



MVP – My Volunteer page SHIFT instructions

1. Log on to app.betterimpact.com. Enter your **Username** and **Password**. If you can't remember either please send an email to: mvp@shawguild.ca. Please include your full name in the email.



Opportunities

2. Click on the OPPORTUNITIES tab to sign up for a shift. You will see the **List** or **Calendar** option.

This is the Calendar view and only show SHIFTS that are available

Filters

Looking for a specific activity that isn't showing on the calendar? It might not be visible in this format. Try checking the [Opportunity List](#) page. Activities that don't have specific dates or times aren't able to be rendered on the calendar and there may also be some activities that are visible to you in the list, but not the calendar.

Only include activities that I am qualified for

Organization:

Category:

Start Time:

Format:

Make these my default filters

Friday, August 13, 2021 - Saturday, September 4, 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 8	9	10	11	12	13	14 2P Ambassador shift Ma
15	16 10A Coffee Connection -	17	18	19	20	21 12P Ambassador shift M 2P Ambassador shift Ma
22 2P Ambassador shift Ma	23 10A Coffee Connection -	24	25	26	27	28 12P Ambassador shift M 2P Ambassador shift Ma 2P Market Room Monitor -
29 2P Ambassador shift Ma	30 10A Coffee Connection -	31	Sep 1	2	3 12P Ambassador shift M 12P Market Room Monitor 2P Ambassador shift Ma 2P Market Room Monitor -	4 12P Ambassador shift M 2P Ambassador shift Ma 2P Market Room Monitor -

3. Select the shift you would like to be assigned to, then select the **x Sign Up** button

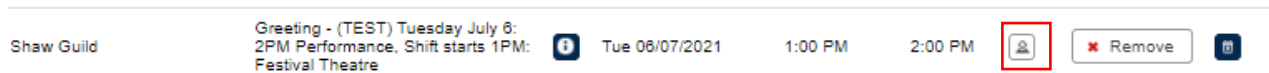
DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS
Friday, July 9, 2021	12:00 PM	2:00 PM		2 / 2		<input type="button" value="+ Sign Up"/>

View your Schedule shifts

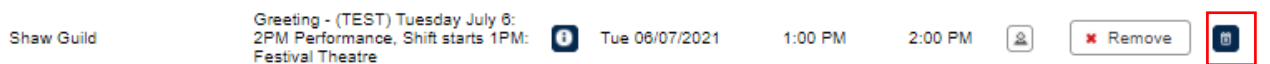
1. Log on to app.betterimpact.com (if you are not logged in already)
2. Click on the SCHEDULE tab



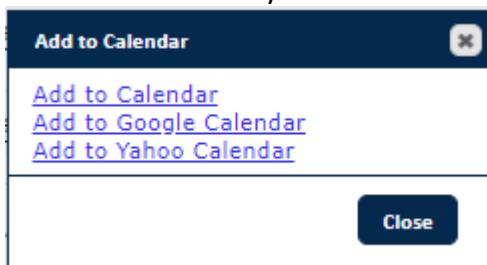
3. To view what other volunteers have been assigned to the shift select the button to the right of the end time for the shift




4. The button to the right of the **x Remove** button will allow you to add the Shaw shift to your **own personal calendar**



Select the Calendar you use:



Removing Yourself from shifts

1. Click on the SCHEDULE tab
2. Click  button beside the shift you wish to cancel.

NOTE: you can remove yourself from a shift up to **3 DAYS** before depending on your role. If the system does not allow you to remove yourself from a shift then you will need to call/text/email your Shift administrator.

