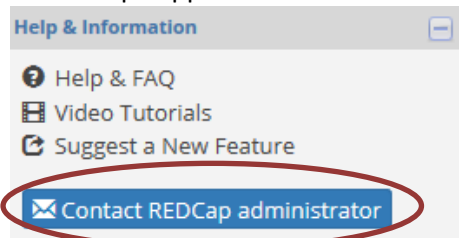
****Coming Soon****

A Report List to show the volunteers you have recruited will be available by November. Additional training will occur. Please watch for more details.

Frequently Asked Questions

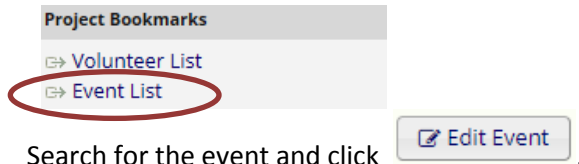
Q1. How do I get further help or ask a specific question?

A. Use the Contact REDCap Administrator button located in the Help & Information section on the sidebar menu. An email will open. Type your question and click send. The email will be sent directly to the REDCap Support Team.



Q2. How do I update an event if I make an error?

A. Click on the Event List link located in the Project Bookmarks section on the sidebar menu.



Q3. How do I delete a volunteer or event?

A. Use the Contact REDCap Administrator button located in the Help & Information section on the sidebar menu. An email will open. Type your request and click send. The email will be sent directly to the REDCap Support Team.

