Volunteer Connection: Tip Sheet for Red Cross Club Leaders

Recording a New Red Cross Club Event

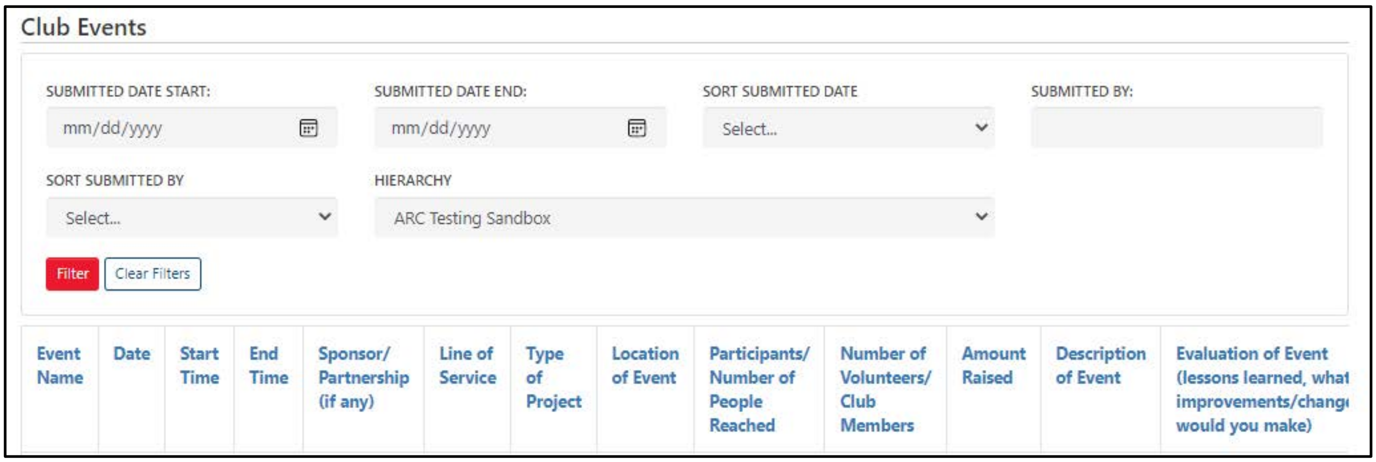
Red Cross Club leaders (President or Secretary) should record club events in the Red Cross Club's GroupShare. Doing so maintains a record of each Red Cross Club activity that can be viewed later if needed and reported on at any time. It also informs the Red Cross Club's local Red Cross Region contact as to the club's activities.

Only those designated as leaders on the Club's GroupShare site are able to record Club events.

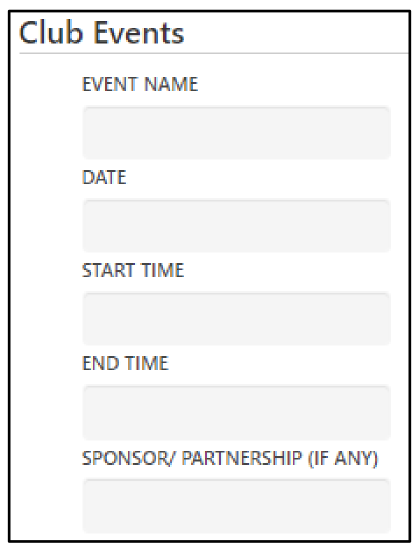
Record a New Club Event

To record a new club event, follow these steps:

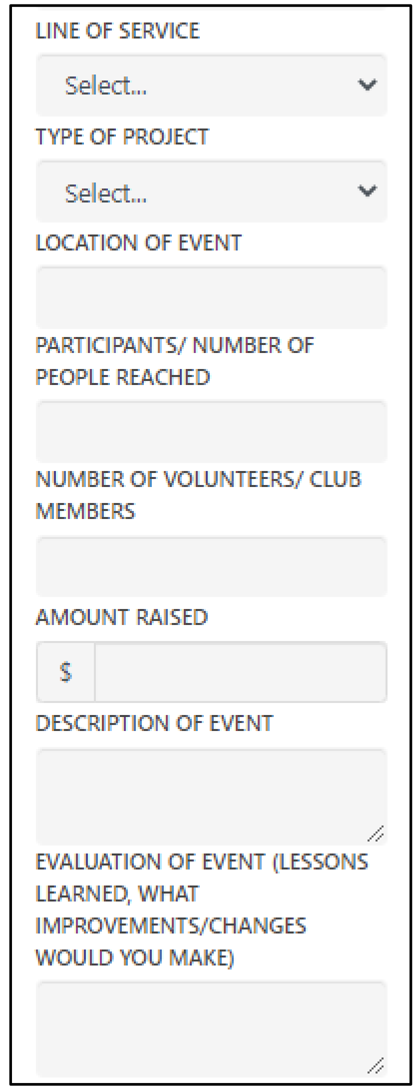
1. Log into Volunteer Connection at: https://volunteerconnection.redcross.org/
2. Hover over **My Groups**, and then click the link for your Red Cross Club's GroupShare site.
3. In the 9-dot menu, click the **Club Events** tab.



