

Introduction to Volunteer Matters

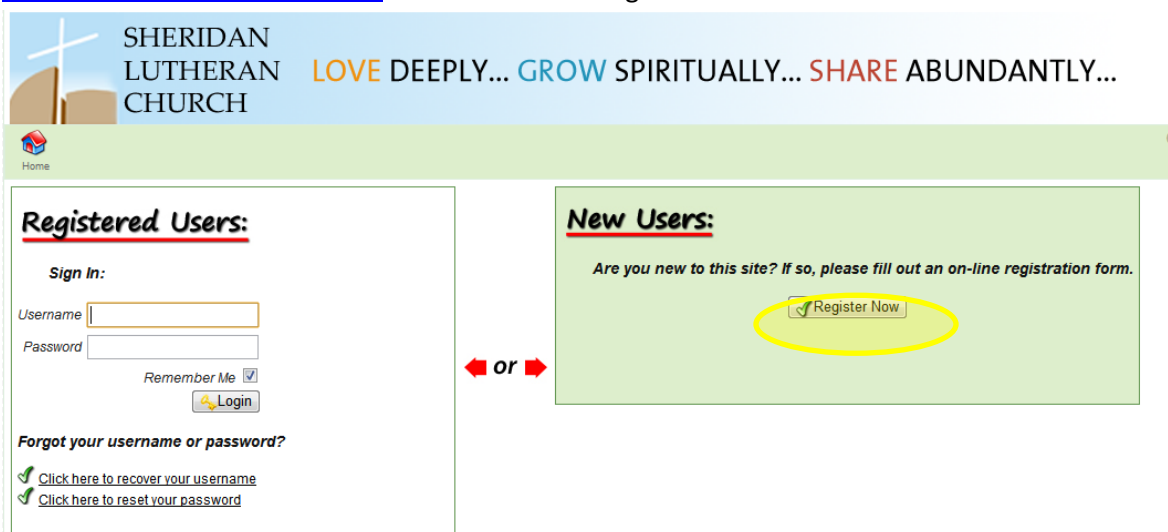
Welcome and thank you for taking the time to learn more about our new online scheduling tool at Sheridan. This tool will allow you to select your own volunteer sifts for most of our outreach ministries, allowing you to volunteer at times when it is convenient and according to your schedule. Our hope is that this will result in a better overall volunteer experience for you and allow you to better use your gifts in service to our community. Below you will find step-by-step instructions on how to create an account, login and signup for volunteer opportunities at Sheridan. Please contact Kelly Micek or Pastor John in the church office with any questions on using this tool.

Site Address

Go to <http://www.volunteermatters.com/slc> to visit the Volunteer Matters site to register, view calendars or signup for volunteer activities. Please see below for specific instructions on each area.

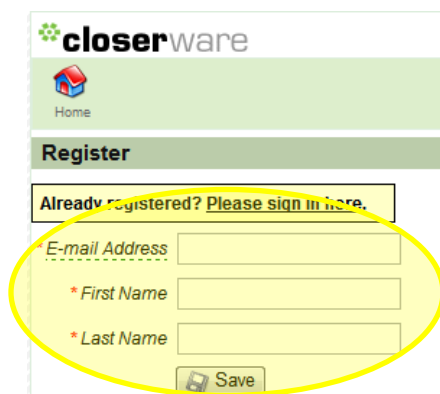
Create an Account

- To Begin using Volunteer Matters you will first need to create an account. Visit the site at www.volunteermatters.com/slc and click on the "Register Now" to create a new account.



The screenshot shows the top navigation bar for Sheridan Lutheran Church with the motto "LOVE DEEPLY... GROW SPIRITUALLY... SHARE ABUNDANTLY...". Below the navigation bar, there are two main sections: "Registered Users:" and "New Users:". The "Registered Users:" section includes a "Sign In:" form with fields for "Username" and "Password", a "Remember Me" checkbox, and a "Login" button. Below this, there are links for "Forgot your username or password?". The "New Users:" section contains the text "Are you new to this site? If so, please fill out an on-line registration form." and a "Register Now" button, which is circled in yellow. A red double-headed arrow with the word "OR" is positioned between the two sections.

