

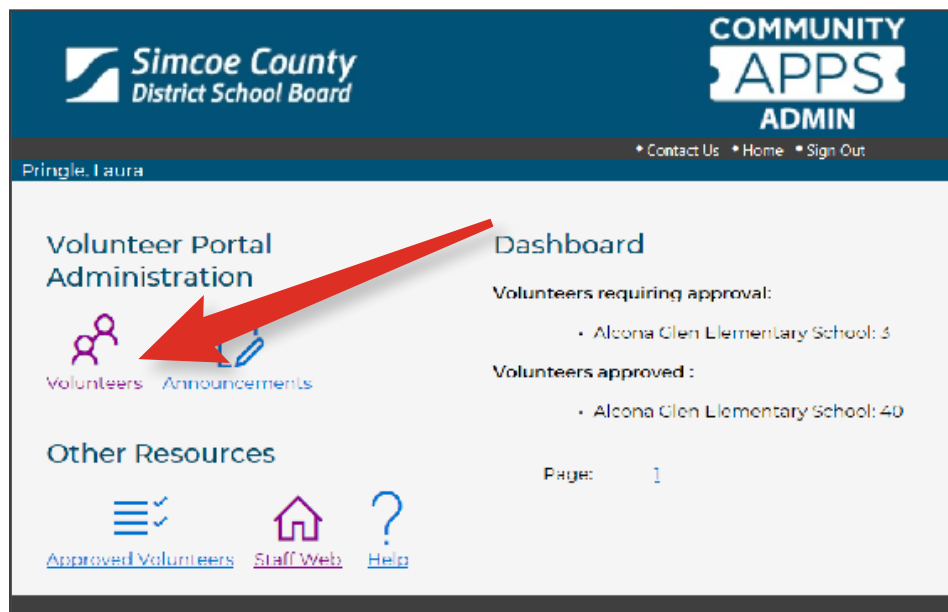
Volunteer Portal Admin: How to Approve or Deny Volunteers

How to view all volunteers that have registered using the volunteer portal for your school.

With this tool you can see if all the required documents were completed and review their application status. You can also approve or deny their request to volunteer at your school.

Volunteer Portal Admin Dashboard

On the Volunteer Portal Administration page, click on the Volunteers button.



Looking to run a report of your **Approved Volunteers**? You can find that option in the **Other Resources** section, below Volunteer Portal Administration.

After clicking the Volunteers button, you will see the list of all volunteers who have submitted an application, and the details of each of their accounts.

Volunteer	Schools	Documents	Status	Action	Adjudicated
Hicox, Archie		Accessibility Training Complete Criminal Record Check Complete	Active	Profile Schools Documents	
Brooks, Hatten		Accessibility Training Complete Criminal Record Check Complete	Active	Profile Schools Documents	
Engel, Mike		Accessibility Training Complete Criminal Record Check Complete	Inactive	Profile Schools Documents	
Wallace, Mia		Criminal Record Check Incomplete Accessibility Training Complete	Active	Profile Schools Documents	
Fremont, Lisa	Alcona Glen Elementary School	Criminal Record Check Complete Accessibility Training Complete	Active	Profile Schools Documents	Adjudicated
Wenscombe, O.		Criminal Record Check Incomplete Accessibility Training Incomplete	Active	Profile Schools Documents	
Baines, Lorraine		Accessibility Training Incomplete Criminal Record Check Incomplete	Active	Profile Schools Documents	
Sieland, Christa		Criminal Record Check Incomplete Accessibility Training Incomplete	Active	Profile Schools Documents	

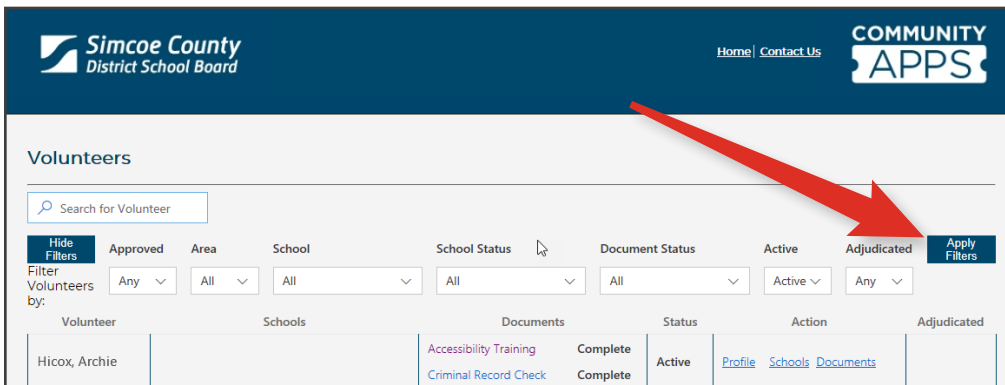
How to search for volunteers

On the Volunteer list page, use the Search box on the top left to quickly find a volunteer.



Using the filter option

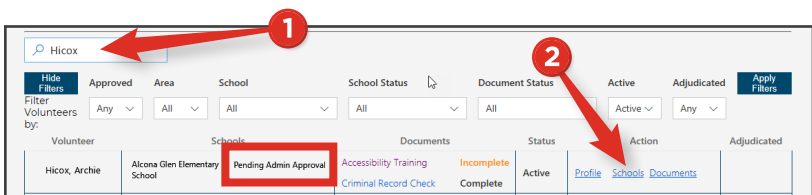
To filter your list, first click the **Show Filters** button. Use the drop down menus to pick your categories you want to filter by. Click **Apply Filters** to see your results.



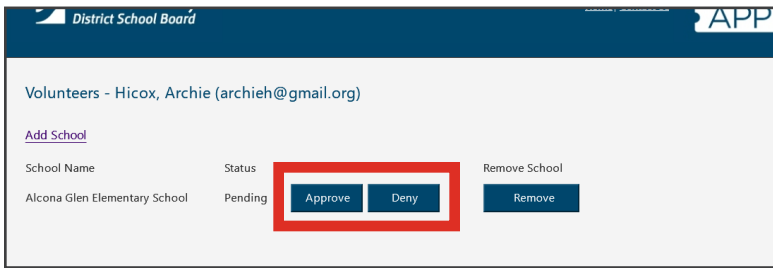
TIP: Want to view all of the volunteers that need to be approved? Change the **School Status** drop down to **Pending Admin Approval**

How to approve or deny volunteer requests

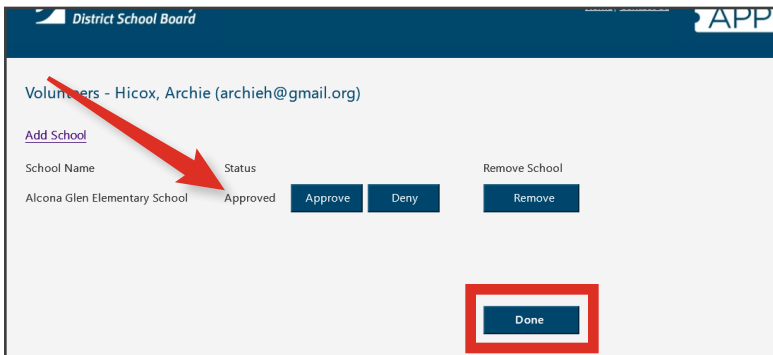
Once you have selected a volunteer who is waiting for approval, click on the Schools link.



Click on Approve or Deny.



The status should switch to what you selected. Select **Done**.



The volunteer will now see their status within the Volunteer Portal. The school status that they selected, will switch from Pending to Approved.

