

Let's Go Fishing Volunteer Instructions

Volunteers will be able to:

- View all open trips
- Sign up to volunteer for trips
- View all of the trips that you have volunteered for

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- Go to the **Fairmont** Let's Go Fishing trip scheduling page – <http://fairmont.lgfws.com>
- Select **Taking a Trip**
- **Select Schedule a Trip**

- All information about volunteering can be found here
- There are 2 links near the top:
 - Accessing the Scheduling system
 - Instructions for using the scheduling system
- Click on the link to access the Scheduling System

- For a 1st time user: click **Register**
- If you have already registered your organization and have a password: click **Login** & go to Page 5



REGISTERING VOLUNTEER INFORMATION

Entering your personal information and creating a password

Step 1: Click on **Register** (near the top of the screen)



Step 2: Click on:

Volunteers

[Click Here to Register](#)



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Step 3: Enter in your all of the information.
Your password must be at least 6 digits long and can be letters, numbers, and characters.

Click: **Submit, Thank You!**

When logging into the system:

Your username is your email address
Your password is the password that you just created

Let's Go Fishing - Eden Prairie Test Chapter
Home - Login - Register

Volunteer Registration

Please fill out form with necessary information and click the submit button below.

First Name:

Last Name:

Age:

Gender:

Email:

Address:

City/State/Zip:

Phone #:

Cell Phone #:

Email Notifications Option: ☐

Primary Position:

Other Tasks you are interested in:

Employer Name:

Employer Phone #:

Employer City/State/Zip:

Other Notes or Considerations:

Password:

Password (confirm):

Submit, Thank You!

You will get a confirmation page acknowledging that your volunteer registration is successful.

Click on the [Click Here to continue](#)

Let's Go Fishing - Eden Prairie Test Chapter
Home - Login - Register

Volunteer Registration

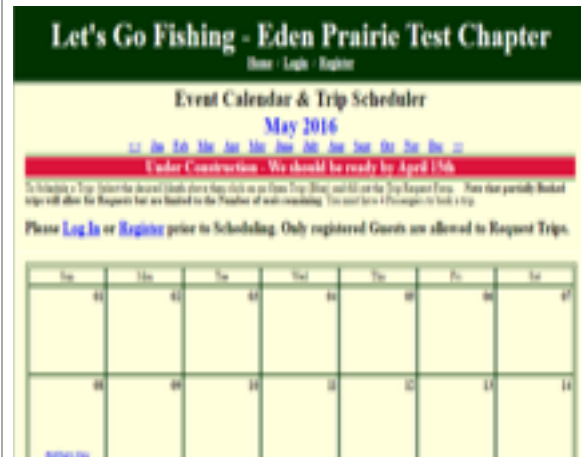
Your Account has been created. It has been sent to the Administrator for Activation. You will be notified when it is ready to go. Thanks...

[Click Here to continue](#)

Let's Go Fishing Volunteer Instructions

LOGGING INTO THE SYSTEM

Click **Login**



- Enter your email address
- Enter your password
- Select **Volunteer**
- Click **Submit**



A Calendar will display of all trips, both booked and open trips (for Groups to book).



Volunteering is easy as 1-2-3

- 1) Click on a trip that has an O (for Open) for your position
- 2) Confirm that your position is either Captain or Crew (it will default to what you signed up for when you registered)
- 3) Click Submit

Close the confirmation window and you are ready to volunteer for another Trip

VOLUNTEERING FOR A TRIP

TO VIEW THE VOLUNTEER CALENDAR

Click on **VOLUNTEER** to view the Volunteer Calendar.

Please Note: For the general calendar, it is labeled **Event Calendar & Trip Scheduler** and the color of the calendar is yellow.

Let's Go Fishing - Eden Prairie Test Chapter

Event Calendar & Trip Scheduler

July 2016

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

Under Construction - We should be ready by April 15th

#1-16 Bass Master

To Schedule a Trip: Select the desired month above, click on an Open Trip (Blue), and fill out the Trip Request Form. Then that partially booked trips will allow the Request form are listed in the Weather of each calendar. You can then click on a trip to see the details.

Time	1 Day	2 Day	3 Day	4 Day	5 Day	6 Day	7 Day
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							

VOLUNTEER CALENDAR

Please note: the label for the Volunteer Calendar is changed to "**Event Calendar & Volunteer Scheduler**" and **the color of the Calendar is Green.**

By Each Trip (for the June 8 example) is:

9:00-FO- 4F Doug's Test

12:00-OO-

3:00-OO-7F-Aprils Tes

After the 9:00 is FO. These 2 spots represent the Captain and First Mate. (**F = Filled and O = Open**)

When you see:

- OO = both captain and first mate are open
- FO = Captain is Filled & first mate position is open
- OF = Captain is open and first mate is Filled
- FF = both captain and first mate are Filled

After 9:00 is 4F Doug's Test which says there are 4 spots booked on this trip and Doug's Test is the name of the group home. (Most chapters have a minimum of 6 passengers.)

