



KOŚCIÓŁ CHWAŁY W WARSZAWIE

Administrator Guide

Managing people, events, the schedule grid, and notifications.

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Welcome, administrator

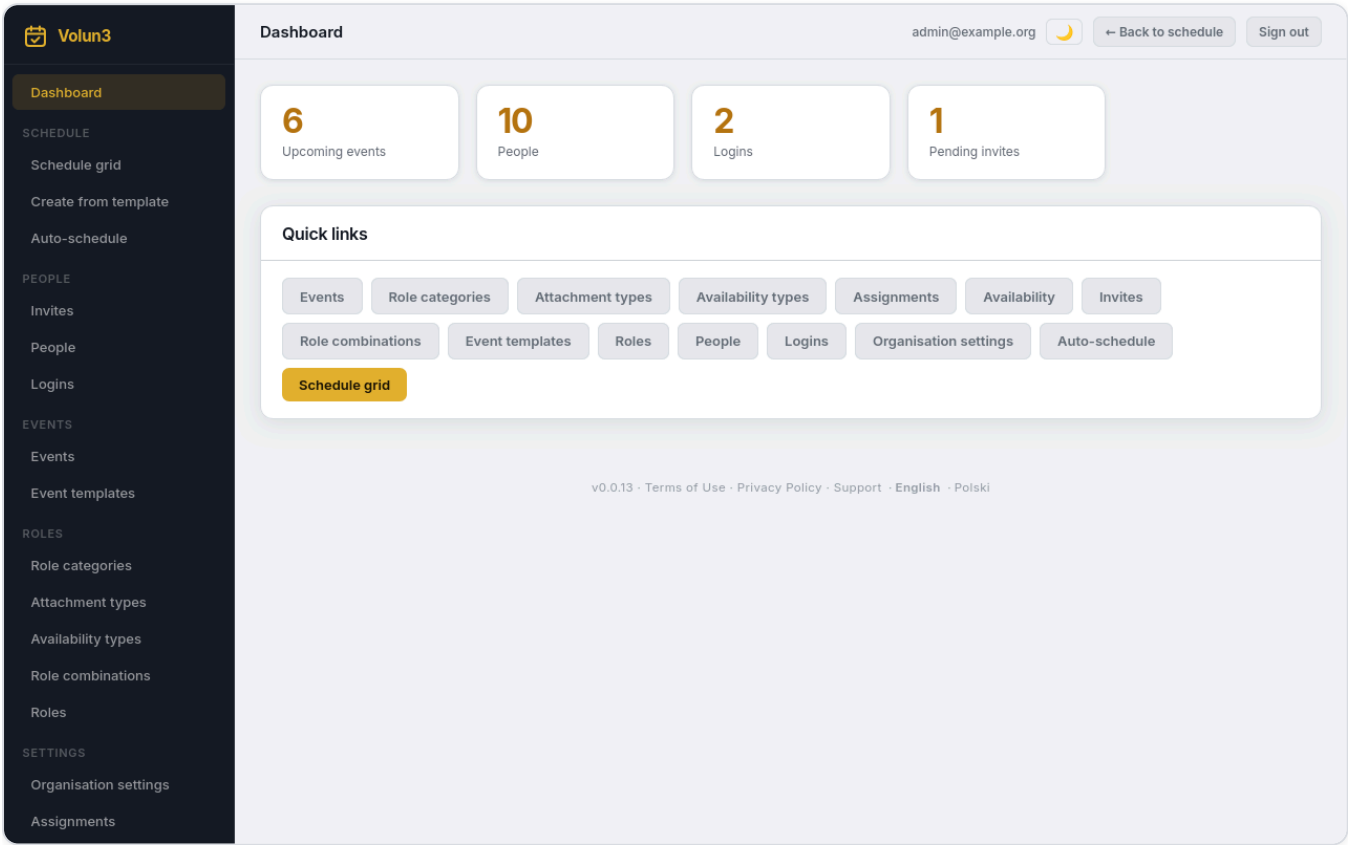
This guide covers running the schedule for your organisation: managing people and roles, planning events, assigning volunteers on the schedule grid, sending notifications, and inviting people to log in.

You reach the admin panel at `/admin/` after signing in. What you can see and edit depends on your tier (see **Admin tiers** below) — an organisation admin sees everything; category and role admins see a focused subset.

