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REDCap

Volunteer Report

Table of Contents

	Page
Overview.....	1
Preparing to Log In.....	1
Logging into REDCap	1
Searching/Adding a Volunteer.....	1
Volunteer Demographic Form	2
Event Entry	3-5
Reports.....	5
Frequently Asked Questions.....	6

Overview

The purpose of the REDCap Volunteer Report database is to collect information about all of the great contributions your volunteers are making across all programs for reporting up to Serve Wisconsin (AmeriCorps requirement) and the community. Your information is kept on a secure database and will not be shared with any other organizations.

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

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

Entering information in REDCap about your volunteer's activity is a 2-step process:

1. Logging information about the volunteer into the **Volunteer Demographic Form**
2. Logging information about the volunteer activity entered in the **Event Information Form**

Note: If you do not log into your account for 90 or more days, your account will be locked. Contact a REDCap Administrator to renew your access by emailing BIRC_REDCAP_SUPPORT@marshfieldresearch.org. Be sure and tell them you need access to the REDCap Volunteer Report.

Preparing to Log In

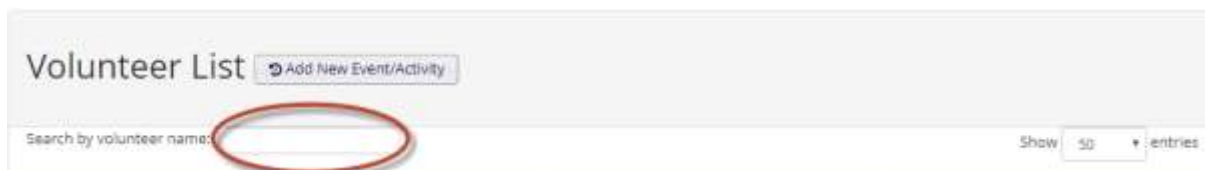
New users need to complete a Confidentiality and Use Agreement first. Click here for the agreement: <https://redcap.mcrf.mfldclin.edu/redcap/birc/surveys/?s=WNN7CHEPMR>. Returning members do not have to complete the agreement again and will retain their same user name and password to log in.


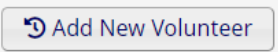
Logging into REDCap

1. In your 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 (emailed to you)
4. Click "Log in"

Searching/Adding a Volunteer

1. You are now on the Volunteer List. Enter volunteer's name into Search box (see screen shot on next page).

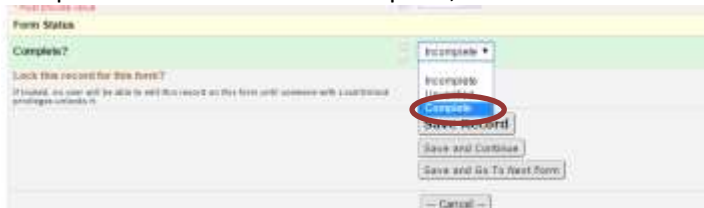


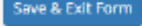
2. All volunteers already in the database, matching that name, will be found. Click  associated with the volunteer you wish to view. Verify volunteer using the info above Volunteer History. If this is the volunteer you are working with, the first step (entering information about the volunteer) is already done. Skip to pg. 2, **Event Entry**.
3. If the volunteer name is not found, click  located to the right of the title, Volunteer List. You should land on the Volunteer Demographic Form.

Volunteer Demographic Form

1. Fill out the demographic form completely.
 - a. A paper form of the data you will need to collect for entry into the REDCap Volunteer Report is available. Note that **Primary Phone** is the only non-required field.
 - b. The email address will be the primary identifier for volunteers. If the volunteer did not provide an email address, enter a default address as follows:
lastname.firstname@noemail.com.

2. When all information is entered, change the form status field at the bottom of the page to Complete. If the form is not complete, mark the status as incomplete.




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.



5. Jump to Step 3 of **Event Entry** below.

Event Entry

1. Before you enter a volunteer event (activity), be sure you have first entered all volunteers that participated in this event/activity on the same day. Refer to the section **Searching/Adding a Volunteer** above.
2. From Volunteer History of one of your volunteers, click the  button.
3. Complete the form.
For "Event Name" choose one of the pre-populated volunteer activities, or scroll to the end and choose **Other**.
 - a. When choosing Other, a new field will appear allowing you to enter the event/activity.
 - b. Do not duplicate an event/activity that already appears on the list
 - c. If this is an ongoing activity that volunteer(s) will do regularly, *try* to consistently enter the same activity name each time you select Other. (Write it down to help remember!)