To Book a trip, click on a trip that shows O (Open) for your position, either Captain or First Mate (see red arrow)

Let's Go Fishing - Eden Prairie Test Chapter
 Welcome | Information | Trip Dates
 CALENDAR | VOLUNTEER | TRIP ASSIGNMENT | TRIP REQUEST | CONTACT | LOGIN | LOG OUT

Event Calendar & Volunteer Scheduler
June 2016
 Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun
Under Construction - We should be ready by April 15th

#1-16" Bass Master

To Volunteer for a trip simply find the trip you would like to be on. Note the position and whether they are filled or not. The code is 3 digits (Captain-Crew-Crew) where "F" means position is Filled, "O" means the position is Open (a FO means Youth Captain and Crew 2). Note You can see the trips you are scheduled for by clicking on the My Trips link.

[View All Trips](#) [View All Crew](#) [View All Positions](#)

Pos	Pos	Pos	Pos	Pos	Pos
08	09	10	11	12	13
9:00-FO-4F-Doug's Test	10:00-FO-Doug's Test	11:00-FO-Doug's Test	12:00-FO-Doug's Test	13:00-FO-Doug's Test	14:00-FO-Doug's Test
12:00-OO-	13:00-OO-	14:00-OO-	15:00-OO-	16:00-OO-	17:00-OO-
3:00-OO-7F-Aprils Tes	4:00-OO-7F-Aprils Tes	5:00-OO-7F-Aprils Tes	6:00-OO-7F-Aprils Tes	7:00-OO-7F-Aprils Tes	8:00-OO-7F-Aprils Tes
9:00-FO-4F-Doug's Test	10:00-FO-Doug's Test	11:00-FO-Doug's Test	12:00-FO-Doug's Test	13:00-FO-Doug's Test	14:00-FO-Doug's Test
15:00-FO-Doug's Test	16:00-FO-Doug's Test	17:00-FO-Doug's Test	18:00-FO-Doug's Test	19:00-FO-Doug's Test	20:00-FO-Doug's Test
21:00-FO-Doug's Test	22:00-FO-Doug's Test	23:00-FO-Doug's Test	24:00-FO-Doug's Test	25:00-FO-Doug's Test	26:00-FO-Doug's Test
27:00-FO-Doug's Test	28:00-FO-Doug's Test	29:00-FO-Doug's Test	30:00-FO-Doug's Test	31:00-FO-Doug's Test	32:00-FO-Doug's Test
33:00-FO-Doug's Test	34:00-FO-Doug's Test	35:00-FO-Doug's Test	36:00-FO-Doug's Test	37:00-FO-Doug's Test	38:00-FO-Doug's Test
39:00-FO-Doug's Test	40:00-FO-Doug's Test	41:00-FO-Doug's Test	42:00-FO-Doug's Test	43:00-FO-Doug's Test	44:00-FO-Doug's Test
45:00-FO-Doug's Test	46:00-FO-Doug's Test	47:00-FO-Doug's Test	48:00-FO-Doug's Test	49:00-FO-Doug's Test	50:00-FO-Doug's Test
51:00-FO-Doug's Test	52:00-FO-Doug's Test	53:00-FO-Doug's Test	54:00-FO-Doug's Test	55:00-FO-Doug's Test	56:00-FO-Doug's Test
57:00-FO-Doug's Test	58:00-FO-Doug's Test	59:00-FO-Doug's Test	60:00-FO-Doug's Test	61:00-FO-Doug's Test	62:00-FO-Doug's Test
63:00-FO-Doug's Test	64:00-FO-Doug's Test	65:00-FO-Doug's Test	66:00-FO-Doug's Test	67:00-FO-Doug's Test	68:00-FO-Doug's Test
69:00-FO-Doug's Test	70:00-FO-Doug's Test	71:00-FO-Doug's Test	72:00-FO-Doug's Test	73:00-FO-Doug's Test	74:00-FO-Doug's Test
75:00-FO-Doug's Test	76:00-FO-Doug's Test	77:00-FO-Doug's Test	78:00-FO-Doug's Test	79:00-FO-Doug's Test	80:00-FO-Doug's Test
81:00-FO-Doug's Test	82:00-FO-Doug's Test	83:00-FO-Doug's Test	84:00-FO-Doug's Test	85:00-FO-Doug's Test	86:00-FO-Doug's Test
