

Manual

For the Volunteer Event Manager application

August 2022

overview

The Volunteer Event Manager Application (the App) has been designed to manage volunteer organizations of disaster management and civil protection and manage events held for registered volunteers.



Event Manager

The App has

- a web-based platform for admins to manage their organizations (their capabilities and members) and organize events of different kinds (missions, exercises, seminars, etc.), while
- there is a mobile application (available both from Google Play and Apple App Store) for registered members of the organization to get notifications and register for the events.

The App registration is not open for public, but admins have the right to register the members and create child organizations.

The App may include any volunteer organization engaged in disaster management and civil protection within the Danube Region and the organizations are structured in a hierarchical order within their host countries. The hierarchy of organizations has an important role, admins may manage events for their own organization and all child organizations but have no rights to add events or invite organizations positioned higher in the hierarchy or at the same level (so-called sister organizations). However, there is a possibility to escalate events to a higher level, so members of the sister organizations get also invited.



Volunteers can be registered with unique email addresses; one volunteer may have several memberships in different organizations.

Roles

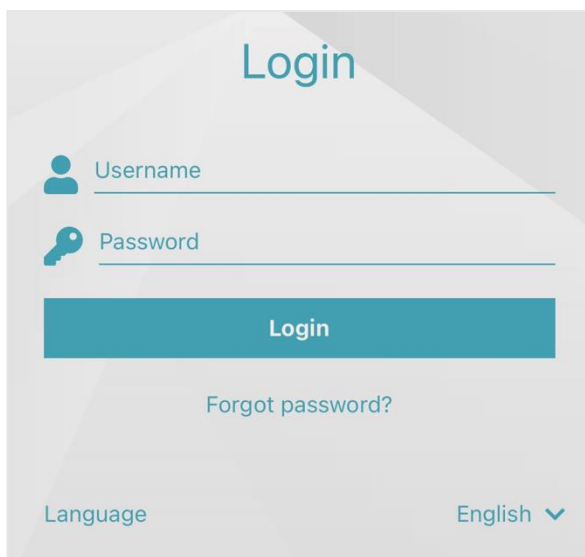
There are three different roles a volunteer may get:

- Admin to manage organizations and members
- Organizer to manage events
- User to register for events (have access to the mobile application only)

for users

Download and login

Download the App from Google Play or Apple App Store. Search for 'volunteer event manager' and look for this logo:



Login

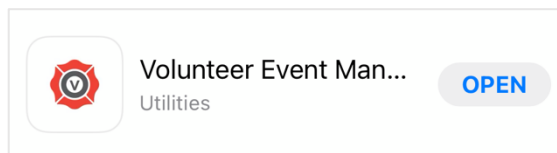
Username

Password

Login

Forgot password?

Language English

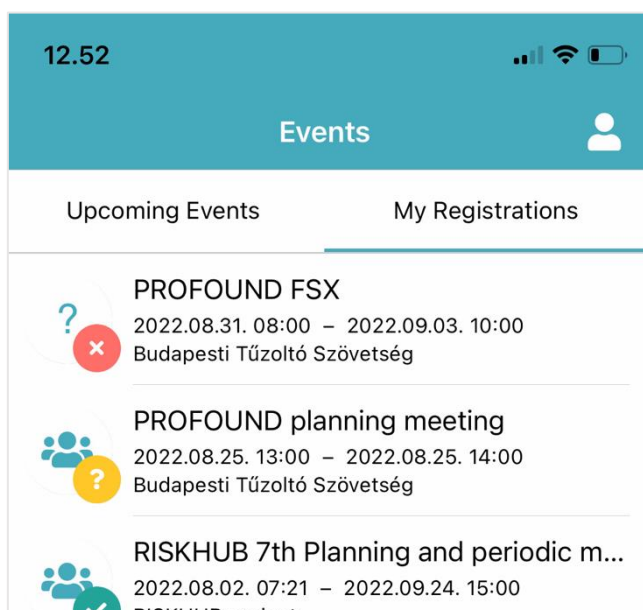
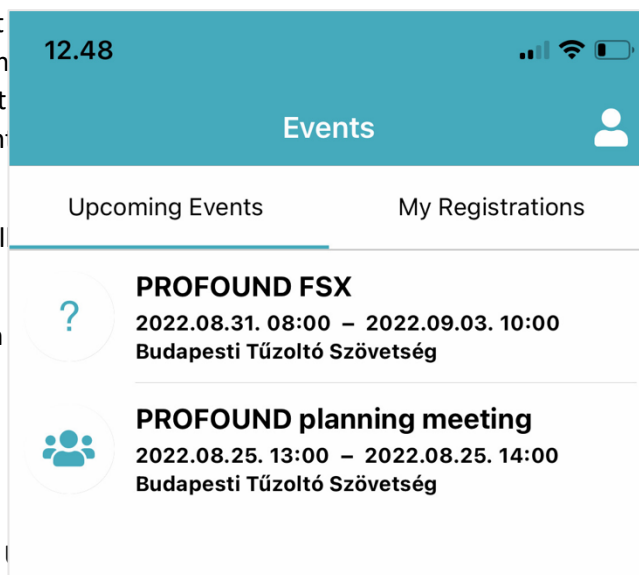


