

Administering Lotsa Helping Hands

for the Chapel Hill Friends Meeting community

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Log On To Lotsa Helping Hands

1. Go to <https://lotsahelpinghands.com/>.
2. Click **Log In**.



3. Type Email address, Password, and click **Login**.

A screenshot of the login page on the Lotsa Helping Hands website. The page has a light blue background. At the top left is the logo and the text "Lotsa Helping Hands CREATE COMMUNITY". The main content is a white box with a "Log in" heading. Below the heading are two input fields: "Email Address" containing "buzz.borchardt@gmail.com" and "Password" containing "*****". There is a "Remember Me" checkbox and a "Login" button. A link for "Forgot Password?" is next to the button. At the bottom of the box, there are links for "Join or Create a Community", "Contact Us", and a note: "Note: To log in you must have cookies enabled."

4. If you belong to more than one community, select **Chapel Hill Friends Meeting**.
(You won't see the following screen if you belong to only one community)



The following are the communities you belong to:

3 Communities



Chapel Hill Friends Meeting

[Visit](#)



Karen's Recovery

[Visit](#)



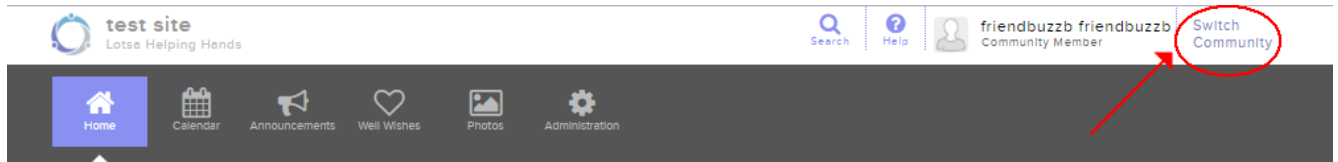
test site

[Visit](#)

Log Out Of Lotsa Helping Hands

Not as easy as you might think!

1. Click **Switch Community**.



2. Click **Log Out**.



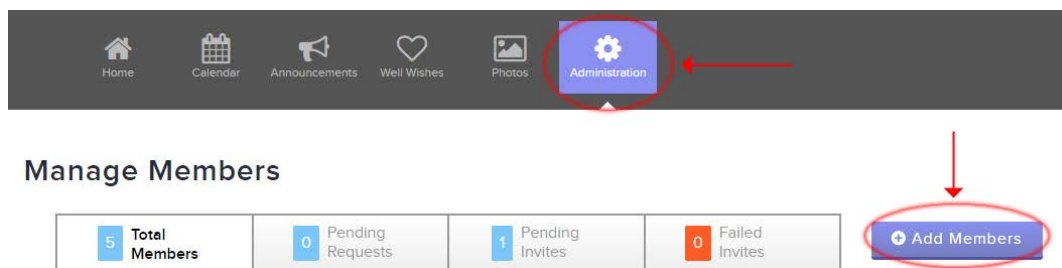
Add a Member

The following explains the procedure for adding a member to the Chapel Hill Friends Meeting community on Lotsa Helping Hands. In the course of this procedure you will be able to determine whether the member to be added already has an account for some other community on Lotsa Helping Hands or not.

- If the member already has an account, then you finish the procedure by sending an email invitation to that person to join the Chapel Hill Friends Meeting community. When the member accepts the invitation, the member chooses their own password.
- If the member does not have any account on Lotsa Helping Hands, then you finish the procedure by sending an email invitation to yourself (using a secondary account), accepting the invitation, and:
 - changing the new member's email address from your address to the member's real email address
 - assigning the member our communal password for the Chapel Hill Friends Meeting community.

To add a new member to the Chapel Hill Friends Meeting community:

1. Click **Administration**.
2. Click **Add Members**.



3. Send an eMail invitation to join Lotsa Helping Hands.
 - a. **Select Invite via Email**
 - b. In the Send To: field, enter YOUR OWN secondary address.
Note: If YOUR OWN secondary address is already a member, you must remove that member before you can use the address again to send an invite.
 - c. Click **Send Invites**

Add Members

Send From: Buzz Borchardt <buzz.borchardt@gmail.com>

Send To: 779fab@gmail.com

Subject: Join test site Community on Lotsa Helping Hands

Message: Buzz Borchardt has invited you to join test site. Please click the link below to accept:
https://my.lotsahelpinghands.com/community/test-site-2

Add Personal Message (Optional)

Send Invites [Clear](#)

4. Go to YOUR OWN secondary address, and open the email invite.



You have just been invited to join **test site**, a community at Lotsa Helping Hands.