87:00-FO-Doug's Test	88:00-FO-Doug's Test	89:00-FO-Doug's Test	90:00-FO-Doug's Test	91:00-FO-Doug's Test	92:00-FO-Doug's Test
93:00-FO-Doug's Test	94:00-FO-Doug's Test	95:00-FO-Doug's Test	96:00-FO-Doug's Test	97:00-FO-Doug's Test	98:00-FO-Doug's Test
99:00-FO-Doug's Test	100:00-FO-Doug's Test	101:00-FO-Doug's Test	102:00-FO-Doug's Test	103:00-FO-Doug's Test	104:00-FO-Doug's Test
105:00-FO-Doug's Test	106:00-FO-Doug's Test	107:00-FO-Doug's Test	108:00-FO-Doug's Test	109:00-FO-Doug's Test	110:00-FO-Doug's Test
111:00-FO-Doug's Test	112:00-FO-Doug's Test	113:00-FO-Doug's Test	114:00-FO-Doug's Test	115:00-FO-Doug's Test	116:00-FO-Doug's Test
117:00-FO-Doug's Test	118:00-FO-Doug's Test	119:00-FO-Doug's Test	120:00-FO-Doug's Test	121:00-FO-Doug's Test	122:00-FO-Doug's Test
123:00-FO-Doug's Test	124:00-FO-Doug's Test	125:00-FO-Doug's Test	126:00-FO-Doug's Test	127:00-FO-Doug's Test	128:00-FO-Doug's Test
129:00-FO-Doug's Test	130:00-FO-Doug's Test	131:00-FO-Doug's Test	132:00-FO-Doug's Test	133:00-FO-Doug's Test	134:00-FO-Doug's Test
135:00-FO-Doug's Test	136:00-FO-Doug's Test	137:00-FO-Doug's Test	138:00-FO-Doug's Test	139:00-FO-Doug's Test	140:00-FO-Doug's Test
141:00-FO-Doug's Test	142:00-FO-Doug's Test	143:00-FO-Doug's Test	144:00-FO-Doug's Test	145:00-FO-Doug's Test	146:00-FO-Doug's Test
147:00-FO-Doug's Test	148:00-FO-Doug's Test	149:00-FO-Doug's Test	150:00-FO-Doug's Test	151:00-FO-Doug's Test	152:00-FO-Doug's Test
153:00-FO-Doug's Test	154:00-FO-Doug's Test	155:00-FO-Doug's Test	156:00-FO-Doug's Test	157:00-FO-Doug's Test	158:00-FO-Doug's Test
159:00-FO-Doug's Test	160:00-FO-Doug's Test	161:00-FO-Doug's Test	162:00-FO-Doug's Test	163:00-FO-Doug's Test	164:00-FO-Doug's Test
165:00-FO-Doug's Test	166:00-FO-Doug's Test	167:00-FO-Doug's Test	168:00-FO-Doug's Test	169:00-FO-Doug's Test	170:00-FO-Doug's Test
171:00-FO-Doug's Test	172:00-FO-Doug's Test	173:00-FO-Doug's Test	174:00-FO-Doug's Test	175:00-FO-Doug's Test	176:00-FO-Doug's Test
177:00-FO-Doug's Test	178:00-FO-Doug's Test	179:00-FO-Doug's Test	180:00-FO-Doug's Test	181:00-FO-Doug's Test	182:00-FO-Doug's Test
183:00-FO-Doug's Test	184:00-FO-Doug's Test	185:00-FO-Doug's Test	186:00-FO-Doug's Test	187:00-FO-Doug's Test	188:00-FO-Doug's Test
189:00-FO-Doug's Test	190:00-FO-Doug's Test	191:00-FO-Doug's Test	192:00-FO-Doug's Test	193:00-FO-Doug's Test	194:00-FO-Doug's Test
195:00-FO-Doug's Test	196:00-FO-Doug's Test	197:00-FO-Doug's Test	198:00-FO-Doug's Test	199:00-FO-Doug's Test	200:00-FO-Doug's Test

Let's Go Fishing - Eden Prairie Test Chapter
 Welcome | Information | Trip Dates
 CALENDAR | VOLUNTEER | TRIP ASSIGNMENT | TRIP REQUEST | CONTACT | LOGIN | LOG OUT

Volunteer For Trip
4F-DOUG'S TEST GRO - Doug's Test Group #2
June 8th 2016 - 09:00:00

Name: Last Name:
 Email:
 Phone:
 Address:
 City:
 State:
 Zip:
 Position:

Let's Go Fishing Volunteer Instructions

You will get a confirmation screen saying –

“You have Volunteered as the Captain for this Trip.”