Use your email address as username and the password given by the admin of your organization. You will be asked to change the password after the first login.

If you are invited to an event but have given no feedback yet. Clicking in the event you get to see the details of the event and at the bottom of the page you may register for the event by clicking XX or decline it by clicking XX.

If you register for the event, your registration will be pending until the organizer accepts or declines it.

In the case of Mission type, you may also mark when and how long you will be available.



events that you have registered or declined. '?' icon means your registration is pending for approval, '✓' icon means your registration has been accepted, 'X' means that your registration has been declined.

In the case of Mission type, you may also mark when and how long you will be available.



Profile

Under Profile page you may

- set push and/or email notifications,
- change language,
- delete profile,
- change password, or
- log out of the application.

The push notification will work until you are logged in.



for admins

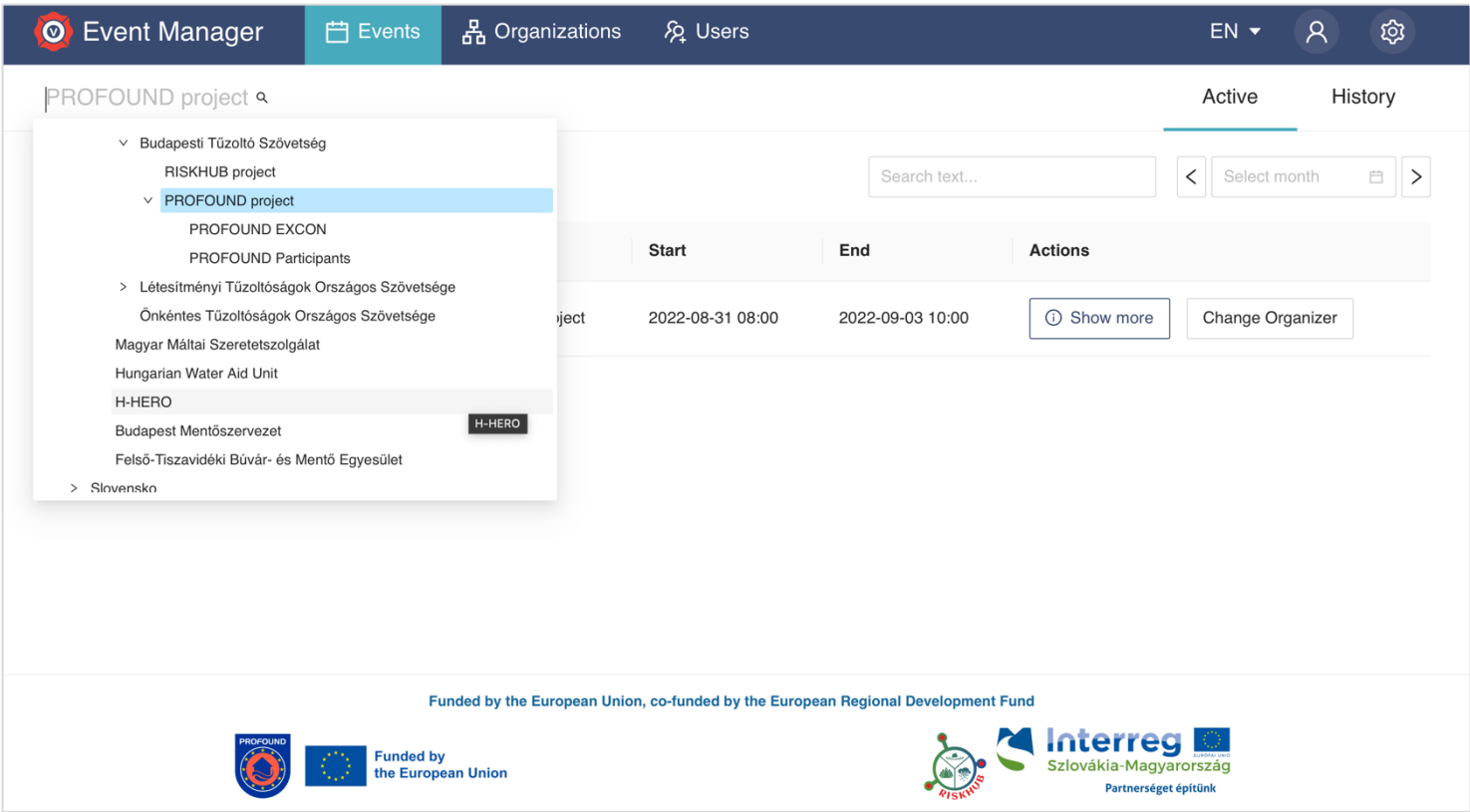
The web admin site is available under this link:

