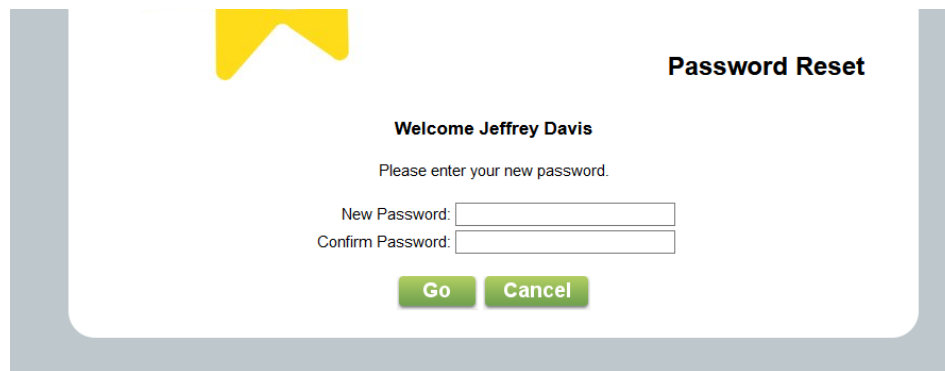


How to Use Online Scheduling

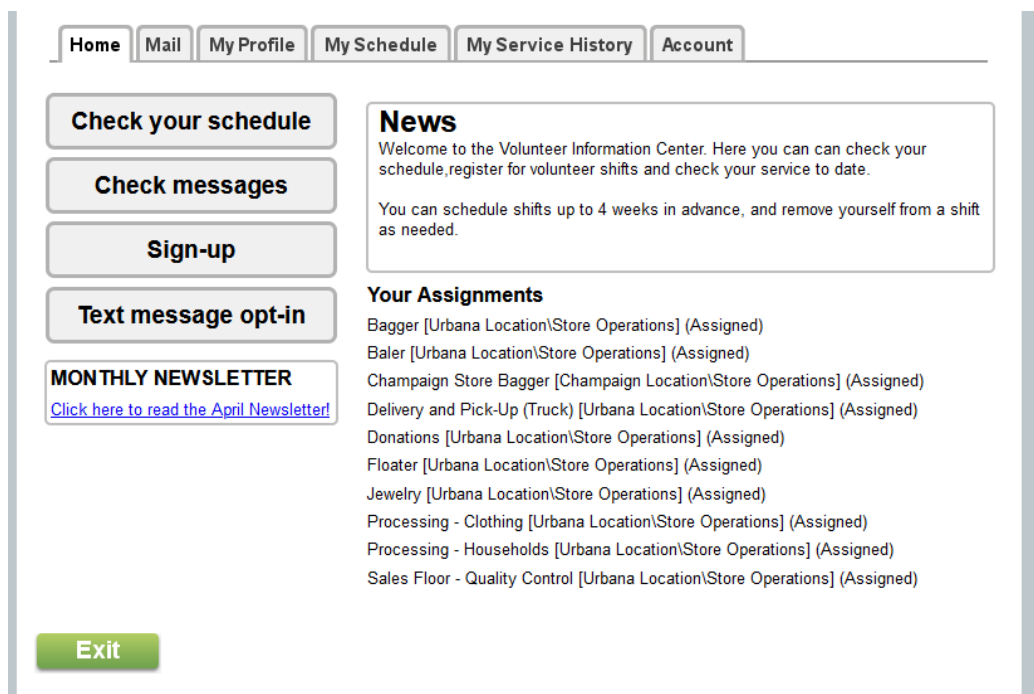
Online Scheduling requires an email address. If you do not have an email address included with your volunteer account, please contact the store with that information.

1. Request a scheduling email from Bethany at bethany@saltandlightministry.org
2. Within 24 hours of receiving that email, follow the link provided to set up a password. After 24 hours the link will expire and you will need to request a new email.



The screenshot shows a web page titled "Password Reset". At the top left, there is a yellow ribbon graphic. The page is framed by a light gray border. The text "Welcome Jeffrey Davis" is centered. Below it, the instruction "Please enter your new password." is displayed. There are two input fields: "New Password:" and "Confirm Password:". At the bottom, there are two green buttons labeled "Go" and "Cancel".

Access to your volunteer account allows you to schedule, check your hours worked and make changes to your contact information.



