

HOURS

You do not need to log your hours after you've completed shifts. The system will automatically log hours after your shift is completed.

REPORTS

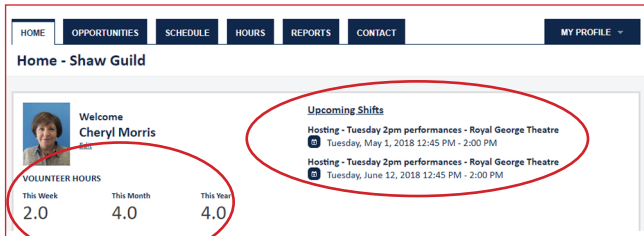
You will be able to view and or download a report of the hours you've contributed to the Shaw Guild for your own information.

CONTACT

Send comments to KIm Mustill about anything related to your experience with this tool. Her email address is mvp@shawguild.ca.

If you wish to contact a particular Program Chair about a Shaw Guild issue, you can do that through MVP.

On your HOME page you will be able to see at a glance the year to date number of hours you have volunteered AND the activities you are scheduled for in the future.



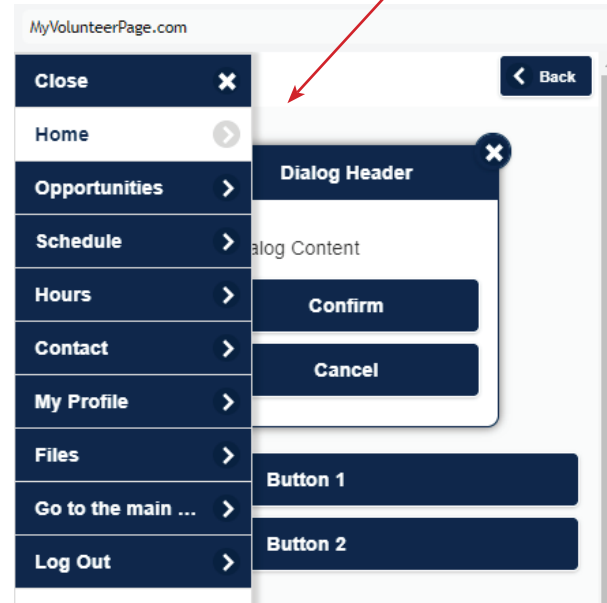
After you have completed what you wish to do on MVP, you can log out on your Home screen. However, the system will automatically log you out usually after 15 minutes of inactivity.

THE MOBILE VIEW OF THE TOOL

For those who use the mobile version of MVP on a smartphone or iPad, click here to get to the menu items:



Then you will see all the same choices as described in the other sections of this brochure.



SHAW GUILD

My

VOLUNTEER PAGE

Volunteer Management Tool

Getting Started

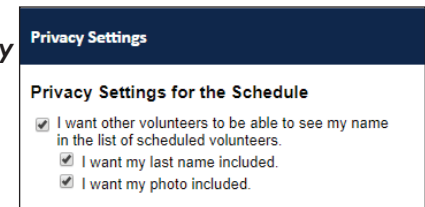
Go to this website: app.betterimpact.com
Click on **MY PROFILE**, then **Contact Information**
Required fields:

1. Set your username (6 or more characters).
NOTE: If you share an email address with your spouse please enter a unique username.
2. First and last name
3. Mailing address
4. Email address
NOTE: If you share an email address with your spouse, you may be prompted that the email address is already in the system. Just bypass that message.
5. Phone number

Not required but you can add:

- Online presence (your Twitter handle, web address for your LinkedIn page)
- Date of birth

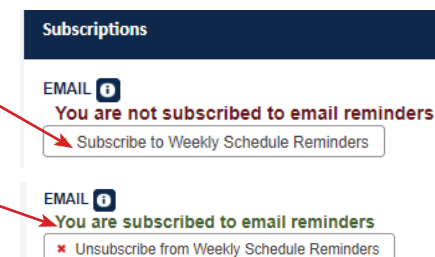
Check any Privacy settings to allow others to see your name assigned to volunteer shifts.



IMPORTANT: MVP will send you a reminder of your upcoming shifts when you SUBSCRIBE!

Click here

Then you will see that you are subscribed



Thank you for your contribution to the Shaw Guild!

Keep your username and password handy:

Username: _____

Password: _____

If you have forgotten your username and/or your password, just click on the link "Forgot your username or password" from the login screen and follow the steps.

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!
3. Select YES for SmartServe if you are certified.
4. If you are interested in learning about Guild leadership roles, select YES and you may be contacted by an EC member.

Qualifications - no need to do anything here.

Change Password - if you want to change it.

Organizations - this will show the Shaw Guild mailing address, general email address and website address.

Goals - if you would like to set a goal for yourself for 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 programs are announced by email to you, you will be able to view them and sign up. Shifts will be automatically assigned on a first-come basis. Check your SCHEDULE tab or HOME page to view your upcoming assignments.

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

Merge profile - if you are a volunteer at another organization that uses Better Impact you would be able to merge your profile there with the one you set up for the Shaw Guild. Note: Some people have encountered problems accessing the profile they wish to view after doing this.

CONGRATS! YOUR PROFILE IS COMPLETE!

OPPORTUNITIES - This is the screen where you will see and be able to sign up for the assignments and programs you have indicated you are interested in and available for.

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 cannot cancel your assignments in the tool less than 72 hours before the start of the shift. Please contact Host Captain or Greeting Chair directly by phone or email as soon as possible.**

SCHEDULE

As your shift is confirmed as soon as you sign up, you can see your schedule and add your shifts to your online 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 Google Calendar
Add to Yahoo Calendar