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.

EMS -				
	Manage roster templates			
	✓ Select a template	EDIT TASK LAB	ELS	
	Create new template			
	HQ Default (default)			
	C			

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		e :::
	Manage roster templates > Edit	
	Template name HQ Default	default
	1. Run Director	i 🛧 🗸
	2. First Timers Welcome	Remove
	3. Timekeeper	Edit
	4. Finish Tokens	Add slots above
	5. Barcode Scanning	Add slots below
	6. Tail Walker	
	7. Event Day Course Check	
	8. Marshal	

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.

EMS -		=
	Manage roster templates	
	Select a template	
EMS -		
	Manage roster templates > Edit task labels	
	This event has no task labels yet	
	Create first task label	
	back to the roster templates	

ADD Create a new task label at		First fillers weicome
		Timekeeper
		Marshal Lake
	8.	Marshal Bridge
CANCEL DO IT	9.	Marshal Skate park corner
	10	14

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.