

# TeamWorks QuickStart First-Time Guide



## Introduction

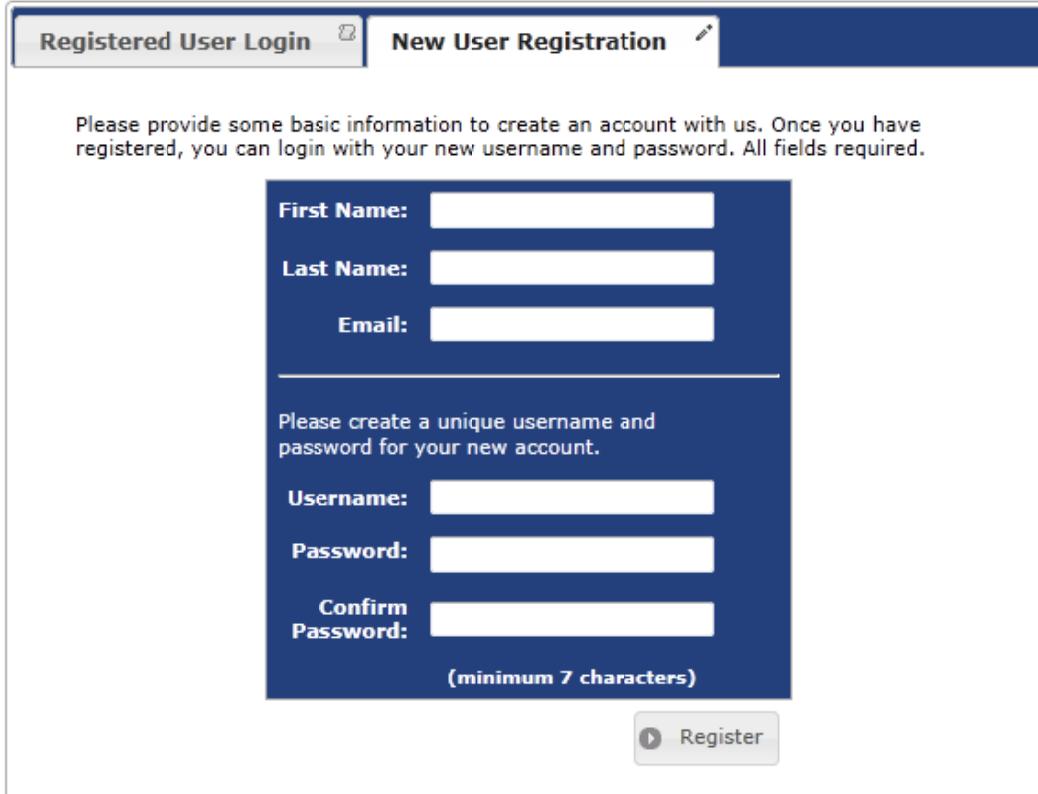
Welcome to TeamWorks, a graphical approach to volunteer communication and scheduling.

We invite you to explore the current functionality of the site. We are continually in the process of increasing functionality, based on user feedback. In the lower left hand corner of the application, we encourage you to submit comments and feedback.

To login, please open your browser and go to <http://teamworks.r2it.com>

### Please login to TeamWorks

If you have not yet registered for TeamWorks, please click 'New User Registration' to create an account.



Registered User Login  New User Registration

Please provide some basic information to create an account with us. Once you have registered, you can login with your new username and password. All fields required.

First Name:

Last Name:

Email:

---

Please create a unique username and password for your new account.

Username:

Password:

Confirm Password:



(minimum 7 characters)

For new users, you **MUST** select '[New User Registration]' tab and enter your information. Your information **MUST** match the information you submitted to your volunteer coordinator when you initially registered for the event. In addition, please enter a username and password for accessing the site in the future. If you are unable to create a new account, please contact your tournament's volunteer coordinator to confirm you are eligible for registration.

For returning users, select the '[Registered User Login]' tab and enter your username and password. There are options available if you do not remember your username and password.

### Please login to TeamWorks

If you have not yet registered for TeamWorks, please click 'New User Registration' to create an account.

Registered User Login  New User Registration 

Please enter your username and password to continue.

[First time here? Start by clicking here to register with us.](#)

Username:

Password:

Remember Me [Forgot Your Username?](#)  
[Forgot Your Password?](#)

As chairperson, you should have access to your respective committee(s). You will have access to committee related functions and volunteer related functions. Use the navigation tools on the left to navigate through the site. Select schedule in the committee area, and you will see a daily schedule of all your volunteers assigned to your committee. At the top of the schedule, you should see your committee and day selected. You will see their time preference by their name to indicate what they had chosen for that particular day. If you do not see a preference, they did not choose to work on that day. To actually schedule them, you would click and drag in the scheduling component. It should be simple and quick. Once a schedule shift is created, you can resize and move the shift by using your mouse. To remove a shift, right-click on the shift and select Delete Shift.

Good Luck.