

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

1. You will receive a "Welcome To Salt and Light" email within 48 hours of completing orientation. The online scheduling link is in that email. You can also find the link on our website - <https://saltandlightministry.org/volunteer-scheduling-portal/>
2. Username = the email address you entered on your volunteer registration form
3. Password = the password you entered on your volunteer registration form

The screenshot shows the 'My Schedule' page of the online scheduling portal. At the top, there is a navigation bar with buttons for Home, Mail, My Profile, My Schedule, My Service History, and Account. Below this is a blue banner with a 'HELP WANTED' icon and the text 'SIGN UP HERE'. Underneath the banner is a dropdown menu labeled 'Show openings in' with 'All my assignments' selected. Below the dropdown are buttons for 'Prev month', 'Next month', and the current month 'February 2020'. The main area is a calendar grid with days of the week as columns and dates as rows. Many dates have a 'HELP WANTED' icon. A red arrow points from the 'SIGN UP HERE' banner to the calendar grid. Another red arrow points from a callout box to the date '25' in the calendar. At the bottom, there are buttons for 'Prev month', 'Next month', 'Printable view', and 'Exit'.

Home Mail My Profile My Schedule My Service History Account

HELP WANTED **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 All my assignments

Prev month Next month February 2020

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

1
5 6 7 8
9 10 11 **HELP WANTED** 12 **HELP WANTED** 13 **HELP WANTED** 14 **HELP WANTED** 15 **HELP WANTED**
16 **HELP WANTED** 17 **HELP WANTED** 18 **HELP WANTED** 19 **HELP WANTED** 20 **HELP WANTED** 21 **HELP WANTED** 22 **HELP WANTED**
23 **HELP WANTED** 24 **HELP WANTED** 25 **HELP WANTED** 26 **HELP WANTED** 27 **HELP WANTED** 28 **HELP WANTED** 29 **HELP WANTED**

Prev month Next month
Printable view
Exit

1. Select the department you would like to work in

2. Select the date you want to work

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.

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](#)

4. Confirm your work shift.

[Home](#)

[Mail](#)

[My Profile](#)

[My Schedule](#)

[My Service History](#)

[Account](#)

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. Click
CONTINUE
to view your
full schedule