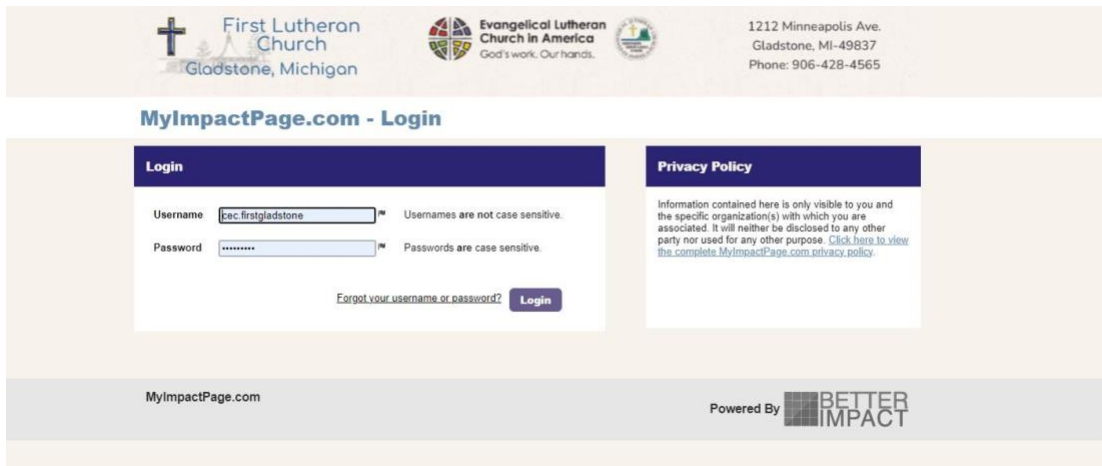
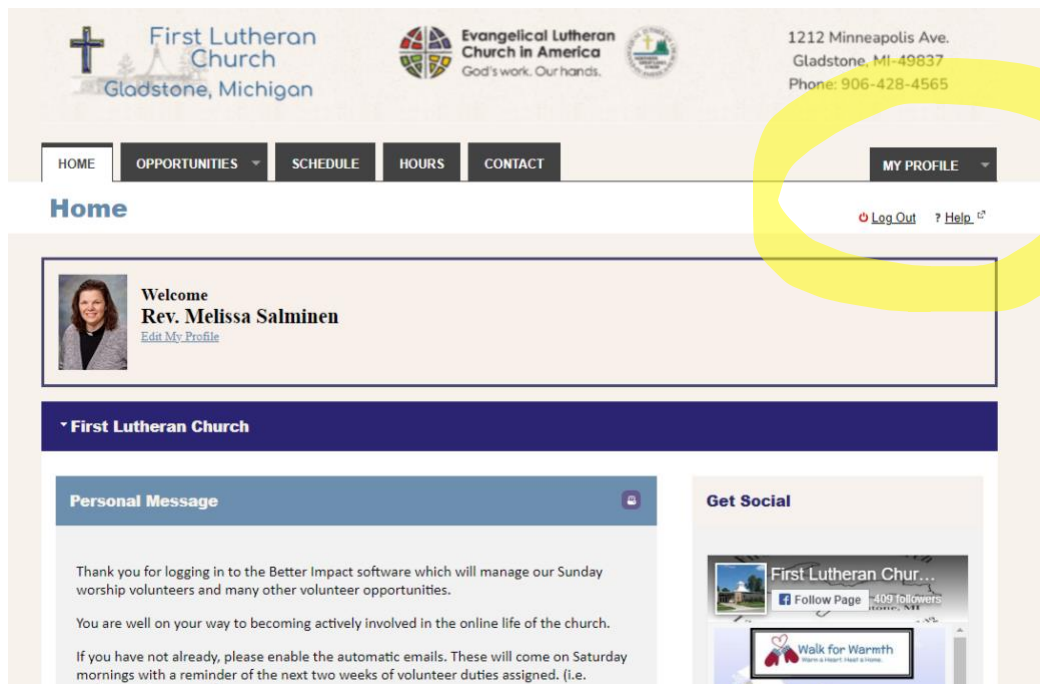


