Volunteer Draft

Overview
Every year volunteers from all over the state signup 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](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.

<table>
<thead>
<tr>
<th>Available Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter: Appleton, Eau Claire, Green Bay, Janesville, Juneau, La Crosse, Madison, Milwaukee, Racine, Waukesha, Wisconsin Rapids, None</td>
</tr>
</tbody>
</table>

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”
**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
   - Member ID
   - Email
   - Phone
   - Experience Details
   - Experience Years
   - Request Region
   - Request Position
   - Request Time

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.