



# Schedule volunteer shifts

# Shift Scheduling

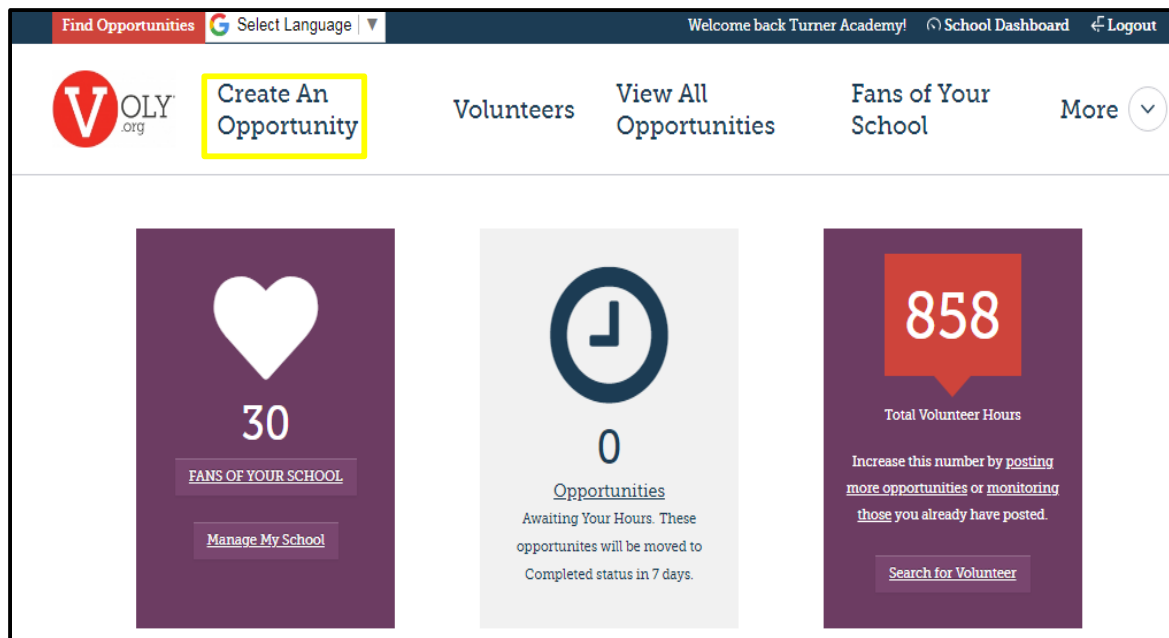
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- Shift Scheduling is useful for coordinating volunteers for repeating opportunities that reoccur every week or month
- It is also a wonderful tool to help manage volunteers for large events where volunteers are needed for a variety of tasks
- You define your desired tasks and shifts the first time you set-up each opportunity
- VOLY will schedule volunteers for you by directing them to fill available slots
- You schedule desired shift in Step 2 of Creating a Volunteer Opportunity



# Create An Opportunity

- Click on Create An Opportunity from your dashboard



# Step 1: Project Name, Contact

- Type Project name
- Choose if opportunity is Private or not Private
- Select/create contact
- Click on Next Step

The screenshot shows a web form titled 'Create An Opportunity' for 'Turner Academy'. The main heading is 'Let's Get Started' with the instruction 'Give it a name, and tell us who is in charge.' The form is divided into two main sections: 'Project Name' and 'Who is in charge of this project?'. The 'Project Name' section has a text input field with the placeholder 'Give it a name, make it something that will inspire volunteers.' and a checkbox for 'Is this a Private Opportunity?'. The 'Who is in charge of this project?' section features a grid of contact selection cards. Each card displays a name, email address, and phone number. The cards are: John Doe (webmaster-john@gm, (111) 111-1111), Patrick Hicks (phicks@volnow.org, 214-826-6767), Patty Gram (pgram@aol.com, (111) 111-1111), Rochelle Luna (rluna@volnow.org, (214) 826-6767), Sample Contact (volywebmaster+s@gm, (214) 826-6767), and Test Contact (volywebmaster+turne, 214-826-6767). At the bottom of the contact selection area, there is a link 'or you can Create A New Contact'.

Next Step

# Step 2: Date, Shifts

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Please select the type of opportunity

- A One Time Opportunity typically occurs over 1-2 consecutive days
- A Repeating Opportunity re-occurs on select days or dates over a period of weeks or months

**What kind of opportunity is this?**

One Time Opportunity

Repeating Opportunity

Continue

# Opportunity Date(s)

## When do you need your volunteers?

- Enter a start date for volunteers
- If the opportunity repeats, in 'Repeats Until' enter an end date, no more than 120 days from your start date
- Select Repeats: Weekly (on select days) or Monthly (on select dates)
- Repeat every: How frequently does this opportunity repeat
- Repeats on: check the days this opportunity occurs

### Fun Fact:


*It is easier to get new volunteers to commit for a month or a semester rather than a full year. Once they are on-board, most will continue to volunteer.*

**How often does this opportunity repeat?**


Starts

Start Date  mm/dd/yyyy

Ends

Repeats Until  mm/dd/yyyy

Repeats

Weekly 

Repeat every:\*

1 week(s)

Repeats On

Sun  Mon  Tue  Wed  Thu  Fri  Sat

[Continue](#)

# Shifts

- Select Yes or No if you need shifts.
  - You have the option to name Roles for this task – for example: Hall Monitor
  - Indicate the start/end times volunteers are needed and number of volunteers requested
  - You may Add Another Time Slot by clicking on button
  - Select the length of time for each shift if Adding Multiple Times
  - You may add another role, if needed, by clicking the button
  - Click Save & Continue button when finished

Do you need shifts?

Describe Your Shifts

Role Name

Describe Your Shifts

Role Name

Test

Start Time

End Time

# of Volunteers

or

# Custom Shifts

The screenshot shows a form titled "Describe Your Shifts". On the left, there is a "Role Name" field containing the text "Test" and a "Remove Shift" link below it. To the right, there are three input fields: "Start Time", "End Time", and "# of Volunteers". Below these fields are two buttons: "Add Time Slot" and "Add Multiple Times", separated by the word "or". At the bottom left of the form is an "Add Another Shift" button, and at the bottom center is a "Save & Continue" button. Three red arrows point from the text below to the "Remove Shift" link, the "Add Time Slot" button, and the "Add Multiple Times" button.

- NOTE: You also have the option to 'Remove Shift'
- Add Time Slot allows you to add irregular or overlapping shifts
- Add Multiple Times divides your role into even shifts throughout the indicated time