

How to setup shifts for your opportunities

1. Edit the Opportunity: in the Logistics Tab, select Hide from search results. (this prevents non-Master Naturalists from signing up for your opportunity.)

Project Profile: McLane Stadium Tours and Outreach

Main info Chapter Job Category Contact info Location info **Logistics** Additional Approvers

History Attachments Surveys Geographic Area

Any additional information about this project

Project Creation Date: 09/04/2014 Project Expiration Date: 11/01/2020

Display Begin Date: Display End Date:

Volunteers who sign-up for this activity on their own should be:

- approved
- requested
- approved into schedule slots if already placed with project
- Hide from search results
- Display opportunity only when eligible users are logged in

Minimum age of volunteers: Number of volunteers needed*: How many hours will volunteer serve per week?

Prev Next Apply Save and Schedule Finish Cancel

2. Close the opportunity and select it in your opportunity grid. You can select multiple opportunities, but we suggest doing one at a time until you're familiar with the process.
3. Select Calendar from the menu
4. Select the date you want to make the shift and press [Add] in the calendar
5. Fill out the Shift Information - these 3 fields are the only ones that are relevant.

New Schedule Shift - Google Chrome

tpwd.samaritan.com/coordinator/index.php

Opportunity McLane Stadium Tours and Outreach

Organization: Heart of Texas Master Naturalists

Basic Information [-]

*indicates required fields

* Description / Purpose: Morning Shift

* Shift Start Date: 06/02/2020

* Shift Start Time: 6:00 AM

* Shift End Time: 12:00 PM

This shift spans more than one calendar date

Repeat

Any special message for volunteers?: Bring Donuts

Messages appear on the volunteer schedules and when volunteers are at sign-in stations.

* Minimum volunteers needed: 1

* Maximum volunteers allowed: 2

Day off

Hide from search results

Urgency: Low

Location Information [+]

Volunteer Request and Approval [+]

History and Notes [+]

Attachments [+]

Print OK Apply Cancel

6. Fill out a shift information form for each of the shifts for each day by selecting the [Add] button on the calendar date.

7. The Calendar screen will let you monitor the status of the shifts.

Calendar - Google Chrome
tpwd.samaritan.com/coordinator/index.php

Opportunities [-] June 2020

Filters
Opportunities 1 of 1
McLane Stadium Tours and Out

Volunteers [-]
Filters Perm. Refer Place
Volunteers 50 of 198
Achterhof, David W.
Adair, Tammy
Alexander, Don
Alvarado, Rianna
Aragon, Carol
Arbuckle, Erin
Arquette, Karen
Avery, Mindi
Aycock, Letha
Back, Jeffrey
Barger, Jan
Bartek, Gena
Barwig, Tommy
Bawcum, Jim
Betros, Jeanene
Beyer, Carol
Binkoski, Marissa

Refresh Show...

Title: McLane Stadium Tours and Outreach
Shift Start: 06/02/2020 6:00 AM
Shift End: 12:00 PM
Description: Morning Shift
Location: Texas
Location Description:
Address 1:
Address 2:
City:
State: Texas
Zip:
Phone:

Day off:

Volunteers:	Placed	Requested	Gender	Age	Home Phone	Pl:Conf
Foster, Cheryl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Female	62		<input type="checkbox"/>

Recruiter URL: <https://tpwd.samaritan.com/recruiter/index.php?recruiterID=1450&class=OppDetails&opportunityID=220448&slotid=2653079>

- The volunteer list on the left appears won't show you your list of volunteers, we suggest you hide it with the [-] button
- The calendar shift entry shows you the number of people who have signed up for the shift/to the minimum number of volunteers requested.
- Note the [Refresh] button to get the latest signups.
- Note the URL at the bottom, you can send this directly to your volunteers and they won't have to hunt for the opportunity after they have logged in. (This can also be found on the first tab of the opportunity profile)



The Volunteer will have to find the opportunity in the “My Placements” button on their dashboard. Once found, they will need to select the “Click here for details or to remove yourself” to open the opportunity.

Or, after logging in, they can put the URL of the opportunity into the address bar.

Once the volunteer finds the opportunity with the shifts, they can select or deselect a shift.

Opportunity Details

McLane Stadium Tours and Outreach

Description Schedule Contact Info

Sponsoring Program: Heart of Texas Master Naturalists
www.baylorbears.com
McLane Stadium Work
download pdf
download document

This opportunity has multiple shifts, see schedule tab to sign up.

Opportunity Details

McLane Stadium Tours and Outreach

Description Schedule Contact Info

05/29/2020

Shift 1
Available Positions: 2
Sign up for: 10:00 am - 12:00 pm

05/29/2020

Shift 2
Available Positions: 1
Remove me: 12:00 pm - 2:00 pm

06/02/2020

Morning Shift
Notes: Bring Donuts
Available Positions: 1
Remove me: 6:00 am - 12:00 pm

06/02/2020

Afternoon Shift
Notes: Bring Dr. Pepper
Available Positions: 2
Sign up for: 12:00 pm - 6:00 pm