



THE COMPLETE WALKTHROUGH · VOLUNTEERS

Recruit the team. Approve them. Run the day.

A real, end-to-end run-through of volunteers on an existing event — turning it on, setting roles, the sign-up page, an application, the emails, approval, and a team broadcast. Built from live screens of **US TEST SUMMIT**.

PREPARED FOR

Event organizers

GateOne Volunteers · Walkthrough · July 2026

Opt-in · own sign-up page · roles · approve · broadcast

THE ROUTE

From “off” to a full crew.

01 Turn volunteers on

02 The Volunteers tab

03 Set roles

04 A volunteer applies

05 Received & emailed

06 Approve & assign

07 Broadcast the team

Volunteers is opt-in

It's off by default — you switch it on per event. Once on, volunteers get their **own** sign-up page, separate from ticket buyers, and a new **Volunteers** tab appears on the event.

1

TURN VOLUNTEERS ON

One toggle in Settings.

Open the event's **Settings** tab and scroll to **Volunteers & vendors**. Flip **Accept volunteers** on (and keep **Require approval** on so you vet each one), then **Save changes**.

Registration & notifications
Control visibility, confirmations and badge printing.

Status: Published (public) Badge printing: No printing

Confirmation channels: ☒ Email ☐ Sms ☐ Whatsapp

Volunteers & vendors
Optionally open public sign-up pages for helpers and stalls.

Accept volunteers: Let people sign up to help run the event. ☒

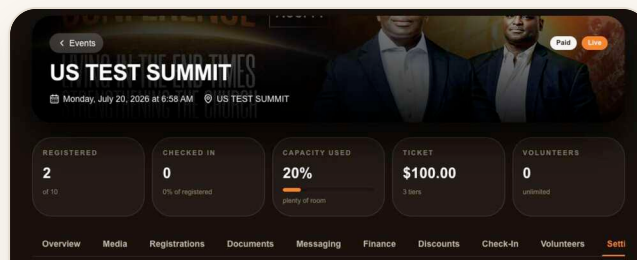
Require approval before confirming: ☒

Accept vendors: Sell stalls / booths to vendors (paid off-platform). ☐

Save changes

Danger zone
Cancelling stops new registrations. Existing tickets stay resolvable.
[Cancel event](#)

Accept volunteers. The toggle — “Let people sign up to help run the event” — plus **Require approval before confirming**. Save.



Reload → it's there. A new **Volunteers** tile (0 · unlimited) joins the stats, and a **Volunteers** tab appears in the strip.

2 THE VOLUNTEERS TAB

Share, roles, message, applications.

The tab has everything in one place: a **share link/QR** for volunteers (separate from the attendee link), a **roles** editor, a **broadcast** box, and the **applications** list.

The screenshot shows a web interface for managing volunteers. At the top, there's a browser address bar with the URL `https://g.shrinkrl.com/vRrv8P`. Below it is an orange bar with an 'Open' button and 'Copy' and 'Download' icons. The main content is divided into three sections:

- Volunteer roles:** A section titled 'Volunteer roles' with the text 'No roles yet — volunteers can sign up without one.' Below this are two buttons: 'Usher' and 'Capacity ∞', followed by a '+ Add role' button.
- Message volunteers:** A section titled 'Message volunteers' with the text 'Blast all confirmed volunteers over email / SMS / WhatsApp.' Below this is a text input field containing 'Hi {{first_name}}, arrive 7am at the volunteer desk — wear the yellow shirt.' Under the input field are three checkboxes: 'Email' (checked), 'Sms', and 'Whatsapp'. At the bottom of this section is a 'Send to volunteers' button.
- Volunteer applications:** A section titled 'Volunteer applications' with a 'Confirmed' dropdown menu. Below the dropdown is a large empty box with a person icon and the text 'No registrations match' and 'Try a different filter.'

Everything in one tab. “Share with volunteers — they apply through their own form.” Below: Volunteer roles, Message volunteers, and the applications list (empty for now).

3 SET ROLES

Optional — but they shape the form.

With no roles set, the sign-up form just asks for name and contact. Add roles (each with a capacity) and they become a dropdown on the volunteer's form, showing how many slots are left.

— Back to event

VOLUNTEER APPLICATION

US TEST SUMMIT

Monday, July 20, 2026 at 6:58 AM US TEST SUMMIT

YOUR NAME
Ada Boateng

EMAIL
you@example.com

PHONE
+233

We'll let you know by email or SMS when your application is reviewed — at least one is needed.