- **The dashboard** — your starting point
- **People** — volunteers, contact details, competencies and membership
- **Roles & categories** — the jobs people can be assigned to
- **Events** — what you are scheduling, and templates
- **The schedule grid** — assigning people and reading availability
- **Auto-schedule** — let the app propose a whole month
- **Availability types** — the answers volunteers can give
- **Notifications** — telling volunteers they are needed
- **Inviting people to log in**
- **Admin tiers & scope**

The dashboard

The dashboard is the landing page of the admin panel. The left sidebar is your navigation — it lists only the sections your tier may manage. Use it to jump between People, Roles, Events, the schedule grid and settings.



The admin dashboard

People

The **People** list holds every volunteer in your organisation. From here you add new people, edit contact details, and set what each person can do.

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Dashboard

SCHEDULE

Schedule grid

Create from template

Auto-schedule

PEOPLE

Invites

People

Logins

EVENTS

Events

Event templates

ROLES

Role categories

Attachment types

Availability types

Role combinations

Roles

SETTINGS

Organisation settings

Assignments

People

admin@example.org

← Back to schedule

Sign out

Search...

Go

Send login invite

Run

+ New person

☐	First name	Surname	Status	Email	Login	Member of	Competencies	Actions	
☐	Anna	Kowalska		anna@example.org	✓ anna@example.org	Music	Vocals Worship Leader	Edit	Delete
☐	Piotr	Nowak		piotr@example.org	—	Music	Guitar Piano	Edit	Delete
☐	Marta	Wiśniewska		marta@example.org	—	Music	Vocals	Edit	Delete
☐	Tomasz	Zieliński		tomasz@example.org	—	Music	Drums	Edit	Delete
☐	Jakub	Lewandowski		jakub@example.org	—	Tech	Sound Stream	Edit	Delete
☐	Ola	Dąbrowska		ola@example.org	—	Tech	Slides	Edit	Delete
☐	Michał	Kamiński		michal@example.org	—	Tech	Sound	Edit	Delete
☐	Ewa	Szymańska		ewa@example.org	—	Hosting	Coffee Greeter	Edit	Delete
☐	Paweł	Woźniak		pawel@example.org	—	Hosting	Greeter	Edit	Delete
☐	Julia	Mazur		julia@example.org	—	Hosting Tech	Coffee Slides	Edit	Delete

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The People list

Adding or editing a person

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New person

admin@example.org

← Back to schedule Sign out

← Back

New person

First name

Surname

☒ Active (can be scheduled and notified)

Email

Member of

☐ Hosting ☐ Music ☐ Tech

Competencies

HOSTING

☐ Coffee ☐ Greeter

MUSIC

☐ Drums ☐ Guitar ☐ Piano ☐ Vocals ☐ Worship Leader

TECH

☐ Slides ☐ Sound ☐ Stream

Cancel Save

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The person form

- **Email** — used for notifications and for sending login invites.
- **Competencies** — the roles this person is able to fill. Only competent people can be assigned to a role on the grid.
- **Member of** — explicit category membership. Membership is separate from competency and decides who counts as a category's member for notifications and scoped admin access.
- **Account** — whether this person has a login. You can grant one via the **Send login invite** action (see below).

Competency vs. membership: competency says "can do this role"; membership says "belongs to this category". They are intentionally independent.

Roles & categories

A **role** is a job someone can be assigned to (Worship Leader, Sound, etc.). Roles are grouped into **categories** (for example a "Music" category containing Worship Leader, Vocals and Guitar). Categories drive the grouping you see on the grid and the scope of category admins.

The screenshot shows the 'Roles' management page in the Volun3 application. On the left is a dark sidebar with a menu including Dashboard, SCHEDULE (Schedule grid, Create from template, Auto-schedule), PEOPLE (Invites, People, Logins), EVENTS (Events, Event templates), ROLES (Role categories, Attachment types, Availability types, Role combinations, Roles - highlighted), and SETTINGS (Organisation settings, Assignments). The main content area is titled 'Roles' and shows a user 'admin@example.org' with a moon icon and buttons for 'Back to schedule' and 'Sign out'. Below the header is a search bar with a 'Go' button and a '+ New role' button. A table lists roles with columns for Name, Category, Scheduling priority, and Actions (Edit, Delete). The roles are: Worship Leader (Music, priority 5), Vocals (Music, priority 2), Piano (Music, priority 3), Guitar (Music, priority 0), Drums (Music, priority 0), Sound (Tech, priority 4), Slides (Tech, priority 1), Stream (Tech, priority 0), Greeter (Hosting, priority 0), and Coffee (Hosting, priority 0). At the bottom of the main area is a footer with version and language information: 'v0.0.13 · Terms of Use · Privacy Policy · Support · English · Polski'.

