

ORS WALKTHROUGH

Go to the ORS website and log in

<https://www.teamriverrunner.org/operations/>

Click on **Calendar**

Create a new event — Click on the date listed in the corner of the box (i.e. click on the "**16**" on **January 16th** to create a new event on that day)

Enter names/attendance for an event already listed on the Calendar, — Just click on the event (i.e. click on '**1100 ORS Training with Brandon**').)

— A new window will open up; click "Register Attendee". Then click the name(s) on the dropdown list

Add a new person — go back to any of the main ORS screens (that is, any that don't have to do with attendees), and click '**Add User**' on the left hand side.

— Choose either *Paddler* or *Staff* from the dropdown list.

— "*Paddlers*" are essentially any veteran or active duty Service member in *some* stage of healing/recovery. (And yes that description is intentionally broad and vague)

— "*Staff*" are...everyone else

When entering new volunteers — the password and username the site asks for are really of no consequence (unless that person needs some type of ability to use ORS). I usually just make the PW the same as the username, so I can just cut and paste to speed things up. I know other admins who use the same password for everyone they create. Either way, it really makes no difference.

Additionally, when entering a new person, *Specifically Paddlers*, it helps if you add as much information as possible to their "profile." ... especially when it comes time for the National staff to pull reports off the system for grant reporting. If you know absolutely nothing else about the paddler, please enter their zip code (And, if you don't know that, just use the zip code of the area in which the activity occurred).