



## Lists

- Where to find from home page
  1. *Select:* User tools (left hand side)
  2. *Select:* List manager/Intellilist Setup

### *How to create a list*

- Standard List
  1. *Select:* Create new list
  2. *Insert:* Name of list > Save
  3. *Insert:* List Type > drop down to your local program
  4. *Select:* Find a person (left hand side) and enter name of profile you want in the list.
    - a. If the name does not auto *populate select:* 3 dots on right of the search bar for larger search criteria
  5. When list is complete *Select:* Save
  6. When returning to the list *Select:* Click here to load the list
- Intellilist List
  1. *Select:* Create new Intellilist list
  2. *Insert:* Name of list > Save
  3. *Insert:* List Type > drop down to your local program
  4. *Right Click:* in the Intellilist list criteria box and Insert filter options
    - a. *Multiple filter options can be added similar to running Advanced Criteria People Searches*
  5. When list is complete *Select:* Save
  6. When returning to the list *Select:* Click here to load the list
- Temporary List
  1. *Select:* Create new temporary list
  2. *Insert:* Name of list > Save
  3. *Insert:* List Type > drop down to your local program
  4. *Select:* Find a person (left hand side) and enter name of profile you want in the list.
    - a. If the name does not auto *populate select:* 3 dots on right of the search bar for larger search criteria
  5. When list is complete *Select:* Save
  6. When returning to the list *Select:* Click here to load the list
    - a. This list can only be returned to in the time that you are logged in when it is created. Once you log out of Vsys the list will be deleted automatically
- What can I do with these list - *Examples*
  1. Event Registration – a list can be created with the athletes and volunteer attending an event. When entering into the event the list can be uploaded into your delegation
    - a. Best list to use: Standard or Temporary
  2. Sport Rosters – You can create a list with all your athletes for a particular sport for a current season for access to the names in one location
    - a. Best list to use: Standard

3. **Tracking Coaches** – Create a list the filters all volunteers that are listed as Role: Coach. This list will always be available to you and will automatically update the list when Role: Coach is added or removed from profiles
  - a. Best list to use: Intellilist
4. **Reporting and filtering**– All available lists can be uses as a filter for reporting allowing you to report on only the names on a selected list

