

## HOURS

You do not need to log your hours after you've completed shifts. Chairs of the activities you work on will do that for you.

## REPORTS

You will be able to view and or download a report of the hours you've contributed to the Shaw Guild for your own information.

## CONTACT

Send comments and questions to Cheryl Morris (info@shawguild.ca) about anything related to your experience with this tool.

If you wish to contact a particular Program Chair about a Shaw Guild issue, please do that outside of the tool.

On your **HOME** page you will be able to see at a glance the year to date number of hours you have volunteered AND the activities you are scheduled for in the future.

**Thank you for your contribution to the Shaw Guild!**

## NOTES:

Jot down your username and password for future use.

**User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

If you have forgotten your username and/or your password, just click on the link "Forgot your username or password" from the login screen and follow the steps.

**SHAW  
GUILD**

*My*  
**VOLUNTEER  
PAGE**

## Volunteer Management Tool Getting Started

Go to this website: [app.betterimpact.com](http://app.betterimpact.com)

**Click on MY PROFILE**

**Contact Information**

**Required fields:**

1. Choose your username of 6 or more characters (not your email address)
2. First and last name
3. Mailing address
4. Email address

NOTE: If you share an email address with someone who is using this tool, you may be prompted that the email address is already in the system. Just bypass that message.

5. Phone number

**Optional:**

- Links to your Facebook and/or LinkedIn pages.

**Select your Privacy settings:**

### Privacy Settings

#### Privacy Settings for the Schedule

- I want other volunteers to be able to see my name in the list of scheduled volunteers.
  - I want my last name included.
  - I want my photo included.

**NOTE: You are able to edit any field at any time.**

## Additional Info

1. "Member since" will show when you first joined the Shaw Guild. You are not able to edit that field but will be filled in by an Administrator.

2. "My skills" - please fill in some key words (e.g. project management, gardening, etc.) that will help Program Chairs identify volunteers who have particular skills for a role or activity. This is an optional field, but would be appreciated!

**Qualifications** - omit for now.

**Change Password** - if you want to change it.

**Organizations** - this will show the Shaw Guild mailing address, web address and the phone number of Cheryl Morris, manager of **My Volunteer Page**. Note: please email rather than call Cheryl.

**Goals** - if you would like to set a goal for the numbers of hours you want to volunteer for the Shaw Guild, please enter the date range and number of hours. This is for your information only and is optional.

**Interests** - please check all the activities in which you would like to be involved. When opportunities for those activities are announced, you can view them and "sign up". This will alert the person managing the schedule, who will send an email to confirm your shift. If you are not confirmed for a specific shift, please sign up for a different opportunity.

**Availability** - select as many days and times you are generally available to volunteer. You can change this at any time.

**Merge profile** - use this feature only if you are a volunteer at another organization that uses Better Impact. You would be able to see your calendar and opportunities for each organization in one view.

**CONGRATS! YOUR PROFILE IS COMPLETE!**

**OPPORTUNITIES** - This is the screen where you will see and be able to sign up for the activities you have indicated you are interested in and available for. (Note: do not use Filters)

Activity	Shifts	Start Date	End Date
Tuesday 2pm performances - Festival Theatre	10	29/05/2018	31/07/2018

  

Activity	Shifts	Start Date	End Date
Tuesday 2pm performances - Festival Theatre	4	08/05/2018	15/05/2018

**To see details and perhaps sign up:**

1. Click on the Activity to see specific dates 2. See who else is signed up\* 3. Click on Sign Up

DATE	START	END	Overlap	Openings	Who?	Actions
Tuesday, May 29, 2018	12:30 PM	2:00 PM		2 / 2		
Tuesday, June 5, 2018	12:30 PM	2:00 PM		2 / 2		
Tuesday, June 12, 2018	12:30 PM	2:00 PM	Overlap	2 / 2		

\* See other volunteers' names only if they have allowed that in their privacy settings.

You can add yourself to the back-up list if all slots are filled.  
In case you have signed up for 2 activities happening at the same time, you'll see this.

If you want to remove yourself from the activity, go to your SCHEDULE and click Remove.

**You will not be able to cancel your assignments in the tool less than 48 hours before the start of the shift. Please contact the Program Chair directly by phone or email as soon as possible.**

## SCHEDULE

You will receive an email from the Program Chair to confirm your new or revised assignments. See everything you've signed up for and add to your another personal calendar if you wish.

ACTIVITY	DATE	START	END	WHO?	ACTIONS
Hosting - A Clockwork Orange (Alex Theatre)	Wed 04/04/2018	1:30 PM	2:45 PM		