Name	Category	Scheduling priority	Actions
Worship Leader	Music	5	Edit Delete
Vocals	Music	2	Edit Delete
Piano	Music	3	Edit Delete
Guitar	Music	0	Edit Delete
Drums	Music	0	Edit Delete
Sound	Tech	4	Edit Delete
Slides	Tech	1	Edit Delete
Stream	Tech	0	Edit Delete
Greeter	Hosting	0	Edit Delete
Coffee	Hosting	0	Edit Delete

The Roles list

Each role also has a **scheduling priority** (0–10). Auto-schedule fills roles with a higher number first, so give the roles you can't do without — a worship leader, say — a higher priority than the ones you could manage without.

Role combinations

If one person can hold two roles at the same event, set that up under **Role Combinations**. You can pair two specific roles, make a whole category internally compatible, or make one role compatible with a whole category. The grid uses these rules to warn you about conflicts.

Events

An **event** is anything you schedule — a Sunday service, a rehearsal, a special evening. Each event has a date/time and optional colour that shows on the grid and public schedule.


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Dashboard

SCHEDULE

Schedule grid

Create from template

Auto-schedule

PEOPLE

Invites

People

Logins

EVENTS

Events

Event templates

ROLES

Role categories

Attachment types

Availability types

Role combinations

Roles

SETTINGS

Organisation settings

Assignments

Events

admin@example.org


Back to schedule

Sign out

Search...

Go

+ New event

Name	Date	Colour	Relevant to	Needs	Confirmation	Hidden	Reserves shown	Actions
UPCOMING EVENTS								
Sunday Service	2026-10-18 10:00-12:00		—	Piano x1 Slides x1 Sound x1 Vocals x2 Worship Leader x1	—	—	✓	Edit Delete
Sunday Service	2026-10-25 10:00-12:00		—	Piano x1 Slides x1 Sound x1 Vocals x2 Worship Leader x1	—	—	✓	Edit Delete
Sunday Service	2026-11-01 10:00-12:00		—	Piano x1 Slides x1 Sound x1 Vocals x2 Worship Leader x1	—	—	✓	Edit Delete
Youth Evening	2026-11-04 19:00-21:00	—	—	—	—	—	✓	Edit Delete
Sunday Service	2026-11-08 10:00-12:00		—	Piano x1 Slides x1 Sound x1 Vocals x2 Worship Leader x1	—	—	✓	Edit Delete
Sunday Service	2026-11-15 10:00-12:00		—	Piano x1 Slides x1 Sound x1 Vocals x2 Worship Leader x1	—	—	✓	Edit Delete
PAST EVENTS								
Band Rehearsal	2026-10-15 19:00-21:00	—	—	—	—	—	✓	Edit Delete
Sunday Service	2026-10-11 10:00-12:00		—	Piano x1 Slides x1 Sound x1 Vocals x2 Worship Leader x1	—	—	✓	Edit Delete

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The Events list

Creating an event

Roles needed for this event

Tick the roles the event actually needs and set how many people each one takes (for example Piano ×1, Vocals ×2). While a needed role has fewer people assigned than required, an **△ assigned/needed** warning appears on the schedule grid and on the public schedule, so gaps are visible to everyone. This is opt-in: an event with no needed roles shows no warnings.

Who the event is relevant to

By default an event concerns everybody. With the two category fields — **Relevant to members of** and the "also include people competent" variant — you can restrict it to selected categories, so only those volunteers see it on their schedule and are asked for availability. Anyone already assigned always sees it.

Formatting the text

Both **Short info** and **Notes** understand markdown — headings, **bold**, *italic*, strikethrough, `code`, lists and links. A live preview next to the field shows exactly how it will look (a heading needs a space after

the #). On the grids the short info is shown as compact text clipped to two lines.

