

HOURS

You do not need to log your hours after you've completed shifts. The Chairs of the activities you work on will do that for you.

REPORTS

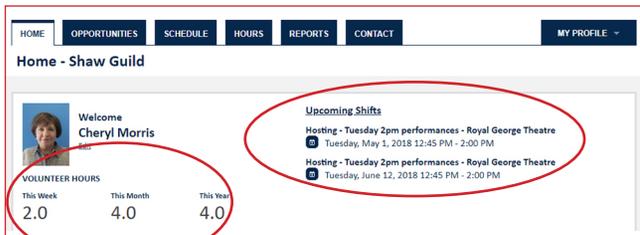
You will be able to view and or download a report of the hours you've contributed to the Shaw Guild for your own information.

CONTACT

Send comments to Cheryl Morris about anything related to your experience with this tool. Her email address is info@shawguild.ca.

If you wish to contact a particular Program Chair about a Shaw Guild issue, please do that outside of the tool.

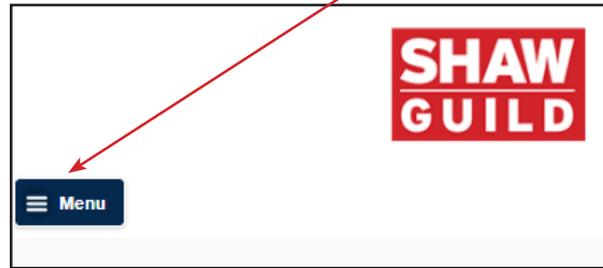
On your HOME page you will be able to see at a glance the year to date number of hours you have volunteered AND the activities you are scheduled for in the future.



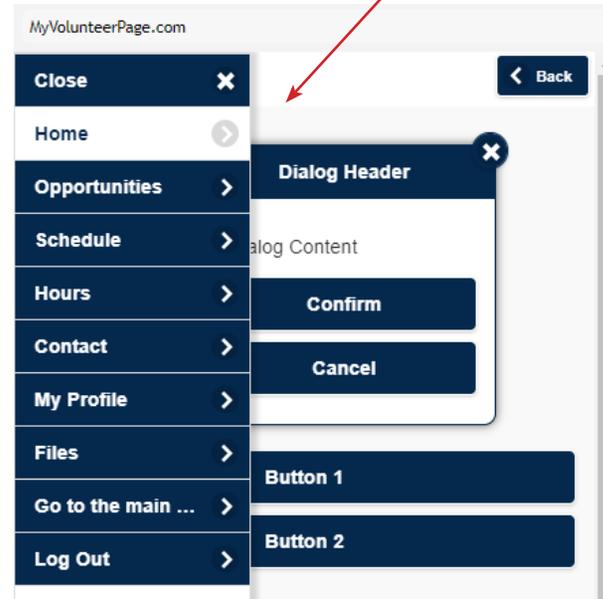
After you have completed what you wish to do on MVP, you can log out on your Home screen. The system will automatically log you out after 15 minutes of inactivity.

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

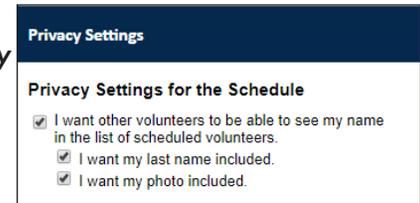
Go to this website: app.betterimpact.com
Click on **MY PROFILE**, then **Contact Information**
Required fields:

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

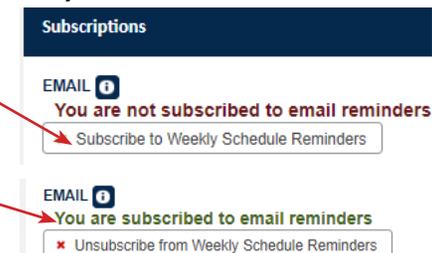
Check any Privacy settings to allow others to see your name assigned to volunteer shifts.



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!

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, who manages the Shaw Guild's **My Volunteer Page** tool.

Note: please email rather than call Cheryl.

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 programs in which you would like to be involved.

When opportunities for those programs are announced, you can view them and sign up. **The Chair of the particular program will assign you to some or all of your choices, depending on the number of other volunteers who have signed up.** You will receive an email from the Chair 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 - you can 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 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 48 hours before the start of the shift. Please contact Host Captain or Greeting Chair directly by phone or email as soon as possible.**

SCHEDULE

You will receive an email from the Chair or Captain to confirm your new or revised assignments. See everything you've signed up for and add 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