4. Click **Add** at the bottom of the page beneath the listing of prior events.
5. Enter the event's information. The Event Name, Date, Line of Service, Type of Project, Location of Event, Participants/Number of People Reached, Number of Volunteers/Club Members, Amount Raised, Description of Event and Evaluation of Event are required.



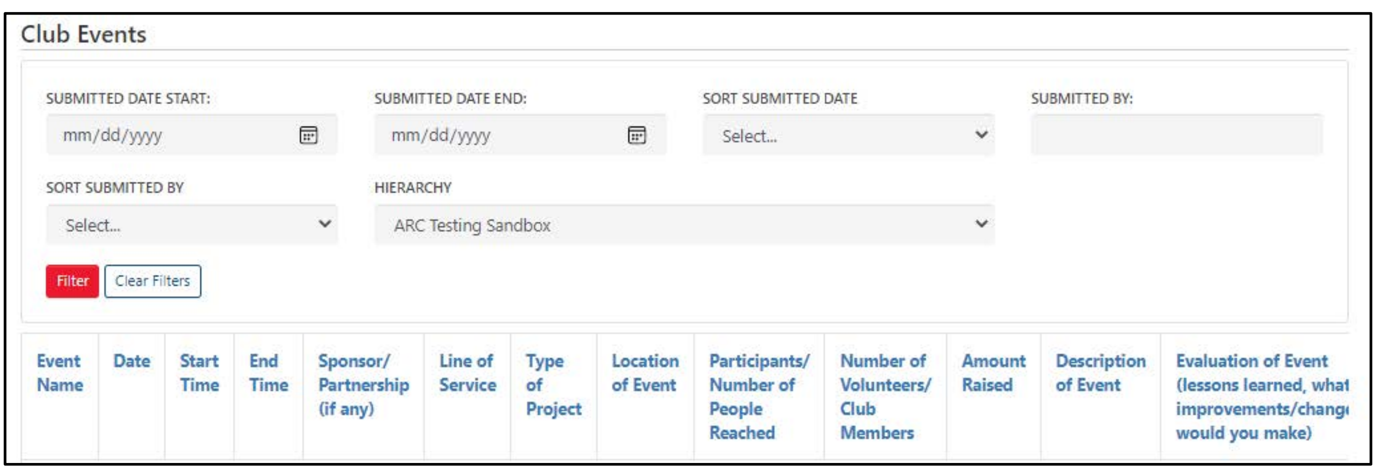
6. For **Location of Event**, be very specific and enter the location title and address (i.e. HHS School Cafeteria, 1234 Main St., Anytown, State).
7. Note that while **Amount Raised** is a required field, you can leave the default value of zero dollars (0.00) for events that do not involve fund-raising.
8. Click **Submit** at the bottom of the page after completing **all** of the information.
9. After successful submission, Volunteer Connection displays a screen that displays the name of the person who submitted the information and when and shows the submitted values.
10. Click **Return to Listing** to return to the main **Club Events** screen, where the listing of prior events now includes the one you just added.



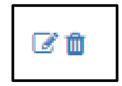
Other Club Event Functions

You can also do the following at the **Club Events** listing:

- To sort the list of prior events by who submitted them or when they were submitted, select **Ascending** or **Descending** at the **Sort Submitted Date** or **Sort Submitted By** field, and then click **Filter**.
- To see a targeted list of prior events, enter criteria in the **Submitted Date Start**, **Submitted Date End**, and/or **Submitted By** fields and then click **Filter**. Note that the filtering criteria are cumulative, so if you enter a **Submitted Date** range and a name in the **Submitted By** field, only events submitted by a person with that name during that date range will display.
- To add additional fields for filtering and/or to sort the entries, click a column header (e.g. **Type of Project**, **Line of Service**). Click the header again to remove added fields.



- To export the list of events, click the **Export to Excel** button at the bottom of the events listing, then click the **Download Spreadsheet** button that appears beside the **Add** button, and then follow your computer's standard processes to complete the download.
- To edit or delete an event listing, scroll to the right to see the buttons available in the **Actions** column.



Additional Resources

Resource Library in Volunteer Connection (link): Select category/filter from left menu.