Associations, Assignments, Slots – VSys One
Fall 2025

Vocabulary review:

Job Association – this is the loosest connection to what people do. This allows them to show up on rosters and clock hours. If your data did not have explicit time/place schedule information this is how it came over in conversion.

Job Assignment - tells the system when, where, what to expect for these volunteers and can show them on calendars and schedules, and as missing or late.

Recurring assignments – these are your "every week at the information desk indefinitely" volunteers.

Slots – the reverse of an assignment a slot is your needs, a schedule space you need a volunteer's assignment to fill.

What your volunteers are doing. From the person record

Job Associations

While job associations can be something a volunteer needs to be qualified to do, it can also be a variable for hours management breakout – committees, programs, anything that requires hours tracking. Then this can be a filter for communication – example, email everyone who has a Job Assignment of "Gift Shop".

Recurring Assignments

Recurring Assignments require the same information you would tell a volunteer – Job, Location, Start date, times. It's more specific than a Job Association.

Once you have entered the specifications click **Generate Assignments** to preview. Save what you have tested to add it to the volunteer's profile. Clicking it in the profile will bring up a list of the specific shifts.

After you're done – remember to **Save** the profile as well.

Schedules

Job/slot calendar tool or **Job/slot calendar tool (advanced)** show your schedule in a calendar format (use **View job slots and assignments** into them if you are a chart/table person)

This shows the Pet Therapy schedule for this day. You see both non-slot Assignments (white with green bar) and Slots. Slots indicate how many of a position you might need, and bundles up the assignments that match.

Color code:
       Beige – unconnected assignments
       Grey – slots that are empty
       Yellow – slots that are partially full
       Green– slot is fully staffed

Job/Slot Calendar tool (advanced)

This tool shows the same information just in a different layout. Red shows empty slots, green filled. Non-slot assignments show in bold. Filters on the left will allow filtering of the view.

Slots

So when do I use slots?

1) When you want to see a "needs" calendar. Do you have someplace that staffing is critical? This will let you see and search for your holes.
2) When you want volunteers to be able to self-schedule. Slots are what drive the openings for a volunteer to see when they can schedule online in VSys Live.

What if I don't want to do either of those things – do I need slots? No. All you really need to organize your volunteers are job associations – to connect them to what they are doing. Assignments are nice for calendars and schedules, but it's up to you. If schedules change quickly, it might not be an efficient use of your time to keep them updated. And even if you use slots, you don't need to use them for all your positions.
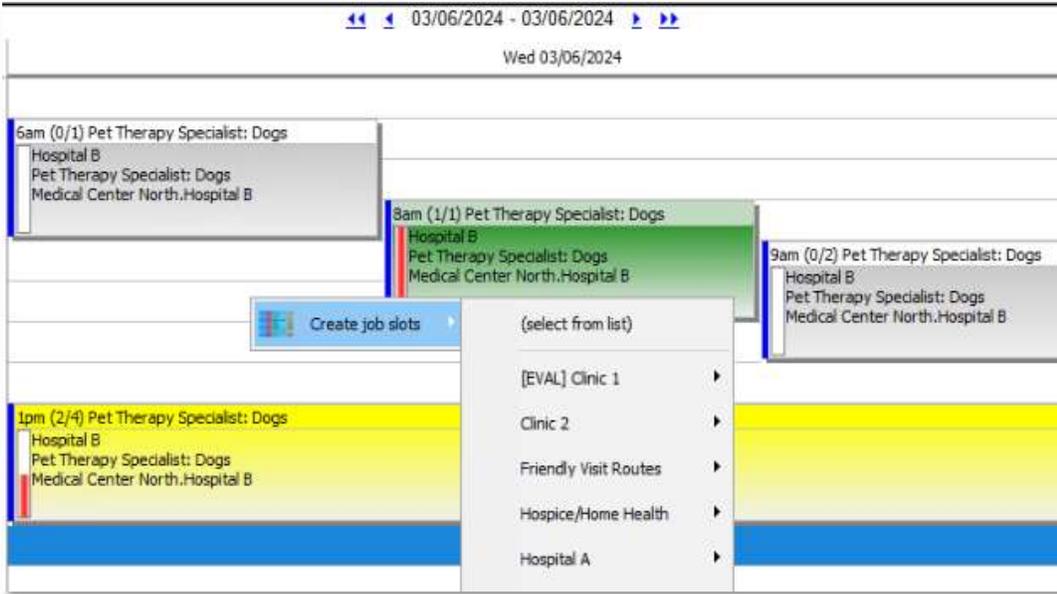
Creating Slots

In the job section, you can create slots from three tools. Which is best for you depends on which works the best for you in viewing your data:

