

Urban Sport Volunteers Application | User Manual

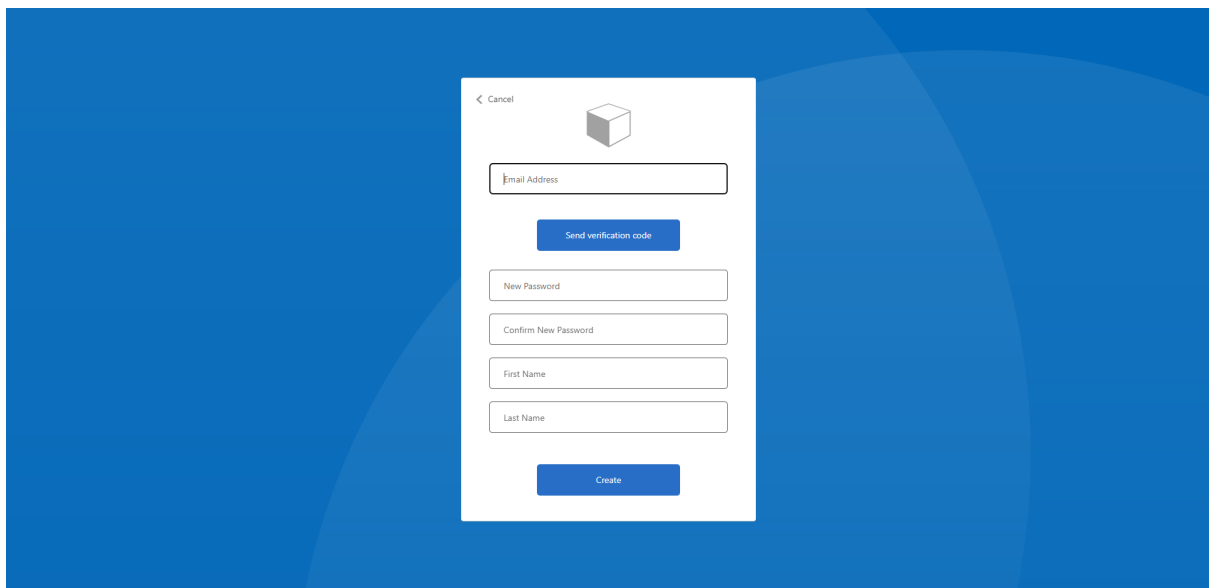
Version 1.0

May 2022

Account

Creating an account

1. On the homepage of the Urban Sport Volunteers application click on the “Log in” button in the upper right corner.
2. Below the “Sign in” button click on the “Sign up now” link that will redirect you to the Sign up page.
3. Follow the steps to finish the process.