Tip — templates: if you run the same kind of event repeatedly, create an **Event Template** and use **Create from template** to generate events quickly, with the colour, needed roles and category rules carried over. Tick **Repeat** to create a whole series: pick the weekdays (e.g. Tuesday and Thursday), every how many weeks, and an end date. A template can itself run on several weekdays; its days are then ticked for you.

The schedule grid

The schedule grid (`/admin/schedule_grid/`) is where the planning happens. It has four view modes you switch with the tabs at the top:

The screenshot shows the 'Schedule grid' interface in 'By role' view. The top navigation bar includes tabs for 'By role', 'By person', 'Availability', and 'By category'. The grid displays roles on the left and events on the top. Roles include Coffee, Greeter, Drums, Guitar, Piano, Vocals, Worship Leader, Slides, Sound, Stream, and Reserve. Events include Sunday Service (Sun, 18 Oct 2026, 10:00-12:00), Sunday Service (Sun, 25 Oct 2026, 10:00-12:00), Sunday Service (Sun, 1 Nov 2026, 10:00-12:00), Youth Evening (Wed, 4 Nov 2026, 19:00-21:00), Sunday Service (Sun, 8 Nov 2026, 10:00-12:00), and Sunday Service (Sun, 15 Nov 2026, 10:00-12:00). Each cell contains assignment chips for people, with a '+' button to add and an 'x' button to remove. A legend at the bottom explains the availability status of the chips.

Availability: Available Partially available Unavailable No answer Reserve 0/2 needed role not fully staffed (assigned/needed)

When picking someone: not competent / partially available incompatible role / unavailable / no answer

The schedule grid (By Role view)

- 1 **By Role** — rows are roles, columns are events. Use the + button in a cell to assign someone; the x on a chip removes them.
- 2 **By Person** — rows are people, showing each person's assignments and availability across events.
- 3 **Availability** — an editable matrix of people x events. Click a cell to set someone's availability on their behalf.
- 4 **Category** (paired) — a split view scoped to one category: assignment on the left, availability on the right.

Reading the assignment chips

- Chip colour reflects the person's availability — green available, yellow partially available, red unavailable, grey unknown.
- A coloured ring warns of a conflict (for example two incompatible roles at the same event).
- Small stats on a chip show how recently and how often the person has served, to help you spread the load.

Scope: you can only assign roles and edit people that fall within your tier's scope. Out-of-scope rows are hidden or read-only.

Fitting more on screen

The grid opens in a **compact** layout — smaller type, narrower columns, slim two-line chips — so many more events fit without scrolling sideways. The **Compact / Comfortable** button in the toolbar switches back to the roomier layout, and your choice is remembered in this browser. Above every grid there is an always-visible horizontal scrollbar you can drag.

Looking back

The grid shows upcoming events only. Use **Add past 7 days** in the toolbar to widen the window a week further into the past with each click (7, 14, 21 days...), **Remove past 7 days** to narrow it and ↺ to reset. The window is kept as you switch view modes.

Auto-schedule

Auto-schedule (in the sidebar, and a button on the grid) proposes a whole schedule at once. Pick a period of up to 93 days and the roles to fill — all of them, whole categories or single roles — and press **Run**. It fills the **roles needed** by each event, so set those on your events or templates first.

The screenshot shows the 'Auto-schedule' interface. On the left is a sidebar with navigation links: Dashboard, SCHEDULE (Schedule grid, Create from template, Auto-schedule), PEOPLE (Invites, People, Logins), EVENTS (Events, Event templates), ROLES (Role categories, Attachment types, Availability types, Role combinations, Roles), and SETTINGS (Organisation settings, Assignments). The main area is titled 'Auto-schedule' and includes a date range selector (From: 10/15/2026, To: 11/14/2026) and an 'Assign as' dropdown (Main). Below this is a 'Roles' section with checkboxes for 'All roles', 'Hosting' (Coffee, Greeter), 'Music' (Worship Leader, Piano, Vocals, Drums, Guitar), and 'Tech' (Sound, Slides, Stream). Each role has a priority number. A 'Run again' button is present. Below the roles is a grid of events with columns for different roles. The events are: Sunday Service (Sun 18 Oct, 10:00), Sunday Service (Sun 25 Oct, 10:00), Sunday Service (Sun 1 Nov, 10:00), Youth Evening (Wed 4 Nov, 19:00), and Sunday Service (Sun 8 Nov, 10:00). The grid shows assigned roles and their status (saved, proposed, locked). At the bottom, there are three summary boxes: 'Seats filled' (listing priority counts), 'How good is it?' (listing optimization goals), and 'Servings per person (last run)' (a table showing servings and gaps for each person).

