

# Team Leader Information and Check In of Volunteers

## **Team Leader Kit:**

Team Leaders will receive a Team Leader Kit every day. It will be ready for collection in the afternoon, or you can collect from outside the office in the club – it will be left on the ledge opposite office door with areas (eg Beach Set Up, BBQ, Parking, Bar, Cold Drinks etc) clearly marked.

The first team leader kit will be ready for collection on **20<sup>th</sup> February 2023 after 12pm. If you are unable to collect during work hours, kit will be left outside the office clearly marked with your name.**

## **The Initial Team Leader Kit will contain:**

- Team Leader Information and Check In of Volunteers Hard Copy
- Your QR Code for your volunteers to Scan and check in
- Food and Drink Tokens (soft drink or one wine/champagne or beer) for you to give to volunteers.
- Instructions for Eftpos machine if you have one.
- List of Volunteers for the day
- Contact Details of all Team Leaders if assistance is required
- Event Maps
- Parking Map
- Each Day Parking ONLY will receive a list of all Volunteers for Volunteer Parking

## **Subsequent Kits will contain (this will be plain envelopes with your name left on the ledge outside the Admin Office):**

- Food and Drink Tokens
- List of Volunteers for the day
- Any further information you may require
- Each Day Parking ONLY will receive a list of all Volunteers

## **Team Leaders and Volunteers:**

Team Leaders will need to meet their volunteers in their area 15 minutes prior to shift start please. If Team Leader is unable to meet the volunteer, please ensure you have designated the meet and greet to another member.

Team Leaders will need to brief their volunteers on what is required of them and where you would like them to assist.

Team Leaders will need to ask their volunteers to check in via a QR code (details below).

We have individual photos of all team leaders on our website so that volunteers know who you are. <https://www.queensie.com/queensie-leaders-state-titles-2023/>

On completion of the volunteers shift, please provide them with a Food and Drink token, this can be used at the BBQ or cold drink stand or bar.

Team Leaders do not need to sign volunteer out. Their hours will be recorded by Admin using Check In and SignUp information. If you have any concerns need a demonstration or have questions, please contact the Admin Team during office hours (9.30am to 2.30pm) prior to State or during State 8am to 3pm.

### **Volunteer Check In:**

Volunteers will receive an email outlining their shifts, what time to be at their shift and who to see.

They will receive 2 emails – an initial one outlining where to go, what to do, shirt collection if required, BBQ and Drink voucher, website links, check -in, parking etc etc. Second email will be detailing their shifts and any other information they will require and we will reiterate again where to be at what time.

Volunteers will be directed to go straight to their area they have nominated and ask for the Team Leader, they will be asked to be there 15 minutes prior to start of shift.

When the Volunteer arrives, they will need to check in via scanning a QR code that you as Team Leader will have. For the initial check in, the volunteer will be required to fill in some basic information, they will receive confirmation that they have checked in. This information is remembered the next time they check in.

A confirmation will go to a Generic Gmail Email if you need to access this you can do so via the information below.

Generic Email address for all to access Check In confirmations as below.


Gmail Login

Email: [volunteercheckin@queenscliffslsc.org.au](mailto:volunteercheckin@queenscliffslsc.org.au)

Password: Queensie1924

The confirmation email will appear as follows:


State Volunteer Check in - BBQ Inbox x Print Share

 **Carla Thornton** admin@queenscliffslsc.org.au [via](#) sendgrid.net Feb 8, 2023, 1:06 PM (1 day ago) ☆ ↶ ⋮  
to me ▾

<b>Name</b>
Carla Thornton
<b>Email</b>
<a href="mailto:admin@queenscliffslsc.org.au">admin@queenscliffslsc.org.au</a>
<b>Mobile Phone</b>
0400007012
<b>Date</b>
08/02/2023
<b>Check in Time for Shift</b>
01:30 pm
<b>Area Volunteering</b>
• BBQ Area

Alternatively, if you need to check who has checked in and you need to see a list of their names in your area then use the link provided under each QR Code, which will take you to the website and enter the following password. This password is the same for all areas: Queensie1924

You will be able to see the people who have check in and you will have their contact details should you require, see example:



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Search Entries:

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Name	Parking Area Allocation	Date	Check in Time for Shift	Mobile Phone
Carla Thornton	P2 - Keirle Park	06/02/2023	04:00 PM	<a href="#">0400007012</a>
Test Test	P2 - Keirle Park	24/01/2023	11:30 AM	<a href="#">0412556802</a>
Carla Thornton	P1 - Lagoon South	24/01/2023	10:30 AM	<a href="#">0412556802</a>
Test Test	P1 - Lagoon South	24/01/2023	10:30 AM	<a href="#">0400007012</a>
Luke Thornton	P1 - Lagoon South	24/01/2023	11:45 AM	<a href="#">0412556802</a>
Carla Thornton	P2 - Keirle Park	24/01/2023	10:45 AM	<a href="#">0400007012</a>
Carla Thornton	P3 - Hinkler Reserve	24/01/2023	10:30 AM	<a href="#">0400007012</a>
Name	Parking Area Allocation	Date	Check in Time for Shift	Mobile Phone

### **New Member Volunteers:**

Should member of the community turn up and advise that they are not a member of the club please ask them to join the club using this QR code – note: it is at no cost to them but they need to be covered by insurance.

We will be checking that volunteers are all members we get the volunteer lists so hopefully this may not need to be done.

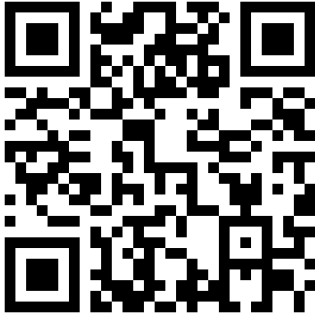
All non-member volunteers must join the club as a community member and be entered into Surfguard prior to volunteering. Contact Admin for any issues.



### **Volunteer Thank You:**

Sunday 12<sup>th</sup> March at Queenscliff SLSC – Details to follow

**QR Code Check In:**



BBQ Check In

<https://www.queensie.com/view/state-volunteer-check-in-bbq/>



Car Park Check In

<https://www.queensie.com/view/state-volunteer-check-in-car-park/>



Set Up Check In

<https://www.queensie.com/view/state-volunteer-check-in-set-up/>



Pack Down Check In

<https://www.queensie.com/view/state-volunteer-check-in-pack-down/>



Crash Crew Check In

<https://www.queensie.com/view/volunteer-crash-crew/>



Kiss and Drop Check In

<https://www.queensie.com/view/state-volunteer-check-in-kiss-and-drop/>



Cold Drinks (patrol Shed)

<https://www.queensie.com/view/volunteer-drinks-patrol/>



Queensie HQ Check In (Officials Meals, Admin)

<https://www.queensie.com/view/state-volunteer-check-in-queensie-hq/>



Queensie Bar

<https://www.queensie.com/view/check-in-queensie-bar/>