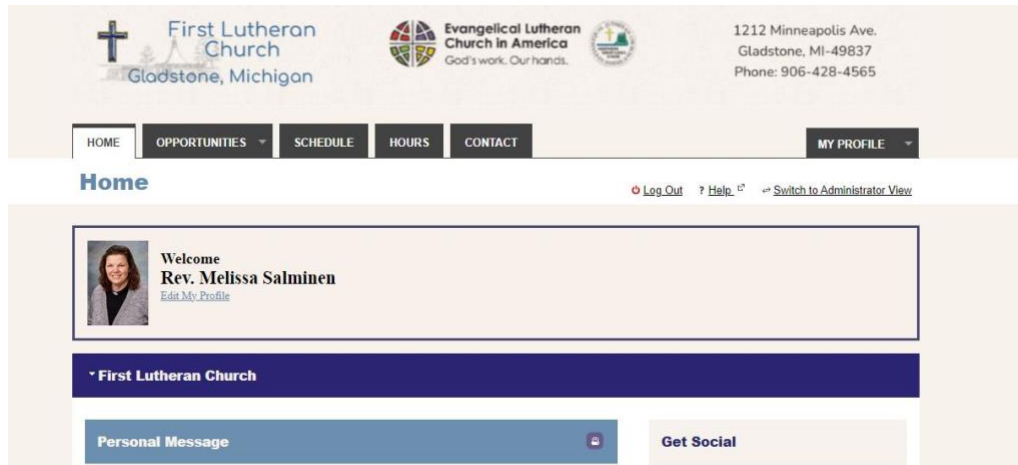
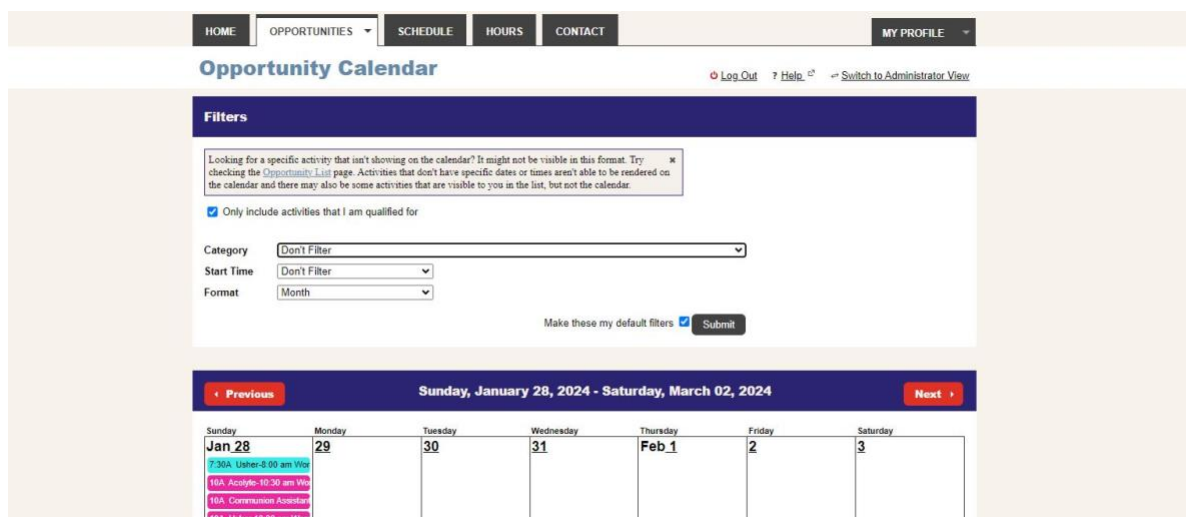


Signing Up to Volunteer or cancel a volunteer opportunity.