Apply to volunteer

No roles yet. The public form is minimal — name, email, phone, **Apply to volunteer**.

Volunteer roles

USHER	0 assigned · 5 of 5 left	
GATE ATTENDANTS	0 assigned · 10 of 10 left	
GENERAL PURPOSE	0 assigned · 20 of 20 left	

Usher Capacity + Add role

Add roles + capacity. In the **Volunteer roles** card: **Usher (5)**, **Gate attendants (10)**, **General purpose (20)** — each shows “0 assigned · N left”.

4

A VOLUNTEER APPLIES

Their own sign-up page.

Now the form offers a role pick. A volunteer opens the link, chooses where they'd like to help, and applies — no account needed.

KINGDOM CONFERENCE MARCH 3-5 2026 7:00PM

LIVING IN THE END TIMES STRENGTHENING THE CHURCH

Matthew 24:44 (NKJV)
Therefore you also be ready, for the Son of Man is coming at an hour you do not expect.

KINGDOM CHURCH
5632 Freedom Dr. Charlotte, NC 28214
704-449-2233
kingdomchurchatlantachurch.org

Pastor Gabriel Rogers
Conference Host

Pastor Randy Long
Guest Speaker

VOLUNTEER APPLICATION

US TEST SUMMIT

Monday, July 20, 2026 at 6:58 AM US TEST SUMMIT

YOUR NAME
Ada Boateng

EMAIL
you@example.com

PHONE
+233

We'll let you know by email or SMS when your application is reviewed — at least one is needed.

ROLE YOU'RE HOPING TO HELP WITH (OPTIONAL)

☒ No preference
☐ USHER (5 left)
☐ GATE ATTENDANTS (10 left)
☐ GENERAL PURPOSE (20 left)

Pick a role. “Role you're hoping to help with (optional)” — **Usher (5 left), Gate attendants (10 left), General purpose (20 left)**. Their pick is a hint; you decide the final role at approval.

STRENGTHENING THE CHURCH

Matthew 24:44 (NKJV)
Therefore you also be ready, for the Son of Man is coming at an hour you do not expect.

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Guest Speaker

VOLUNTEER APPLICATION

US TEST SUMMIT

Monday, July 20, 2026 at 6:58 AM US TEST SUMMIT

YOUR NAME
CHARLES OPOKU AGYEMANG

EMAIL
micnkru@gmail.com

PHONE
+233 54 134 8180

We'll let you know by email or SMS when your application is reviewed — at least one is needed.

ROLE YOU'RE HOPING TO HELP WITH (OPTIONAL)
USHER (5 left)

The organisers decide the final role when they approve you — your pick is a hint.

