

## Playgroup WA Membership System Instructions

### ADDING A VOLUNTEER

1. Navigate to the 'Home' page
2. In the 'Contacts & Volunteers' box, click 'Add Volunteer' button
3. Enter their email address and phone number
  - 3.1. If they are an existing member it will prompt you to 'Use This Person:'.
    - 3.1.1. Check or update details and click 'Save' and then click 'Send Registration Invite'
  - 3.2. If they are a new member, click 'Create New Person'
    - 3.2.1. Fill in their details, including their *Working With Children Card* number and expiry date
    - 3.2.2. Click 'Save' and then click 'Send Registration Invite'

The screenshot displays the 'VOLUNTEER' form within the Playgroup WA Membership System. The form is titled 'VOLUNTEER' and includes a 'Save' button and a 'Cancel' button. The form fields are as follows:

- Contact Type: VOLUNTEER
- Is Active:
- Card type: Working With Children Card
- Notice Number: [empty]
- Card expiry date: 26/2/2025
- Start Date: 26/2/2025
- End Date: [empty]
- Playgroup Email: [empty]
- Identification: <NEW>
- Family Name: Test
- Given Name: [empty]
- Preferred Name: [empty]
- Email: Calla@playgroupwa.com.au
- Date of Birth: Enter date of birth...
- Gender: Select Gender
- Country of Origin: Select Country of Origin
- Add phone number...
- Phone Type 1: MOBILE
- Phone 1: 0404000010
- Address: Australia