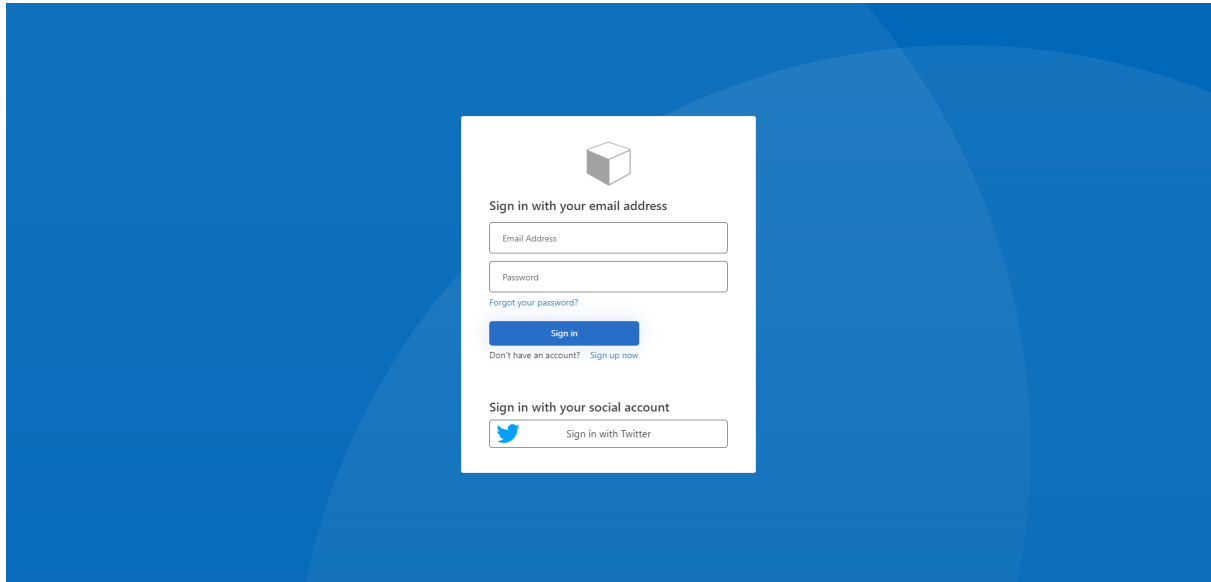



The screenshot shows a mobile application interface for creating an account. The background is a solid blue color. In the center, there is a white modal form with a blue header bar containing a back arrow and the text "Cancel". Below the header is a small 3D cube icon. The form contains the following fields and buttons:

- An "Email Address" input field.
- A blue "Send verification code" button.
- A "New Password" input field.
- A "Confirm New Password" input field.
- A "First Name" input field.
- A "Last Name" input field.
- A blue "Create" button at the bottom.

Logging in

1. On the homepage of the Urban Sport Volunteers application click on the “Log in” button in the upper right corner.
2. Follow the steps to finish the process.





Sign in with your email address

Email Address


Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

Sign in with your social account

 [Sign in with Twitter](#)

Profile

1. From the navigation menu select “Profile”.

Account informations

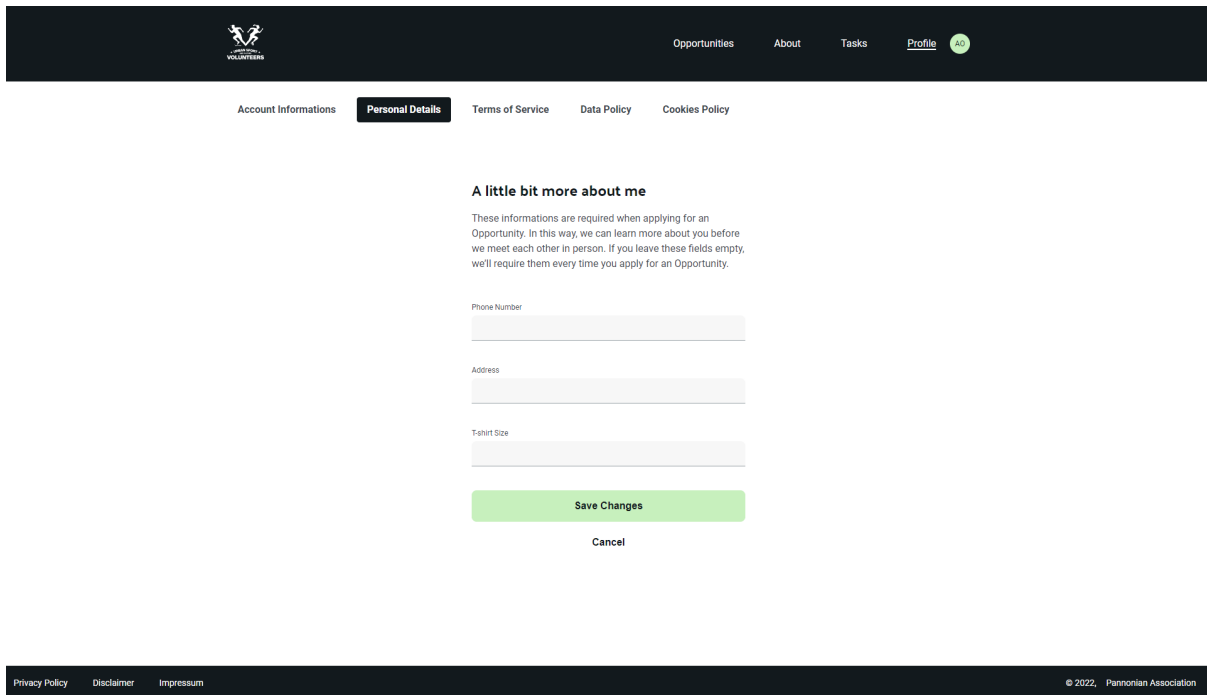
1. You can see your basic information under the “Account Informations” subpage.
2. To change date of birth (only editable field) use the date picker and after selecting the date, select the “Save Changes” button.
3. To log out of the application select the “Log out” button.