<https://eventman.darescue.net>

Use your email address as username and given password to login. The password is the same for the web-based admin site and the mobile application. It means that when you asked to change the password after the first login in the mobile application, this new password will be valid to the admin site as well.

Main menu on the menu bar at the top of the page include:

- Events
- Organizations
- Users (NOT RELEVANT, only for super-admin)
- Language selector
- Profile
- Settings (NOT RELEVANT, only for super-admin)



Event Manager | **Events** | Organizations | Users | EN | [User Icon] | [Settings Icon]

PROFOUND project 🔍

Active | History

Search text... | < | Select month | >

	Start	End	Actions
project	2022-08-31 08:00	2022-09-03 10:00	[Show more] [Change Organizer]

Funded by the European Union, co-funded by the European Regional Development Fund

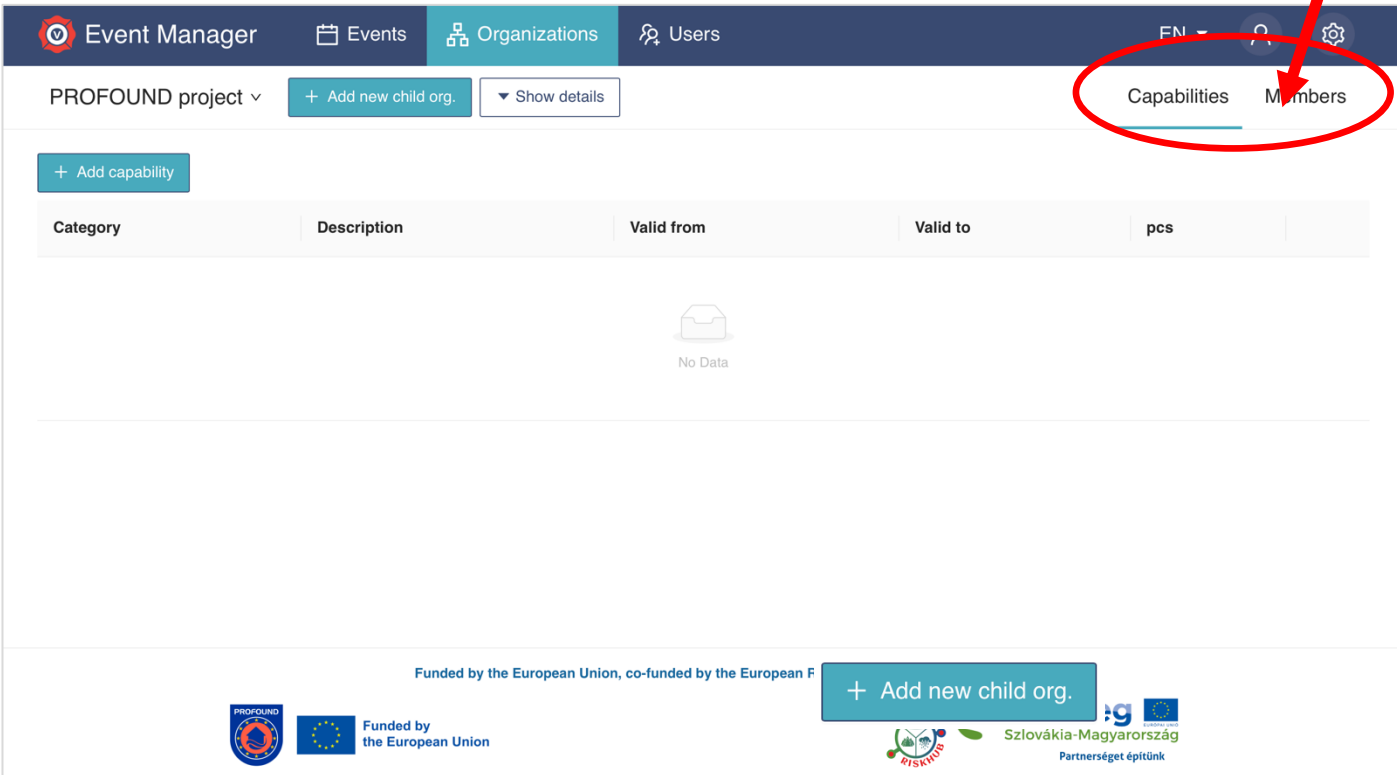
  Funded by the European Union

   Szlovákia-Magyarország Partnerséget építünk

on the arrow to see child organizations. You will only see the organizations that you have right to manage. (See picture above.)



Selecting the organization, you will get to the Capabilities page. You may change to Members page by clicking MEMBERS on the top right corner of the main page.



The screenshot shows the RISKHUB interface. At the top, there's a navigation bar with 'Event Manager', 'Events', 'Organizations' (selected), and 'Users'. Below this, there's a header for 'PROFOUND project' with buttons for '+ Add new child org.' and 'Show details'. On the right, there are links for 'Capabilities' and 'Members', with 'Members' circled in red and an arrow pointing to it. Below the header, there's a table with columns: