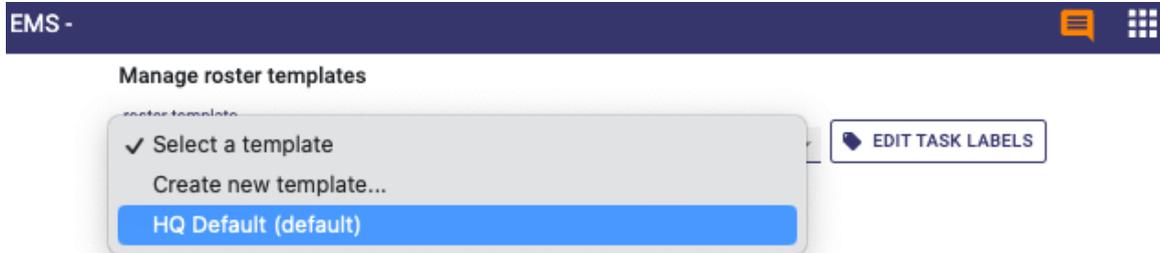


How to setup Roster Templates

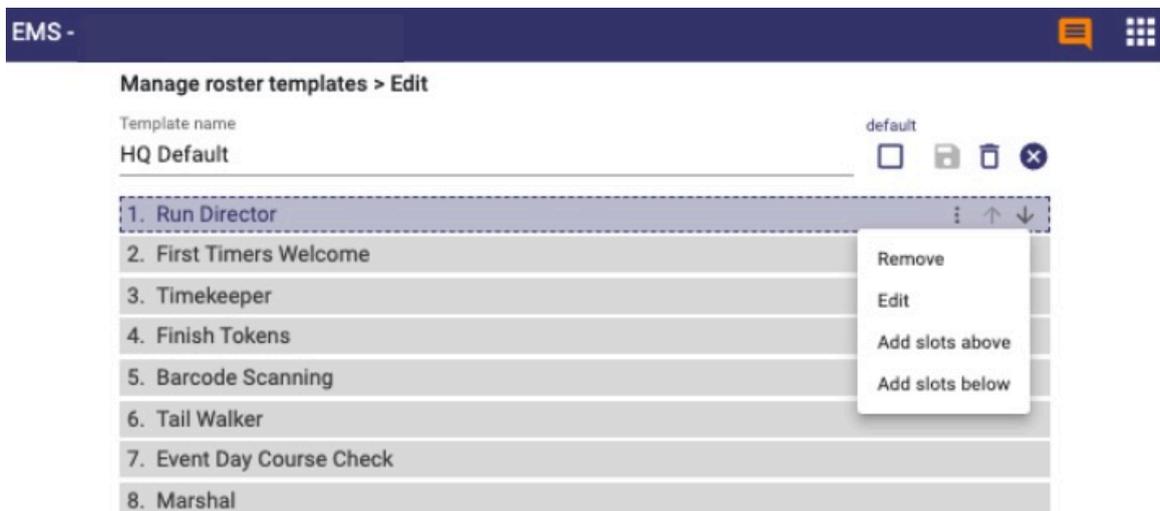
You can create and customise the volunteer templates by selecting Roster Templates in the top right hand menu in EMS.

Select default template to edit or Create new template to start from blank.



If you create a new template you will be prompted to add a first task from a drop down menu and then you can build your roster from there.

Extra roles are added by clicking on the 3 dots on one of the current roles... Add a slot below/above and select the task from the drop down menu



EMS also now allows you to add a task label to a volunteer role... for example if you have marshals in a particular spot you can add a label and then add that role to the roster template.

Note the task label does not show on the future volunteer page on the event website.



ADD

Create a new task label at

- 5. First timers welcome
- 6. Timekeeper
- 7. Marshal
Lake
- 8. Marshal
Bridge
- 9. Marshal
Skate park corner
- 10. Marshal

Don't forget to save your template, by clicking on the disc icon, when done.

The roster marked as **default** will be the one shown on the Future Roster page on the event website.