

How to sign up for Food Connection shifts on Bloomerang

Food Connection uses Bloomerang Volunteer to manage all volunteer registrations and scheduling. Follow the steps below to create an account and sign up for volunteer opportunities.

Start by going to the signup page: please email Margarita Gonzalez (margarita@food-connection.org) to get this month's link.

Click the green Signup button

Enter your email in the popup box and hit next

If you have already signed into Bloomerang, you'll have to enter your password and hit next.

If you haven't signed in before, you'll have to create an account.

Step 1- Please complete the questionnaire *if you are a returning user, you can skip this step; hit the purple "Next" button at the bottom of the page.

How are you registering?

- Most volunteers will select "I am signing up as an Individual."

Enter your name, mobile number (if you want text reminders), read and sign the waiver, type your full name, and use your mouse or touchscreen to sign your name in the Draw Signature box.

-If you want to sign up multiple people at a time, such as you and your spouse, or a group from your work, choose "I am registering a new group." You'll have the option to name your group, ex: "the Sullivans" or "St. Augustine's youth group;" whatever you'll remember and is unique. You'll then be able to choose whether you want to sign up for a group and tell us the names and number later (for instance, if you're bringing a group from your work or neighborhood but don't exactly know who or how many yet), or registering a number of people on their behalf who won't get individual reminders (maybe you're signing up your husband who just says "tell me when and where to be and sign me up!" like mine does):

* What type of Group would you like to make?

- ☒ I am making a group for other Volunteers to select when registering.
 - *When registering, other Volunteers will be able to see and select your group.*
 - *You don't need to tell us how many Volunteers are coming up-front.*
- ☐ I am making a group for Volunteers who won't be going through the registration process.
 - *The names & details of the Volunteers you are bringing do not need to be provided, just a number.*
 - *Other Volunteers will not be able to select your group during registration.*

Enter your name, mobile number (if you want text reminders), read and sign the waiver, type your full name, and use your mouse or touchscreen to sign your name in the Draw Signature box.

Hit the purple Next Step -> button. If you need to go back, you can hit the white <- Back button

Step 2- Select the following Qualifications that apply to you. Most volunteers will not need to select any qualifications) *if you are a returning user, you can skip this step; hit the purple “Next” button at the bottom of the page.

- Background check- ONLY if you have a current background check **on file** with Food Connection. This is required to work at some sites that are in conjunction with youth programs.
- Starview Heights- ONLY if you volunteer with Starview Heights
- WCMA- ONLY if you volunteer with Walnut Cove.

Hit the purple Next Step -> button.

Step 3- Select the Roles you would like to work

Important- in this new system, we will have ALL signups on one page as opposed to multiple signup sheets for different kinds of opportunities. This will be overall very helpful, and it also means that there are over 80 shifts that will come up each month if you check every box at this step. We recommend that you only choose a **few roles** to start off with. You can ALWAYS go back and add more shifts, and it is much easier to view if you pick one role at a time to sign up for.

Hit the purple Next Step -> button.

Step 4- Select the Shifts you would like to work

Each box represents a volunteer shift. You'll select the shift by clicking the white box (in the upper left corner of the box:

The image displays three sample volunteer shift cards, each with a blue header bar containing a white selection box and the number of open spots. The first two cards are for 'Meal packing- St. George's' on Wednesday, July 1, 2026, and Friday, July 3, 2026, both from 11:00 AM to 1:00 PM (2 hours), with 6 open spots each. The third card is for 'Meal packing- St. George's' on Monday, July 6, 2026, from 11:00 AM to 1:00 PM (2 hours), with 5 open spots. Each card also lists the location as 'St. George's Episcopal Church', includes the role 'Meal Packing 11a-1p', a reminder 'Don't forget to wear a hat!', and a 'Meal Packing' button with a heart icon.

Selection Box	Open Spots	Activity	Location	Date	Time	Duration
☐	6	Meal packing- St. George's	St. George's Episcopal Church	Wednesday, July 1, 2026	11:00 AM - 1:00 PM	(2 Hours)
☐	6	Meal packing- St. George's	St. George's Episcopal Church	Friday, July 3, 2026	11:00 AM - 1:00 PM	(2 Hours)
☐	5	Meal packing- St. George's	St. George's Episcopal Church	Monday, July 6, 2026	11:00 AM - 1:00 PM	(2 Hours)

. You can select multiple shifts, with a maximum of four for the month. This max of four does apply to all opportunities (for example, you can't sign up for 4 meal packing shifts and 4 distributions, but you can do 4 total). **You can always email Margarita to help you troubleshoot this 4 shift limit from the back end.** We use the 4 shift limit to make sure all volunteers have the opportunity to sign up for shifts.