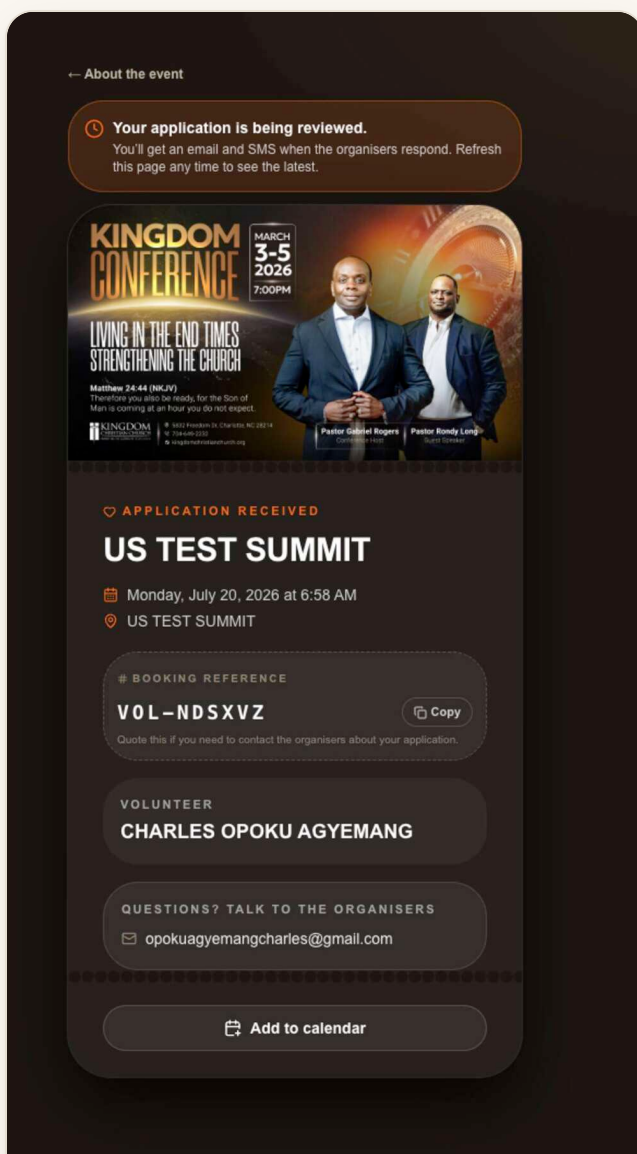
Apply to volunteer

Apply. Name, email, phone, role — **Charles Opoku Agyemang** applies as **Usher**, then **Apply to volunteer**.

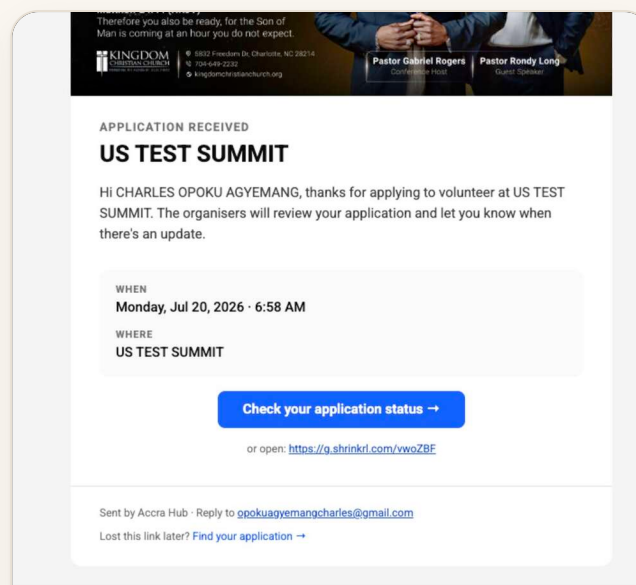
5 RECEIVED & EMAILED

They get a reference and an email.

The volunteer lands on a confirmation with a **booking reference**, and an email arrives from your own sender — so they know it's in the queue.



Application received. "Your application is being reviewed." A booking reference (VOL-NDXSVZ) to quote, the volunteer's name, an organiser contact, and Add to calendar.



The email. "Application received: US TEST SUMMIT" — "Hi Charles, thanks for applying to volunteer... we'll let you know." with a **Check your application status** button.

6 APPROVE & ASSIGN

You vet, then confirm the role.

Back in the Volunteers tab, the application sits as **Pending Review**. Approving lets you **assign the final role** — their pick is just a hint.

Open

Copy

Volunteer roles

USHER
0 assigned · 5 of 5 left

GATE ATTENDANTS
0 assigned · 10 of 10 left

GENERALK PURPOSE
0 assigned · 20 of 20 left

Usher

Capacity ∞

+ Add role

Message volunteers

Blast all confirmed volunteers over email / SMS / WhatsApp.

Hi {{first_name}}, arrive 7am at the volunteer desk — wear the yellow shirt.

☒ Email

☐ Sms

☐ Whatsapp

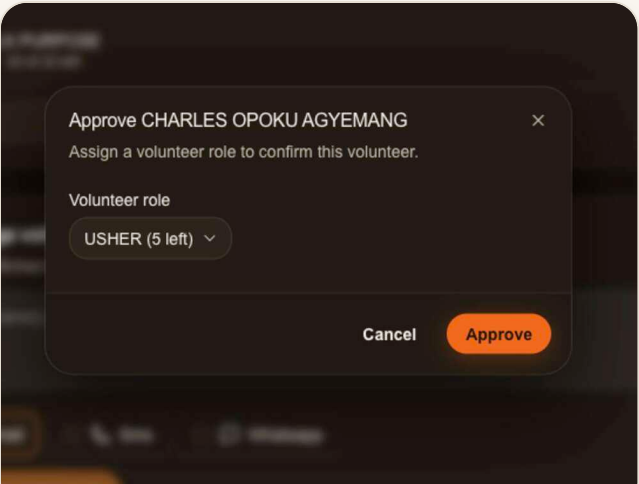
Send to volunteers

Volunteer applications

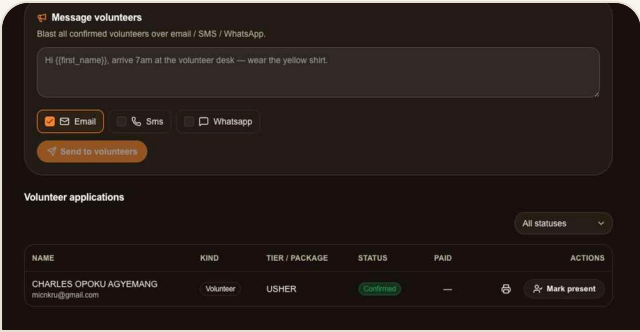
All statuses

NAME	KIND	TIER / PACKAGE	STATUS	PAID	ACTIONS
CHARLES OPOKU AGYEMANG micnkru@gmail.com	Volunteer	—	Pending Review	—	✓ Approve ×