Category, Description, Valid from, Valid to, and pcs. The table is currently empty, showing 'No Data'. At the bottom, there are logos for 'Funded by the European Union, co-funded by the European F...', 'PROFOUND', 'Funded by the European Union', and 'Szlovákia-Magyarország Partnerséget építünk'.

!!! Once you clicked SUBMIT, you will not get any feedback from the system, but you will see the new organization appearing in the organization tree.

Deleting or removing organizations is not yet supported.

The admin of the parent organization keeps the admin rights of child organizations as long as there is no member in the child organization with admin rights.

Capabilities

On the Capabilities page you can see the list of added capabilities (organizational capacities).

To add new capability of the organization, click . If you set 'Valid from' and 'Valid to' dates and 'Notify in', you will get an email notification about the expiration of the capability.



Members

On the Members page you see the list of registered members of the organization.

Add new member by clicking . If a person is already registered for another organization, details will be pre-filled. If not, enter the email address and click NEXT. Under 'Accounts', 'Alias' might be any code identifying the membership of the user, 'Roles' are any of the three roles mentioned above (may be all three).

For each of your member you can see his/her details by clicking , and add personal capabilities (like skills, qualifications, licenses, etc) under .



Events

On the events page you see the list of events that are either created by the organization or the organization's members are invited to.

Event status might be PLANNED, IN PROGRESS, COMPLETED, CANCELLED.

