



CPKC Women's Open

Trust Event – Volunteer Chair Tutorial

Accessing the Volunteer Chair Portal

1. Visit the [2026 CPKC Women's Open Volunteer Homepage](#) or you may access through the [tournament website](#)
2. This will take you to the event homepage where you originally registered from. This time however you will login
3. On the top right or the middle of the homepage, click **LOGIN**
4. Enter your username and password and login

ABOUT US CONTACT US LOCATION EVENT DESCRIPTION VOLUNTEER INFORMATION HOME PAGE REGISTER HERE --OR-- LOGIN

CPKC WOMEN'S OPEN LPGA Official Event GOLF CANADA BDO

2026 CPKC Women's Open
Monday, August 17 - Sunday, August 23, 2026 • Royal Mayfair Golf Club

REGISTER HERE --OR-- LOGIN

CPKC Women's Open Volunteer Program Presented by BDO





5. Upon successful login you will arrive at the Volunteer Welcome Screen. This is the same for all volunteers. This screen shows assigned committees and shifts
 - a. If you don't see this screen first when you login, click the "My Committee Assignments" button on the top menu and it will bring you to this screen.
6. In the list of Assigned Committees, you will see a button called **MANAGE**. This only appears for Chairs.
7. Once you click the **MANAGE** button, you will see your Chair Dashboard along with a list of your committee members



Welcome back Mark. Below you will see your Committee Assignments and many other helpful links on the side menu.

Assigned Committees

COMMITTEE	CHAIRS	EMAIL CHAIRS	MANAGE
Ambassadors - 12/30	Mark Ohe		Manage

Assigned Shifts

Print Schedule Add Shift Schedule to your Calendar

No Shifts To Display

Menu Items

Email Functions/Bulletin Board: Provides several email options as well as the ability to post a message on your committee Bulletin Board

Shift Management: Provides shift assignment functions as well as the ability to add special instructions to your shifts.

Reports: Provides several reports with different functions

Statistics: Breaks down those assigned to your committee and assigned to shifts





<p>Email Functions / Bulletin Board</p> <ul style="list-style-type: none"> Email Entire Committee Email Selected Volunteers Email by Specific Shifts Email by Specific Dates Email to Not assigned to shifts Email History Bulletin Board 	<p>Shift Management</p> <ul style="list-style-type: none"> Manage Shift Assignments Shift Assignment Summary Add Special Instructions to Shift <input checked="" type="checkbox"/> Hide Shift Schedules from Public View
<p>Reports</p> <ul style="list-style-type: none"> View Shift Assignments Selected this committee as a preference Ambassadors Shift Preferences Ambassadors Shift Breakdown All Registered Volunteers Notes on Shift Schedule Private Chair Notes Volunteer Pictures 	<p>Statistics ** Chairs are not counted as assigned volunteers.</p> <ul style="list-style-type: none"> Volunteers Assigned to Committee 12/30 ** Volunteers Assigned to Shifts: 0 Volunteers Not Assigned to Shifts 12

🔍 Search Volunteer

Send to Printer
 Export to Excel
 Print All Data Sheets
 Print All Schedules

✓ = Schedule Accepted

NAME	PHONE:		DATE ASSIGNED	SHIFTS ASSIGNED	PAYMENT STATUS
Michael Angus Standard Volunteer <ul style="list-style-type: none"> Manage Shifts 					

List of Volunteers

Located just below the 4 menu boxes. This provides a printable and exportable list of the volunteers assigned to your committee. Each volunteer has many unique functions below their name.