1. Log in to your profile on the home page.
2. Your Profile should appear.



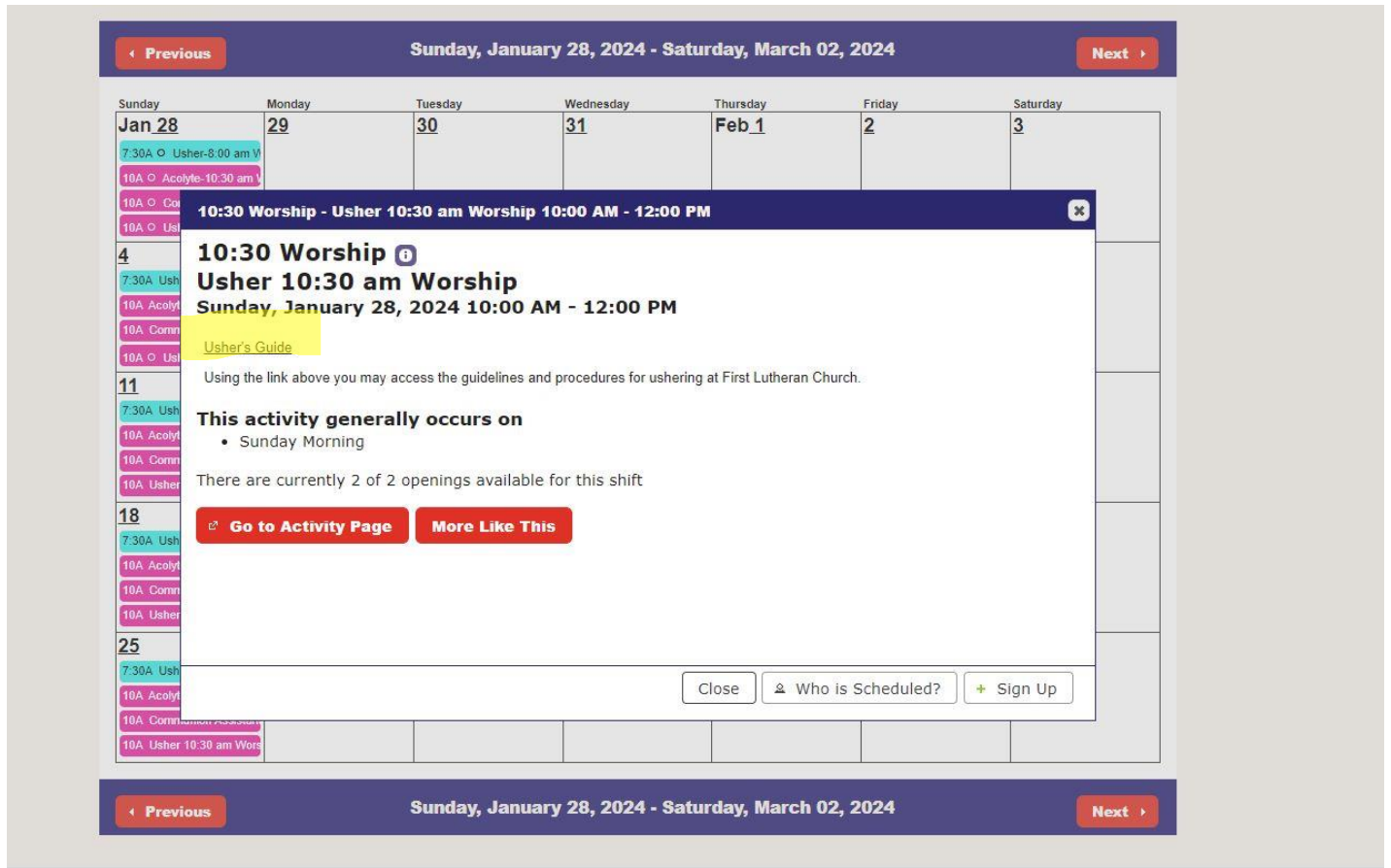
3. Click on the Opportunity Tab and choose either calendar view or list view. The instructions will be for the Calendar view first and then the list view. You can choose the way that works best for you.
 - a. **Calendar view** will show you a calendar with the open worship assistant options on the page by date.