- On the registration screen simply put in your first and last name and e-mail address. Please know that your e-mail address here is only for volunteer scheduling and will not be shared, sold or used for any other purpose aside from Sheridan volunteer scheduling. A valid e-mail address is required to use this system. Free e-mail accounts can be registered online at yahoo.com, gmail.com or Hotmail.com.



The screenshot shows the registration form on the Volunteer Matters website. The form is titled "Register" and includes a "Home" link. The form has a "Save" button and a "Already registered? Please sign in here." link. The form fields are: "E-mail Address", "* First Name", and "* Last Name". The "E-mail Address", "First Name", and "Last Name" fields are circled in yellow.

- Once you have registered you will find a confirmation e-mail in your inbox which includes your username (e-mail address) and a temporary password.
- Return to www.volunteermatters.com/slc and enter your username (e-mail address) and temporary password. Once you have logged in you will be prompted to change your password. Please enter here a new password that will be easy to remember.

The screenshot shows the Sheridan Lutheran Church website header with the logo and the text "SHERIDAN LUTHERAN CHURCH LOVE DEEPLY... GROW SPIRITUALLY... SHARE ABUNDANTLY...". Below the header is a navigation bar with a "Home" link and the email address "(jegen@gmail.com)". The main content area is titled "Plus Center Login" and contains a message from the System Administrator requesting a password change. The message states: "For security reasons, the System Administrator has requested that you change your password. Please provide a new password below. Your password may contain letters, numbers, and punctuation. Choose a password that you will be able to remember, but will be hard for others to guess. Avoid using common dictionary words, including foreign languages. Mixing-in capitalized letters as well as numbers, makes for a good password choice." Below the message are two input fields: "* New Password" and "* Repeat New Password", both highlighted with a yellow oval. A "Submit" button is located below the second input field.

Sheridan Lutheran Church

SHERIDAN LUTHERAN CHURCH LOVE DEEPLY... GROW SPIRITUALLY... SHARE ABUNDANTLY...

Home (jegen@gmail.com)

Plus Center Login

For security reasons, the System Administrator has requested that you change your password. **Please provide a new password below.** Your password may contain letters, numbers, and punctuation. Choose a password that you will be able to remember, but will be hard for others to guess. Avoid using common dictionary words, including foreign languages. Mixing-in capitalized letters as well as numbers, makes for a good password choice.

* New Password

* Repeat New Password

- Once you have changed your password you are logged into the system and are ready to view schedules or signup to volunteer!

Viewing Volunteer Schedules and Registering for a Shift

- Login to www.volunteermatters.com/slc
- On the right hand side you will see a list of available schedules. Select a schedule to view the volunteer calendar associated with that event. All of your upcoming volunteer assignments will be displayed in the left hand column of the login screen.

Sheridan Lutheran Church

SHERIDAN LUTHERAN CHURCH LOVE DEEPLY... GROW SPIRITUALLY... SHARE ABUNDANTLY...

Home Directory Me Volunteer Log Out (jegger@gmail.com)

Upcoming Assignments			
9/5/10	Backpack Program	Backpack Packing	12:00 PM - 1:00 PM
9/9/10	Backpack Program	Holmes Delivery	12:30 PM - 1:30 PM

Calendars

- [Backpack Program](#)
2010-2010 Backpack Program for Holmes & Arnold Elementary schools.
- [Barnabas Project](#)
Volunteer Staff for Barnabas Project.
- [Clinic with a Heart](#)
Volunteer Staff for CwaH

- A month view calendar will display with volunteer events associated with that ministry. There are navigation options at the top to move between months and also an ability to display volunteer events for other ministry areas. Green events are available for signup and grey events are full.

Sheridan Lutheran Church

SHERIDAN LUTHERAN CHURCH LOVE DEEPLY... GROW SPIRITUALLY... SHARE ABUNDANTLY...