Please click on the first link below to accept the invitation. If you have not yet created an account at Lotsa Helping Hands, you will be asked to create one.

[Accept Invitation](#)

5. Select **Use a Different Account** (so that you can specify the person's real email address)

temporary community for testing lotsa helping hands

Join Community

You are currently logged in as Buzz Borchardt (**buzz.borchardt@gmail.com**), but the invitation may have been intended for a different account.

[Accept Invitation](#) [Use a Different Account](#)

6. Type the real email address of the Friend who is joining and click **Next**.

temporary community for testing lotsa helping hands

Join Community

You have been invited to this community. You may already have a Lotsa Helping Hands account or prefer to use

Email

FriendsRealAddress@gmail.com

Next [Decline Invitation](#)

7. After clicking **Next**, notice which of the following cases you see:

Case 1:

The new member is asked to give a name and choose a password. This means the person does *not* already have a Lotsa Helping Hands account with any other community. In this case go to "[Case 1: Add a Member Using a Common Password](#)" (below)

Join Community

To accept this invitation, you must first create an account.

First Name *

Last Name *

Email:
FriendsRealAddress@gmail.com

Password *

- Must be at least 8 letters.
- Must contain at least one lowercase letter, uppercase letter, and number.
- Must not repeat the same letter.
- Must not contain your username.

Case 2:

The new member already has an account and password for some other Lotsa Helping Hands community.

In this case go to "[Case 2: Add a Member Who Already Has a Password](#)" on page 8.

Join Community

You already have an account with Lotsa Helping Hands. Enter Accept Invitation to continue. If you do not remember your p

Name:
FriendsRealName

Email:
FriendsRealAddress@gmail.com

Password *

Note: Do NOT click anything yet!

Case 1: Add a Member Using a Common Password

8. Type the new member's **First Name**, **Last Name**, and **Password** and then click **Accept Invitation**.

Join Community

To accept this invitation, you must first create an account.

First Name *

FriendFirstName

Last Name *

FriendLastName

Email:

FriendsRealAddress@gmail.com

Password *

.....

- ✔ Must be at least 8 letters.
- ✔ Must contain at least one lowercase letter, uppercase letter, and number.
- ✔ Must not repeat the same letter.
- ✔ Must not contain your username.

By accepting this invitation, you are confirming that you have read :
Use.

Accept Invitation

[Back](#)

The member is added.



The screenshot shows a user profile card for a new member. On the left, there is a yellow 'New Member' badge and a placeholder icon for a profile picture. The user's name is 'FriendFirstName FriendLastName' and their email is 'FriendsRealAddress@gmail.com'. To the right of the name, it says 'Past 90 Days', '0 Tasks Completed', and '0 Photos Uploaded'. Further right, there is a 'Help With' section. On the far right, there are two buttons: 'View Profile' and 'Remove'.

Case 2: Add a Member Who Already Has a Password

Use this procedure for someone who already has a password

8. If the user already has an account, go to the next step in this procedure. Do not click **Back** and do not click **Accept Invitation** because you are still in the mode of receiving the invitation at *your own email address* and you need to get out of this.)

Join Community

You already have an account with Lotsa Helping Hands. Enter your current password and press Accept Invitation to continue. If you do not remember your password, [click here](#) to reset it.

Name:

Annette Broadwell

Email:

annettebroadwell@gmail.com

Password *

By accepting this invitation, you are confirming that you have read and agree to the [Terms of Use](#).