The screenshot displays the 'Profile' page of the Pannonian Association Volunteers application. At the top, there is a dark navigation bar with the Pannonian Association logo on the left and menu items 'Opportunities', 'About', 'Tasks', and 'Profile' on the right. Below this is a secondary navigation bar with 'Account Informations' highlighted, along with 'Personal Details', 'Terms of Service', 'Data Policy', and 'Cookies Policy'. The main content area shows the user's profile information for 'User ID: T72P1SPV'. The fields are: Name (Andrea), Last Name (Organizer), Email Address (andrea+organizer@pannonian.org), and Date of Birth (mm/dd/yyyy). Below the fields are three buttons: a green 'Save Changes' button, a black 'Cancel' button, and a red 'Log out' button with a power icon. At the bottom of the page, there is a footer with links for 'Privacy Policy', 'Disclaimer', and 'Impressum', and a copyright notice: '© 2022, Pannonian Association'.

Personal details

This is information that is relevant to the opportunity organizer for further communication and selection process.

1. You can see your personal details under the “Personal Details” subpage.
2. Edit the information you want to change and select the “Save Changes” button.



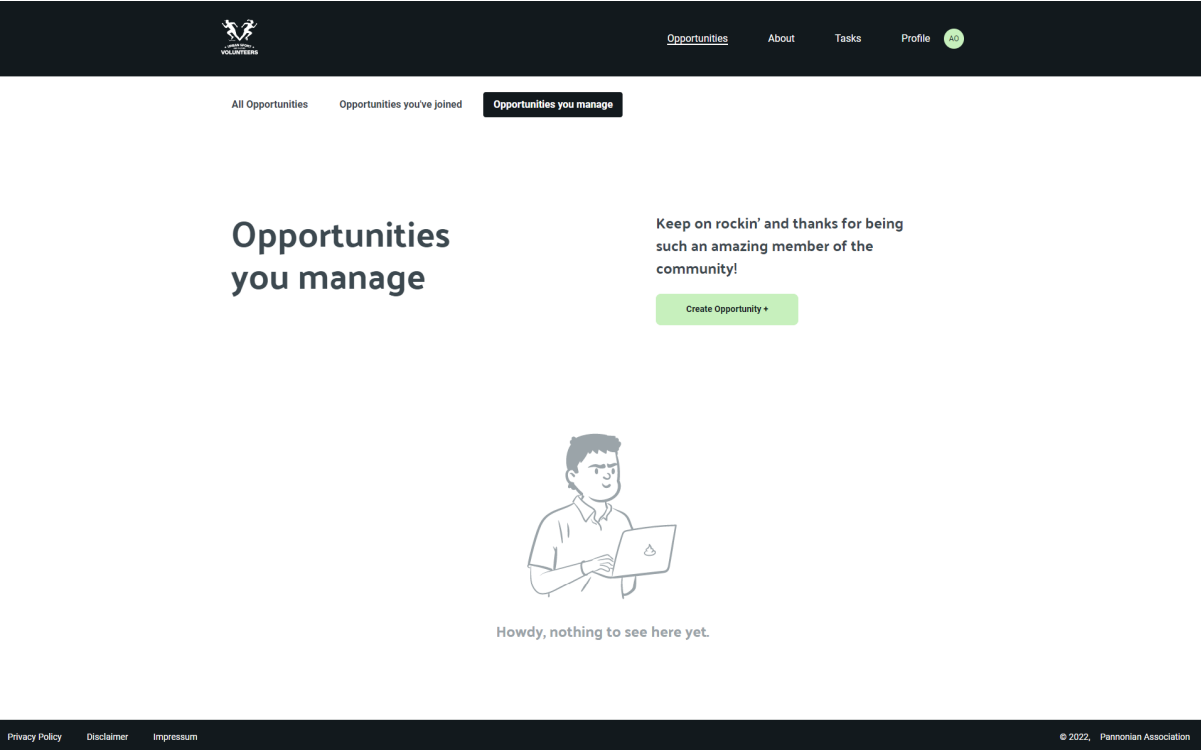
The screenshot shows a web application interface for editing personal details. At the top, there is a dark navigation bar with a logo on the left and menu items: 'Opportunities', 'About', 'Tasks', and 'Profile' (which is highlighted with a green circle). Below this is a secondary navigation bar with 'Account Informations', 'Personal Details' (highlighted with a dark background), 'Terms of Service', 'Data Policy', and 'Cookies Policy'. The main content area is titled 'A little bit more about me' and contains a paragraph explaining that these details are required for applying for an opportunity. Below the text are three input fields labeled 'Phone Number', 'Address', and 'T-shirt Size'. At the bottom of the form are two buttons: a green 'Save Changes' button and a 'Cancel' button. The footer contains links for 'Privacy Policy', 'Disclaimer', and 'Impressum' on the left, and '© 2022, Pannonian Association' on the right.