Home Directory Me Volunteer Log Out (jegger@gmail.com)

Volunteer
Calendar View List View

Backpack Program Barnabas Project Clinic with a Heart

September 2010 go

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2 Backpack Program: Arnold Delivery 12:30 PM Backpack Program: Holmes Delivery 12:30 PM	3 Backpack Program: Holmes Distribution 2:15 PM Backpack Program: Arnold Distribution 3:15 PM	4
5 Backpack Program: Backpack Packing 12:00 PM	6			9 Backpack Program: Arnold Delivery 12:30 PM Backpack Program: Holmes Delivery 12:30 PM	10 Backpack Program: Holmes Distribution 2:15 PM Backpack Program: Arnold Distribution 3:15 PM	11
12 Backpack Program: Backpack Packing 12:00 PM	13	14	15	16 Backpack Program: Arnold Delivery 12:30 PM Backpack Program: Holmes Delivery 12:30 PM	17 Backpack Program: Holmes Distribution 2:15 PM Backpack Program: Arnold Distribution 3:15 PM	18
19 Backpack Program: Backpack Packing 12:00 PM	20	21	22	23 Backpack Program: Arnold Delivery 12:30 PM Backpack Program: Holmes Delivery 12:30 PM	24 Backpack Program: Holmes Distribution 2:15 PM Backpack Program: Arnold Distribution 3:15 PM	25
26 Backpack Program: Backpack Packing 12:00 PM	27	28	29	30 Backpack Program: Arnold Delivery 12:30 PM Backpack Program: Holmes Delivery 12:30 PM	1	2

- Select a shift to view the shift details. Current volunteers for the shift will be listed under "Assignments." To register for the shift click the "Sign Up Now" button. *Please note that most ministries require a signup at least one day prior to the shift.*

Sheridan Lutheran Church

The screenshot shows the Sheridan Lutheran Church website. At the top, there is a header with the church's name and logo, and a navigation bar with icons for Home, Directory, Me, Volunteer, and Log Out. Below the navigation bar, there is a "Volunteer" section with "Calendar View" and "List View" options. The main content area is titled "Volunteer Shift Detail" and shows details for the "Backpack Program (Active)". The details include the name "Backpack Packing", a description of the activity, and dates for the shift (Sep 5, 2010). A "Sign Up Now!" button is highlighted with a yellow circle. Below the details, there is an "Assignments" section with a table header "Name".

- Once you have successfully signed up you will be listed under Assignments. You will also receive a confirmation e-mail upon signup and a reminder e-mail three days prior to your shift. You may select the "Calendar View" to return to the calendar list of volunteer shifts.


Sheridan Lutheran Church

The screenshot shows the Sheridan Lutheran Church website after a user has signed up for a shift. The "Sign Up Now!" button from the previous screenshot is now highlighted with a yellow circle. Below the "Sign Up Now!" button, there is a message: "You are signed up for this shift". The "Assignments" section now contains a table with one entry: "1 Eggen, John" with a "withdraw" button next to it. The "Assignments" section and the table entry are highlighted with a yellow circle.

To Withdraw from a Shift

- Login to the system at www.volunteermatters.com/slc
- Click on one of your current shifts listed on the homepage.

Sheridan Lutheran Church




(jeggen@gmail.com)

Home Directory Me Volunteer Log Out

Upcoming Assignments				Calendars	
8/30/10	Backpack Program	Backpack Packing	12:00 PM - 1:00 PM	• Backpack Program	2010-2010 Backpack Program for Holmes & Arnold Elementary schools.
9/9/10	Backpack Program	Holmes Delivery	12:30 PM - 1:30 PM	• Barnabas Project	Volunteer Staff for Barnabas Project.
				• Clinic with a Heart	Volunteer Staff for CwaH

- Locate your listing under “Assignments” and click the “Withdrawal” selection. When prompted confirm or deny your request to withdrawal. Once completed your name will be removed from the “Assignments” listing. *Please note that for most ministries there is a lock-out period of one week prior to your shift. To withdrawal from a shift within the lockout period you must call the church office.*

Sheridan Lutheran Church



(jeggen@gmail.com)

Home Directory Me Volunteer Log Out

Volunteer

Calendar View List View

Volunteer Shift Detail

Backpack Program (Active)

Name Backpack Packing

Description Packing is done at noon on Sundays at the retreat center (unless you and your team have agreed on a different time). The food will be organized for you and ready to pack. The key to the retreat center is contained in a lock box right inside of the screen door. The code to the lock box is 432987. Once the bins have been packed please stack them on the wheeled carts and place them under the folding tables. (The front door key will also unlock the door where the food is stored.) Please lock the door when you are finished.

Date Sep 5, 2010

Locked-in Date: Aug 29, 2010


Locked-out Date: Aug 29, 2010

Start 12:00 PM


End 1:00 PM

Status Released

Assigned 1/8

 **You are signed up for this shift**

Assignments

Name
1 Eggen, John  withdraw