- Job/slots calendar tool
- Job/slots calendar tool (advanced)
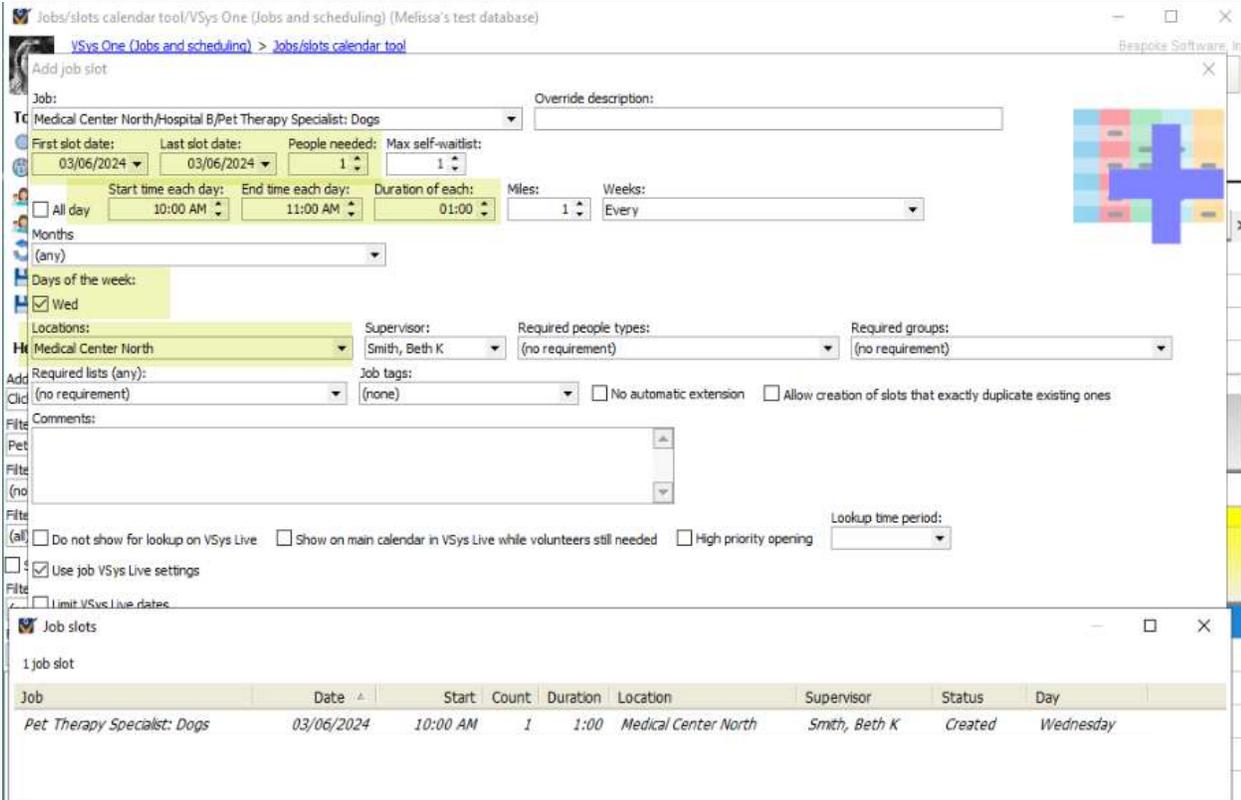- Job slots and assignments into them

A slot is the opposite of an assignment but needs the same information – *I need 3 Wayfinders, Monday-Friday, 8am to noon.* And you can make a year's worth at once if they are all the same.

How to add (Job/slot calendar tool):
Right click in the day grid -> **Create job slots -> select the job**

The important things are in yellow:

Use the checkboxes on the bottom to hide or show on VSys Live or to indicate it is a short-term shift that should not be extended. Click **Test** before creating, and do a double-check that the times and the days of the week are right. Click **Save** when you are done.

Best practice: Ideally you should make each day's worth of slots for a position independentally. Why? If there is a change it's cleaner to edit just one.

Not getting what you expect?

Things need to match up. If the slot is 8am-12pm, but you know Dave comes in 8:30-12:30pm. They aren't going to line up. Hover over the assignment to see the details and compare them. After you look at a couple it will be easy to spot what the mistake is. Correct either and try again.

Note: You can build them in either order – assignments first or slots first. As long as they have the same elements they will line up in the end.

Adding a recurring assignment from the calendar

Sometimes it's easier to add a recurring assignment where you can see the schedule.

Job/slot calendar tool: Use the **Find people** tools to get the person, then drag them over into the white space.

Job/slot calendar (advanced): Use the **Add people** link to get the person, then drag them over into the white space.