1. Once you receive your username and password, access the website below on your device.
<http://tinyurl.com/47c2fxcx>

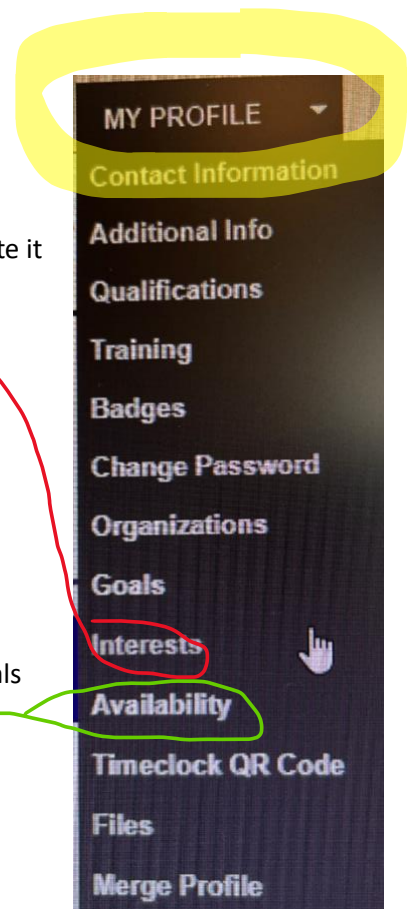


2. You will be prompted to change the temporary password you have to another one. Please write it down. If needed, the administrator (Rev. Melissa) can reset your account with a temporary password.
3. Once changed, it will ask you to log in again.
4. This is the home page. You will find messages and our Facebook feed in the main area and links to all times needed.

