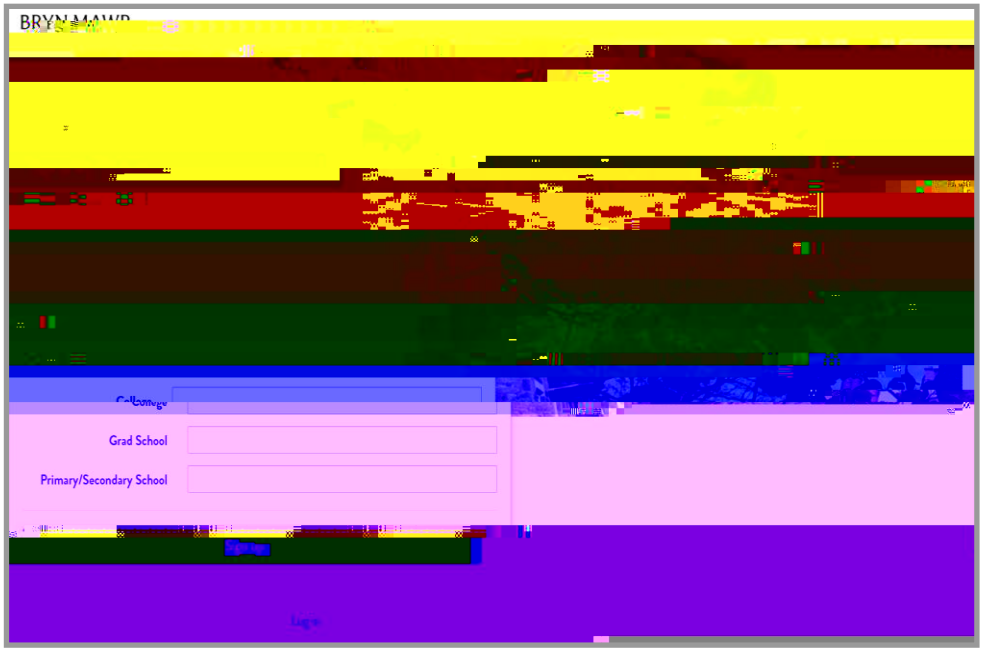
Bryn Mawr Fund Volunteer Management System Guide

www.givecampus.com/vms/BrynMawrCollege

First Step: Sign-up for a GiveCampus Account

1) Go to www.givecampus.com/schools/BrynMawrCollege/signup

2) Create an account using the email that Bryn Mawr College uses to send you emails. If you are unsure of the correct email associated with your account, contact your staff liaison.



Pro tip: It is easiest to use your email to create your account, but you can link it to Facebook later.

