



How Team Leaders & Project Managers can initiate a Volunteer Team

Search for a project at: <http://rawcs.org.au/project-search/>



Refine your search by selecting the search criteria to best narrow down the number of projects displayed. The search criteria are down the left hand side (blue shading).

Click on a project in the yellow shaded area to display detail of that project and donate to it.

▸ Country: All.	▶ 1-2018-19: Building Schools for Cambodia (RAOAF)
▸ Manager: All.	▶ 124-2017-18: Joshua & Lucas Baric (RACG)
▸ Project Type: All.	▶ 123-2017-18: Will Studholme Family Financial Support (RACG)
▸ Sponsor Club (Aust): All.	▶ 122-2017-18: Somerset Rotary Encircle Group Support (RABS)
▸ District (Aust): All.	▶ 121-2017-18: Gilgil Orphanage Project Kenya. (RAOAF)
▸ RAWCS Region: .	▶ 120-2017-18: Logan Shepperd Disability and Living support (RACG)
▸ District (Overseas): All.	▶ 119-2017-18: Snow Trip (RABS)
▸ Project Status: Current.	▶ 118-2017-18: Komea (PNG Southern Highlands) Earthquake Relief (RAOAF)
▸ Other: All.	▶ 117-2017-18: The Peach Family Project (RACG)
▸ Projects per page: 25.	▶ 116-2017-18: CITS Bus Shelter and Security Alarm and Lighting (RACG)

Do I need a unique email address to register?

YES

**Every user must have a different or unique
email address**

Why do I need a unique email address?

- **Database recognition of you**
- **Automatic filling of some personal data**

How is a RAWCS Team initiated?

A current Project Manager or an appointed Team Leader can request a Regional Volunteers Manager to initiate a new Team.

What does the Team Leader or Project Manager have to supply to the Regional Coordinator to initiate the Team:

See the next slide for details

Supply this info to the Regional Coordinator to initiate the Team

- The RAWCS project number
- Team Leader's Passport given name
- The name they wish to be known as
- Team Leader's Passport Family name
- The anticipated departure date for the first team member
- Estimate of days they will actually work on the project
- Estimate of cost of travel, accommodation & meals for the volunteer
- Civilian occupation or previous occupation if retired
- A short succinct statement on what exactly the Team will be achieving on this trip.

Regional Coordinator then initiates the team by entering the volunteer website:

<https://volunteers.rawcs.com.au/Login.aspx>



RAWCS Volunteer Registration

Please log in to this site using your email address and password.

New volunteers please note: you will be sent an 'invitation email' containing your password once your team leader has added you to the project.

Email Address:

Password: [Forgotten Password?](#)

Team List

Region:

Closed teams: Show closed teams

Team No	Project No	Country	Team Size	Anticipated Dep Date	Action
ER59-2014-15	22-2012-13	Nepal	8	17-Sep-2015	<input type="button" value="Show"/> <input type="button" value="Close"/> <input type="button" value="Delete"/>
ER35-2015-16	27-2011-12	Worldwide	2	31-Oct-2015	<input type="button" value="Show"/> <input type="button" value="Close"/> <input type="button" value="Delete"/>
ER20-2015-16	82-2013-14	Cambodia	5	9-Jan-2016	<input type="button" value="Show"/> <input type="button" value="Close"/> <input type="button" value="Delete"/>
ER36-2015-16	13-2008-09	Philippines	19	17-Jan-2016	<input type="button" value="Show"/> <input type="button" value="Close"/> <input type="button" value="Delete"/>
ER45-2015-16	14-2008-09	Worldwide	2	20-Jan-2016	<input type="button" value="Show"/> <input type="button" value="Close"/> <input type="button" value="Delete"/>
ER46-2015-16	44-2009-10	Philippines	9	1-Feb-2016	<input type="button" value="Show"/> <input type="button" value="Close"/> <input type="button" value="Delete"/>
ER50-2015-16	9-2010-11	Solomon Islands	1	1-Feb-2016	<input type="button" value="Show"/> <input type="button" value="Close"/> <input type="button" value="Delete"/>
ER49-2015-16	67-2008-09	Timor-leste	2	7-Feb-2016	<input type="button" value="Show"/> <input type="button" value="Close"/> <input type="button" value="Delete"/>
ER47-2015-16	16-2007-08	Nepal	15	14-Feb-2016	<input type="button" value="Show"/> <input type="button" value="Close"/> <input type="button" value="Delete"/>
ER23-2015-16	7-2007-08	Bangladesh	19	3-Mar-2016	<input type="button" value="Show"/> <input type="button" value="Close"/> <input type="button" value="Delete"/>
<input type="button" value="Add New"/>					
					1 2

