Volunteer Coordinators Can Text Volunteers on VITAL Online

TSD has purchased a new service on VITAL Online for 2024. This new service adds a feature which allows volunteer coordinators to be able to text their volunteers with opportunities and information. All currently registered volunteers must provide their cell phone number and carrier in order for coordinators to be able to send them texts through notices. Lisa will send emails to all volunteers about this service with a link to a form to fill out. However, volunteer coordinators will also need to talk to volunteers at their individual schools about submitting this information online in order to help obtain responses. New registrations need to list the information and click verify support and involvement. Only selected location.

Helpful Hint

To see each person who has volunteered at your school, their hours, and total volunteer hours for your school, follow the steps below on VITAL Online.

1. Click on the picture of the bar graph at the top of the screen (the reports feature).
2. Click the “EZ Volunteer” Tab.
3. Click “Hours” on the menu.
4. For “Report Layout” click on “Total Hours.”
5. For “Locations” click on your school.
6. For “Hours Calculated From” click the small circle that says “Only Selected Location.”
7. Scroll down to “Date Range” and type in the dates of 7/1/22 to current date.
8. Click “Generate Report.” You can then export it to Excel on the right side of the screen.