Click here to close”

Click the **Click here to close** to Close the Window

Then if you Click the Refresh button near the top of the



screen, it will change the O (for Open) to F (for Filled) for the trip that you just volunteered.



VIEWING YOUR TRIPS IN CALENDAR MODE

You can view your trips in either Calendar mode or in a list.

To view in Calendar mode:

Click on [My Trips](#) (by the red arrow) located on the right hand side just above the calendar.

Click [All Trips](#) will return you to the view showing all of the trips available.

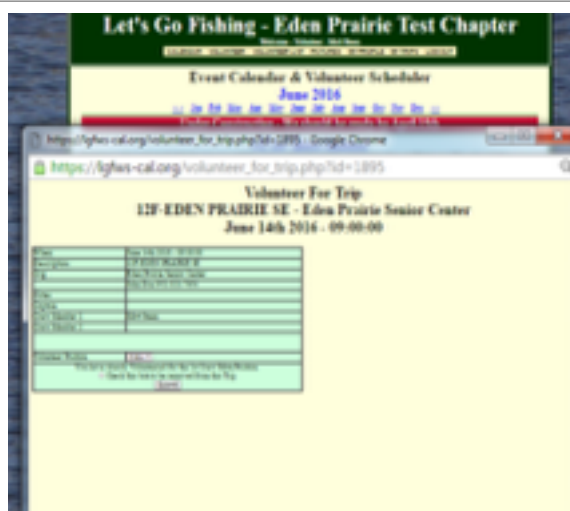


The Calendar now displays only your trips.

To see the detail of a trip, Click on that Trip which will display: 1) Group name & 2) Contact person and phone number



Click the **X** in the upper right hand corner to close the popup window of the trip.



Let's Go Fishing Volunteer Instructions

To view your trips in list mode:

Click on **MY TRIPS** (by the red arrow) located near the top of the screen just below the "Welcome Volunteer & Your Name"



All of your Trips are now displayed in list mode.

To return to the Volunteer Calendar view, Click on **VOLUNTEER**

The screenshot shows the 'Let's Go Fishing - Eden Prairie Test Chapter' interface with the 'VOLUNTEER' view selected. It displays a list of trips with columns for Date, Boat, Trip Date, Trip Time, Description, Location, Captain, and Status. The list shows several trips for September 2016.

Date	Boat	Trip Date	Trip Time	Description	Location	Captain	Status
9/1/16		9/1/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/2/16		9/2/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/3/16		9/3/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/4/16		9/4/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/5/16		9/5/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/6/16		9/6/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/7/16		9/7/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/8/16		9/8/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/9/16		9/9/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/10/16		9/10/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/11/16		9/11/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/12/16		9/12/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/13/16		9/13/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/14/16		9/14/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/15/16		9/15/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/16/16		9/16/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/17/16		9/17/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/18/16		9/18/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/19/16		9/19/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/20/16		9/20/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/21/16		9/21/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/22/16		9/22/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/23/16		9/23/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/24/16		9/24/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/25/16		9/25/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/26/16		9/26/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/27/16		9/27/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/28/16		9/28/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/29/16		9/29/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/30/16		9/30/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open

Whenever you are done using the system, click **LOGOUT**

The screenshot shows the 'Let's Go Fishing - Eden Prairie Test Chapter' interface with the 'VOLUNTEER' view selected. It displays a list of trips with columns for Date, Boat, Trip Date, Trip Time, Description, Location, Captain, and Status. The list shows several trips for September 2016.

Date	Boat	Trip Date	Trip Time	Description	Location	Captain	Status
9/1/16		9/1/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/2/16		9/2/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/3/16		9/3/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/4/16		9/4/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/5/16		9/5/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/6/16		9/6/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/7/16		9/7/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/8/16		9/8/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/9/16		9/9/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/10/16		9/10/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/11/16		9/11/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/12/16		9/12/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/13/16		9/13/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/14/16		9/14/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/15/16		9/15/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/16/16		9/16/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/17/16		9/17/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/18/16		9/18/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/19/16		9/19/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/20/16		9/20/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/21/16		9/21/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/22/16		9/22/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/23/16		9/23/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/24/16		9/24/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/25/16		9/25/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/26/16		9/26/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/27/16		9/27/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/28/16		9/28/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/29/16		9/29/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open
9/30/16		9/30/16	10:00	10:00-11:00	Long Lake, MN	John Doe	Open