

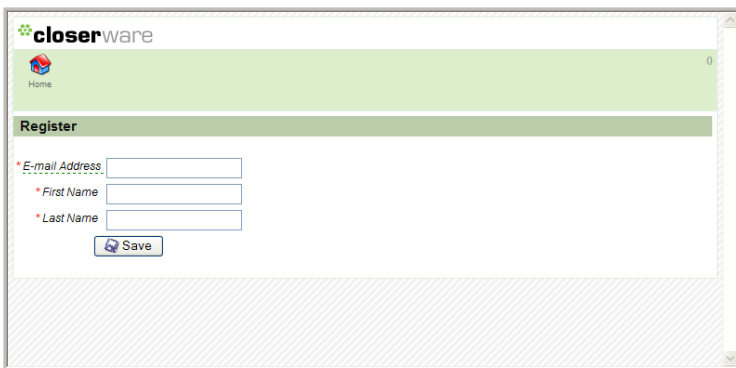
As we transition from pen and paper to an on-line solution for Booster records and volunteer management we are pleased to introduce your customized software presented by Closerware and branded as VolunteerMatters.

This document will walk through some of the key features of this software as well as help you navigate the site and register yourself. We encourage all of our booster parents to enter their information, you can choose what is shared in the directory at any time. This on-line application will provide a secure source for an online directory which will replace the paper directory that we are all used to. As we know, the paper directory is potentially outdated the moment it is published and this solution has the potential to be up to the minute. This is just one useful feature of this powerful solution providing us with a powerful communication tool as well as a useful way to manage all the critical information that we use to support our talented student performers.

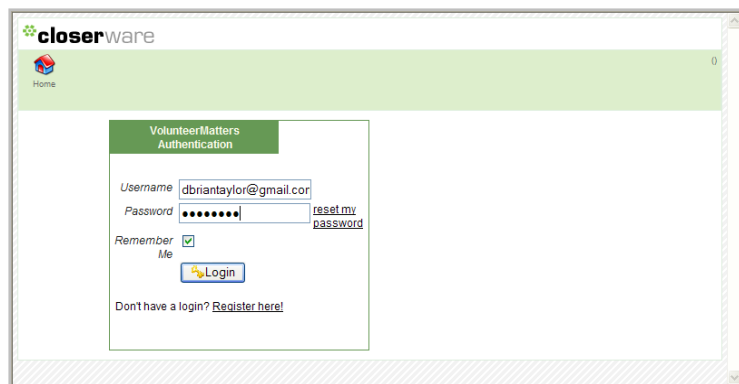
Register On-Line

From our website www.bulldogband.com navigate to the **Boosters** page then locate and click on the **Band Boosters On-Line registration** link.

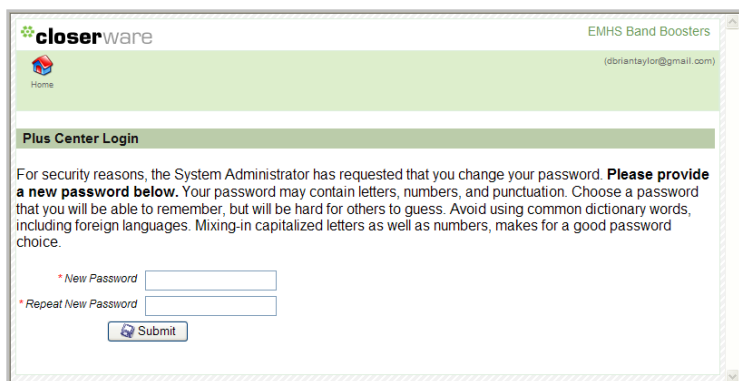
A new web page will open. On the **Register** page enter the **E-mail Address** that you have access to for registration purposes. You may enter a different or alternate address later in the process. **First Name** and **Last Name** are also required fields. Once you have entered this information click **Save**. You are presented with our **Login** page requesting a Username and Password.



Within minutes an email will be sent to the E-Mail Address you just specified. This email will contain your login credentials for your initial login. Please note that your username will be the email address and a password will be system-generated.



Enter the information as outlined in your welcome email. *Please note that the Password is case-sensitive.* Then choose the **Login** button.



To enhance security, please enter a **New Password** that you are more likely to remember. Follow the Password rules outlined on the page. Enter the **Repeat New Password** to validate your entry. Then click **Submit**.

My Profile

Once logged into the system you will see the **Me** page which will include your contact as well as student information. The **Me** page is broken into 3 main sections: **Profile**, **Preferences** and **Assigned**.

The screenshot shows the 'closerware' interface. At the top, there is a navigation bar with icons for Home, Directory, Me, Volunteer, and Log Out. Below this is a 'Me' section with three icons: Profile, Prefs, and Assigned, which are circled in red. The main content area is titled 'My Profile' and has three tabs: 'My Info', 'Status', and 'Interaction'. The 'My Info' tab is active and displays the following information:

- D Brian Taylor**
- Email: dbriantaylor@gmail.com
- Booster Status
- Telephone
- Address
- Student 1 Name:
- Student 1 Section:
- Student 1 Graduation Year:
- Student 1 Phone
- Student 1 Email
- Student 2 Name:
- Student 2 Section:
- Student 2 Graduation Year:
- Student 2 Phone
- Student 2 Email

Each section has an 'edit' button. The 'Address' section has a 'new' button.



This includes all the information that may be placed in the on-line directory. It includes Booster information as well as information about your student performer(s). The **My Profile** page includes My Info, Status, and Interaction. **Status** indicates the status assigned by the admin and the status history. The **Interaction** page identifies the list of interactions that have been performed such as email delivery.

Use the **Edit** button in each section to complete the requested information.



The preferences can be changed for how or what information is included in the online directory. Or you can opt out of all directory information. This is also where you can edit your username or password.



This page shows all the volunteer assignments that you have registered for or the admin has enrolled you in. This list is searchable and may be sorted.