Pending Review. The applications table — Charles Opoku Agyemang · Volunteer · **Pending Review** · Approve.



Assign a role. The approve dialog: pick the confirmed role — **Usher (5 left)** — then **Approve**.



Confirmed. The row flips to **Confirmed · Usher**, and the action becomes **Mark present** for the day of.

YOU'RE APPROVED

US TEST SUMMIT

Hi CHARLES OPOKU AGYEMANG, welcome to the team. You're approved as USHER.

APPROVED ROLE
USHER

You're on staff for this event — no door check-in for you.
Find your team lead when you arrive and they'll get you started.

WHEN
Monday, Jul 20, 2026 · 6:58 AM
WHERE
US TEST SUMMIT

[View your volunteer pass →](#)

or open: <https://g.shrinkkl.com/vwoZBF>

Sent by Accra Hub · Reply to opokuagyemangcharles@gmail.com
Lost this link later? [Find your application →](#)

Their approval email. "You're approved — approved as **Usher**. You're on staff for this event — no door check-in for you."



♥ VOLUNTEER PASS

US TEST SUMMIT

Monday, July 20, 2026 at 6:58 AM
US TEST SUMMIT

YOU'RE APPROVED AS
USHER

BOOKING REFERENCE

VOL-NDXSVZ

[Copy](#)

Quote this if you need to contact the organisers about your application.

VOLUNTEER

CHARLES OPOKU AGYEMANG

♥ YOU'RE ON THE TEAM

Just show up — no door check-in for you.
You're staff for this event. Find your team lead when you arrive and they'll get you started. The organisers will send any updates by email or SMS.

QUESTIONS? TALK TO THE ORGANISERS

opokuagyemangcharles@gmail.com

[Add to calendar](#)

Their volunteer pass. A page showing **APPROVED ROLE · Usher**, the booking reference, and Add to calendar — their proof of a slot.

7

BROADCAST THE TEAM

One message to every volunteer.

The **Message volunteers** box blasts all confirmed volunteers over email, SMS or WhatsApp — with merge tags like `{{first_name}}` so it reads personally.

Write & send. "Hi {{first_name}}, God bless you for volunteering — we meet at 8am at the junction tomorrow morning, please be there." Pick channels, **Send to volunteers.**

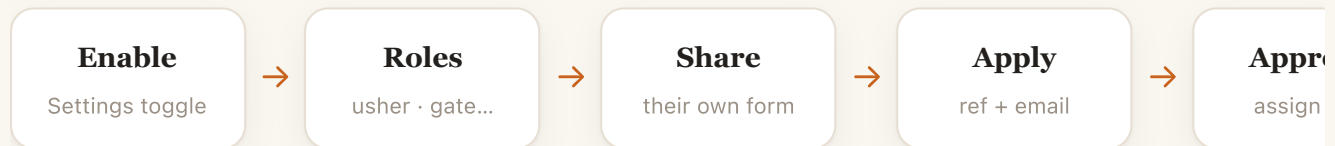
It lands. Each volunteer gets it from your sender — "Hi Charles, God bless you for volunteering...". One-way blast, personalised.

That's the volunteer loop

Turn it on → set roles → share the link → they apply → you approve & assign → broadcast the plan. On the day, approved volunteers are already "on staff" — no door check-in needed for them.

END TO END

The whole thing, in one line.



Every event, a crew in minutes.

Volunteers is one toggle away on any event. Vendors works the same way — a sign-up page, applications, and approval — and it's next.

GUIDE

GateOne · Volunteers

FAMILY

Ticketing · Voting · Collect

SUPPORT

info@gateoneevents.com

GateOne Volunteers — organizer walkthrough. Screens are real captures of a test event (US TEST SUMMIT) on staging. Volunteers is opt-in per event; approved volunteers are staff and skip door check-in. Prepared July 2026.