[Back](#)

9. In order to get back to the **Add Member** step so that you're not adding another instance of yourself, you can do either of two things, only one of which seems to work:
 - a. You can click back to the previous Lotsa Helping Hands tab from which you started (a new tab was opened when you received the invitation to join in your other account and accepted it). However, adding a new member from the old tab always seems to get an error and you have to log in again.
 - b. You can click the Lotsa Helping Hands logo to go to the Lotsa Helping Hands home page from which you can (eventually) log in again.

test site

temporary community for testing lotsa helping hands

Join Community

You already have an account with Lotsa Helping Hands. Accept Invitation to continue. If you do not remember y

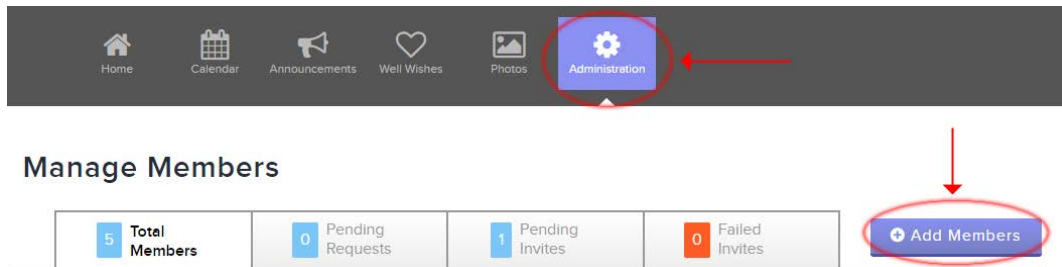
Name:
Annette Broadwell

Email:
annettebroadwell@gmail.com

Password *

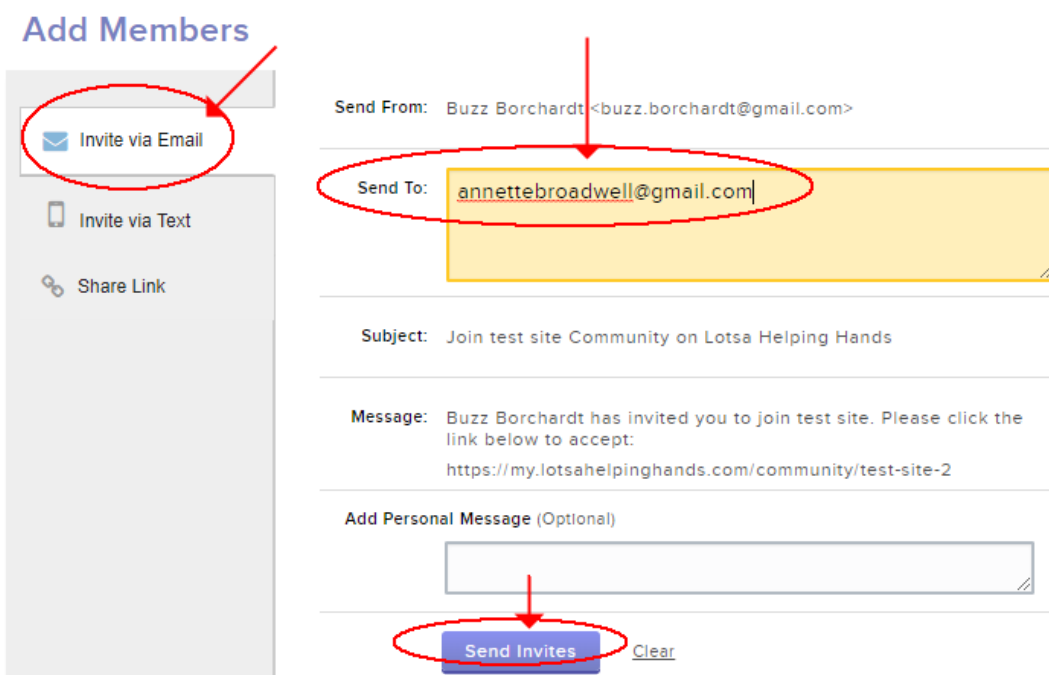
10. Once you've logged in again, click **Administration**.