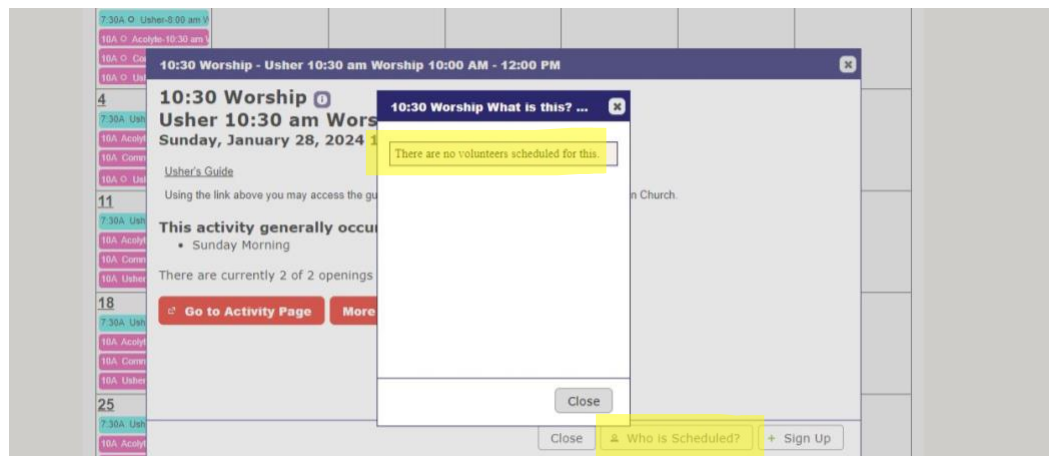
b. From the Calendar, you can click on the week and opportunity you would like. This is all of February 2024

◀ Previous Sunday, January 28, 2024 - Saturday, March 02, 2024 Next ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan 28 7:30A Usher-8:00 am Wor 10A Acolyte-10:30 am Wor 10A Communion Assistant 10A Usher 10:30 am Wor	29	30	31	Feb 1	2	3
4 7:30A Usher-8:00 am Wor 10A Acolyte-10:30 am Wor 10A Communion Assistant 10A Usher 10:30 am Wor	5	6	7	8	9	10
11 7:30A Usher-8:00 am Wor 10A Acolyte-10:30 am Wor 10A Communion Assistant 10A Usher 10:30 am Wor	12	13	14 6:30P Usher 6:45P Acolyte Ash Wedne 6:45P Reader	15	16	17
18 7:30A Usher-8:00 am Wor 10A Acolyte-10:30 am Wor 10A Communion Assistant 10A Usher 10:30 am Wor	19	20	21 6:30P Usher 6:45P Reader	22	23	24
25 7:30A Usher-8:00 am Wor 10A Acolyte-10:30 am Wor 10A Communion Assistant 10A Usher 10:30 am Wor	26	27	28 6:30P Usher 6:45P Reader	29	Mar 1	2

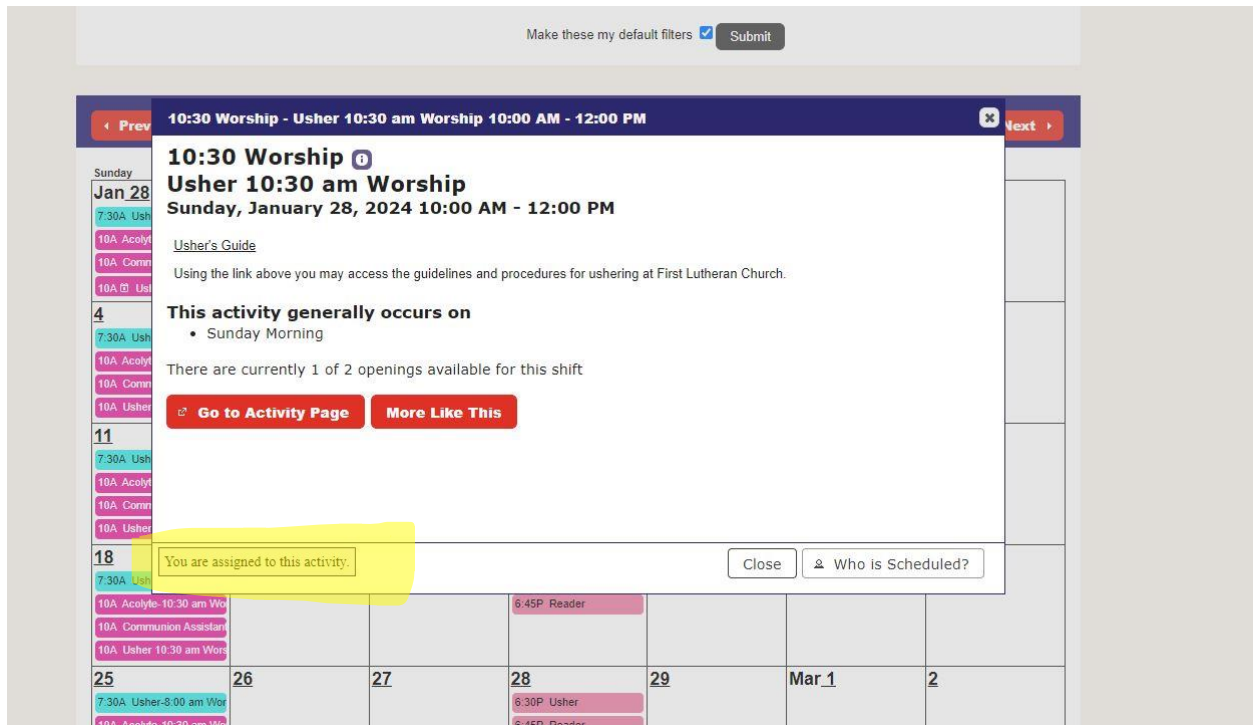
c. Choose the opportunity you would like. I chose January 28, 2024 10:30 am Worship Usher. Once you click on the opportunity, the following box will pop up.