Person	Servings	Smallest gap (events)
Marta Wiśniewska	4	1
Anna Kowalska	3	1
Jakub Lewandowski	3	1
Ola Dąbrowska	3	1
Piotr Nowak	3	1
Ewa Szymańska	2	2
Julia Mazur	1	—
Michał Kamiński	1	—

An Auto-schedule proposal

Only active people who are competent in the role and answered *available* or *partially available* are proposed. The proposal works through these goals in order, each one fully before the next:

- 1 Fill as many seats as possible, higher-priority roles first.
- 2 Prefer members of the role's category, and "yes" over "partially".
- 3 Keep each person's servings apart — no back-to-back events, then none two or three events apart, where possible.
- 4 Keep the busiest person's load as low as possible and share the rest evenly.

Adjusting and accepting

Nothing is saved until you accept. Click a person to **lock** them, **remove** them (they won't be proposed for that seat again) or **replace** them with someone else, who is then locked. Click a role or event heading to lock its whole column or row. Assignments that already exist are kept and locked; unlock one to let the next run replace it. Press **Run again** to re-optimize around your locks, and **Accept proposal** when the schedule looks right.

How good is it? The panel under the proposal says, for each goal, whether the result is proven *optimal* or the *best found in the time limit* (a run takes up to about half a minute on large periods).

Scope: category and role admins can only auto-schedule their own roles.

Availability types

The answers volunteers can choose from are yours to define, under **Admin** → **Availability Types**. Each type has a name (for example "Available", "Maybe", "Away") and a **Counts as** level:

- **Available** — a plain yes. The person can be assigned and appears among the reserves.
- **Partially available** — a "yes, but...". It still counts as available everywhere (reserves, notifications), but the grid shows the cell and pill in **yellow** and puts a ⚠ warning on the assignment chip, so you know to check with the person first. In the person picker, partially available people are listed in their own group after the fully available ones.
- **Unavailable** — a no.

Upgrading an existing "Maybe": types created before this feature all count as plain *Available*. Edit the type and set **Counts as** to *Partially available* to get the yellow marking.