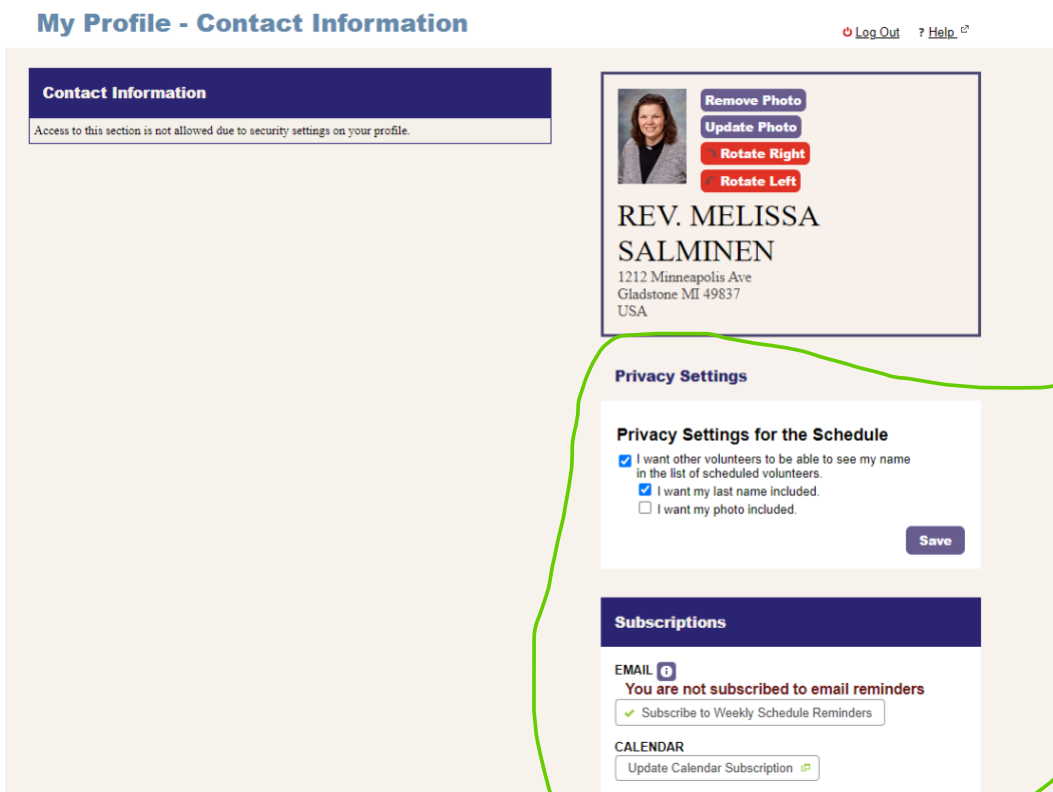


5. On the right-hand side of the home page is a "My Profile" drop down menu.

- a. Each tab you will need are explained below.
- b. Badges are earned and are just for informational purposes.
- c. You can change your password when you desire, just remember to write it down as the administrators cannot see it.
- d. Interests: These are the areas you are interested in volunteering in at some point during the year.
- e. Availability: This area will allow you to give a general estimate of when you would be able to volunteer. Most of our times right now are on Sunday morning. If you do not choose Sunday Morning, those will be filtered out of your options later on.
- f. Files: This area will have the different descriptions and training materials for the positions along with other information.



6. On the Contact Information page, please scroll to the bottom and select our privacy settings for others to see you as you wish. Also, click on the subscribe to the email updates option. You may also be able to sync it with your electronic calendar if you use one of them. It does not like to work with outlook.



7. Choose the Interests link on the “My Profile” to access the screen below. Choose the current areas you would be able to help in. These will help to filter volunteer options should you choose to use that feature later on.

Interests

[Log Out](#) ? [Help](#)

General Interests

The Holy Spirit has provided you with many gifts. How would you be able to use those gifts within and outside the community of First Lutheran Church?

Select All

Usher

Reader

Communion Assistant

Acolytes

Choir Member

Spring/Fall Clean Up

Committee Member

Bible Study-Wednesday

Bible Study-Zoom

Youth Ministry


Outreach Opportunities-ongoing

Outreach Opportunities-One Time

[Cancel](#) [Save](#)

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8. Choose the Availability link on the “My Profile” to access the screen below. Select the days and times you are typically available. Sunday Mornings are important as our worship activities typically are at that time. But also Wednesday evenings in Advent and Lent are times of worship. Other committees and groups meet on different times. This is NOT a commitment but an opportunity to seek out time to volunteer.

Availability

[Log Out](#) ? [Help](#)


When Can You Volunteer?

	MORNINGS	AFTERNOONS	EVENINGS	NIGHTS
<input type="checkbox"/> Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wednesday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Friday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

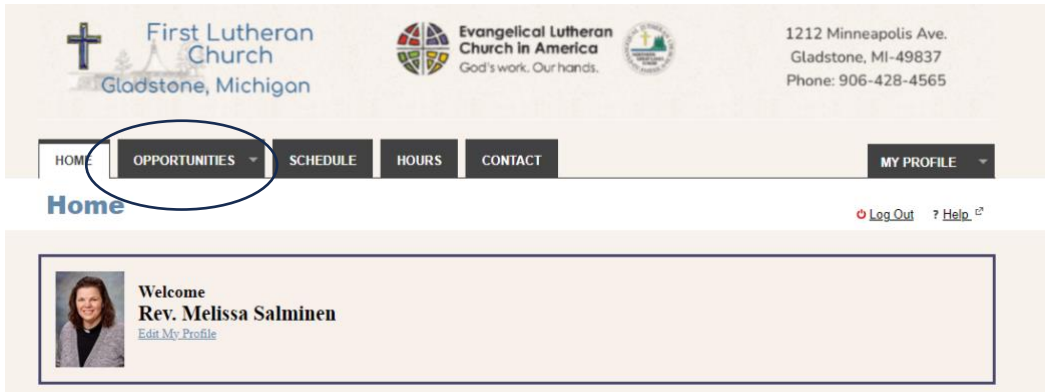
[Cancel](#) [Save](#)

[Get the My Impact app](#)