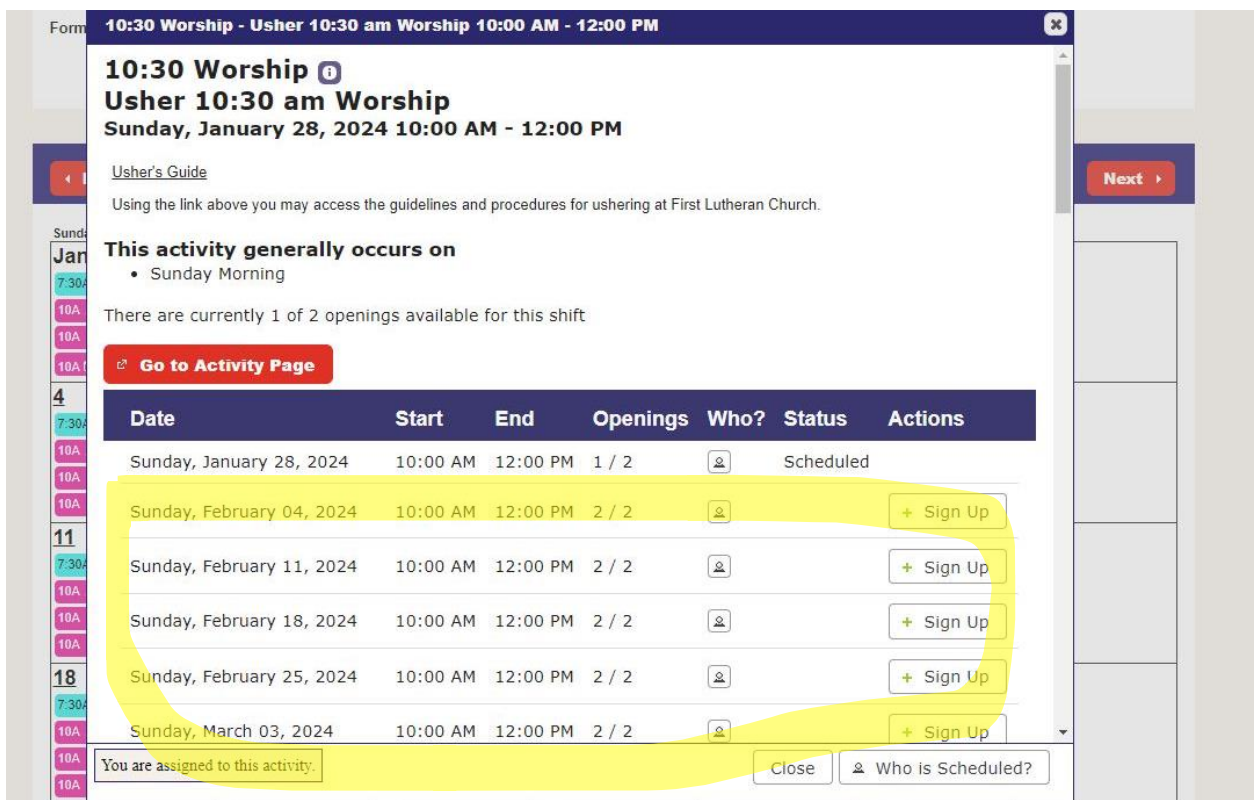
- i. On this box you can find an **usher guide** which is all the information for ushering.
- ii. You can see **who is scheduled**.



