

Bryn Mawr Fund Volunteer Management System Guide

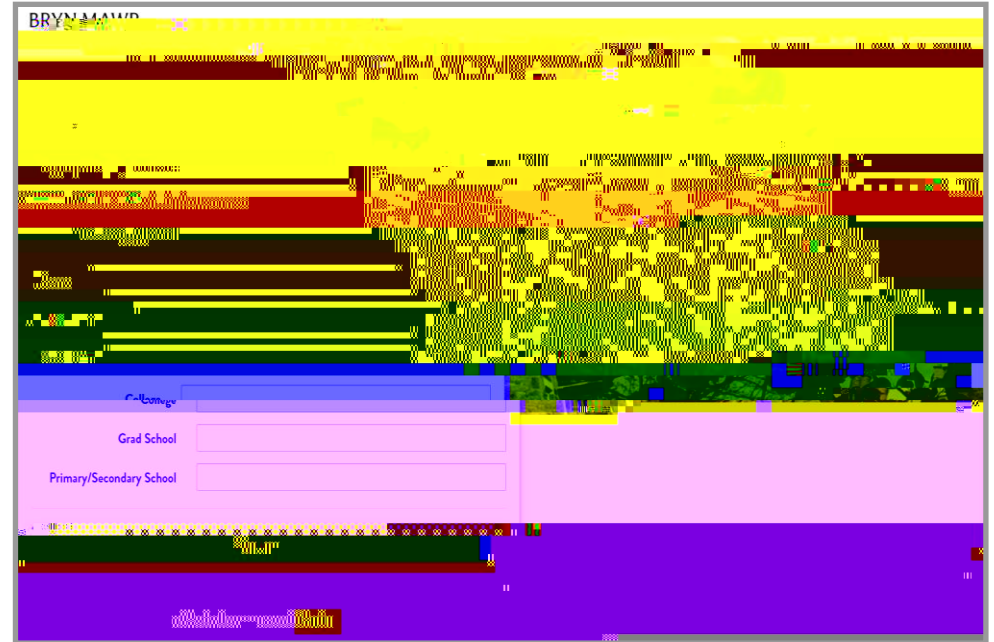


www.givecampus.com/vms/BrynMawrCollege

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

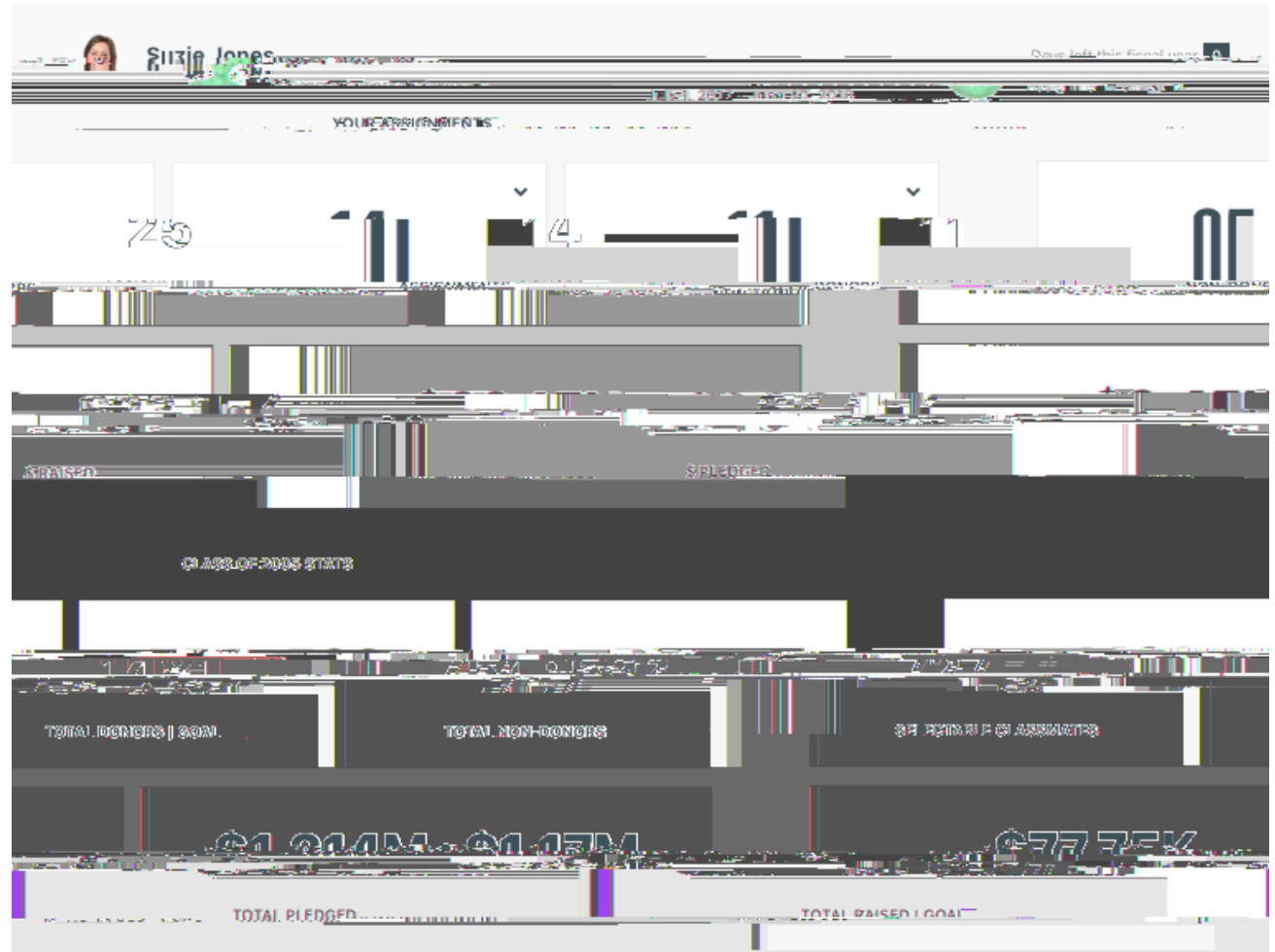
Assign to Me

The screenshot shows a web interface for searching and selecting assignments. At the top, there is a search bar with the placeholder text "Search name here" and a magnifying glass icon. Below the search bar, there is a table with the following columns: Major, ITActivities, ITClass Year, ITStatus, ITName, and ITI. The table contains three rows of data. The first row shows "Student Government, Swimming" under ITActivities, "1960" under ITClass Year, and "Abbott, Edith (McKeon)" under ITName. A green "Assign to Me" button is visible in the ITStatus column for this row. The second row shows "English AB, AB" under ITActivities, "1960" under ITClass Year, and "ASSIGNED TO ME" under ITStatus. The third row shows "Aiken, Emily (de Molin)" under ITName and "Philosophy - AB, AB" under ITI. Three orange boxes labeled "Name" are placed over the ITName column of the first three rows. An orange arrow points from the text "search bar or clicking on their name click" to the search bar. Another orange arrow points from the text "Assign to Me" to the "Assign to Me" button in the first row of the table.

Major	ITActivities	ITClass Year	ITStatus	ITName	ITI
	Student Government, Swimming	1960	Assign to Me	Abbott, Edith (McKeon)	Pr
	English AB, AB	1960	ASSIGNED TO ME		
		1960	Assign to Me	Aiken, Emily (de Molin)	Philosophy - AB, AB

