CHARLES SCHWAB CUP CHAMPIONSHIP | TRUST EVENT
Hole Captain Management Program

Events.Trustevent.com

Sign in on same page you first registered on.

If it doesn't load as My Committee Assignments click on My Committee Assignments on Right side.

4 main headings: To manage any line just click on line of what you want to do.

1. Email Function
    You can email 1, all or any of your team, days, shifts or Chuck or Frank.
2. Shift Management
    You can use to assign days to marshals. (
3. Reports
    5 or 6 reports you can generate if you want
    (all reports have all info that is Needed on XL Spread sheet)
4. Statistics
    # assigned to committee
    # assigned to shifts (days working)
    (all Info from data sheet and needed on XL spreadsheet)

Scroll down to find list of all registered marshals on your hole.

- Manage shift- click here to assign days you want
- Data Sheet- Click here for this persons registration sheets. This is where you
    will see pertinent info and what days volunteer is available.
    Normally if they Volunteer for 3 days but you don't need them 1 of the
    days, a simple phone call should do And most will move to a day you need
    them.
- Shift Schedule- Days they work
- Notes- These are private notes you might want to make about this person for
  your
    Use in scheduling, who to work with or not work with etc.
- Hours- We don't use this function as **all shifts are for entire day.**

Good way to communicate and is easy and fast with email tab.
All other info is available and it depends on how much you want to use it.