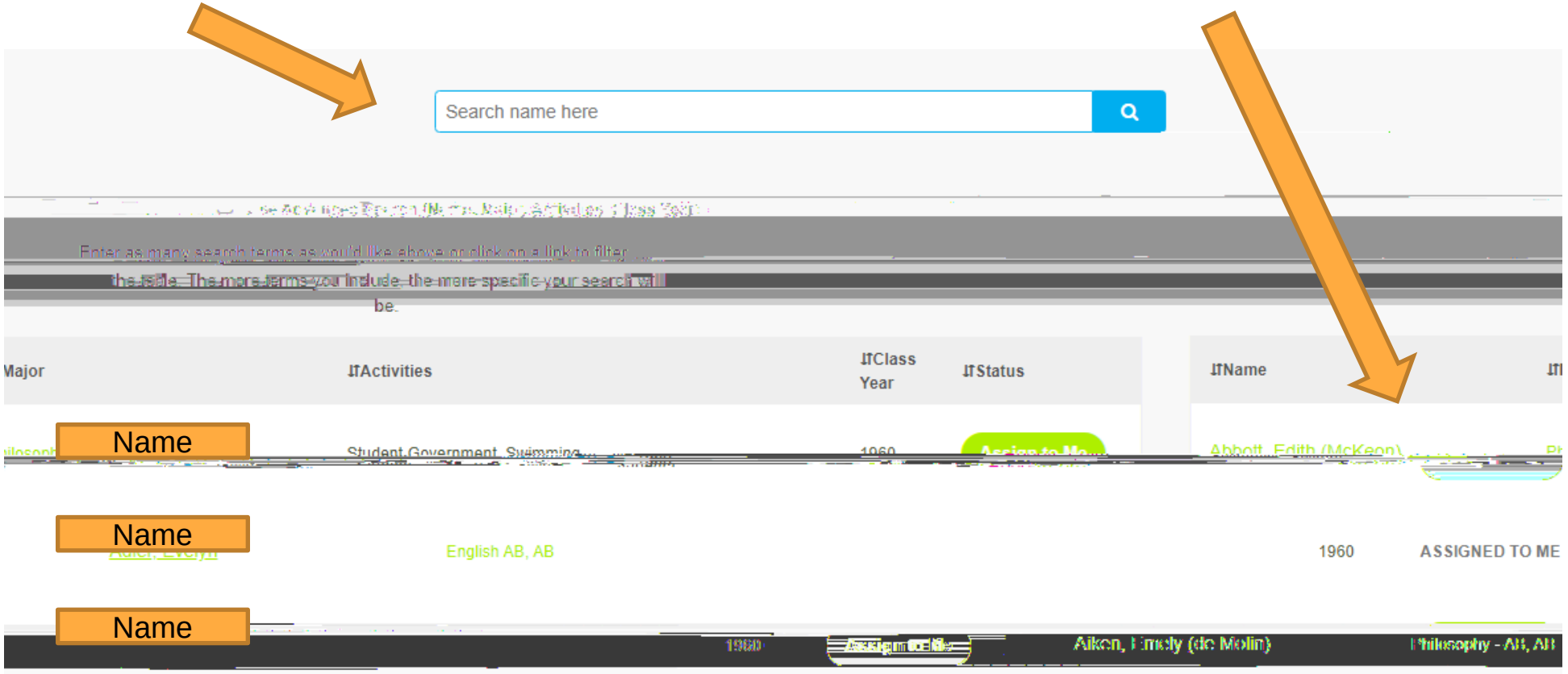
3) Click on the confirmation link that was emailed to you to activate your account

Confidentiality Statement

Searching & Selecting Assignments

just click on their name to view additional details.