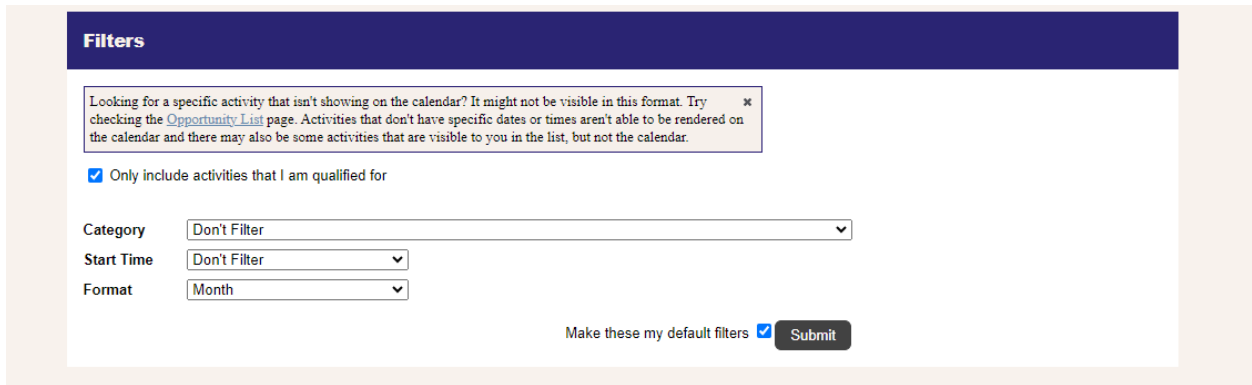
[Site Map](#)

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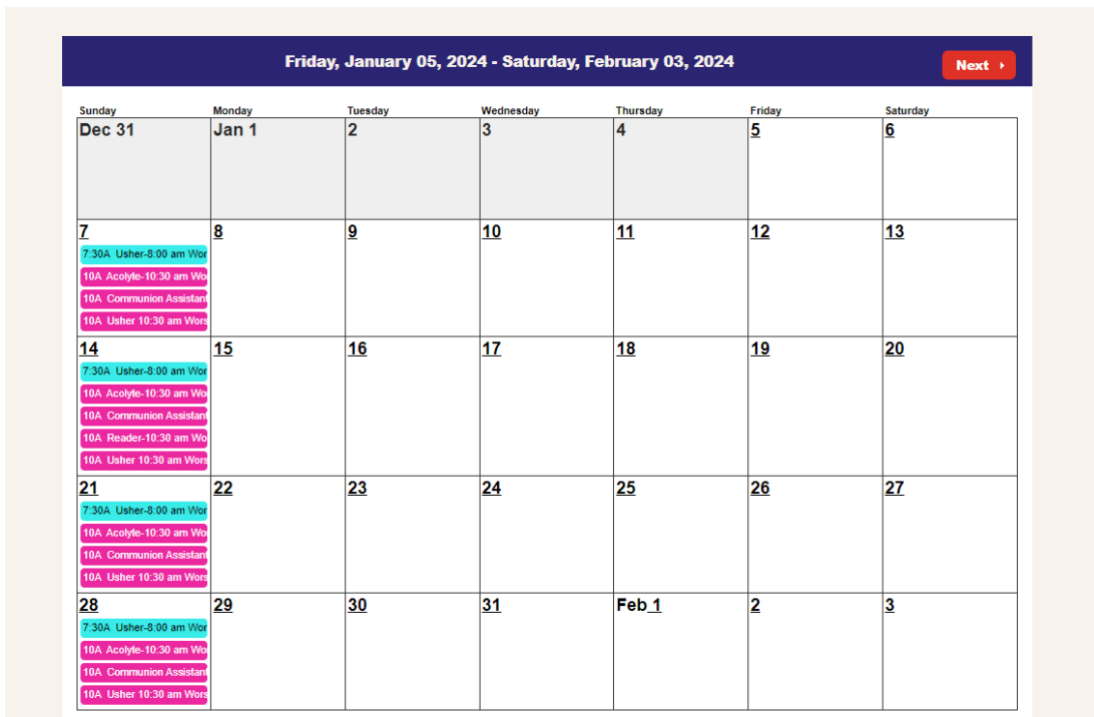
- Once you have your interests and availability, from the Home page, click on the Opportunities Tab. This will bring up the options for a calendar or listing. You will also be able to filter your options. We do not have a large number of volunteer opportunities, so you may not even use the filter option.