Email Functions / Bulletin Board	Shift Management
<ul style="list-style-type: none"> ▪ Email Entire Committee ▪ Email Selected Volunteers ▪ Email by Specific Shifts ▪ Email by Specific Dates ▪ Email to Not assigned to shifts ▪ Email History ▪ Bulletin Board 	<ul style="list-style-type: none"> ▪ Manage Shift Assignments ▪ Shift Assignment Summary ▪ Add Special Instructions to Shift ▪ <input checked="" type="checkbox"/> Hide Shift Schedules from Public View
Reports	Statistics <small>** Chairs are not counted as assigned volunteers.</small>
<ul style="list-style-type: none"> ▪ View Shift Assignments ▪ Selected this committee as a preference ▪ Ambassadors Shift Preferences ▪ Ambassadors Shift Breakdown ▪ All Registered Volunteers ▪ Notes on Shift Schedule ▪ Private Chair Notes ▪ Volunteer Pictures 	<ul style="list-style-type: none"> ▪ Volunteers Assigned to Committee 12/30 ** ▪ Volunteers Assigned to Shifts: 0 ▪ Volunteers Not Assigned to Shifts 12

🔍 Search Volunteer

Send to Printer
 Export to Excel
 Print All Data Sheets
 Print All Schedules

✓ = Schedule Accepted

NAME	PHONE		DATE ASSIGNED	SHIFTS ASSIGNED	PAYMENT STATUS
Michael Angus Standard Volunteer <ul style="list-style-type: none"> ▪ Manage Shifts ▪ View Data Sheet ▪ No shifts assigned ▪ Notes on Shift Schedule ▪ Private Chair Notes ▪ Hours Worked 	[REDACTED]		01/13/2026	0	online
Michael Bacchus Royal Mayfair Golf Club Member <ul style="list-style-type: none"> ▪ Manage Shifts ▪ View Data Sheet ▪ No shifts assigned ▪ Notes on Shift Schedule ▪ Private Chair Notes ▪ Hours Worked 	[REDACTED]		01/13/2026	0	online
Tammy Banting Royal Mayfair Golf Club Member <ul style="list-style-type: none"> ▪ Manage Shifts ▪ View Data Sheet ▪ No shifts assigned ▪ Notes on Shift Schedule ▪ Private Chair Notes ▪ Hours Worked 	[REDACTED]		01/13/2026	0	online
claire desrochers Royal Mayfair Golf Club Member <ul style="list-style-type: none"> ▪ Manage Shifts ▪ View Data Sheet ▪ No shifts assigned ▪ Notes on Shift Schedule ▪ Private Chair Notes ▪ Hours Worked 	[REDACTED]		01/12/2026	0	online





Assigning Volunteers to Shifts

It is recommended that you keep the “**Hide Shifts from Public View**” Box under **Shift Management** checked until you have finalized your shift assignments. Unchecking this box will allow the volunteer to see their assigned shifts when they sign into the volunteer portal. It is also recommended that you email your entire committee their shift schedule when it is finalized from the system (See Sending Emails Section).

You have two methods for assigning volunteers to their shifts:

1. **BY SHIFT**: allows you to assign and un-assign multiple volunteers to shifts in bulk.
2. **BY VOLUNTEER** method allows you to manage shifts for an individual volunteer.

Option #1: Assign Shifts “By Shift”

1. Click on **MANAGE SHIFT ASSIGNMENTS** (Note: if you do not see this option this means that you do not have these permissions)
2. The top information box will list all shifts designated to this committee.
3. Click on a particular shift, it highlights, you will then see the two columns with names. Those volunteers that appear above the dotted line are those volunteers who said they were available for that shift time.
4. Highlight the names you want to add to the shift and click the **Assign >>** button
 - a. If you want to assign multiple volunteers with one click, keep the **CTRL** key pressed down and use your mouse to click on the volunteers you want to select. They will all highlight. Then click **Assign >>** one time.
 - b. Or to assign everyone in the list of volunteers to a shift, click on the first name and then the last name in the list while holding the **SHIFT** key down and this will highlight the entire list. Then click the **Assign >>** button once.
5. These selections automatically save so you don't need to click a SUBMIT button.





Please click on a shift in the list below to Assign/Unassign.

