



Designating Chair People (Both Methods)

There are two levels of Chair People in the TRUST system:

- **Chairs with Shift Management Access**
- **Chairs:** Have access to all functions except assigning shifts

To Designate Chair People from Committee Assignments page

1. Click on the volunteer's name from a report or admin search
2. Click on Committee Assignments on the left menu
3. Check the box for the committee you want to assign to this volunteer and click save
4. At the top of the page you will see check box options to the right of the assigned committee
5. For chair access check the chair box, for shift management access click the shift mgt. box

The screenshot shows the TRUST system interface. At the top, there is a navigation bar with links: EVENT SETUP | REGISTRATION | MANAGE SPONSORS | ADMIN TOOLS | VOLUNTEERS | EMAIL CENTRAL | REPORTS. Below this is a header for '2020 Travelers Championship Volunteer Center' with a 'VIEW LIVE SITE' button and a notification for 'Participant Messages Total: 13 (1 unread)'. The left sidebar contains a menu with 'Committee Assignments' highlighted. The main content area shows 'Current Assignments' for Chelsea Wallach (ID: 5222592) assigned to 'Driving Range'. Under 'Volunteer's Preferences', 'Driving Range' is listed. Under 'Committees Assigned', 'Driving Range' is checked for 'Chair' and 'Shift Mgt.', and 'Hide from Chair Contact List' is unchecked. Below this, 'Shifts Assigned' shows 'None Assigned' and 'Total Hours Assigned: 0'. The 'Assign & Unassign Committees/Shifts' section lists various committees with checkboxes: 'Driving Range' is checked, while others like 'Carts & Shuttles - NORTH Course', 'Carts & Shuttles - SOUTH Course', 'Concessions', 'Downtown', 'End of Day Breakdown', 'Fantasy Golf', and 'Greeter' are unchecked.

To Designate Chair People from vol. committees list

1. Click on VOLUNTEERS on the top menu
2. Click on VOL.COMMITTEES on left menu
3. Click the middle icon to the left of the committee name for ASSIGN PEOPLE TO THIS COMMITTEE
4. Click on a Volunteer's Name in the right hand column (Volunteers on this committee) so it is highlighted
5. Click on DESIGNATE CHAIRPERSON (C); A (C) will appear next to the volunteer's name

- 6 To grant this new chairperson management access so that they can assign shifts for their committees, highlight the volunteer's name once again and then click on GRANT SHIFT MANAGEMENT ACCESS (M)
- 7 You will then see a (C) and (M) next to the volunteers name
- 8 If you only wish a Chair to have the ability to view shift assignments and not be able to assign shifts, simply designate them as Chairperson but do not give them Management Access.
- 9 That is it! There is no SAVE button, your Chair People have been designated.