Opportunities

Creating an opportunity

NB! You must be logged in first.

1. From the navigation menu select “Opportunities” and from the submenu select the “Opportunities you manage”.
2. Select the “Create Opportunity +” button.




The screenshot shows a web application interface. At the top, there is a dark navigation bar with the logo on the left and menu items: 'Opportunities', 'About', 'Tasks', and 'Profile' with a user icon. Below this is a secondary navigation bar with three tabs: 'All Opportunities', 'Opportunities you've joined', and 'Opportunities you manage' (which is highlighted). The main content area features the heading 'Opportunities you manage' on the left. On the right, there is a message: 'Keep on rockin' and thanks for being such an amazing member of the community!' followed by a green button labeled 'Create Opportunity +'. Below this is a line-art illustration of a person sitting at a desk with a laptop. Underneath the illustration, the text reads: 'Howdy, nothing to see here yet.' At the bottom of the page, there is a dark footer bar containing links for 'Privacy Policy', 'Disclaimer', and 'Impressum' on the left, and the copyright notice '© 2022, Pannonian Association' on the right.

3. Fill in all the information and select the “Create Opportunity” button at the end of the page.

[← Back](#)

Create new opportunity

Opportunity Avatar
jpg, jpeg, png format, 1:1 ratio, up to 50MB



[Upload photo](#)

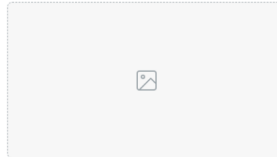
Title
Opportunity title

Start Date **End Date**

Short Description (250 characters max)
Make it short and sweet

Long Description
Describe your opportunity in details

Opportunity Cover
jpg, jpeg, png format, 16:9 ratio, up to 50MB



[Upload photo](#)

Volunteers needed

From **To**

Team/Department

Team 1
General

[+ Add New](#)

[Create Opportunity](#)

Your newly created opportunity can be found on the “All Opportunities” subpage.

