

## Teams and User Groups: What's the Difference?

	Teams	User Groups
What are they?	A group response to a need.	A tool for grouping volunteers, reporting on group volunteerism, and offering opportunities privately to selected volunteers.
How are they formed?	Typically, a volunteer responds to a need as a team.	Created from the manager panel.
How are people added?	Team leader adds team members or sends out a "team join link" so members can add themselves.	Site manager adds people to the user group or sends out a "join link" so volunteers can add themselves.
Can this grouping tool be used throughout the site?	Yes, as long as team sign-ups are accepted.	Can be applied to any volunteer but can only be used with standard (non-AEM) needs.*
What reporting is available?	Exports of responses and hours may include team information. Team responses to needs have a team resume.	Several canned reports, including a user group summary. All applicable exports reference user groups. Each user group has a private user group report.
What else do I need to know?	Teams can be cloned! Each time a team is cloned, the system creates a new team ID (essentially, a new team).	Can be associated with individual <i>and</i> team responses. Volunteer must select the user group in their response for their hours to be associated with that response.
What is each tool best for?	Friends, co-workers, or other groups that want to attend a volunteer opportunity together.	Tracking and reporting on group volunteerism (such as corporate volunteerism) over time.

<sup>\*</sup>This table covers features as they are available for standard needs, and not for needs within the Advanced-Events Module (AEM).