11. Click **Add Members**.



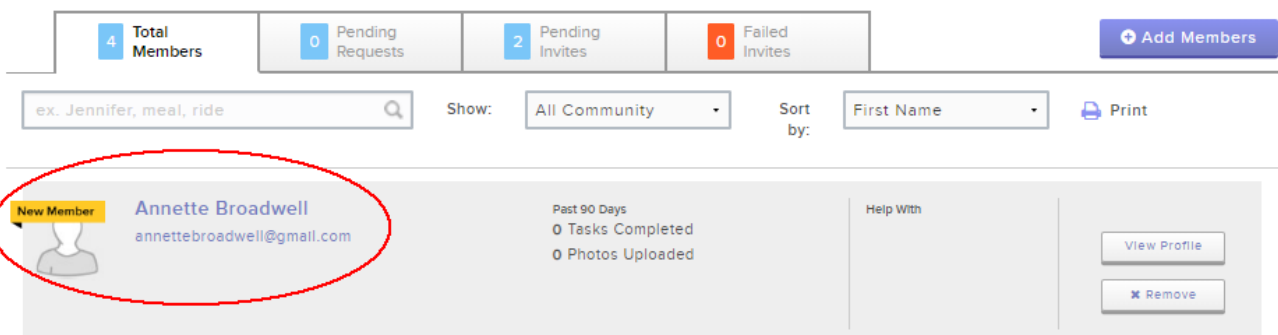
12. Send an eMail invitation to the member (not to yourself) to join Lotsa Helping Hands.

- a. **Select Invite via Email**
- b. In the Send To: field, enter the email address of the member you want to add (not your own email address).
- c. Click **Send Invites**



9. Once the recipient of the email accepts the invitation, you can verify that the member has been added.

Manage Members



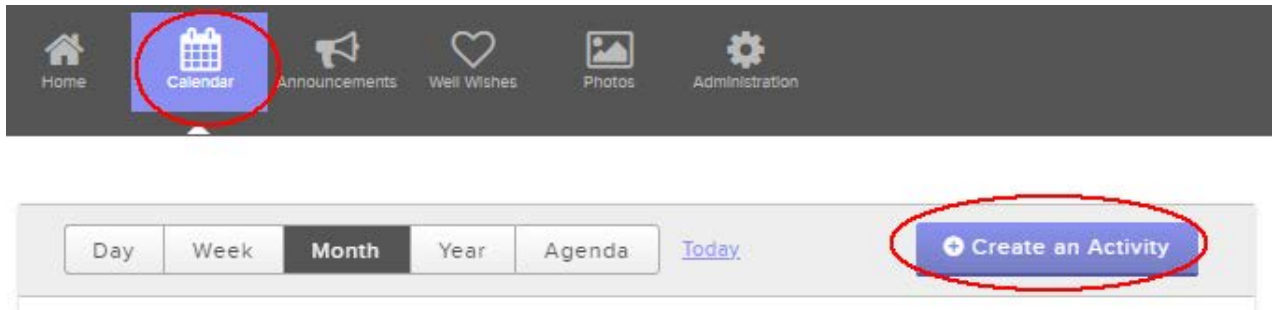
Create a Request for Help (“Activity”)

Note: This is only the first part of requesting help. Requesting help using Lotsa Helping Hands is a 2-step process:

1. First you have to create the request (which Lotsa Helping Hands calls “creating an activity”). Lotsa Helping Hands does NOT automatically send emails. You have to do that yourself after creating the request (“activity”).
2. Once you have created one (or multiple) requests, send an email request to all the members of the Chapel Hill Friends. Lotsa Helping Hands calls this “adding an announcement”. Even if you have created multiple requests (“activities”), you should, for simplicity, still send only one email (“announcement”) that summarizes all the requests. You compose the text of the email yourself, detailing all the dates and times for which help is needed. Lotsa Helping Hands does NOT do any of the composing of text for you. See “[Send an Email Request for Help](#)” (below)

To create a request for help do the following:

1. Click **Calendar**, then click **Create an Activity**.

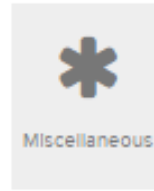
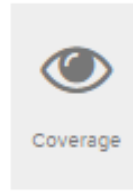
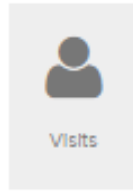
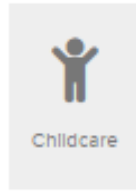
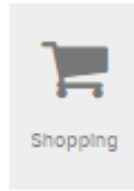
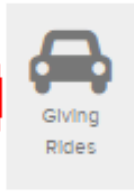


