

Shop Volunteer Self Scheduling

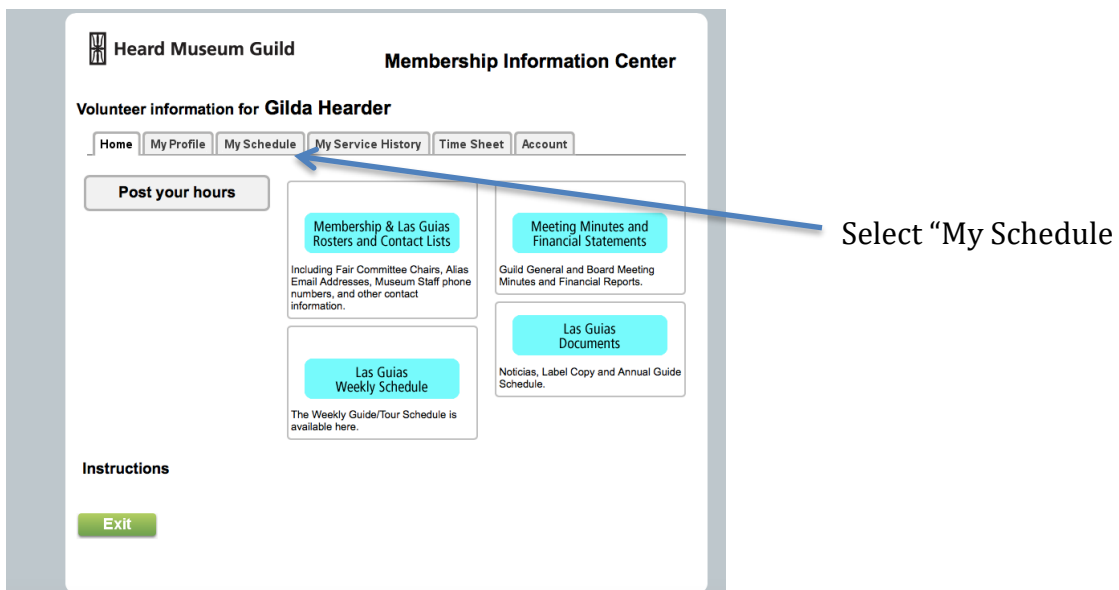
Note: Do not sign up for a shift on the calendar at the Shop. Self scheduling must be done on the Website! You can self schedule 3 months in advance and are limited to 6 time slots.

Please follow these steps to schedule yourself for an open Shop Volunteer Time Slot:

Go to the Heard Guild Website and select “My Records” at the top of the Home Page and Login like you want to record hours:



Then Select the “My Schedule” Tab:



You will see this screen. Now select “Shop Central” This will give you just the Shop Volunteer Openings.

Heard Museum Guild Membership Information Center

Volunteer information for Gilda Hearder

Home My Profile My Schedule My Service History Time Sheet Account

Instructions
Your regularly scheduled volunteer shifts appear on the calendar. Click the "Next month" or "Previous Month" buttons to view a different month. For a printable view of your schedule click the "Printable view" button.

Sign-Up!
We need volunteers on days that have the 'Help wanted' symbol. Click any of these days to learn more or to sign-up.
Show openings in All my assignments

Prev month Next month **November 2017**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28 HELP WANTED	29 HELP WANTED	30 HELP WANTED		

Select “Shop Central”

This is the Shop Central Calendar. The open volunteer time slots are annotated by “Help Wanted.” You can only schedule yourself for one of these slots.

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Show openings in Shop Central

Prev month Next month **November 2017**

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Select the “Help Wanted” day you are interested in filling

After you have selected the day you are volunteering to fill you will see this screen. It will display that days scheduled volunteers and there assigned time slot as well as the time slot(s) that are open. If you are still interested in filling the open time slot select "Schedule Me"

The screenshot shows the 'Membership Information Center' for Gilda Hearder. Under 'Volunteer information for Gilda Hearder', there are navigation tabs: Home, My Profile, My Schedule, My Service History, Time Sheet, and Account. The 'My Schedule' tab is active, showing the date 'Tuesday, November 28, 2017'. A 'Schedule' section lists time slots for 'Shop Central'. One slot, '11:00 a to 3:00 p Open', is marked as 'HELP WANTED' and '1 volunteer still needed'. A green 'Schedule me' button is highlighted with a blue arrow pointing to it. Other buttons include 'Calendar view' and 'Exit'.

Select "Schedule Me" for the desired time slot you want to fill.

If you scheduled yourself for the open time slot this screen will be displayed. If all is correct select the "Yes" button and self scheduling will be complete. Selecting "no" will cancel the process.

The screenshot shows the 'Sign-Up!' confirmation screen. It displays the date 'Tuesday, November 28, 2017' and the assignment 'Shop Central [Heard Central]' from '11:00 a' to '3:00 p'. Below this, it asks 'Is this correct?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a blue arrow. An 'Exit' button is also visible at the bottom.

Select the Yes button to complete the self scheduling process.

If you select yes, the following validation screen will be presented. It will show the open volunteer slot you selected.

Heard Museum Guild **Membership Information Center**

Volunteer information for Gilda Header

[Home](#) [My Profile](#) [My Schedule](#) [My Service History](#) [Time Sheet](#) [Account](#)

Sign-Up!
Schedule yourself for volunteer duty

Thank you!
You are signed-up to serve:

Date: **Tuesday, November 28, 2017**
Assignment: **Shop Central [Heard Central]**
From: **11:00 a**
To: **3:00 p**

[Continue](#)

[Exit](#)

Please note that the Shop Volunteer Scheduler/Coordinator will be notified via email that you have volunteered for the selected day and time slot.