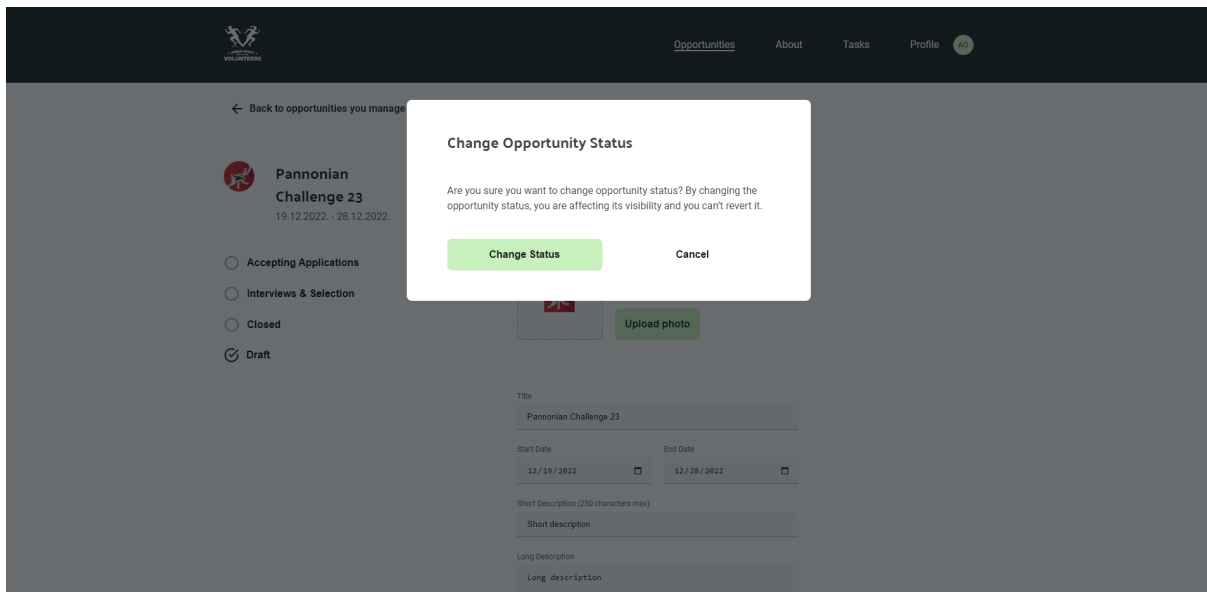
Manage opportunity

1. From the “Opportunities you manage” page select the opportunity you want to manage.
2. After editing opportunity information select the “Save Changes” button at the bottom of the page.

The screenshot shows the 'Manage Opportunity' interface for 'Pannonian Challenge 23' (19.12.2022. - 28.12.2022.). The page has a dark header with the Pannonian Association logo and navigation links: Opportunities, About, Tasks, Profile, and a user icon. A breadcrumb trail reads '← Back to opportunities you manage'. On the left, a sidebar lists status options: 'Accepting Applications', 'Interviews & Selection', 'Closed', and 'Draft' (which is selected with a checkmark). The main content area has two tabs: 'Manage Opportunity' (active) and 'Manage Applications'. The 'Manage Opportunity' section includes: an 'Opportunity Avatar' upload area with a 'Pannonian Challenge 23' logo and an 'Upload photo' button; a 'Title' field containing 'Pannonian Challenge 23'; 'Start Date' (12/19/2022) and 'End Date' (12/28/2022) fields; 'Short Description' and 'Long Description' text areas; an 'Opportunity Cover' image upload area with a group photo and an 'Upload photo' button; 'Volunteers needed' date range fields (From: 12/19/2022, To: 12/31/2022); and 'Team/Department' fields for 'Team 1' (General) and 'Team 2' (IT). At the bottom of the form are '+ Add New' and 'Save Changes' buttons. The footer contains 'Privacy Policy', 'Disclaimer', 'Impressum', and '© 2022, Pannonian Association'.

3. To change the opportunity status select one of the options from the menu on the left.

4. Confirm the change by selecting the “Change Status” button on the modal.



Manage applications

1. From the “Opportunities you manage” page select the opportunity you want to manage.
2. In the floating menu select the “Manage Applications” options. This will take you to the subpage where you can see all the candidates and you can manage them.

The screenshot shows the 'Manage Applications' interface for the 'Pannonian Challenge 23' opportunity, which runs from 19.12.2022 to 28.12.2022. The page features a navigation bar with 'Opportunities', 'About', 'Tasks', and 'Profile' (with a user icon). A 'Back to opportunities you manage' link is visible. The main content area includes a 'Manage Opportunity' button and a 'Manage Applications' button. Below these is a table listing candidates:

NAME	STATUS	ROLE	TEAM	
Andrea Organizer	Approved	TeamLeader	General	
WK6MBxjk	Pending	-	-	
zFw6ysdM	Pending	-	-	

At the bottom of the page, there are links for 'Privacy Policy', 'Disclaimer', and 'Impressum', and a copyright notice: '© 2022, Pannonian Association'.

