

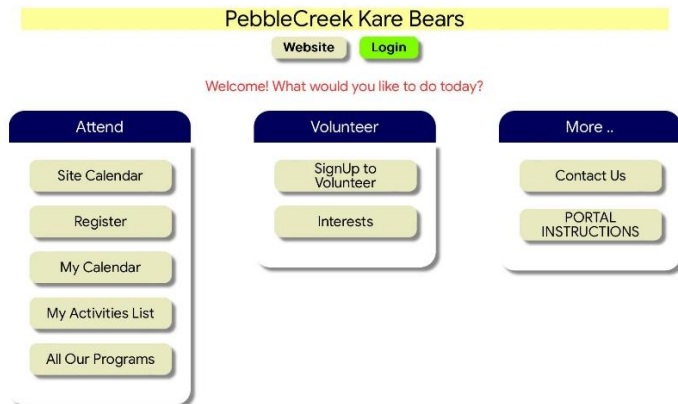
HOW DO I ACCESS THE PORTAL

Access the Portal from any browser on a computer, tablet or phone at:

www.schedulesplus.com/karebears

You will see this main Portal screen, but you must Log In to the system in order to use it.

Click on the green LOGIN button to display the Log In screen (next panel)



Enter your phone number (10 digits) and press SEARCH

As a volunteer, you are already in the system, so your name will display. If multiple people in the system use the same phone number, you see buttons for each of their names.

Click on your name, and you will taken back to the main Portal screen.



HOW TO SIGN UP TO VOLUNTEER

Click "SignUp to Volunteer" on the main Portal screen

For this example, we have made a test event: Morning Office staffing in September

WHEN YOU ACCESS THE "LIVE" PORTAL, YOU WILL SEE TABS FOR ALL MONTHS JULY THROUGH DECEMBER

Volunteer needs are shown by month, so clicking the "9/2024" tab brings up the remaining available Office shifts for this TEST entry. All available dates in the month will appear, but only the first few dates are shown in this picture.

You can see that two volunteers are initially needed for each shift. That will show as "1" if you or someone else has signed up for one of them. If no shifts are available on the date, that date will not appear at all.

Click the blue box underneath a given date/time to sign up to volunteer for that shift.

The screenshot shows the user interface for the PebbleCreek Kare Bears volunteer sign-up portal. At the top, there are navigation buttons for "Home", "Calendar", and "Logout". Below these is a reminder to "Remember to logout when finished" and a "View as Calendar" button. The user is greeted with "Hello SUE!". A question "Interested in helping us as a Volunteer?" is followed by month selection tabs for "7/2024" and "9/2024". The "9/2024" tab is active, showing a section titled "September Office Volunteering (TEST)". This section lists several dates from 9/02 to 9/09, each with a time slot of 9:00-12:00pm and a note "(2 Needed)". Each date entry has a blue "SIGNUP" button underneath it.

Date	Time	Needed	Action
9/02 (Mon)	9:00-12:00pm	(2 Needed)	SIGNUP
9/03 (Tue)	9:00-12:00pm	(2 Needed)	SIGNUP
9/04 (Wed)	9:00-12:00pm	(2 Needed)	SIGNUP
9/05 (Thu)	9:00-12:00pm	(2 Needed)	SIGNUP
9/06 (Fri)	9:00-12:00pm	(2 Needed)	SIGNUP
9/07 (Sat)	9:00-12:00pm	(2 Needed)	SIGNUP
9/09 (Mon)	9:00-12:00pm	(2 Needed)	

The display refreshes to show the shift(s) where you have volunteered. Those are always grouped at the top of the list, not in overall date sequence for the month.

You can also now see that now only one volunteer is now needed for that selected shift

NOTE: *You can only sign up for yourself. If you typically work with a particular person, you must coordinate together to each sign up for the same shift(s)*

You can now select more shifts in that month - or go to another month

NOTE: *Office staffing is indeed an "event" in the system, although unlike clinics or classes, no one actually "attends" this event.*

You are "volunteering at" the event, not "attending" it.

FOR THIS LEARNING EXERCISE, PLEASE SIGN UP FOR THE SHIFTS IN JULY (REMAINING DATES) AND AUGUST THAT YOU HAVE ALREADY ENTERED ON THE OFFICE DESK CALENDAR

PebbleCreek Kare Bears

[Home](#)[Calendar](#)[Logout](#)

Remember to logout when finished

[View as Calendar](#)

Hello SUE!

Interested in helping us as a Volunteer?

[7/2024](#)[9/2024](#)

September Office Volunteering (TEST)

9/05 (Thu) 9:00-12:00pm (1 Needed)

You are Volunteering [Remove](#)

9/02 (Mon) 9:00-12:00pm (2 Needed)

[SIGNUP](#)

9/03 (Tue) 9:00-12:00pm (2 Needed)

[SIGNUP](#)

9/04 (Wed) 9:00-12:00pm (2 Needed)

[SIGNUP](#)

9/06 (Fri) 9:00-12:00pm (2 Needed)

[SIGNUP](#)

9/07 (Sat) 9:00-12:00pm (2 Needed)

[SIGNUP](#)

After each selection, the display refreshes to show all the shifts where you have now volunteered. These **actual signups** will always be shown whenever you go to this Portal option, even if no more **available** shifts are shown below them

For any shift showing "You are Volunteering" you can click its REMOVE button to cancel your sign up for that shift

You can continue to select (or cancel) more shifts in this month OR click on a different month and similarly make selections there.

7/2024 9/2024

September Office Volunteering (TEST)

9/05 (Thu) 9:00-12:00pm (1 Needed)
You are Volunteering Remove

9/07 (Sat) 9:00-12:00pm (1 Needed)
You are Volunteering Remove

9/02 (Mon) 9:00-12:00pm (2 Needed)
SIGNUP

9/03 (Tue) 9:00-12:00pm (2 Needed)
SIGNUP

This screen shot from the "live" system shows how Fall months (like September) will appear, with shifts available for sign up in the Morning and in the Afternoon

7/2024 8/2024 9/2024 10/2024 11/2024 12/2024

Office Staff Afternoon

9/03 (Tue) 12:00-3:00pm (2 Needed)
SIGNUP

9/04 (Wed) 12:00-3:00pm (2 Needed)
SIGNUP

Office Staff Mornings

9/03 (Tue) 9:00-12:00pm (2 Needed)
SIGNUP

9/04 (Wed) 9:00-12:00pm (2 Needed)
SIGNUP

VIEW A CALENDAR OF ALL YOUR VOLUNTEERING SELECTIONS

Some of these screens have a CALENDAR or VIEW AS CALENDAR button, which will display this MY CALENDAR screen. There is a PRINT option.

Note that MY CALENDAR is also a button s available on the main Portal screen

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 9:00a *VOL* September Office Volunteering (TEST)	6	7 9:00a *VOL* September Office Volunteering (TEST)
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FINALLY

Please remember to LOG OUT when done