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At the base of the page that appears when the Regional Coordinator logs on they click on “Add New” and the page to enter the Team opens.

Regional Coordinator fills in the Add New Team Details and when completed saves the team

Add New Team ✕

New Team

Team's Region: *

Project No:

Group Name: ✓

Anticipated Departure Date:

Team Leader

Email:

Given Name(s):

Preferred Name:

Family Name:

Project Days: *How many days will the team leader be working on the project*

Value per Day: *Team Leader's value per day (based on Commonwealth Public Service rates) - filled out by Regional Coordinators only*

Travel Costs: *Realistically estimate the total cost of the team leader's travel, accommodation and food for this trip to work on this project in AU\$*

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An email is sent to the Team Leader with their User Name and Password

Fri 22/06/2018 3:07 PM

Rotary Australia World Community Service <volunteers@rawcs.com.au>

New Team Leader

To Malcolm Dunnett

You have been nominated as the team leader for the following team:

Team No: ER11-2018-19

Team's Region: Eastern

Project No: 9-2010-11

Project Name: Community Development & Education Assistance, Santa Isabel, Solomon Islands

Country: Solomon Islands

Description: To provide and build community training and vocational training centres in the Province of Santa Isabel. Assist in training to provide vocational education, leadership, PDHPE, drug/alcohol & youth development programs.

Project's Region: Eastern

Sponsor Club: Rotary E-Club of D9700 - Serving Humanity

Please log in to the RAWCS web site, complete your application and register your team on-line:

Web Site: volunteers.rawcs.com.au

User Name: maldunnett777@gmail.com

Password: *Use the password used last time you visited this site*

Thank you

John Roberson

Project Team Leader

RAWCS

17/07/2018

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The Team Leader can then add his volunteers by clicking on “Add Member” on the bottom left of the Team members list.

Team members

Name	Role	Details	Progress	Application	Signature	Medical	WWC	Action
Malcolm Dunnett	Team Leader		✓✓✓✓✓✓					
Angela Calvert	Volunteer						
Alex Dunnett	Volunteer						
Rosie Dunnett	Volunteer		. ✓					
Vicki Kaylock	Volunteer		. ✓✓					
Amy Watterson	Volunteer						

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This is the form that appears for the Team Leader to enter the volunteers details.

The screenshot shows a window titled "Add Team Member" with a close button in the top right corner. The form contains the following fields and labels:

- Email:** A text input field with a red asterisk to its right.
- Given Name(s):** A text input field with a red asterisk to its right.
- Preferred Name:** A text input field with a red asterisk to its right.
- Family Name:** A text input field with a red asterisk to its right.
- Project Days:** A small text input field. To its right is the text: *How many days will this volunteer be working on the project*
- Value per Day:** A small text input field. To its right is the text: *The volunteer's value per day (based on Commonwealth Public Service rates) - filled out by Regional Coordinators only*
- Travel Costs:** A small text input field. To its right is the text: *Realistically estimate the total cost of this volunteers travel, accommodation and food for this trip to work on this project in AU\$*

At the bottom right of the form are two buttons: "Save" and "Cancel". An information icon (a blue circle with a white 'i') is located to the right of the "Value per Day" field.

To see how an individual volunteer enters their own details please look at the PowerPoint Presentation:

“How a volunteer registers their details on the RAWCS Volunteer Website”.



If you have any problems or questions please contact your RAWCS District Chair or Regional Projects Manager.

Their contact email addresses are listed on our website at:

<http://rawcs.org.au/about-us/>