search bar or clicking on their name click Assign to Me



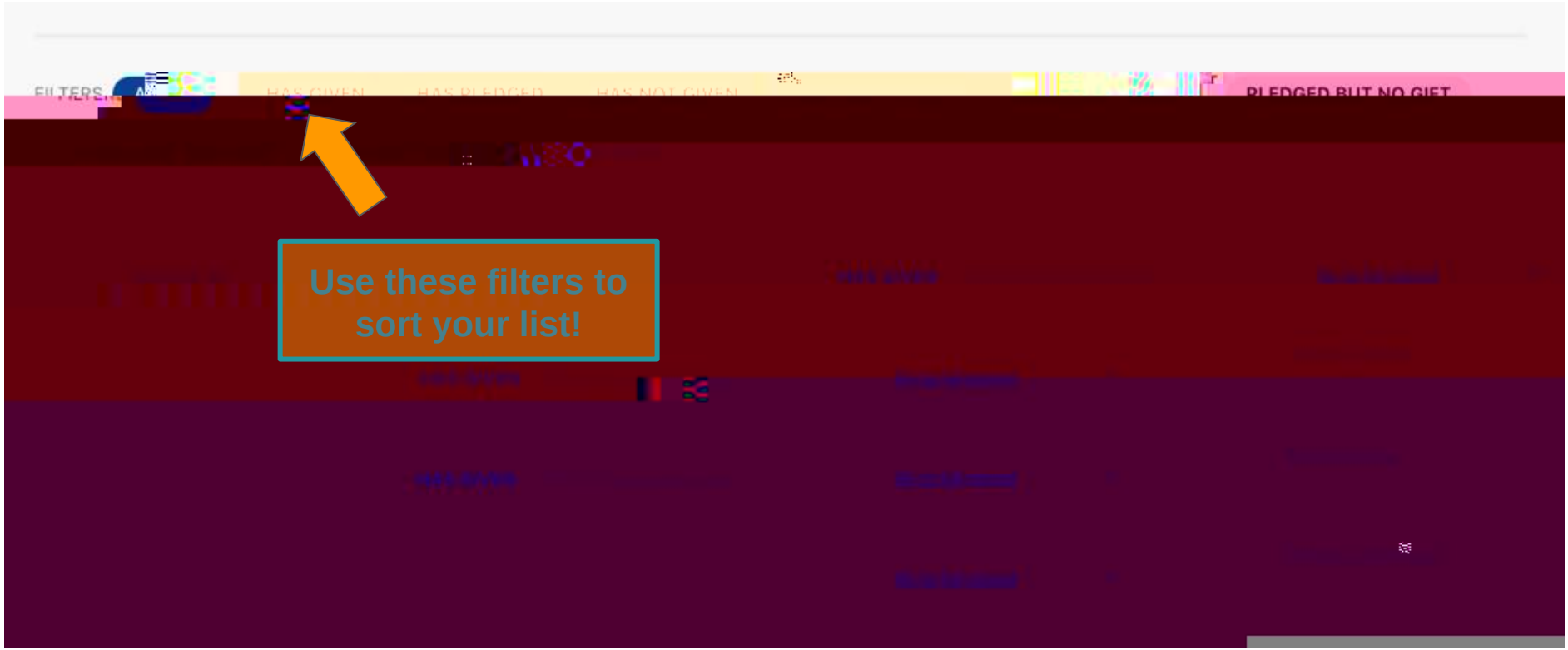
www.givecampus.com/vms/BrynMawrCollege

Once you have selected your assignments and they have been approved, you will see

You can navigate to this page at anytime from the left navigation bar in the VMS. On this page, you will have high level statistics about your assignments and your class as a whole.

- Assignment List

Scrolling down past the reporting tiles, you will see a full list of your assignments. You can use the filters to sort your assignment list to see the most



www.givecampus.com/vms/BrynMawrCollege

- Snapshot View

Clicking on the names of any of your assignments will open up their

From this view you can see information about your most recent outreach efforts, information about your assignments giving history, giving towards their suggested ask amount, and your last note/email about this assignment.

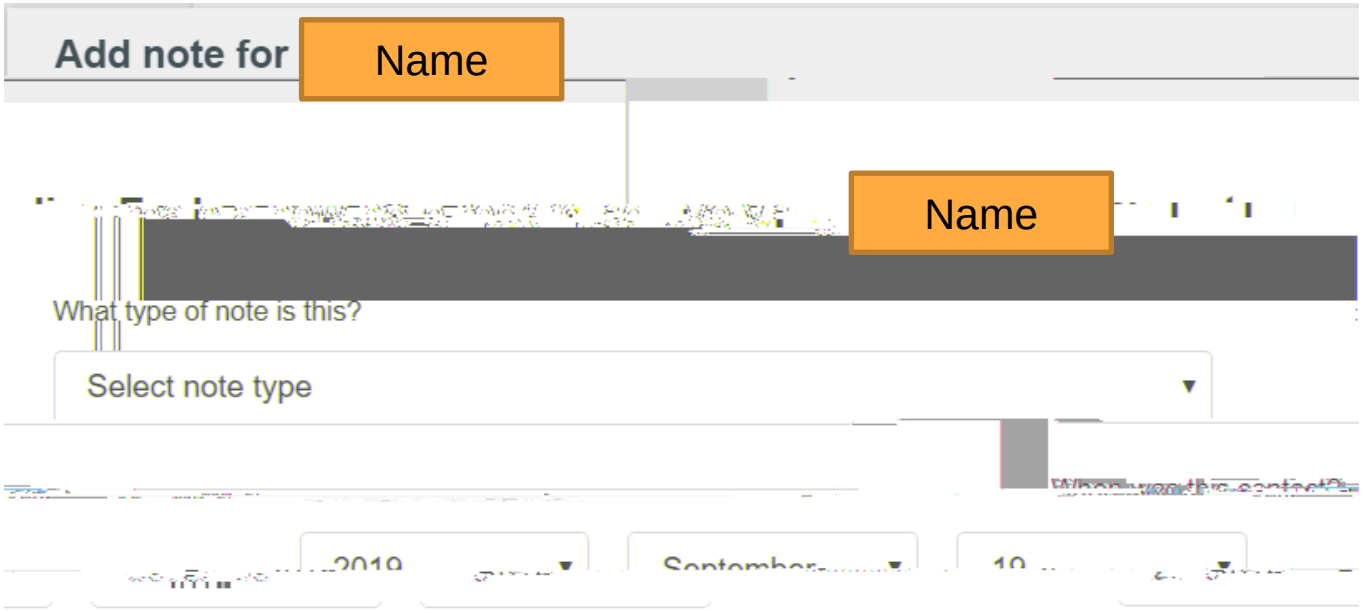
outreach efforts.

