

Additional Info

1. "Member since" will show when you first joined the Shaw Guild. You are not able to edit that field but will be filled in by an Administrator.

2. "My skills" - please fill in some key words (e.g. project management, gardening, etc.) that will help Program Chairs identify volunteers who have particular skills for a role or activity. This is an optional field, but would be appreciated!

Qualifications - omit for now.

Change Password - if you want to change it.

Organizations - this will show the Shaw Guild mailing address, web address and the phone number of Cheryl Morris, manager of **My Volunteer Page**. Note: please email rather than call Cheryl.

Goals - if you would like to set a goal for the numbers of hours you want to volunteer for the Shaw Guild, please enter the date range and number of hours. This is for your information only and is optional.

Interests - please check all the activities in which you would like to be involved.

When opportunities for those activities are announced, you can view them and "sign up". This will alert the person managing the schedule, who will send an email to confirm your shift. If you are not confirmed for a specific shift, please sign up for a different opportunity.

Availability - select as many days and times you are generally available to volunteer. You can change this at any time.

Merge profile - use this feature only if you are a volunteer at another organization that uses Better Impact. You would be able to see your calendar and opportunities for each organization in one view.

CONGRATS! YOUR PROFILE IS COMPLETE!

OPPORTUNITIES - This is the screen where you will see and be able to sign up for the activities you have indicated you are interested in and available for. (Note: do not use Filters)

Program Activity grouping Info Number of shifts open & Start / end date

Greeting

Welcome patrons outside Festival Theatre, direct them to correct theatre and answer questions. Greeting requires unassisted standing for 90 minutes.

Activity	Shifts	Start Date	End Date
Tuesday 2pm performances - Festival Theatre	10	29/05/2018	31/07/2018

Hosting

Hosts greets theatre patrons and scan tickets at the four theatre venues. Hosting requires unassisted standing for two hours. Each new Guild member will be invited to a mandatory orientation session before being added to the hosting roster.

Activity	Shifts	Start Date	End Date
Tuesday 2pm performances - Festival Theatre	4	08/05/2018	15/05/2018

To see details and perhaps sign up:

1. Click on the Activity to see specific dates
2. See who else is signed up*
3. Click on Sign Up

DATE	START	END	Overlap	Openings	Who?	Actions
Tuesday, May 29, 2018	12:30 PM	2:00 PM		2 / 2		+ Sign Up
Tuesday, June 5, 2018	12:30 PM	2:00 PM		2 / 2		+ Sign Up
Tuesday, June 12, 2018	12:30 PM	2:00 PM	Overlap	2 / 2		

* See other volunteers' names only if they have allowed that in their privacy settings.

You can add yourself to the back-up list if all slots are filled. In case you have signed up for 2 activities happening at the same time, you'll see this.

If you want to remove yourself from the activity, go to your SCHEDULE and click Remove. **You will not be able to cancel your assignments in the tool less than 48 hours before the start of the shift. Please contact the Program Chair directly by phone or email as soon as possible.**

SCHEDULE

You will receive an email from the Program Chair to confirm your new or revised assignments. See everything you've signed up for and add to your another personal calendar if you wish.

ACTIVITY	DATE	START	END	WHO?	ACTIONS
Hosting - A Clockwork Orange (Alex Theatre)	Wed 04/04/2018	1:30 PM	2:45 PM		

Add to Calendar

- Add to Calendar
- Add to Google Calendar
- Add to Yahoo Calendar