- If you choose the filter option, you can choose the category (reader, acolyte, etc.) and the start time (service times)

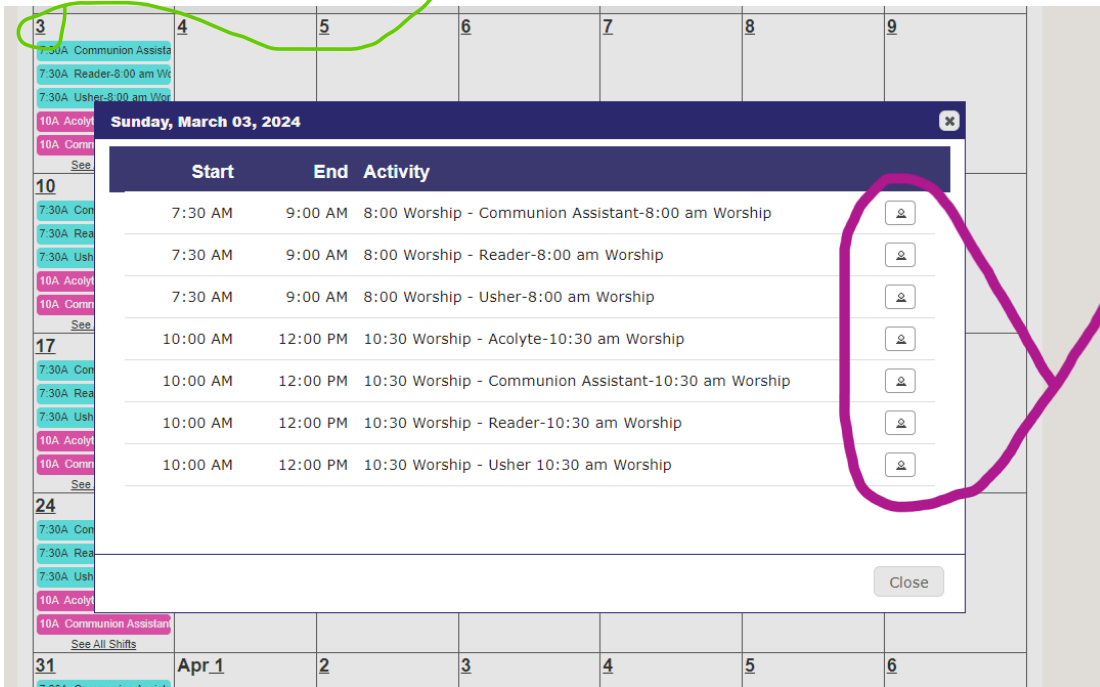


- The calendar view allows you to see what is open and sign up that way for the volunteer opportunity.