Complete a Quick Action

To complete a quick action, select one of the following options:

Send an email
Add a contact note
Or call them

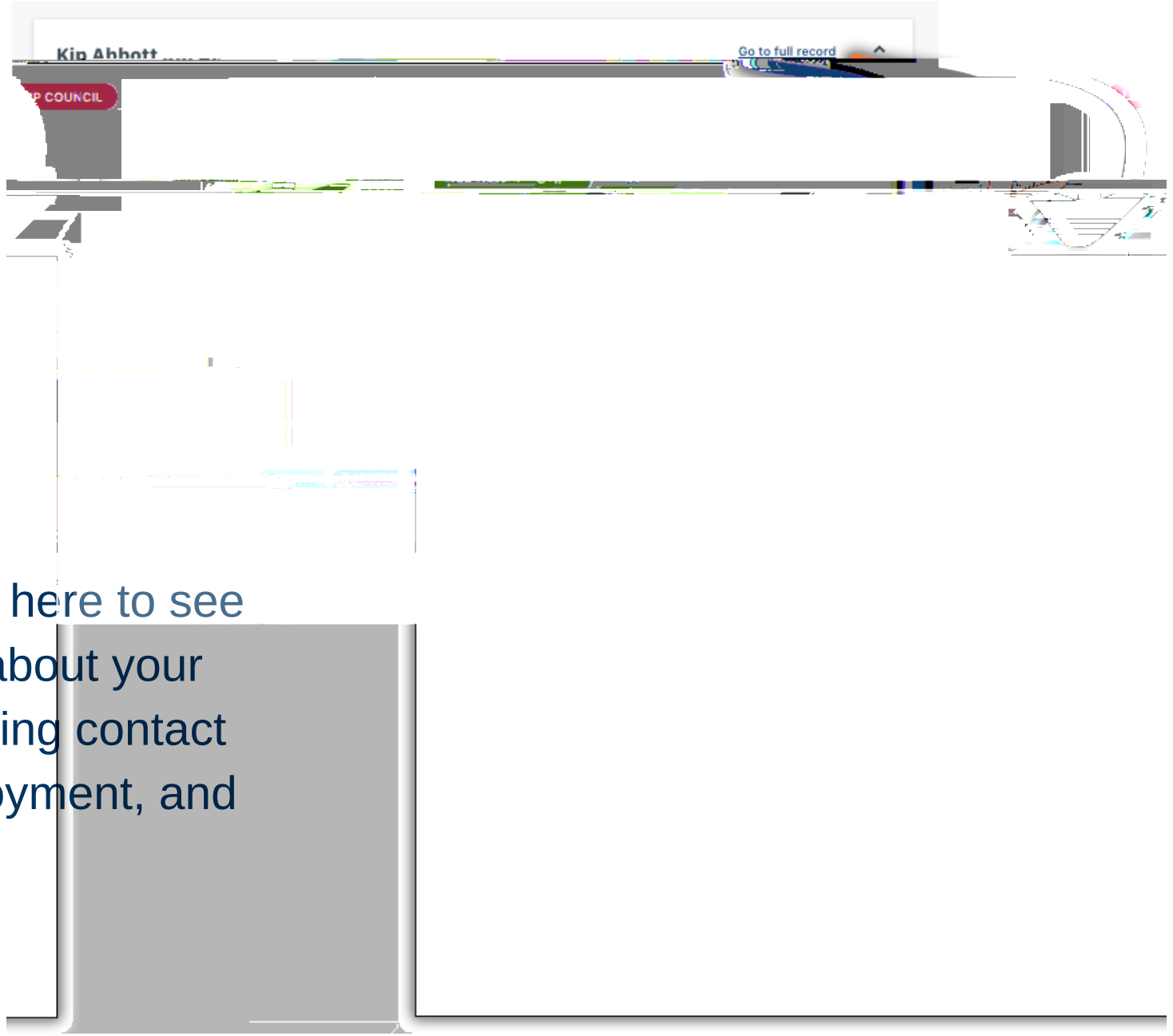
Adding a Contact Note



Quick recap of phone or email conversation

Updated contact information (change of address, new phone number etc.)

View the Full Record



constituents. Click here to see additional details about your Assignment including contact information, employment, and giving history.

