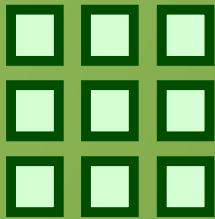# JSJ Roster System

by: **Jarec**

System Flow:

Administrator creates services by clicking on the appropriate boxes in the Service Date-Time matrix:

Members log in and check boxes beside services to mark availability

Members confirm by clicking on their name in the schedule
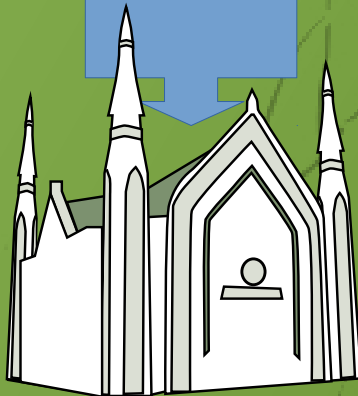
Supervisor assigns duties to available, qualified members* and sends out tailored mass-reminder email

*System will not allow unavailable members to be scheduled, nor allow members to be scheduled for tasks they are not qualified for.

JSJ Roster System

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System Overview

The JSJ Roster System was developed to help those responsible for scheduling church volunteer tasks. It was designed to combine member availability with their qualifications and church service dates and times.

System Specifications

Members

<ins>User Data:</ins>
Members can change their basic user data, such as phone number, email, username and password, and choose whether or not to receive system emails, such as reminders of scheduled commitments or to mark availability.

<ins>Availability:</ins>
Members click on "Availability" to check or uncheck their availability for all (future) scheduled services. Members can also adjust their "Scheduling frequency preference", which will raise or lower their position in the dropdown list that the scheduler sees. (Details below under "Schedule Service Functions").

<ins>View Schedule:</ins>
Members can view the schedule between chosen dates. Their name appears in red on the schedule and they can click on their name to confirm.

<ins>View Roster List:</ins>
Members can view a list of all members and filter the list by qualification.

Supervisors

Supervisors have all the access that Members have but can change member user data, availability, reset their passwords and can send mass reminder emails using the Schedule or mass emails using the Roster List (which can be filtered by qualification). Supervisors also have the additional accesses listed below:

<ins>Schedule Service Functions:</ins>
Supervisors can schedule members to perform functions either for a specific date and time or by function over a span of dates simultaneously. Members only appear for functions for which they are qualified and only for services for which they are available. They appear in order based on frequency of being scheduled over the last several weeks, adjusted according to their "Scheduling frequency preference" (See "Availability" under Members, above). Supervisors can also add daily readings or other service notes that will appear on the schedule.

<ins>Edit Member Qualifications:</ins>
Supervisors can edit which functions members are qualified to perform.

Administrators

Administrators have all the access that Supervisors have but can change user data and qualifications for anyone, and have access to the additional functions described below. Normally there would only be one or two Administrators.

<ins>Schedule Church Services:</ins>
Administrators can schedule standard church services by simply clicking on the appropriate checkbox in the service date-time matrix (See "Services and Service Functions Administration" below). Special services can be added here.

<ins>Services and Service Functions Administration:</ins>
This is where Administrators create functions, select the order that those functions will appear on lists and in the schedule, and choose the **standard** service times and days of the week that will determine the service date-time matrix (See "Schedule Church Services" above).

<ins>Menus Administration:</ins>
This is where Administrators choose how the system functions, including what data members see on the Roster List, and if members are by default available or unavailable for newly scheduled services.

<ins>Email Formats Administration:</ins>
System emails are designed here, conforming to given layouts. The system sends out three types of emails:
- "Initial" email - email that is sent to a new user when an account is opened;
- "Reminder" email - emails to remind people of when they are scheduled; and
- "Request" email - emails to remind people to input their upcoming availability

Personally written mass emails can be sent through the Roster List.