

SCHEDULES info for team leaders:

How to Open Schedules for Volunteer Sign Ups

ALLOW VOLUNTEER sign ups

- Team Leaders can allow Team Member to sign up for open positions to fill empty spots on a schedule.
- Can be done from a computer browser or from Lead app.
- Login to MyNC.
- Go to **SCHEDULES** on the navigation menu located on the left-hand side of your MyNC page (from browser). Click on the 3 lines to expand the menu.
- Select the schedule you would like to view.
- This will bring you to the Schedule Week List.
 - To view one week at a time, click on the individual date/week.
 - To view all weeks at one time, click on **View All Schedules**.
 - This will bring you to the **Schedules Grid**.
- From the Schedule Grid, click on the **gear icon** at the top of the schedule week you want to open.
- Click **Allow Volunteer Signups** (so the switch turns blue).
- *NOTE: must turn on for each schedule week individually that you want to open.

SPECIFY WHO can sign up

- From the Schedules Grid, click on the **gear icon** at the top of the schedule week.
- Click on **Who Can Sign Up?** button.
- Choose which positions you want to allow sign ups for.
- Click **SAVE**.

ALERT volunteers

- From the Schedules Grid, click on the **gear icon** at the top of the schedule week.
- Click on **Alert Volunteers**:
 - From the Schedules Grid, click on the **Actions** button.
 - Customize message if desired.
 - Click **Send**.
 - NOTE: A red warning indicates that one or more Team Member does not have an email address in their profile, which you can add by clicking Recipients, then adding email by the name.

RECIPIENTS of the alert

- The process described above will alert volunteers who:
 - Are NOT pending, Accepted, or Declined.
 - Have not blocked out the dates of the open position assignment.
 - Do not have a serving preference outside conflicting with the open position assignment.
- Recipients will receive an email and text notification with a link to respond.
- The list of open positions will also be available on the volunteers Serve page.

RESPONDING to open positions

- Volunteers can respond to open positions by clicking on the link in their email or text link notification.
- From the **Manage Serving** page, click on **Browse Open Positions**.

Manage Serving	
For Alyssa Alliston	
Serving Requests	>
Browse Open Positions	>
Accepted Requests	>
Edit My Contact Info	>
Preferences/Blockout Dates	>

- Click on the date of the assignment you want to accept.

HOME		Open Positions
March 2020		
Sun 8	Team Member 9a - 10:15a	>
Sun 8	Team Member 10:45a - 12p	>
Sun 22	Team Member 9a - 10:15a	>
Sun 22	Team Member 10:45a - 12p	>
Sun 29	Team Member 9a - 10:15a	>

- Click **Take Opportunity** to accept.
 - Can also click on **View Schedule** to view schedule details and who else is serving for that date.

The screenshot shows a mobile application interface for a 'Team Member'. At the top, there is a dark header with 'BACK' on the left and 'Team Member' on the right. Below the header, a grey bar contains the text '2 Serving Times'. The main content area lists '1st Service 9a-10:15a' and '2nd Service 10:45a-12p'. Another grey bar is labeled 'Associated Times', followed by 'Arrival Time' and 'Sun, Mar 8, 8:15a-8:15a'. A blue link 'VIEW SCHEDULE' with a right-pointing chevron is positioned below the arrival time. A prominent blue button labeled 'TAKE OPPORTUNITY' is centered below the link. Underneath the button, the text 'Here are some options:' is displayed. At the bottom, a white button with a grey border is labeled 'MESSAGE SCHEDULER'.

- Click on any remaining dates to accept another week to serve.