3. By selecting the candidate, you can see his basic information and you can change their status, role for the opportunity, assign them to a team as well as assign them a role in the team.

The screenshot shows the details modal for the candidate 'WK6MBxjk'. The modal displays the following information:

- Name:** WK6MBxjk
- Email Address:** andrea+volunteer@pannonian.org
- Date of Birth:** 1994-12-12
- Address:** Trg bana Josipa Jelčića, 31000 Osijek, Croatia
- Phone Number:** 0958555555
- T-shirt Size:** Unisex S

Below the information, there are two columns of radio buttons for selection:

- Status:** Approved, Rejected
- Opportunity Role:** Administrator, Volunteer
- Team:** A dropdown menu with 'Select' as the current selection.
- Team Role:** Team Leader, Volunteer

The background shows the same 'Manage Applications' table as in the previous screenshot, with the candidate 'WK6MBxjk' highlighted. The footer contains the same navigation and copyright information as the previous screenshot.

Apply for opportunity

1. From the navigation menu select the “Opportunities” options. You will be redirected to the “All Opportunities” subpage where you can see all the available opportunities.

Opportunities

Check out upcoming opportunities or create one of your own.

Pannonian Challenge 23

Short description

Apply Read more

Privacy Policy Disclaimer Impressum © 2022, Pannonian Association

2. To apply for the opportunity select the “Apply” button. You will see a modal where you can edit your information if you haven’t done so already.
3. To confirm the application select the “Apply for the Opportunity” button.

Opportunities

Check out upcoming opportunities or create one of your own.

Pannonian Challenge 23

Short description

Apply Read more

Pannonian Challenge 23

Email Address andrea+volunteer@pannoniai Date of Birth 12/12/1994

Address Trg bana Josipa Jelačića, 31000 Osijek, Croatia

Phone Number 0958555555 T-shirt Size Unisex S

Apply for the Opportunity

Privacy Policy Disclaimer Impressum © 2022, Pannonian Association


4. On the “Opportunities you’ve joined” page you can see your status, team and role for the opportunity.

Opportunities About Tasks Profile

All Opportunities **Opportunities you've joined** Opportunities you manage

Opportunities you've joined

See what's new with the opportunities you've joined, there is always enough space for more.

 **Pannonian Challenge 23** Short description

19.12.2022. - 28.12.2022. VOLUNTEERING DATE
19.12. - 31.12.2022.