2. Select **Preparing Meals**, specify the following information, and then click **Create Activity**.

Name	Very short description of what’s needed (picture below as to where this shows)
Description	Detailed description of what’s needed (picture below as to where this shows)
Attachments	Attach the file xxxxxx.pdf with instructions on using Lotsa Helping Hands
Number of volunteers per date	Usually 1, unless more are requested
Activity Date and Time	Select one or more days. Note: If you select multiple days, then the time must be the same for every day. If you want different times for different days, then an alternative is to create <i>multiple activities</i> (each with the appropriate time). An email is NOT sent automatically when you create an activity. So, you can send a single email that enumerates all the dates (and their respective times) for when a meal is needed. For more information, see “ How Many Activities Should I Create? ” (below)
Location	Lotsa Helping Hands creates a link to Google maps.

Create New Activity

Select an Activity



Activity Info

Name *

Description
B I

Longer description with more details.
And more,
And more,
And more.

Activity Photo

Attachments

People

Coordinator(s) * Buzz Borchardt

Number of Volunteers per date

Activity Date & Time

Choose a single date, or select multiple dates for repeating events.

Start time End time

May, 2019							June, 2019							July, 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4	26	27	28	29	30	31	1	30	1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
28	29	30	31	1	2	3	23	24	25	26	27	28	29	28	29	30	31	1	2	3

Location

Locations

| * Required Field

How Many Activities Should I Create?

The general rule is create one activity per time for which an activity is requested. And, since a “time” means a time on a particular day, the general rule is create one activity per time per day. So, for example:

- one visit is required on each of three separate days – create 3 separate activities. But, there is an exception. See [“One activity for multiple days”](#) (below)
- two visits are required on a single day – create 2 activities. See [“One activity with multiple times on a single day”](#) (below)

Following is more information on the possible cases:

One activity for multiple days

Almost always you will want to create one activity per day (assuming only one visit is required that day). This allows you to write a different description for each day. However, if exactly the same thing is to be done on every day, then you can create one activity with one description while selecting multiple days for that activity. The result is that the calendar shows an activity for each of the days, and when you click on any one of the days, the description is the same (except, of course, for the date).

Note: No matter how many activities you create, you should send out **one email** listing all the days for which help is requested. Anyone responding to the email can navigate to any of the days they desire. The text of the email is entirely up to you. Lotsa Helping Hands does **not** send any emails automatically, and does nothing to compose the text of any email.

Even if you select multiple days for one activity, subsequently, you can edit each day independently of the others (and even *change the description* for that day), and you can delete any one or more of the dates independently of the others.

Delete Recurring Event? ✕

Would you like to delete only this instance of the event, or all events in this series?

Only this instance All other events in the series will remain

All events in the series All events in the series will be deleted

Future Events Future events in the series will be deleted.

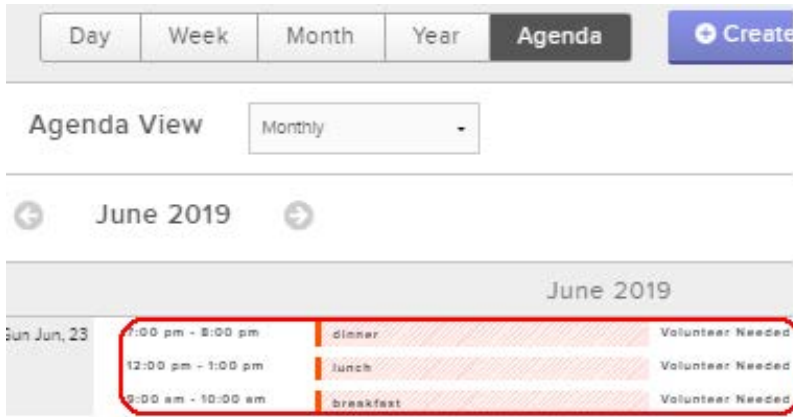
Previous Events Previous events in the series will be deleted.

One activity with multiple times on a single day

This you **can not do**. That is, you could do something similar such as create one activity for the chosen day and specify it as an all-day activity requiring, say, three people. Then in the description you could enumerate the different times for which help is required (e.g., breakfast, lunch, and dinner, all on that day).

