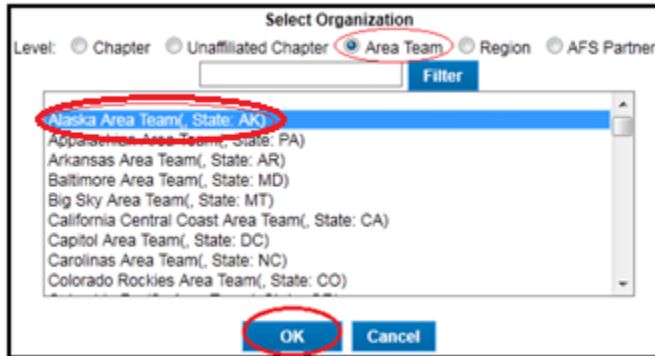


# How to Find Volunteers in Your Area Team

1. Select "Person" from the **Search** menu
2. To fill in the **Organization Name**, click on the magnifying glass on the right.
  - a. Select **Area Team** on the top row
  - b. Find your team
  - c. Click **OK**



3. **Affiliation Type:** Volunteer
4. **Affiliation Status:** Active
5. **Max. Results:** Show All
6. Click **Search**

Search

Person

Organization

Service Case

Affiliation

Activity (USA)

Incoming Info From Customer

Lead (Inquiry)

Participant Application

Host Family Application

Reference Forms

Alumni Registration

Incoming Info From Partner

Hosted Participant

Placement of SentPax

Chapter Matrix Management

Chapter Matrix - Hosting

Miscellaneous

Monthly Contact

Finance and Payment

School / CPO

Host Country Activity Waiver

Report

Outgoing E-mails Log

Local Settings

Help

Program Code

Program Duration

Program Content

Program Hemisphere

Person : Search

Person

Your IOC: USA

Person Ref.

Native First Name

Native Last Name

Native Maiden Name

English First Name

English Last Name

English Maiden Name

Suffix

Email Address

Main Organization

Visible to Volunteer

User ID (begins with)

Search for Organizations Listed Anywhere in The Hierarchy

State

Zip Code

Award Name

Affiliation

Affiliation Name

Organization Name

Affiliation Type: Volunteer

Affiliation Status: Active

Organization Type

Search for Organizations Listed Anywhere in The Hierarchy

Service Case

Responsible Org.

Max Results: Show All

Note: "Show All" will work for Export only. On-screen result is limited to 2000 records.

More Filters

Add Filter

Load Pre-defined Filters

Save As Pre-defined Filters

(Load/Save function is for USA and INT only)

Search

New

Batch Process

Export to Excel

Export Contact Log

Merge Family

7. Review the diagram to gather information about the Volunteer and click on their name to view the Volunteer's Person Record

Each volunteer receives a unique Reference Number

Volunteer's contact information

Affiliation Type:  
Affiliation Name /  
Organization Name  
(Affiliation Status)

No.	IOC	Person Ref	Name	Address	Affiliation / Organization	Service Case
1	USA	P-F20493633	Test, Test	taa, MA 03246 E-mail: test@mbsa.com Home Phone: 12345678910	Volunteer: Sending Volunteer / Big Sky Area Team (Inactive) Volunteer: Hosting Coordinator / Big Sky Area Team (Inactive)	Volunteering

Volunteer's home country

Click here to view Volunteer's record

Person's role in AFS

### Helpful Definitions for Fields in the Person: Search

<b>Affiliation Name</b>	Search by a specific Affiliation name (e.g. Volunteer, Chair, Sending Interviewer)
<b>Affiliation Type</b>	Volunteer, Staff, Member, or Email
<b>Affiliation Status</b>	Active: Registered Volunteers and/or Current Staff/Members, Inactive, Interest: Used by Volunteer Development
<b>Organizational Name</b>	Main Organization Name: Search either by Persons in Chapters, Unaffiliated Chapters, Area Teams, Regions, or by an AFS Partner
<b>Organizational Type</b>	Type of Main Organization (e.g. Chapter, Unaffiliated Chapter, School)