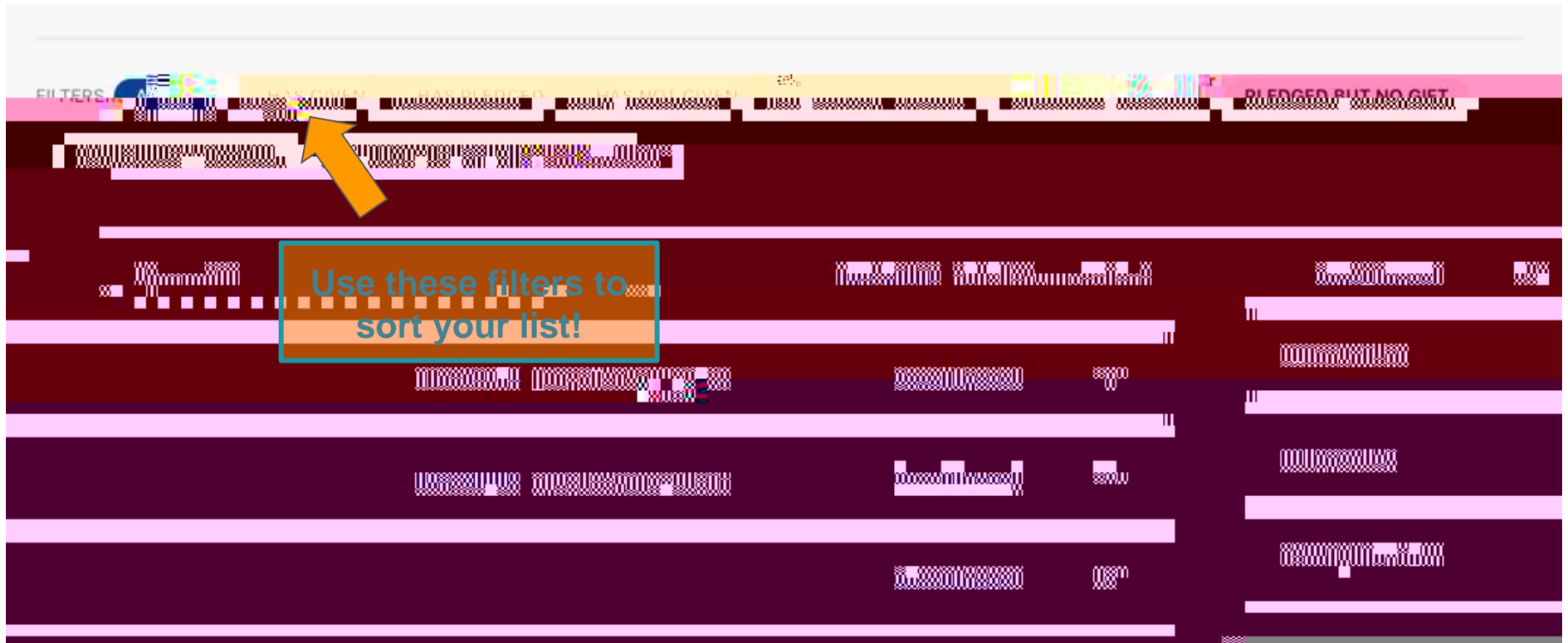
Once you have selected your assignments and they have been approved, you will see

