

Making Event Calendar Shifts

Step 1

- Go to www.jlgalveston.org
- Mouse over Member Area on the Right side and click on Volunteer Calendars
- Enter your username and password
(NOTE: If you do not know (remember) your username/password, click on the box to have it sent to you)



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Step 2

- On the far right Click on Menu → Admin



Step 3

- From the admin page you will want to click on your calendar under the Volunteering Section. If you are adding an event for Done in a Day, select the Done in a Day calendar.



Step 4

- Click “add” to enter new activity and shift information.

Volunteer Shifts

Calendar: Done in a Day (Active)

add edit delete invite remind assign gen.html

View: All Future Shifts

0 total record(s) found. Page 1 of 0

Calendar	Shift	Status	Date	Start Time	End Time	Max Slots	Assigned Count
0 total record(s) found. Page 1 of 0							

add edit delete invite remind assign gen.html

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Step 5

- A screen will appear for you to enter all information about your activity and shifts.

Create Calendar Shift(s)

Add New Shift(s)

Calendar Done in a Day

* Name

Description

Volunteering Type - Choose One -

* Shift Start Date * Shift End Date

* Days of Week Sun Mon Tue Wed Thu Fri Sat

* Start Time

* End Time

* Max Slots

* Status - Choose One -

Contact Status

A - Active R - Resigned

S - Sustainer X - Terminated

P - Provisional X - Transferred Out

E - Emeritus D - Deceased

A - Active Associate Administrator

Employee N - New Registrant

A - NonResident Active Donor - Active

F - Friend Donor - Inactive

S - NonResident Sustainer Donor - Unknown

Skills

Human Resources Marketing

PR/Communications Sales

Accounting/Finance Administration/Management

Fundraising Board Experience

Event Planning Organization

Strategic Planning Diversity

Grants and Contracts

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**In the description, be sure to put your contact information so if there are any questions the volunteers can easily get in touch with you.

**Be sure to choose the "Released" status.

**All fields with * are required and must be completed in order to save.

- Once you click Preview, if all looks good, be sure to click “Create Shifts”.

Create Calendar Shift(s)

Add New Shift(s)

Calendar Done in a Day
Name Test
Description Example
Volunteering Type Volunteer Shift
Start time 9:00 AM
End time 12:00 PM
Max Slots 10
Shift Status Released
Contact Status A - Active , S - Sustainer , P - Provisional
Skills

Dates

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input checked="" type="checkbox"/> 15	<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18	<input type="checkbox"/> 19
<input type="checkbox"/> 20	<input type="checkbox"/> 21	<input type="checkbox"/> 22	<input type="checkbox"/> 23	<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 26
<input type="checkbox"/> 27	<input type="checkbox"/> 28	<input type="checkbox"/> 29	<input type="checkbox"/> 30			

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- After clicking “Create Shifts”, you should now see your event and shifts listed.

<input checked="" type="checkbox"/>	Calendar	Shift	Status	Date	Start Time	End Time	Max Slots	Assigned Count	
1	<input type="checkbox"/> Done in a Day	Test	Released	2020-09-15	9:00 AM	12:00 PM	10	0	

- Volunteers should now be able to add themselves to your shifts.

Sending out Reminders to your Volunteers

- Follow the above steps 1-3 to get to your volunteer calendar.
- Click the check mark beside the event you would like to send out reminders for and then click “remind”. You should receive back a notice that “Volunteer assignment reminders queued for delivery”.

Volunteer Shifts

Calendar: Done in a Day (Active)

• Volunteer assignment reminders queued for delivery

View:

1 total record(s) found. Page 1 of 1

<input checked="" type="checkbox"/>	Calendar	Shift	Status	Date	Start Time	End Time	Max Slots	Assigned Count	
1	<input type="checkbox"/> Done in a Day	Test	Released	2020-09-15	9:00 AM	12:00 PM	10	1	