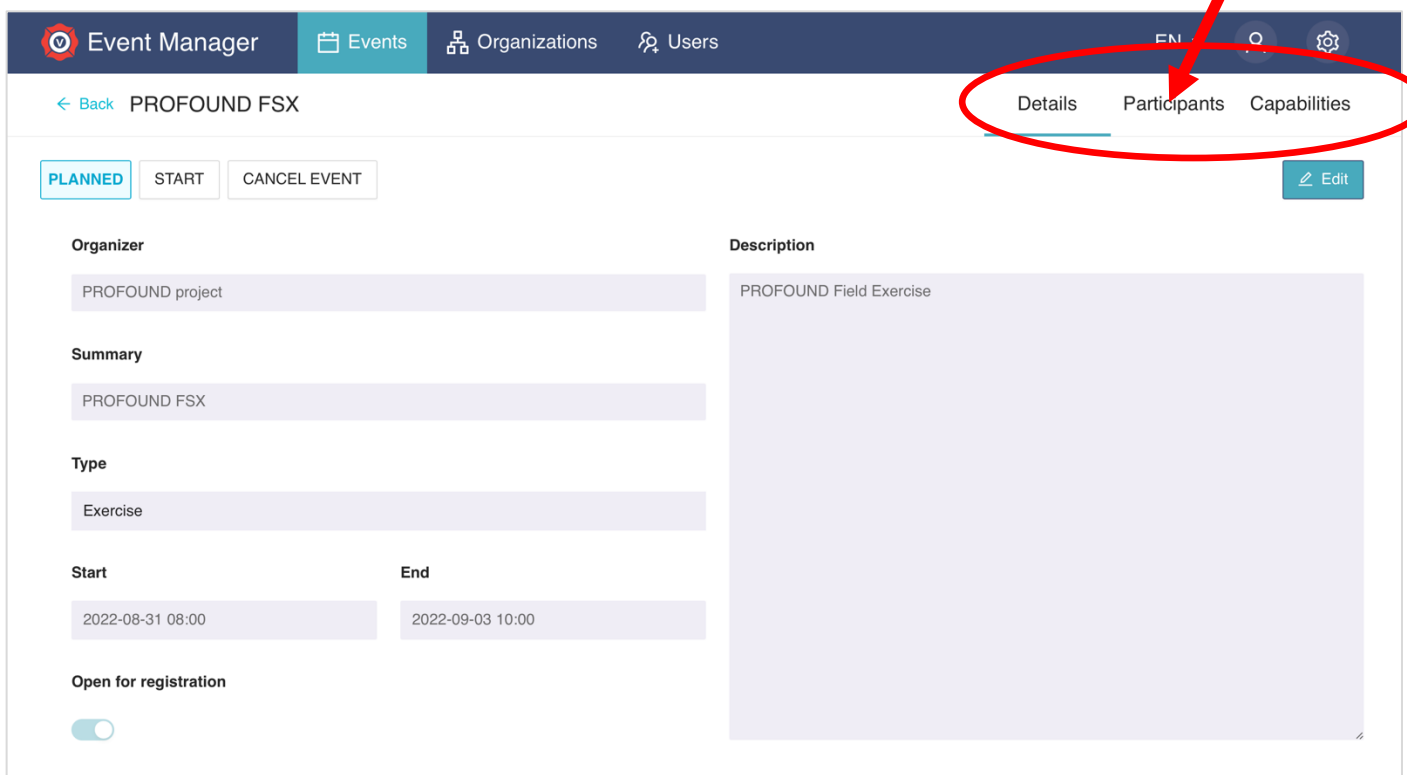
Create event

Create event by clicking [+ Create event](#) tails and click SAVE. Details are:

- Organizer: the organization creating the event
- Summary: free text
- Description: free text
- Type: type of the event, that might be Mission, Exercise, Training, Conference, Social Event, Other
- Start: planned start of the event
- End: planned end of the meeting
- Open for registration: volunteers may register if switched on
- Start immediately: set the status to IN PROGRESS, used for Missions
- Invited organizations + Include sub-organizations: select organizations those members are invited to the event and mark if members of all child organizations are also invited
- Notify before start: send notification about the start of the event within the set minutes
- To: who to send notifications (all invited volunteers or only volunteers registered for the event)
- Notify when completed: send notification if event is full, no more registration is allowed

Manage events

Click on [Show more](#) to see details of the event, this will get you to the Details page.



Event Manager [Events](#) [Organizations](#) [Users](#) [EN](#) [Q](#) [Settings](#)

[Back](#) **PROFOUND FSX** [Details](#) [Participants](#) [Capabilities](#) [Edit](#)

PLANNED [START](#) [CANCEL EVENT](#)

Organizer
PROFOUND project

Summary
PROFOUND FSX

Type
Exercise

Start **End**
2022-08-31 08:00 2022-09-03 10:00

Open for registration
☒

Description
PROFOUND Field Exercise



On the top right corner of the main page, you may go to the Participants page to see participants and the organizer of the event may accept/decline registrations of volunteers.

On the top right corner of the main page, you may go to the Capabilities page to offer organizational capabilities for an event, and the organizer may accept/decline offered capabilities.

To escalate the event to a higher level in the hierarchy, you may change the organizer of the event (giving all the rights of managing the event) to another, higher-level organizations by clicking

Change Organizer



GENERAL information

The App is managed by Budapest Firefighter Association.

If you have any questions regarding the App, send your request to admin@budapest.tuzoltoszovetseg.hu email address.

The development of the App has been funded by