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



- 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

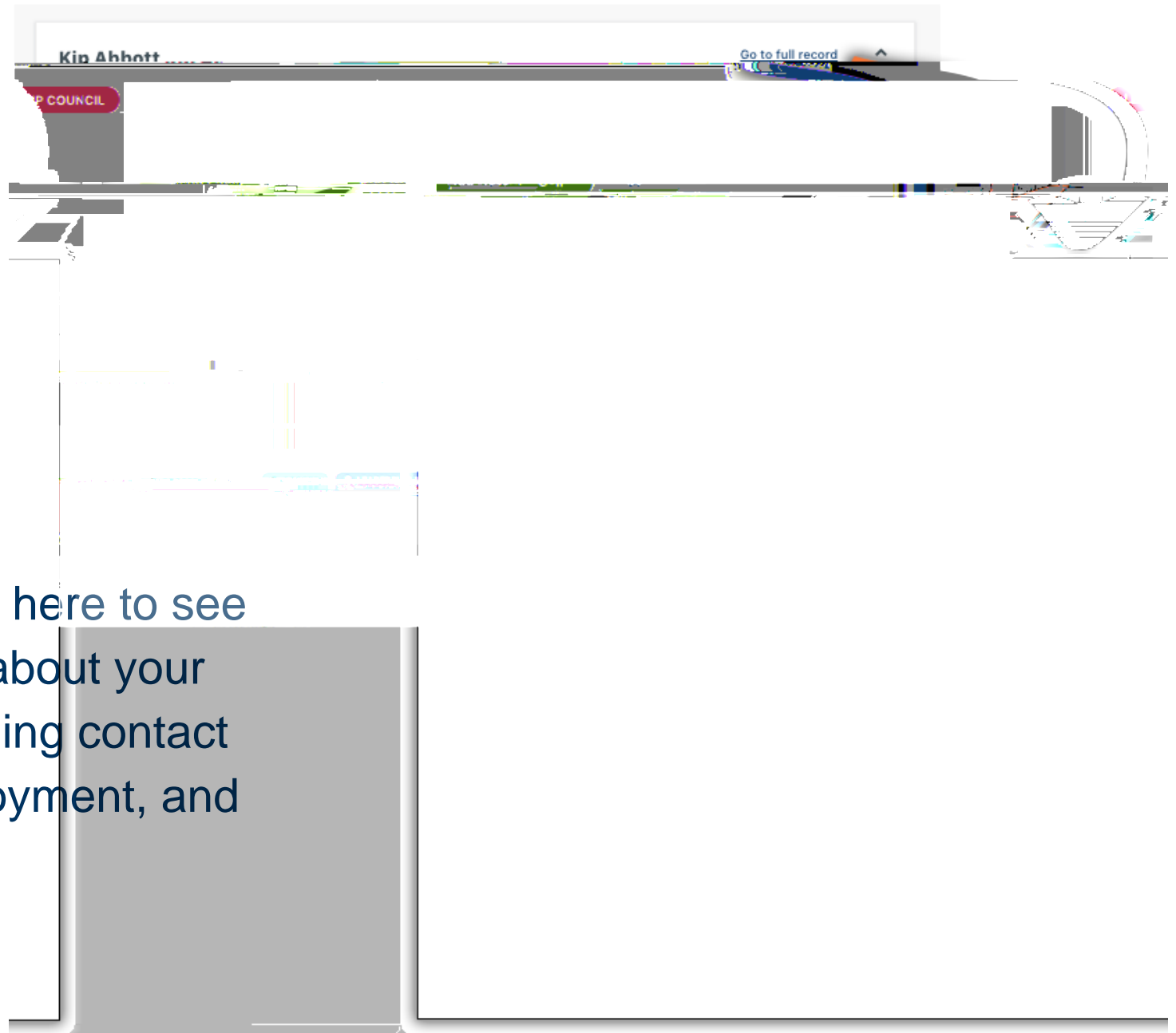
Adding a Contact Note

The screenshot shows a mobile application interface for adding a contact note. At the top, a grey bar contains the text "Add note for" followed by an orange box labeled "Name". Below this is a dark grey bar with another orange box labeled "Name". Underneath is a text input field with the placeholder "What type of note is this?". Below that is a dropdown menu labeled "Select note type". At the bottom, there is a date picker showing "2019", "September", and "10".

Quick recap of phone or email conversation

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

View the Full Record

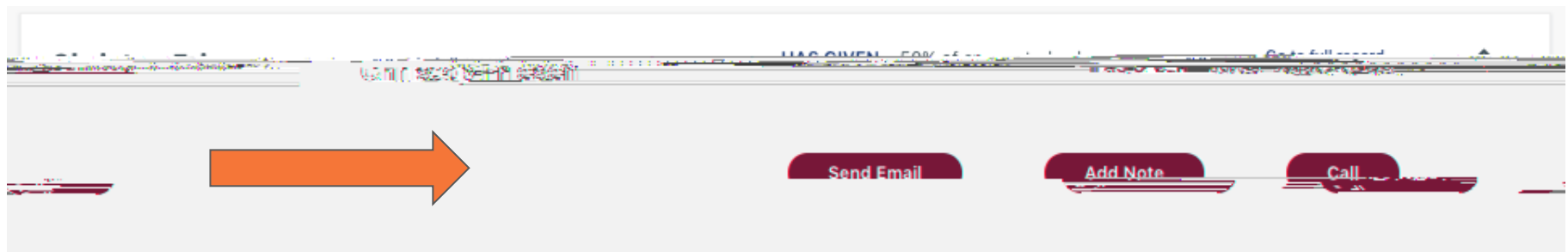
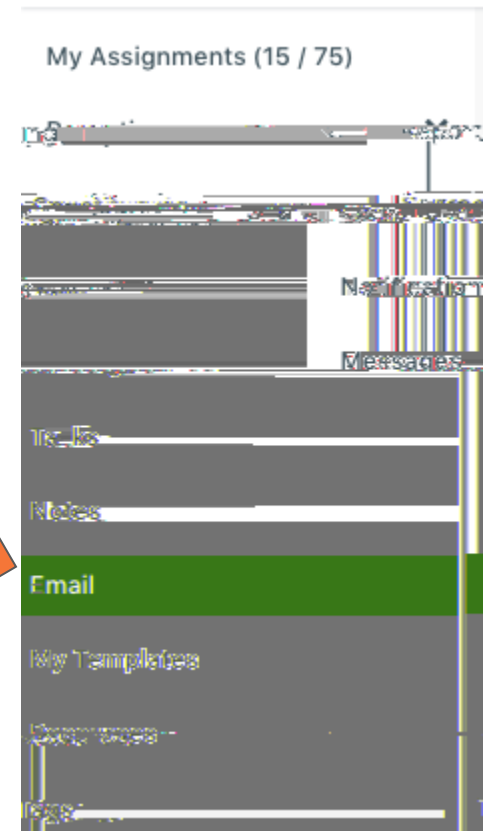


constituents. Click here to see additional details about your Assignment including contact information, employment, and giving history.

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.