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Activity Scheduling Basics

Each day for the last 5 days of the month you will receive the following notification when you open the Member Tracking System.

If the message says there are 0 Activities scheduled at your Unit then you **MUST** schedule them per the blue text on the above screen.

Activities should be scheduled on the Activity Calendar on a Month to Month basis per the blue text on the above screen.

Activity Schedule Advisory

There are 3 days remaining until Next Month.

There are 0 activities scheduled at Unit 01 next month.

There are 0 scheduled activities for the entire Organization next month.

Would you like to Schedule Activities now?

NOTE: Activities MUST be scheduled in order to track members' attendance, programs and staff/volunteer hours.

It is recommended that all activities are scheduled on a month-to-month basis.

Don't warn me about scheduling activities again until next month

Click Yes above to go directly to the Activity Calendar screen as seen below

Click No above to get to the Main Menu if you have already scheduled your activities for the month

If you click Yes and still need to schedule activities then:

From the Main Menu click on the Activities button
You will see the following:

Activity Calendar

Unit: 01 | Staff: <All> | Active Staff: | Activity: <All> | Active Activities: | Location: <All> | Mar 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

* Indicates an Activity has attendance!

Hide Sunday Hide Saturday

Click on the Schedule Activities button on the bottom left corner

and you will see the following:

Fill in the form to look like the below:

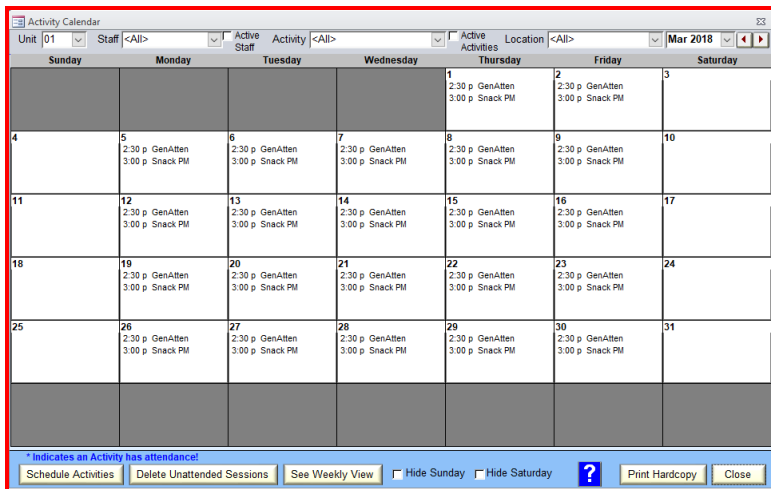
NOTE: First Sched. Date is the first date of the month you want to track the activity
NOTE: or Thru this end date: is the last date of the month you want to track the activity

Click on the Schedule Activity button and you will see the following:

Click OK

Repeat the process for any other activities that you would like to track

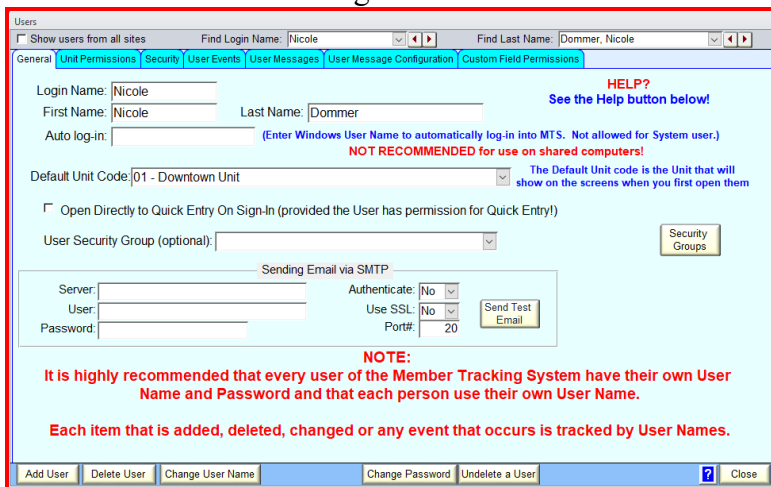
Click Close button on the bottom right of the Schedule Activities screen and you will see the following:



And then you will be able to scan your Members for the General Attendance activity for the time frame that has been scheduled.

This procedure **MUST** be performed by **ALL** Units in an Organization **EVERY** month.

User Names are attached to a default Unit so each time you open the program you are opening to that unit and don't have to change the unit on each screen.



If your unit does not have activities scheduled for the upcoming month then you will need to schedule activities in order to track attendance for any activity.

NOTE:

Some people opt to schedule the activity for a year or more and then at the end of that year there is nobody around that knows how to schedule the activities and we will answer the how and why at that time.

TIPS FOR SUCCESS:

1. Schedule Activities for only 1 month at a time
 - a. Performing this action monthly will reinforce your product knowledge
 - b. Always involve 2 Member Tracking System users during this quick monthly task
2. Immediately act upon notification messages
 - a. Adding activity schedules takes about 2 minutes to perform
 - b. Adding activities when notified ensures trouble free operation each and every month