

CityServeX Care Champion Instructions

Step 8

View and Manage Volunteer Signups

Inside Manage Events, select any published event.

To See Who Signed Up:

- Click the Volunteers

Actions Available:

- Assign Spots
- Sign someone up manually if they call or text you.
- Change Status
- Options: Signed Up, Checked In, No-Show, Canceled, Reserved
- Message Volunteers
- Use Actions → Email or Actions → Text (if SMS enabled)