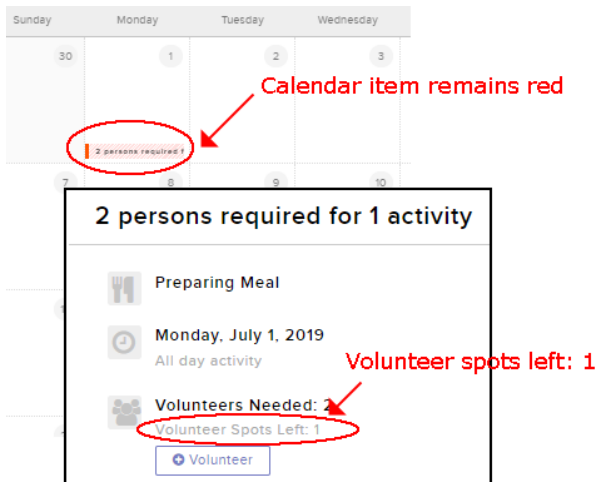
But, much better is to create three separate activities: one for breakfast with its date, time, and requiring one person; lunch on the same day but at lunch-time and requiring one person; and similarly for dinner. Despite having created three separate “activities”, you should still send **only one email** stating that breakfast, lunch, and dinner are requested on a particular day.

The advantage of creating three separate activities is that the three activities show up on that day as three separate events for which three different people can volunteer (of course, one person could volunteer for all three).



One event requires multiple people

This is perfectly normal. For example, a dinner requires 2 people for whatever reason. Create the event and specify that 2 people are required. Then even if one person volunteers, the calendar item still displays as red (i.e., requiring attention), and when opened shows that another person is required.



What is the Result?

The following picture shows what it looks like to a recipient of a help request when they log onto Lotsa Helping Hands and click on one of the dates for which help is requested. You can see where the so-called “Name” and “Description” that you typed earlier show up.

If a recipient adds a comment, it is added to this screen for any one of views it subsequently (in this case, the “Comment” does NOT result in any email).

Short description of what's needed

[Edit Activity](#)

[Delete Activity](#)



Preparing Meal

"Name"



Saturday, June 1, 2019 [\(Edit Activity Dates\)](#)

All day activity



Volunteers Needed: 1

Volunteer Spots Left: 1

[+ Volunteer](#)

Click to volunteer



510 Raleigh Road, Chapel Hill, NC 27514



Description

Longer description with more details.
And more.
And more.
And more.

"Description"



Attachments

LotsaHelpingHands_HowTo.pdf [x](#)

Comments



Write a comment

"Comments" get put
down here

[Comment](#)



Buzz Borchardt

This is another comment
[Working](#)



Buzz Borchardt

This is a comment
a minute ago [Reply](#)

[Get more comments](#)

Volunteer(s) [\(Assign\)](#)

Coordinator(s)



Buzz Borchardt

+19195937280

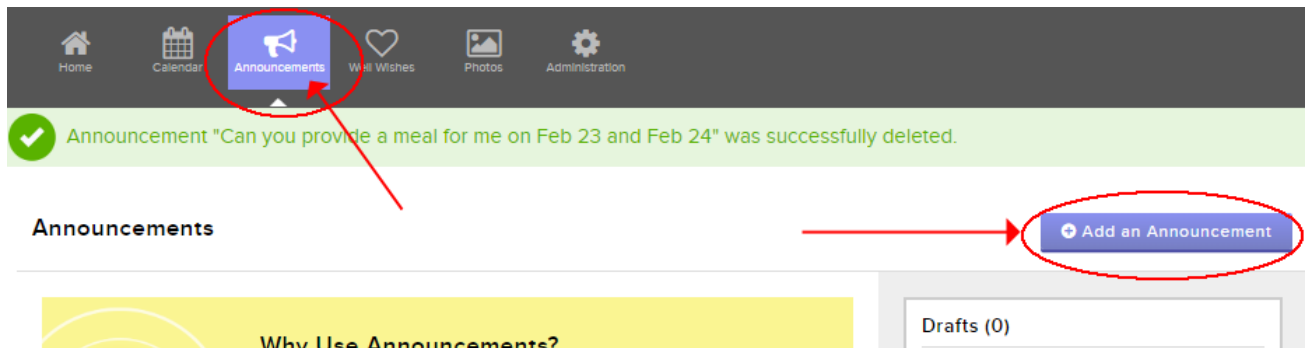
buzz.borchardt@gmail.com

Share

Send an Email Request for Help

To send an email requesting help to all the members of the Chapel Hill Friends Meeting community:

1. Click **Announcements**, and then click **Add an announcement**.



2. Type a Subject, Description, When to Post, Allow Members to Comment, and then click **Post Announcement**.

Create Announcement

Update members on what has happened so far and communicate how you'd like them to use the site. Post an Announcement to automatically generate an email sent to all Members of the Community.

