



EUROPEAN
JAMBOREE 2020
POLSKA  

IST registration

How to approve the IST?

Welcome to the IST approval stage!

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In this manual, we will present the steps that Contingents will take to approve their International Service Team members.

Step One: Log in to Marcato

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Step Two: Navigate to the Volunteers Module

The screenshot displays the top navigation bar of the European Jamboree 2020 website. A green circle highlights the 'MENU' icon in the top left corner, with a green arrow pointing from it to the 'Volunteers' option in the 'MANAGEMENT MODULES' dropdown menu. A green circle also highlights the 'Volunteers' option in the dropdown menu, with a green arrow pointing to it from the number '2' below. The page content includes sections for 'Active messages', 'Outstanding tasks', and 'Upcoming events'. The 'Upcoming events' section lists dates from June 14th, 2019, to August 2nd, 2020.

1

2

Step Three: Choose the IST that you want to approve

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Search



NEED HELP, POL POLAND?

Search Volunteers

Show and volunteers from of type on
team that speak that are available on at
that has a volunteer shift on between and at
that have that have that are in the group
with requests that are involving **any** passes for the period that are
created by **anyone**

Clear

Go

Credentials

Select All None

with selected:

<input type="checkbox"/>	Name	Types	Teams	Contact	Application Date	Approved	Schedule Confirmed	Scheduled?	Itinerary Sent?
<input checked="" type="checkbox"/>	Kowalska	COE-01 Interpreting	POL Poland	Phone (with country code): 0048512512512	May 16th, 2019 1:13 PM		✗	✗	✗

Step Four:



Click here...



...and choose „Approve”



Search Volunteers

Filters: Show active and all volunteers from anywhere of any type on any

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Search Volunteers

Select All None

with selected: Select a function

<input type="checkbox"/>	Name	Types	
<input checked="" type="checkbox"/>	Kowalska	COE-01 Interpreting	POL Pol

Filters: Show active and all volunteers from anywhere of any type on any

team that speak anything that are available on any date at any time

that has a volunteer shift on between and at any zone

that have that have that are in the group

with requests that are all involving any passes for the period any that are Paid/Unpaid

Clear Go

Select All None

with selected: Select a function

- ✓ Select a function
- Add Volunteer Types & Teams
- Approve
- Compare Duplicates
- Decline
- Delete
- Download Profile Photos
- Email
- Email Itinerary (condensed)
- Email Itinerary (long)
- Export CSV
- Export Excel

<input type="checkbox"/>	Teams	Contact	Application Date	Approved	Schedule Confirmed	Scheduled?	Itinerary Sent?
<input checked="" type="checkbox"/>	Kowalska	Phone (with country code): 0048512512512	May 16th, 2019 1:13 PM		✗	✗	✗

Step Five: Confirmation

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Search

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Show active and all volunteers from anywhere of any type on any team that speak anything that are available on any date at any time that has a volunteer shift on between and at any zone that have that have that are in the group with requests that are all involving any passes for the period any that are Paid/Unpaid created by anyone

Clear

Credentials

Are you sure you want to complete the action 'Approve' for the selected record(s)?

Anuluj OK

Date	Approved	Schedule Confirmed	Scheduled?	Itinerary Sent?
1:13 PM		×	×	×

Marcato will ask you:

If you are sure, click „OK”

Step Six:

Search Volunteers

Show and volunteers from of type on
team that speak that are available on at
that has a volunteer shift on between and at
that have that have that are in the group
with requests that are involving **any** passes for the period that are
created by **anyone**

Clear

Go

Credentials

This IST is approved!

Select **All** **None**

with selected:

<input type="checkbox"/>	Name	Types	Teams	Contact	Application Date	Approved	Schedule Confirmed	Scheduled?	Itinerary Sent?
<input type="checkbox"/>	Kowalska	COE-01 Interpreting	POL Poland	Phone (with country code): 0048512512512	May 16th, 2019 1:13 P	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What's next?

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Now the approved IST member is waiting for the service area (job) allocation. Jamboree Planning Team will proceed to analysing the submitted registration form and the latest in April 2020 each IST will receive information about his/her assignment to the service area.

Important notice

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Please make sure to regularly check your Marcato account and approve (or reject) pending IST applications from your Contingent, so that none of your IST members will wait longer than 60 days for the approval.

And... That's all for now! 😊

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Marcato login page is available here: <https://marcatoapp.com/>

Should you have any questions – do not hesitate to contact us at info@ej2020.org

Remember, that registration can be done by the Head of Contingent or by any other person from CMT responsible for registration. **We encourage all Contingents to appoint one person that will have access to Marcato and will be responsible for the registration process.**