Ongoing

MY STATUS MY TEAM MY ROLE

Approved IT Volunteer

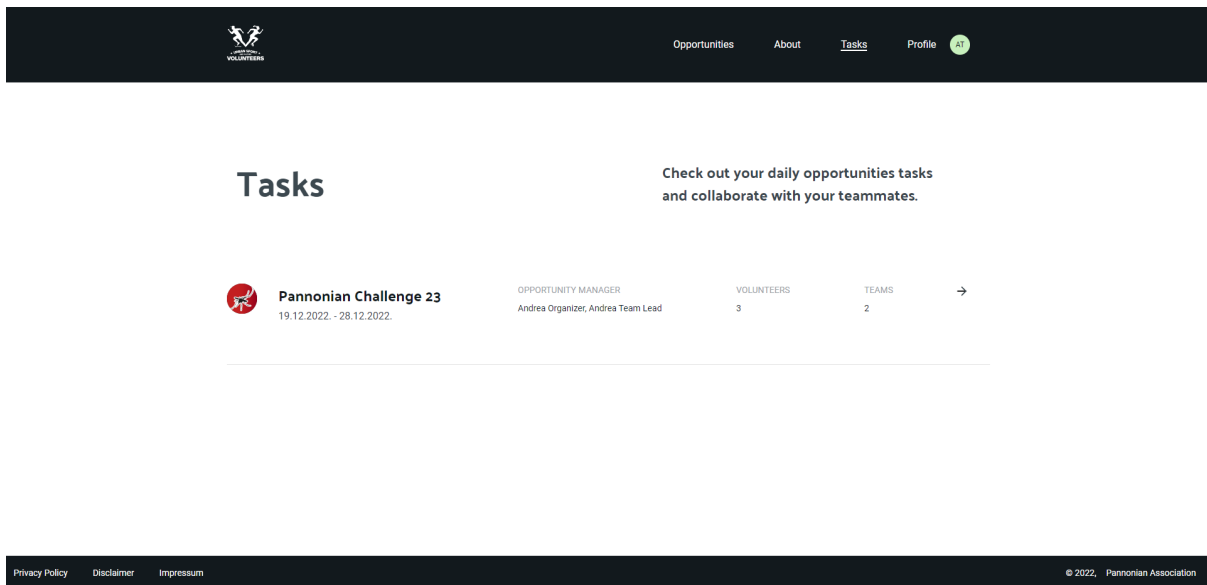
Contact us

Privacy Policy Disclaimer Impressum © 2022, Pannonian Association

Tasks

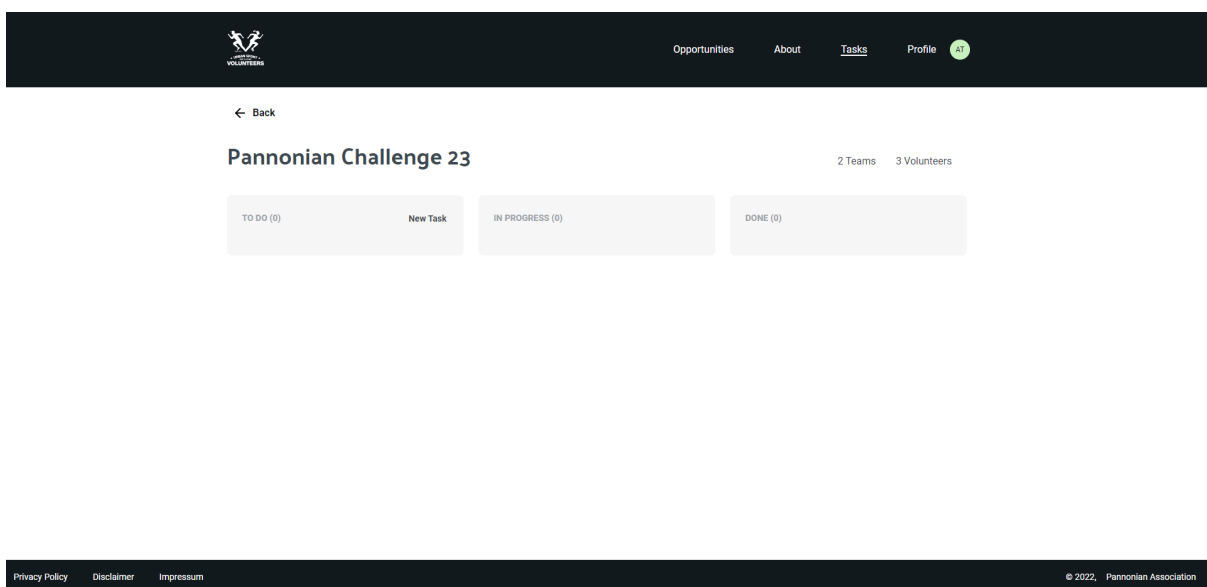
Creating a task

1. From the navigation menu select the “Tasks” option. This will lead you to the page where you can see all the opportunities you’ve joined and where you can create tasks.



