

How to register with MyVolunteerPage.com:

1. Follow the link provided in the email to take you to this page:

	BC CHILDREN'S HOSPITAL FOUNDATION	VOLUNT	EER APPLICATION
Application F	orm - BC Ch	ildren's Ho	ospital Foundation
I am new to MyVoluni You will need to enter a unic should select something that address or your name. You name you enter is already in choose another username.	teerPage.com jue username to identify yourself is easy for you to remember su username must be a least 6 che n use by someone else, you will b	to the system. You ch as your email aracters long. If the le prompted to	I already have a username. If you have signed up with this organization before, or are a member of another organization that uses My/VolunteerPage.com, you can use the same login to access all organizations with which you volunteer.
Username		~ 🛛	Password
Email Address		(M	I agree with the organization's policies
Verify Email Address		Rd	View Policy Login and Continue
I agree with the orga	nization's policies View Policy Save	and Continue	Already use MyVolunteerPage.com to volunteer with this organization? Go to volunteer login

2. <u>If you already have a MyVolunteerPage account</u>, fill in your username and password on the right hand side to start applying for shifts (skip to step 4)

<u>If you're new to MyVolunteerPage</u>, please create a username and enter in your email address to get started. Be sure to read over our organization's policies before proceeding.

- 3. Once you've successfully created an account, make sure to log back into your account to sign up for specific roles and shifts.
- 4. Signing up for volunteer shifts click on the Opportunities tab on your volunteer homepage
 - All available volunteer shifts will be listed on this page
 - Select a shift from the list

CHILDREN'S CHILDREN'S HOSPITAL' FOUNDATION	VOLUNTEER APPLICATION	
HOME OPPORTUNITIES SCHEDULE OPPORTUNITIES	HOURS REPORTS CONTACT MY PRO	FILE 🗸





EVENT DAY - RBC Run for the Kids - Sunday, June 5, 2016 - Bike and Gear Check								
+ Add me to the back-up list in cas	e you ever need extras							
Share this 🛐 У 🕂								
→ Filters								
DATE		END TIME Overlap	Openings	Actions				
Sunday, June 05, 2016	7:00 AM	1:00 PM	4 / 5	+ Sign Up				
Back to the top				Sel	ect All			

• Click the sign up box beside your preferred shift/role. It is not necessary to 'confirm' the shift at this time, but if you do that's fine too.

Thank you for signing up. You have been automatically assigned! Please confirm your new assignment(s) below. This means your preference for this specific shift has been received. Once you've signed up for the shifts, our Volunteer Coordinators will confirm your role and provide an event package closer to event day. You will receive a notification on your Volunteer Homepage and via email with your schedule once your shift(s) is/are scheduled.

- If a shift is full, you can add your names to the back-up list if we have any cancellations and need to fill that spot
- <u>If you can no longer make the shift or your schedule has sinced changed</u>, you can login and 'Withdraw' your selection at any time.

DATE	START TIME	END TIME	Overlap	Openings	Actions	•
Saturday, June 04, 2016	11:45 AM	5:30 PM	Overlap	10 / 10	× Withdraw	



You're all set if you've completed the above steps. You can close the browser at this time. Our Volunteer Coordinators will follow-up closer to your shift with your assignment details.



• Click on the 'Schedule' tab to view a summary of your requested shifts.

HOME OPPORTUNITIES SCHEDULE	HOURS REP	ORTS	CONTACT			MY PR	ofile 🕞	-
Schedule				? <u>Help</u>	⇔ <u>Switch to /</u>	Administrator View	<mark>ပံ L</mark> og	Out
Scheduled Activities								
FILTER From 06/04/2016 ™ To 06/05/2016	Filter Shifts		WEEP	KLY EMAIL SCH	HEDULE REM	IINDER 🚯 🛹 Sul	oscribe	
ACTIVITY			DATE	START	END	ACTIONS		•
EVENT SET UP - RBC Run for the Kids - Saturday, Jun Set-up	e 4, 2016 - Event Site	0	Sat 6/4/2016	10:00 AM	4:00 PM			

- 5. Roles will be assigned by the Volunteer Coordinators for you to login and <u>confirm</u>:
 - You should receive an email notification once you've been assigned a volunteer shift. Alternatively login to your page to view your assigned shifts.
 - Click on 'Go to Schedule' to confirm your shifts
 - Make sure to review event documents (general event info, maps, etc.) prior to your scheduled volunteer shift, and it's recommended you print a copy for yourself.

HOME OPP	ORTUNITIES SCH	EDULE HOURS	REPORTS CONTACT					
VOLUNTEER H This Week 0.0	Welcome Sarah Luong Edit OURS This Month 0.0	This Year 44.3 ed to be confirmed!	Upcoming Shifts Staff Shifts - April 2016 S Monday, April 04, 201 Staff Shifts - April 2016 S Saturday, April 09, 20 Staff Shifts - April 2016 S Tuesday, April 12, 20	Staff Schedule 16 5:00 PM - 10:00 PM Staff Schedule 116 4:30 PM - 10:00 PM Staff Schedule 16 5:00 PM - 7:30 PM		Click on this icon t add your shift to your personal calendar	2	
Go to Schedu	le		ACTIVITY	DATE	START	END ACTIONS		
			Staff Shifts - April 2016 Staff Schedule	Mon 4/4/2016	5:00 PM	10:00 PM		



A Guide through your Volunteer Homepage

Opportunities Tab

• View all open volunteer opportunities and sign-up where you're available

Schedule Tab

- View all opportunities that you've signed up for
- Here you'll be able to indicate shifts you're not long to make
- You can also view your schedule in a monthly calendar format or export it and print it out
- Subscribe to weekly email schedule reminders to make sure you attend your scheduled shift.

FILTER From 06/04/2016 To 06/05/2016 Filter Shifts WEEKLY EMAIL SCHEDULE REMINDER () - Subscribe	Scheduled Activities			
	FILTER From 06/04/2016 ™ To 06/05/2010	Filter Shifts	WEEKLY EMAIL SCHEDULE REMINDER 🛛 🗸 Subs	cribe

My Profile Tab

- Update your personal information
- Change your password
- Update your general availability
- View all organizations you've volunteered with using MyVolunteerPage