The screenshot shows a dashboard with a navigation bar at the top containing links for Home, Mail, My Profile, My Schedule, My Service History, and Account. On the left side, there are several buttons: "Check your schedule", "Check messages", "Sign-up", "Text message opt-in", and "MONTHLY NEWSLETTER" with a link "Click here to read the April Newsletter!". At the bottom left, there is a green "Exit" button. The main content area features a "News" section with a welcome message and a note about scheduling shifts up to 4 weeks in advance. Below the news is a "Your Assignments" section listing various roles such as Bagger, Baler, Champaign Store Bagger, Delivery and Pick-Up (Truck), Donations, Floater, Jewelry, Processing - Clothing, Processing - Households, and Sales Floor - Quality Control, all marked as "Assigned".

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

Instructions

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.

Choose the shifts that most closely line up with the times you will work. If you will be here for times that overlap with multiple shifts, please select both shifts. For example, you want to work from 12pm - 3pm. You would choose the 11-1 shift and then the 1-3pm shift.

Credit earning volunteers may work 2 shifts per day. If you are unable to work your scheduled shift please REMOVE yourself from the shift so that someone else has the opportunity to work. Missing more than 2 shifts without calling, removing yourself or otherwise letting us know you can't make it will result in being removed from the schedule for the rest of the month.













SIGN UP HERE

We need volunteers on days that have the 'Volunteers Needed' symbol. Click on one of these days to learn more or to sign-up.

Show openings in

[Prev month](#)[Next month](#)**February 2020****Sunday****Monday****Tuesday****Wednesday****Thursday****Friday****Saturday**

							1
2						7	8
9	10	11 	12 	13 	14 	15 	
16 	17 	18 	19 	20 	21 	22 	
23 	24 	25 	26 	27 	28 	29 	

1. Select the department you would like to work in

2. Select the date you want to work

[Prev month](#)[Next month](#)[Printable view](#)[Exit](#)

Schedule for

Wednesday, February 19, 2020

Previous day

Next day

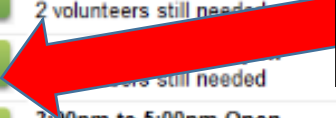
Schedule

Only showing information for Donations

Donations [Urbana Location\Store Operations]

- Schedule me** 9:00am to 11:00am Open
1 volunteer still needed
- Schedule me** 11:00am to 1:00pm Open
2 volunteers still needed
- Schedule me** 1:00pm to 3:00pm Open
2 volunteers still needed
- Schedule me** 3:00pm to 5:00pm Open
2 volunteers still needed
- Schedule me** 5:00pm to 7:00pm Open
2 volunteers still needed

3. Select your shift and click SCHEDULE ME



SIGN UP HERE

Schedule yourself for a volunteer shift.

Thank you!

You are signed-up to serve:

Date: Wednesday, February 19, 2020
Assignment: Donations [Urbana Location\Store Operations]
From: 11:00am
To: 1:00pm

Continue

5. Confirm your selection



Volunteer information for Jeffrey Davis

SIGN UP HERE

Schedule yourself for a volunteer shift.

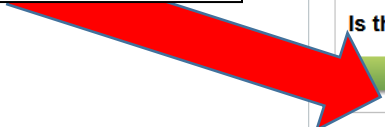
You are signing-up to serve:

Date: Wednesday, February 19, 2020
Assignment: Donations [Urbana Location\Store Operations]
From: 11:00am
To: 1:00pm

Is this correct?

Yes No

5. Click CONTINUE to view your full schedule






















Prev month

Next month

February 2020

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  11:00 a - 1:00 p Donations [Urbana Location Store Operations	20 	21 	22 	
23 	24 	25 	26 	27 	28 	29 	



6. Verify your work shift.

Home Mail My Profile My Schedule My Service History Account

Schedule for

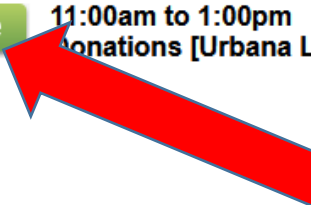
Wednesday, February 19, 2020

Previous day

Next day

You are scheduled

 11:00am to 1:00pm
Donations [Urbana L



7. If you are unable to work, click on your shift as seen above and follow the prompts to remove yourself from the schedule.