

VSys Awards Webinar

January 2015

It is important to recognize volunteers for their commitment and service. The **Awards manager** is a tool that allows you to make automatic nominations of awards, and manage existing awards in bulk. This webinar will go over how to use the **Awards manager** as well as run reports for the volunteers who are due for an award.

Awards manager

- *Setup Award Types*: define the parameters of the different kinds of awards given to volunteers
 - Add a new award definition
 - Description
 - Award basis
 - Filters
 - Don't award if the recipient has received any of these
 - Detailed description
 - When nominating awards, give them this status:
 - Right-click options
- *View/edit existing awards*: manage existing awards, change award status and/or dates in bulk
 - Filters
 - Right-click options
- *Make automatic nominations*: make automatic award nominations for volunteers who fit the parameters set in the award types
 - Award types
 - Effective Date
 - Other filters
 - Right-click options

Award reports

- *Summary*: total number of volunteers receiving each type of award
- *Detailed*: Award information each volunteer is receiving

Bulk Awards Creator