See below about **Calendar view** if you find the boxes hard to read.

Click Sign up for selected shifts ->

Step 5- Sign up process complete!

You'll see your selected shifts listed. You can email yourself the list, add the shifts to your calendar, or simply close the window. You can also delete a shift if you make a mistake or need to make a change. Just hover over Details on the right side of the table, and click the red trashcan and OK in the Are You Sure? box that will pop up.

If you want to **go back and add more shifts**, click Go Home, and Sign up for More Shifts (green button).

If you need to **edit your sign up**, click Go Home, and Edit (white button).

You can always use the blue Contact Manager button to message Margarita Gonzalez with issues, or send an email to margarita@food-connection.org

Text/Email Reminders and Confirmations

- If you opted in, you will receive an email confirmation after signing up for a shift.
- You will also receive a reminder email 24 hours before your scheduled volunteer shift.
- If you enter your phone number, which is optional, you will opt in to receiving text reminders about your shifts. You can unsubscribe on the Edit signup page so you don't get the texts.

Other notes

- If you need to cancel a shift, please do so as soon as possible so another volunteer may sign up.
- Unfortunately, Bloomerang does not have the feature to send you calendar invites for the shifts you sign up for. You should, however, get a confirmation email once you sign up, so we recommend that you add the shifts to your calendar (whether that's paper or electronic or both) once you get the confirmation email.

Volunteer Waiver

The electronic waiver completed during registration serves as Food Connection's volunteer waiver for participation in volunteer activities. Once completed, you do not need to submit a separate paper waiver unless instructed by Food Connection staff. However, even if you've already filled one out on paper or online with Food Connection, please complete this in Bloomerang upon your initial signup, and you won't have to do it again!

How to edit/change your shifts or delete a shift

Go to the [opportunity page](#).. Click the white Edit button in the middle of the top row. Click the purple next button for the first two screens. The third screen will let you choose roles. Once you have the roles you are looking for selected, click the purple next button. Any shifts you are already signed up for will have a check mark and say "already scheduled." To delete yourself, simply uncheck the day. You can delete one day and add another at the same time, if you are trying to change the day. When you're done, click the purple "Complete Signup" button at the bottom.

Calendar View

If you prefer to view available shifts on a monthly calendar, click the dropdown next to the search bar that says "Card View." Select Calendar View and a monthly calendar will appear instead of the boxes. Note that all shifts will come up on the calendar, even if they are full. You have to click on each to view its availability.

The maximum number of shifts you can select is 5 per Opportunity.

✓ You have selected enough Shifts

✓ Total Shifts Selected: 1 Shifts

The screenshot displays the Food Connection volunteer shift selection interface. At the top, there's a 'Show all Shifts' button and a 'Filtered Results: 24' indicator. Below this is a search bar with 'Search Keywords' and a 'Card View' dropdown menu. The dropdown menu is open, showing options for 'Card View', 'List View', and 'Calendar View'. Below the search bar are filters for 'All Roles', 'All Places', and 'All Dates'. There are also toggle switches for 'Hide Shifts that are FULL', 'Hide Shifts I CANNOT SELECT', and 'Hide Shifts I'm ALREADY ON THE WAITLIST for'. The main section shows a list of shifts with columns for '1 OPEN SPOTS', '2 OPEN SPOTS', 'ALREADY SCHEDULED', and '3 OPEN SPOTS'. Each shift is labeled 'Meal packing- St. George's' and includes a time slot and duration. The 'ALREADY SCHEDULED' column shows a shift from 11:00 AM to 1:00 PM (2 Hours) with a checkmark.

Contact for questions/troubleshooting

Margarita Gonzalez- Volunteer Coordinator and AdminSupport margarita@food-connection.org
828-407-0353 Food Connection hotline- monitored 7 days a week. Call or text. *Updated 7/2026*