

SCHEDULES info for team members:

How to Accept Open Volunteer Sign Ups

VOLUNTEER sign ups

- Team Leaders can allow Team Member to sign up for open positions to fill empty spots on a schedule.
- Team Members will receive an email and text notification with a link to respond.

RESPONDING to open positions

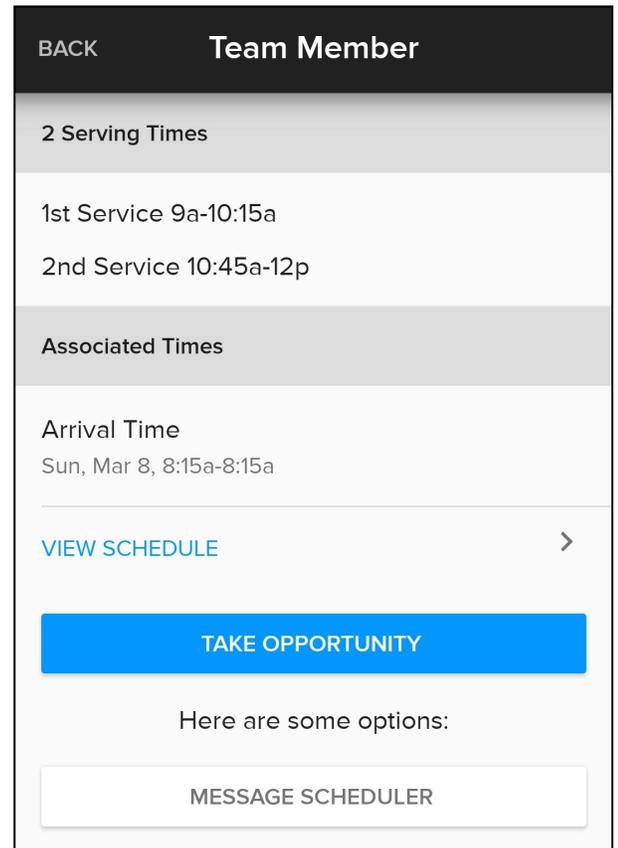
- Volunteers can respond to open positions by clicking on the link in their email or text notification.
- From the **Manage Serving** page, click on **Browse Open Positions**.

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.



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