Order by: Date (Alpha by shift name) Date (Ordered by shift time) SHIFT NAME

	NAME	DAY	TIME	LOCATION
Jul 23 2024	Tuesday AM - Info Booth	Tuesday Jul 23 2024	09:00 AM - 01:30 PM	
	Tuesday AM - Rover	Tuesday Jul 23 2024	09:00 AM - 01:30 PM	
	Tuesday PM - Info Booth	Tuesday Jul 23 2024	01:30 PM - 06:00 PM	
	Tuesday PM - Rover	Tuesday Jul 23 2024	01:30 PM - 06:00 PM	
Jul 24 2024	Wednesday AM - Info Booth	Wednesday Jul 24 2024	08:00 AM - 01:00 PM	

SHIFT Tuesday AM - Rover 📅 Tuesday Jul 23 2024 ⌚ 09:00 AM - 01:30 PM

Order by: Last Name Reg Date

Unassigned Volunteers
Shaded names are assigned to a conflicting shift.

- Mrs. Jenn Alford
- Mrs. Eva Auch
- Mrs. Pam Garnett
- Ms. Melanie Jantzie
- Ms. Cheryl Noland
- Mrs. Margo Wilson
- Ms. Wendy Adams
- Mrs. Kathy Cowan
- Ms. Alya Jinah
- Mrs. Kim Safton
- Ms. Alissa Shivji
- Mrs. Lori Styner

Assigned Volunteers (2/4)

- Ms. Linda Bonnett
- Mrs. Dianne Johnstone

Assign >>

<< Unassign

Name: Mrs. Jenn Alford
Vol. Type: Earl Grey Golf Club Member

Option #2: Assign Shifts “By Volunteer”

1. Upon logging in as a Chair and clicking the **MANAGE** button, you will arrive at your volunteer dashboard. Beneath this dashboard is a list of volunteers assigned to your committee.
2. Beneath each volunteer’s name in the volunteer list, you will see **MANAGE SHIFTS**. By clicking this, you will see a pop up appear containing the volunteer’s assignments and a list of shifts available.
3. Select the Shifts you would like to assign/un-assign this volunteer to/from.
4. Click the **SAVE** button





Private Chair Notes
Hours Worked: 24.5

Greg Apple (C)
Standard Volunteer

01/11/2017

04/26/2017

02/01/2018

01/11/2017

https://events.trustevent.com/templates/index.cfm?fuseacti...
Secure | https://events.trustevent.com/templates/index.cfm?fuseaction=t...

Current Assignments				
ID	First Name	Last Name	Title	Organization/Company
4292934	Greg	Apple	N/A	AT&T

Registrant's preferences (+)
Assigned Committees:
(C) (M) 1. Concessions

Assigned Committees/Shifts Concessions (+)
Total Hours Assigned 7

Assign Shifts
Select All shift preferences
Concessions

NOTE: Registrant's preferences denoted by (*)
NOTE: Current assigned shifts are bolded

- Tuesday AM Tue, August 29, 2017 - 06:00 AM to 01:00 PM
- Tuesday PM Tue, August 29, 2017 - 01:00 PM to 07:00 PM
- * **Wednesday AM Wed, August 30, 2017 - 06:00 AM to 01:00 PM**
- Wednesday PM Wed, August 30, 2017 - 01:00 PM to 07:00 PM
- Thursday AM Thu, August 31, 2017 - 06:00 AM to 12:00 PM
- * Thursday PM Thu, August 31, 2017 - 01:00 PM to 06:00 PM
- * Friday AM Fri, September 1, 2017 - 06:00 AM to 01:00 PM
- * Friday PM Fri, September 1, 2017 - 01:00 PM to 09:00 PM
- Saturday AM Sat, September 2, 2017 - 07:00 AM to 12:30 PM
- * Saturday PM Sat, September 2, 2017 - 01:00 PM to 08:00 PM
- Sunday All Day Sun, September 3, 2017 - 06:00 AM to 06:00 PM

Save

Sending Emails

Within the EMAIL FUNCTIONS box, you will see the following options:

- **Send Emails to Entire Committee**
- **Send Emails to Selected Volunteers**
- **Send Emails by Specific Shifts**
- **Send Emails by Specific Dates**
- **Send Emails to Those Not Assigned to Shifts**

Regardless of which option you choose, you will see the following pop-up. At the top of the pop-up, you can choose from 3 email subjects listed below or simply type your own email and subject.