Use the following criteria to answer the question "Select the program area the volunteer is working for:"

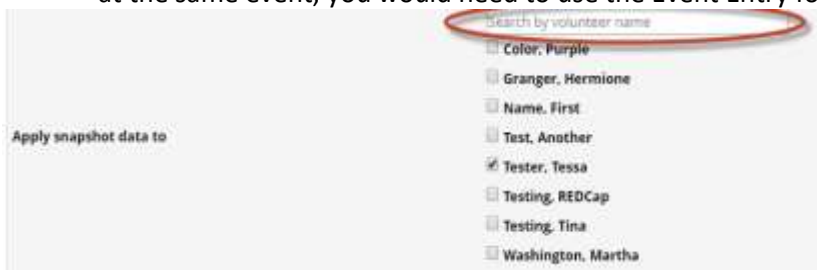
- a. **CCHA Program:** Select this option if you are working directly with a Marshfield Clinic Health System Center for Community Health Advancement program (e.g., Community Connections Team, MACY, etc.). This applies to AmeriCorps members who work in Marshfield or at the Minocqua Community Building.
- b. **AmeriCorps Program:** Select this option if you do not work directly with a CCHA program.

Use the following criterial for select Focus Area:

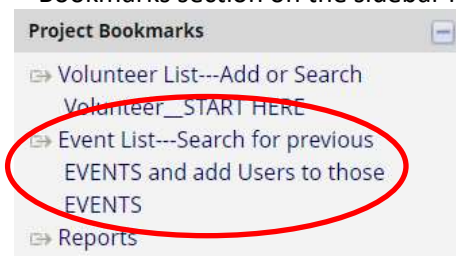
- a. **Disaster:** Preparation, mitigation, response, and recovery efforts related to disasters
- b. **Economic:** Financial literacy, affordable housing, employment-related assistance and other efforts to address unmet needs of the economically disadvantaged
- c. **Education:** Addresses unmet educational needs, especially those that help at-risk youth to achieve success in school and prevent them from dropping out.
- d. **Environmental:** Matters regarding energy and water efficiency, renewable energy use, at-risk ecosystems, and behavioral change leading to increased efficiency.
- e. **Veterans:** Addresses unmet needs of veterans, members of the armed forces, and family members of deployed military personnel.
- f. **Healthy Futures:** Addresses unmet health needs, including access to health care, increasing physical activity and improving nutrition in youth, increasing seniors' ability to remain in their homes and access to food resources. Activities include homecare services, programs for people with physical disabilities, health and nutrition services and education, food distribution and collection, substance abuse planning, health screening and immunizations.
- g. **Unspecified:** Use sparingly. If a volunteer event/activity doesn't fit within one of the above areas, then categorize by the mission of the organization where the volunteer served. Only if neither event nor mission fit should you select "Unspecified."

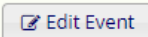
4. Select volunteer names.
 - a. **Event Entry for a Single Individual:** Make sure that the name of the volunteer is checked. See section below.
 - b. **Event Entry for Multiple Individuals:** If you are recording this event/activity for multiple individuals who volunteered for the same amount of time, check all of their names in

the boxes below. Keep in mind that the *exact same information is recorded for all checked volunteers*. For example, if each volunteers worked a different number of hours at the same event, you would need to use the Event Entry for a Single Individual.



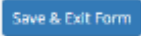
5. ****Important**** Once you have completed the form you will have two choices for saving:
- e. **Save & Exit Form:** Select this option if you are done entering **all** data for this event.
 - If Save & Exit form is clicked by accident, DO NOT create a new event to add information. To update the event, 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.



- f. **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 volunteer's volunteer history page.

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



Reports

1. In the project bookmark section of REDCap click the Volunteer reports link. You will then have the option to view the volunteers you have recruited.



2. Select the AmeriCorps Member report and your name from the drop down menu.



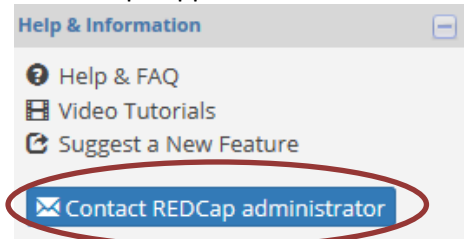
3. All data will appear for the volunteers you have recruited. There is also an option to export.



Frequently Asked Questions

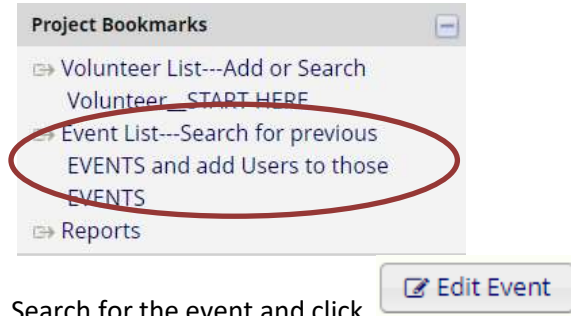
Q1. How do I get further help or ask a specific question?

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.



Search for the event and click

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.