Subject *

Description *

Photo

When to Post * Now Schedule For Later

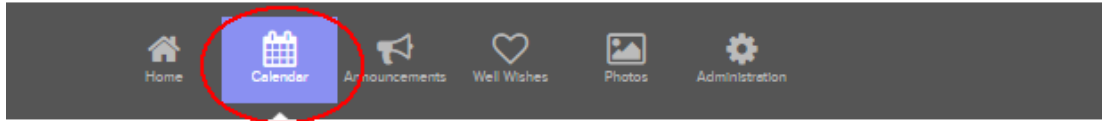
Comments Allow Members to Comment

[Reset](#) | * Required Field

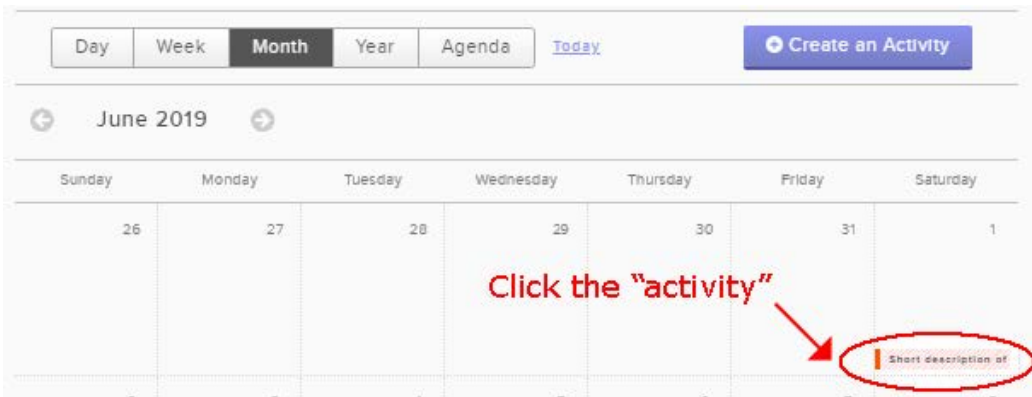
Edit an Existing Request for Help

To edit an existing request for help:

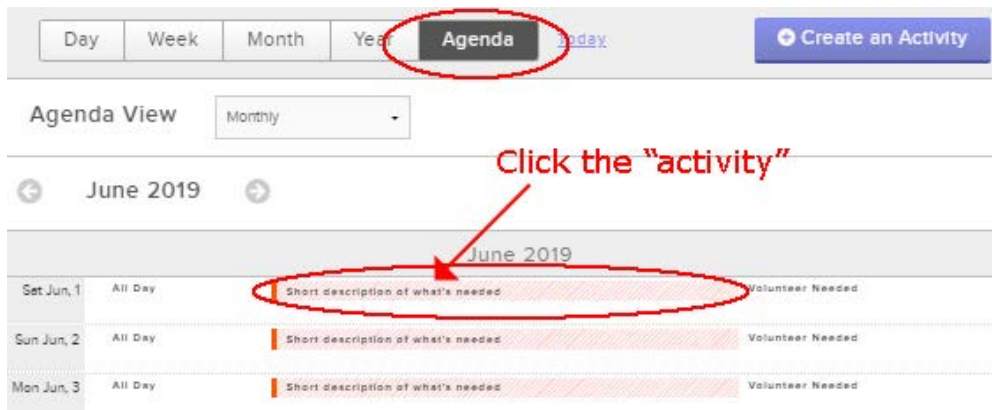
1. Click **Calendar**.