- **Send Shift Schedule**
- **Send Shift Schedule with Add to Calendar Link**
- **Send Login Assistance**

- SELECT PRE-SET EMAIL -

- SELECT PRE-SET EMAIL -

Here is your Shift Schedule
Please add your shift schedule to your calendar
Login Assistance for the [[EVENT-NAME]]

Email Message

Source

Font Styles Normal (...) Size

Insert Data Merge Fields into your email

NOTE: The following functions will insert a [[MERGE-FIELD]] into your email message below. These merge codes will display "recipient-specific" data. First, please place your cursor in the desired location within the email message. Then click the + to place your merge field. Please note that these merge fields are already included in some of the pre-set email texts.

- + Add Shift Schedule Link
- + Include Add to Calendar Link
- Attach PDF of Shift Breakdown (DOT) report - no cursur placement needed

Attach a New File

Attachment Title*

Choose File No file chosen

Add More

Send Email Notice

Cancel





Reports

There are two distinct areas from which to extract your data. You can manage your committee via your Dashboard, and via individual reporting functions.

Dashboard Reporting

- **View Shift Assignments:** Here you can view all your current shift assignments broken down by day and shift. You can also use a series of filters.
- **Selected this committee as a preference:** A list of volunteers who selected this committee as a preference during initial registration
- **Shift Preferences:** See a grid format listing shift preferences.
- **Shift Breakdown:** See a grid format listing shifts assigned and shift preferences.
- **Notes on Shift Schedule:** Report of any notes you have added to schedules.
- **Private Chair Notes:** Report format of notes on a volunteer only you can see
- **All Registered Volunteers:** Full report of data on the entire volunteer list including committee preferences, assigned committee & past golf experience

Individual Volunteer Reporting

Beneath each volunteer's name there is a series of functions available:

- **Manage Shifts:** Assign and Unassign Shifts.
- **View Data Sheet:** View the complete registration information of a volunteer.
- **View Shift Schedule:** View and/or print a volunteer's shift schedule
- **Notes on Shift Schedule:** Any text added here will show up on this volunteer's shift schedule as a footer.
- **Private Chair Notes:** These are notes on a volunteer that only you can see.
- **Hours Worked:** Here is where you can track your volunteer's hours worked.





Bulletin Board

1. Under the **EMAIL FUNCTIONS/BULLETIN BOARD** section of your Dashboard, click on **BULLETIN BOARD**.
2. If you are a Chair of multiple committees, please first select the committee of choice from the drop-down menu
3. Click on **ADD MESSAGE** and follow the prompts to add the message. Your message will be posted to your committee members' volunteer account on the "My Committee Assignments" page.

Tracking Hours Worked

Tracking Hours Worked is an optional function to use in Trust Event but is not required.

1. Beneath a volunteer's name on your Chair Dashboard, click **HOURS WORKED**
2. Click the check box next to a shift and click **SAVE** to mark that shift as worked.

Hours Worked by Bob Crone Standard Bearers

[return to committee members](#)

[Go To Next Volunteer](#)

TOOLS	DATE	Hours Worked	VERIFIED
X	08/23/2023	6	
X	08/24/2023	6	
	Total	12	

SHIFTS ASSIGNED

Check box for shifts worked

- Wednesday August 23, 2023 07:00 AM - 01:00 PM (6)
- Thursday August 24, 2023 07:33 AM - 01:33 PM (6)
- Friday August 25, 2023 08:17 AM - 02:17 PM (6)
- Sunday August 27, 2023 11:30 AM - 05:30 PM (6)

Save