The screenshot shows the 'Tasks' page for the 'Pannonian Challenge 23' opportunity. The page has a dark header with the Pannonian Volunteers logo on the left and navigation links for 'Opportunities', 'About', 'Tasks' (highlighted), and 'Profile' (with a notification badge '27') on the right. Below the header, the main content area features the title 'Tasks' and a subtitle 'Check out your daily opportunities tasks and collaborate with your teammates.' The main content displays the opportunity details for 'Pannonian Challenge 23' (19.12.2022. - 28.12.2022.) with a red circular icon. Below the title, there are three columns: 'OPPORTUNITY MANAGER' (Andrea Organizer, Andrea Team Lead), 'VOLUNTEERS' (3), and 'TEAMS' (2). A right arrow is visible next to the 'TEAMS' column. At the bottom of the page, there is a dark footer with links for 'Privacy Policy', 'Disclaimer', and 'Impressum' on the left, and '© 2022, Pannonian Association' on the right.

2. Select the opportunity for which you want to create a task and you will be redirected to tasks for that opportunity.



The screenshot shows the task management page for 'Pannonian Challenge 23'. The page has a dark header with the Pannonian Volunteers logo on the left and navigation links for 'Opportunities', 'About', 'Tasks' (highlighted), and 'Profile' (with a notification badge '27') on the right. Below the header, there is a back arrow and the title 'Pannonian Challenge 23'. To the right of the title, it says '2 Teams 3 Volunteers'. Below the title, there are three task status boxes: 'TO DO (0)' with a 'New Task' button, 'IN PROGRESS (0)', and 'DONE (0)'. At the bottom of the page, there is a dark footer with links for 'Privacy Policy', 'Disclaimer', and 'Impressum' on the left, and '© 2022, Pannonian Association' on the right.

- From the “TO DO” section select the “New Task” to create a task. You will be redirected to the page where you can enter the details about the new task. You will have to provide a description for a task, a team you wish to assign a task to and a person you want to assign it to.

The screenshot shows the 'Create new task' form. At the top, there is a dark navigation bar with the Pannonian Challenge 23 logo on the left and links for 'Opportunities', 'About', 'Tasks', and 'Profile' on the right. Below the navigation bar is a 'Back' button. The main content area is titled 'Create new task' and contains a 'Task Description' field with the placeholder text 'Write your task description here'. Below this are two dropdown menus for 'Team' and 'Assignee'. At the bottom of the form is a green 'Create Task' button. At the very bottom of the page is a dark footer bar with links for 'Privacy Policy', 'Disclaimer', and 'Impressum' on the left, and '© 2022, Pannonian Association' on the right.

- After creating a task you will be able to see it in the “TO DO” section.

The screenshot shows the 'Pannonian Challenge 23' task management interface. At the top, there is a dark navigation bar with the Pannonian Challenge 23 logo on the left and links for 'Opportunities', 'About', 'Tasks', and 'Profile' on the right. Below the navigation bar is a 'Back' button. The main content area is titled 'Pannonian Challenge 23' and shows '2 Teams' and '3 Volunteers'. There are three task status boxes: 'TO DO (1)', 'IN PROGRESS (0)', and 'DONE (0)'. The 'TO DO (1)' box is expanded to show a 'New Task' with the description 'Provide internet service.' and two assignee buttons labeled 'IT' and 'AT'. At the very bottom of the page is a dark footer bar with links for 'Privacy Policy', 'Disclaimer', and 'Impressum' on the left, and '© 2022, Pannonian Association' on the right.

Edit task

1. To edit a task select the task you want to edit. This will redirect you to the task details page. From there you can change the team, assignee or the status of the task.

The screenshot shows a web application interface for editing a task. At the top, there is a dark navigation bar with the logo on the left and links for 'Opportunities', 'About', 'Tasks', and 'Profile' on the right. The 'Tasks' link is underlined, and the 'Profile' link has a small green circle with 'AT' next to it. Below the navigation bar, there is a '← Back' link. The main content area displays the task title 'Provide internet service.' followed by the 'Assign Task' section. This section contains two dropdown menus: the first is set to 'IT' and the second is set to 'Andrea Team Lead'. Below these is a green 'Assign' button. Underneath the 'Assign' button is the 'Move' section, which includes three radio button options: 'To Do', 'In Progress', and 'Done'. At the bottom of the page, there is a dark footer bar containing links for 'Privacy Policy', 'Disclaimer', and 'Impressum' on the left, and the copyright notice '© 2022, Pannonian Association' on the right.