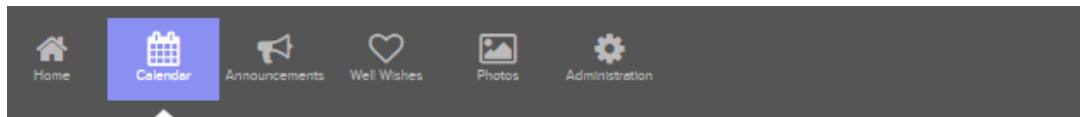
2. Do either of the following (and then continue to step #3)
 - a. Navigate to the relevant date and click the “activity” (**Note:** You have to click the little colored bar – not just anywhere on the calendar)



- b. Click Agenda, navigate to the relevant date, and click the “activity” (**Note:** You have to click the little colored bar – not just anywhere on the screen)

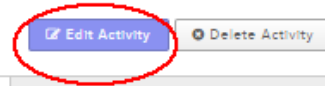



3. Click **Edit the Activity**




Calendar | Short description of what's needed

Short description of what's needed



 Preparing Meal

 Saturday, June 1, 2019 [\(Edit Activity Dates\)](#)

Volunteer(s) [\(Assign\)](#)

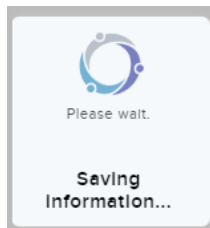
Coordinator(s)

4. After making your change(s), don't forget to click **Save**.

For example,



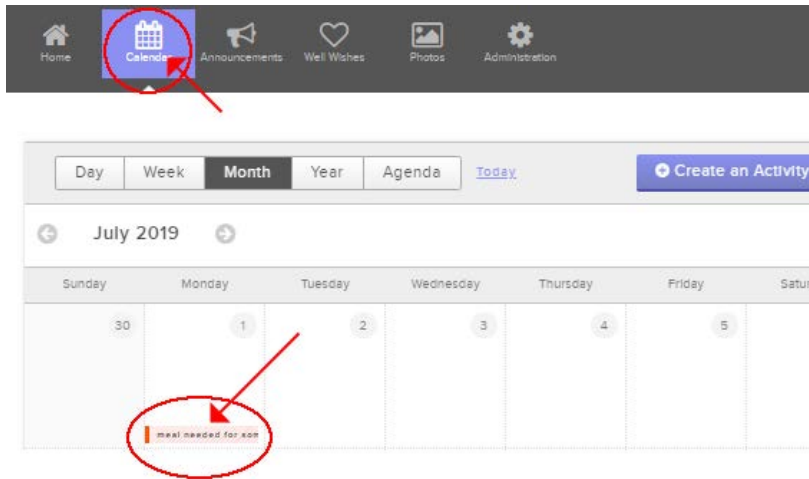
You should see:



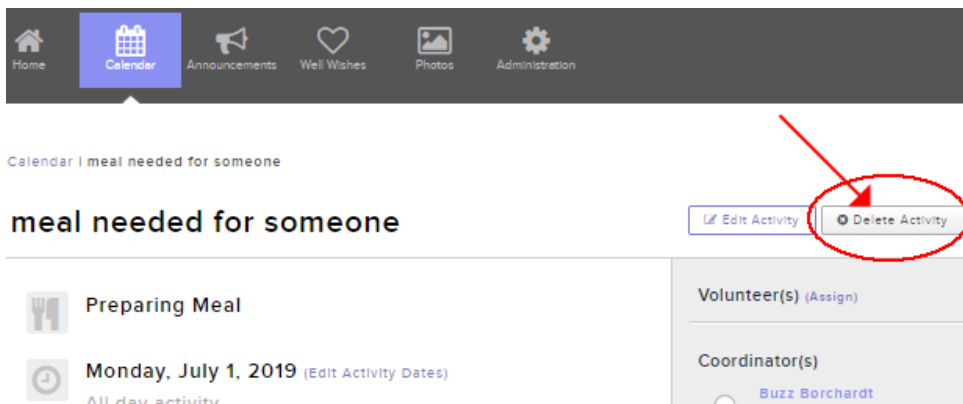
Delete a Request for Help

To delete a request:

1. Click **Calendar**, then navigate to and click the activity to be deleted.



2. Click **Delete Activity**.



3. You are given the choice of whether to delete only this activity or some or all associated activities.

