

Volunteer Draft

Overview

Every year volunteers from all over the state sign up to help with the Wisconsin High School Mock Trial. The Volunteer Draft system was developed for Mock Trial Coordinators to plan “who” would be doing “what” during the regional competition.

Access

The Volunteer Draft system is located at http://www.wisbar.org/Mock_Trial/Pages/VolunteerDraft.aspx as a coordinator you will have access to the page and to make changes to the records.

Process

Step 1. Select Available Volunteer

Under the heading “Available Volunteers” lists all the volunteers that have signed up, but are not yet assigned to any region or position. This list can be fairly large, so a Filter option has been included to only show people available in those regions.

Available Volunteers

Filter:

[Appleton](#), [Eau Claire](#), [Green Bay](#), [Janesville](#), [Juneau](#), [La Crosse](#), [Madison](#), [Milwaukee](#), [Racine](#), [Waukesha](#), [Wisconsin Rapids](#), [None](#)

1. Click on Volunteer Name to display contact information
2. Contact Volunteer to confirm that they are still available
3. When you are ready to assign a volunteer to a region/job, Click “Modify Volunteer Status”

test - ALL DAY

▼ La Crosse, Racine

Email: test

Phone: test

Region(s) Available: La Crosse, Racine

Experience Years: 3-5

Experience Details: test

~~Notes:~~

[Modify Volunteer Status](#)

Step 2. Assign Volunteer

1. Once you click on the Modify link a pop-up window will appear that contains all the information associated with the volunteer.

Name *	test
Member ID	test
Email	test
Phone	test
Experience Details	test
Experience Years	3-5
Request Region	La Crosse, Racine
Request Position	Scoring Judge
Request Time	ALL DAY

2. Scroll down the page
3. Populate the form fields with confirmed information
 - a. Court Room
 - b. Region
 - c. Position
 - d. Time
 - e. Notes
4. Then set "Confirmed" to "Yes"
5. The pop-up window will close, continue selecting the rest of your volunteers

Step 3. Review your volunteers

Scroll down the Volunteer Draft. Each region is broken out. You can review and move around volunteers as needed using the same Modify pop-up window as needed.

Notes

Pending Status

A confirm status of "Pending" is available if a volunteer is not sure they will be available yet or not.

Unavailable Status

A confirm status of "Unavailable" is available if a volunteer is no longer available. We will save the name and contact information for next year's recruiting.