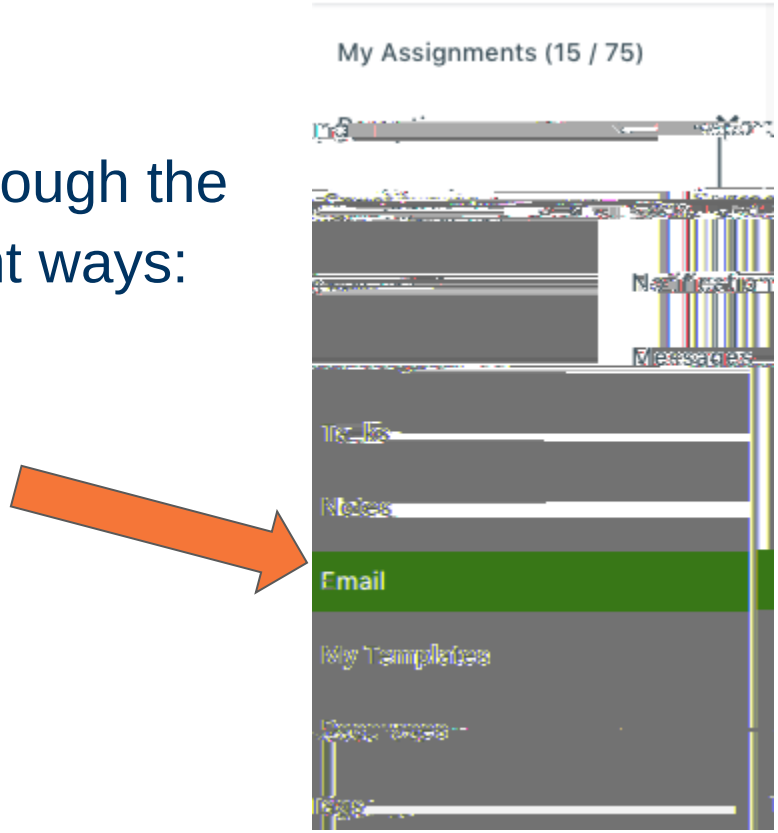
www.givecampus.com/vms/BrynMawrCollege

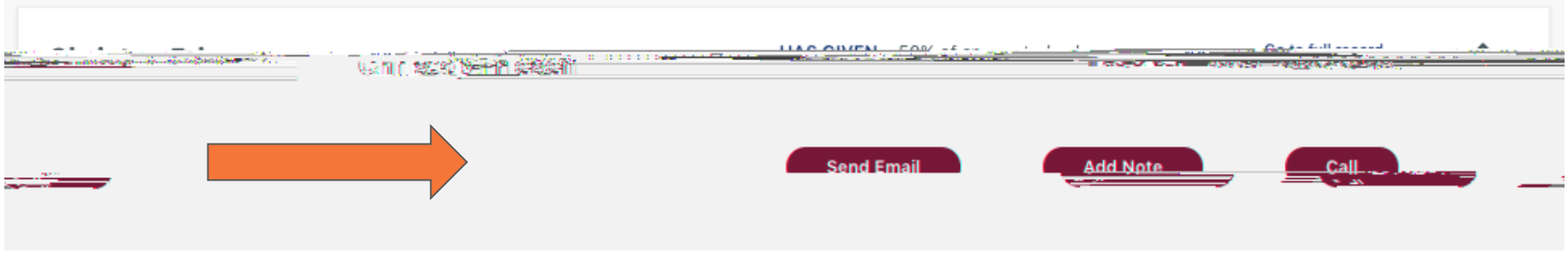
Sending Emails

Sending emails has never been easier! Through the VMS you may send emails in a few different ways:

1. From the Email page
2. From the My Assignments page or a

   button





Sending Emails: Email Page

1.
2. Select a pre-made Email Template OR begin drafting your own email

Sending Emails: Send Email Button

assignment from their My Assignments Snapshot page or their Full Record

button

Select a pre-created email template or draft your own message

Mark whether this is a Gift Conversation or Thank You

Messages

Tasks, Notes, My Resources

Tasks

Here you can set tasks for your self and check them off when they are completed

Notes

Here you can see a full list of all the notes you have made about your assignments

Resources

Here is where you will find your monthly Greensheets. This is also where this user manual can be found.