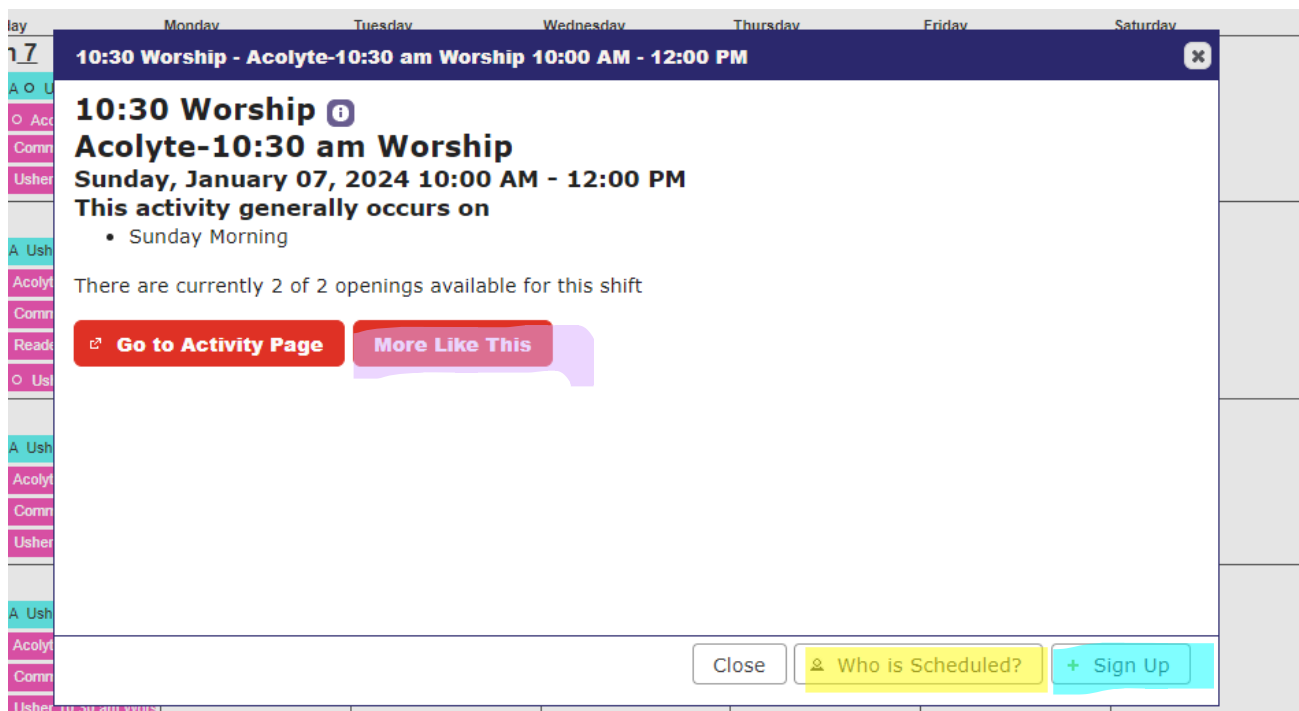
12. To Sign Up

- a. If you click on the number of the date, a box will pop up with a listing. You can see if anyone is signed up or assigned for that role.



- b. To sign up,

- i. On the date, click on the listing (Acolyte-10:30 am Worship)
- ii. A pop up box will appear.
- iii. You can see who is scheduled OR
- iv. If you click the sign-up button on the lower right, you will be assigned to that role for the Sunday.
 1. If you are inclined to do two roles a Sunday (typically reader/communion assistant) there may need an additional step. Contact CEC Rev. Mellissa if you need help.
- v. If you click the red "More Like This" button, a listing of all the open slots for that role will appear. You may sign up for as many as you would like.



13. After you have signed up, go to the Schedule Tab and you will see the screen below. You can set a date to filter your shifts, if you would like a print out. You can print a list or a calendar. The times you signed up for will be listed in the middle where it says "You have no scheduled assigned between the dates specified".

The screenshot shows the 'Schedule' page with a dark blue header containing 'Log Out' and 'Help' links. Below the header is a 'Filters' section with two date input fields: 'From' (01/05/2024) and 'To' (03/05/2024), followed by a 'Filter Shifts' button. A message below the filters reads: 'To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).' Below this is a table with columns: 'ACTIVITY', 'DATE', 'START', 'END', 'WHO?', 'ACTIONS', and a square icon. The table content is empty, with the text 'You have no scheduled activity assignments between the dates specified.' Below the table is a 'Select All' checkbox. The bottom section is titled 'Monthly Calendar Schedule' and includes a 'Paper Size' dropdown menu set to 'Letter Landscape (11" x 8.5")' and a 'Start Date' input field set to '01/01/2024'. At the bottom of this section are two buttons: 'Download Calendar' and 'View Calendar'.

14. If you need any assistance, on the Contact tab, you can email CEC Rev. Melissa Salminen at any time. She will respond as she is able to help you out.

The screenshot shows the 'Contact' page with a dark blue header containing 'Log Out' and 'Help' links. Below the header is a 'Send an Email' section. The 'TO' field has two radio button options: 'Rev. Melissa Salminen (First Lutheran Church)' (which is highlighted in yellow) and 'Welcome & Outreach (First Lutheran Church)'. The 'SUBJECT' field is an empty text input. The 'MESSAGE' field is a large empty text area. Below the message field is an 'ATTACHMENTS' section with a 'Browse' button. At the bottom right of the form is a 'Send Email' button.