Notifications

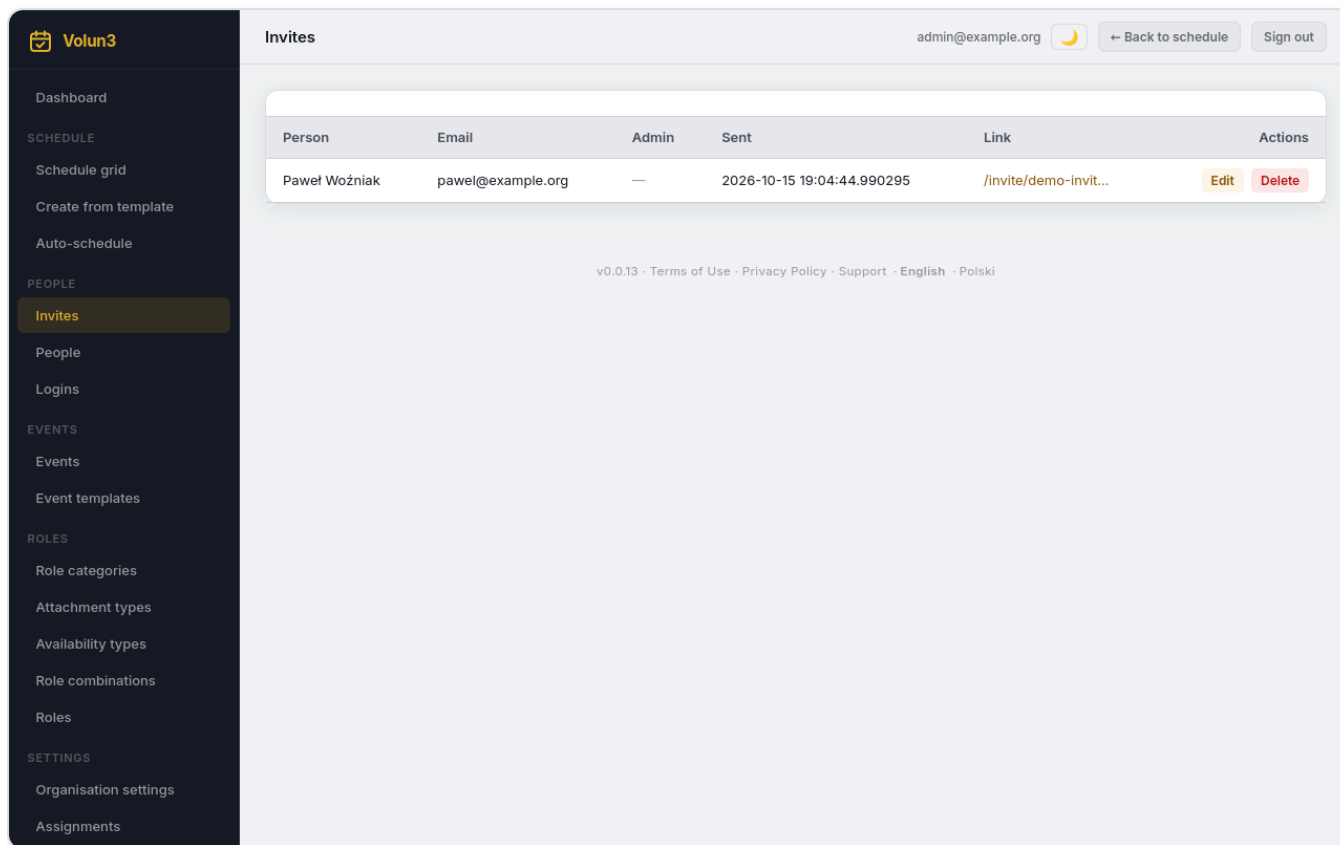
Once an event is planned, use **Notify** on the schedule grid to tell volunteers. Notify emails everyone selected who has an email address.

- 1 Open the **Notify** dialog for an event.
- 2 Choose who to notify: everyone, by role category, or specific people.
- 3 Optionally tick **Notify reserves** to also message reserve-eligible people (off by default).
- 4 Send. You'll see counts of how many messages went out.

Admin digest: every Notify also emails a summary (assigned + reserve lists, with the event card) to the organisation's admins, so everyone stays informed.

Inviting people to log in

Volunteers need a login to set their own availability and confirm assignments. The easiest way is the **Send login invite** bulk action on the People list: for each selected person who has an email and no existing login, it emails a personal sign-up link.



The screenshot shows the Volun3 web application interface. On the left is a dark sidebar with a menu. The main content area is titled 'Invites' and shows a table with one row of data. The table has columns: Person, Email, Admin, Sent, Link, and Actions. The row contains: Paweł Woźniak, pawel@example.org, —, 2026-10-15 19:04:44.990295, /invite/demo-invite..., and Edit and Delete buttons. At the bottom of the main area, there is a footer with version and language information.

Person	Email	Admin	Sent	Link	Actions
Paweł Woźniak	pawel@example.org	—	2026-10-15 19:04:44.990295	/invite/demo-invite...	Edit Delete

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The Invites list

When they accept, they choose a password (it is checked for strength) and their login is linked to their person record automatically. You can track outstanding invites on the **Invites** list.

Tip: everyone signs in with their email address — the one the invitation was sent to. Each email can belong to only one login in the organisation.

Admin tiers & scope

There are four tiers, from broadest to narrowest:

- **Superadmin** — manages all organisations (platform level).
- **Organisation admin** — full control of one organisation.
- **Category admin** — manages the roles, people and schedule within specific categories.
- **Role admin** — manages specific roles only; works mainly on the schedule grid.

Scoped admins (category and role) see a reduced sidebar and can only act within their scope. An organisation admin grants these roles on the **User** form by assigning administered categories or roles. A category admin can in turn delegate within its own scope — for example, appointing a role admin for a role inside one of its categories.

Account safety: a category admin can create and manage ordinary logins in its own organisation, but cannot open, reset or take over an organisation admin's account or another scoped admin's account.