iii. You can click the “sign up” button to assign yourself to the date.



iv. You could also click on “more like this” which would bring up all the dates for this particular worship assistant opportunity.



d. **List View** allows you to view by worship time as they are grouped. In this view, you can choose the worship assistant category and all the dates will pop up. From there you can assign yourself for as many or as few dates as you would like according to your schedule. The Sunday Worship Services are available through the end of 2024. Midweek services are done by date and only our Ash Wednesday through Holy Week services are available at this time.

▼ **10:30 Worship**

Volunteers at our 10:30 am Sunday morning worship service.

ACTIVITY		SHIFTS	START DATE	END DATE
Acolyte-10:30 am Worship		49	1/28/2024	12/29/2024
Communion Assistant-10:30 am Worship		49	1/28/2024	12/29/2024
Reader-10:30 am Worship		44	1/28/2024	12/29/2024
Usher 10:30 am Worship		49	1/28/2024	12/29/2024

▼ **8:00 Worship**

Volunteers at our 8:00 am Sunday morning worship service.

ACTIVITY		SHIFTS	START DATE	END DATE
Communion Assistant-8:00 am Worship		44	1/28/2024	12/29/2024
Reader-8:00 am Worship		44	1/28/2024	12/29/2024
Usher-8:00 am Worship		49	1/28/2024	12/29/2024

▼ **Mid-Week Services**

Typically Wednesday Nights at 7:00 pm.

Exceptions include Holy Week with Maundy Thursday, Good Friday and other services as scheduled.

- e. For mid-week services: Currently Ash Wednesday through Maundy Thursday, you need to pay attend to the **dates**. Ash Wednesday and Maundy Thursday need 1-2 Communion Assistants. Readers and Ushers are requested for all Services.

