

**DATA CLERK**

**JOB DESCRIPTION: Enter registration forms into the Imagination Library online Book Order System (BOS)**

* Sign up for Data Clerk volunteer slots on needed days, which are typically a weekday towards the end of each month
* Get packet of registration forms from Volunteer Manager
* Prior to entering anything, review ALL forms to be entered
  + Ensure child meets date requirement given for today’s registration (if not, give form to Volunteer Manager)
  + Check that Group Code has been stamped on form (if not, contact Volunteer Manager for correct code)
  + DO NOT separate forms from envelopes
* If envelopes contain anything other than forms (i.e. donations, notes, etc., contact Volunteer Manager immediately)
* Using laptop provided, log on to the BOS (login information will be provided for you)
* Log your name in the “Volunteer BOS System” Book to indicate which login information you are using
* Enter registration information from forms into BOS
  + From the main page after you log in, click on “ADD” on the menu on the left side of the page
  + The first page will ask for the child’s name and birth date only
  + The second page will ask for other information from forms
  + Be sure to enter the Group Code number in the “Additional Info 1” field on the second page
  + Make sure to click on “Check Address” in the address section
  + Click on “Save & Next” to enter additional forms
  + Click on “Save & Exit” when you are finished for the day
* Check that “ENTERED” stamp has today’s date on it; adjust if needed
* Stamp registration forms with “ENTERED” stamp as you finish
* Put forms that have been entered in file folder with that day’s date and volunteer number (i.e. “3/27/18 Vol1)
* Return any forms that have not been entered to Volunteer Manager
* LOG OUT of the BOS when you are done: click on the double “down” arrows in the top right of the page and click “LOGOUT”