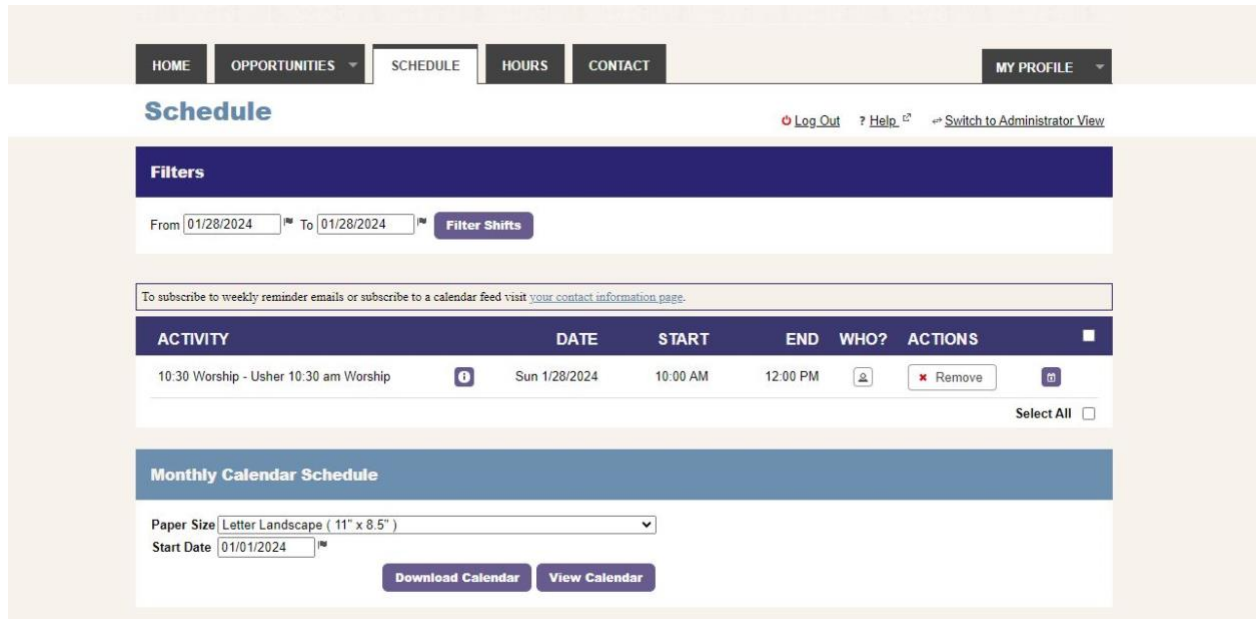
Mid-Week Services

Typically Wednesday Nights at 7:00 pm.
Exceptions include Holy Week with Maundy Thursday, Good Friday and other services as scheduled.

ACTIVITY		SHIFTS	START DATE	END DATE
Communion Assistant Maundy Thursday	i	1	3/28/2024	3/28/2024
Acolyte Ash Wednesday	i	1	2/14/2024	2/14/2024
Acolytes Maundy Thursday	i	1	3/28/2024	3/28/2024
Communion Assistant Ash Wednesday	i	0	2/14/2024	2/14/2024
Reader	i	6	2/14/2024	3/20/2024
Reader	i	1	3/28/2024	3/28/2024
Usher	i	6	2/14/2024	3/21/2024
Usher	i	1	3/28/2024	3/28/2024

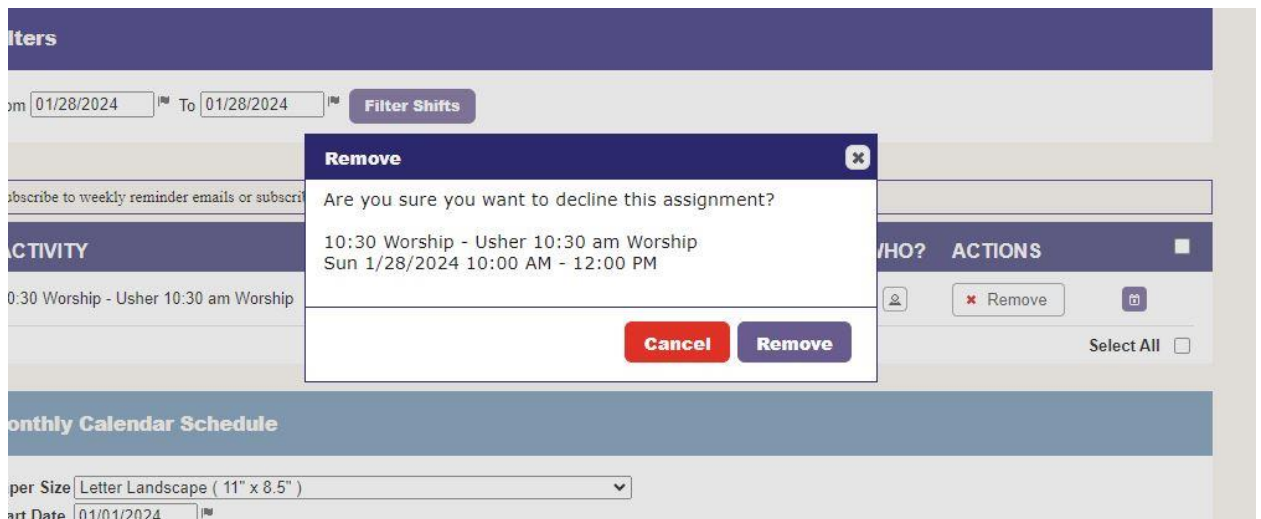
- f. Each week is a separate opportunity to volunteer for. Notice the number of **shifts** available. If it is one, it is for a particular date.

4. To **cancel** an assignment: (either one you accidentally signed up for, your plans changed, or you received a sheet from the office with dates filled in)
 - a. Click on the Schedule Tab



- b. In the Activity Section in the middle of the page (second set of boxes) you will see the items you have been assigned or signed up for. Under actions, you can choose the **remove** button. Click that.

- c. When you click the “**remove**” button, you will receive a warning screen. Choose **cancel** if it was a mistake or click on **Remove**.



- d. Your change should reflect on the **Schedule tab** when you are finished.

5. Please remember you can **contact** Rev. Melissa through the contact tab, or you can use her Gmail: cec.firstgladstone@gmail.com.

