



MVP – My Volunteer page SHIFT instructions

1. Log on to app.betterimpact.com. Enter your **Username** and **Password**. If you can't remember either please send an email to: mvp@shawguild.ca. Please include your full name in the email.



Opportunities

2. Click on the OPPORTUNITIES tab to sign up for a shift. You will see the **List** or **Calendar** option.

This is the Calendar view and only show SHIFTS that are available

The screenshot shows the 'Opportunity Calendar' view. At the top, there is a navigation bar with tabs: HOME, OPPORTUNITIES (selected), SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. Below the navigation bar is a 'Filters' section with dropdown menus for Organization (Shaw Guild), Category (Don't Filter), Start Time (Don't Filter), and Format (Month). There is also a checkbox for 'Only include activities that I am qualified for'. Below the filters is a message: 'Looking for a specific activity that isn't showing on the calendar? It might not be visible in this format. Try checking the [Opportunity List](#) page. Activities that don't have specific dates or times aren't able to be rendered on the calendar and there may also be some activities that are visible to you in the list, but not the calendar.' At the bottom of the filters section is a 'Submit' button. The main area shows a calendar grid for the period from Friday, August 13, 2021, to Saturday, September 4, 2021. The grid shows various shifts scheduled for each day. For example, on August 16, there is a shift labeled '10A Coffee Connection - 2'. On September 1, there is a shift labeled 'Sep_1'. Each shift is accompanied by a small description and a link to 'View Details'.

3. Select the shift you would like to be assigned to, then select the **Sign Up** button

The screenshot shows a detailed view of a shift. At the top, there is a table with columns: DATE, START, END, OVERLAP, OPENINGS, WHO?, and ACTIONS. The 'DATE' row shows 'Friday, July 9, 2021'. The 'START' and 'END' rows show '12:00 PM' and '2:00 PM' respectively. The 'OVERLAP' row is empty. The 'OPENINGS' row shows '2 / 2'. The 'WHO?' row is empty. The 'ACTIONS' row contains a 'Sign Up' button with a green plus sign icon, which is highlighted with a red box. Below this table is a message: 'You are currently signed up for this shift. You can change or cancel your sign up at any time.' There is also a 'Sign Up' button with a green plus sign icon.

View your Schedule shifts

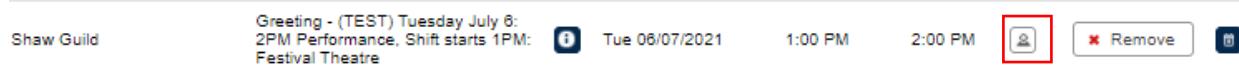
1. Log on to **app.betterimpact.com** (if you are not logged in already)

2. Click on the SCHEDULE tab

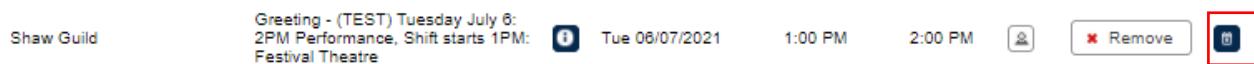


Schedule

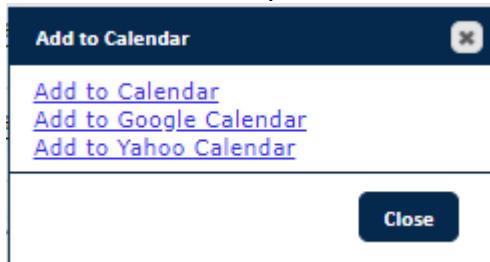
3. To view what other volunteers have been assigned to the shift select the button to the right of the end time for the shift



4. The button to the right of the **x Remove** button will allow you to add the Shaw shift to your **own personal calendar**



Select the Calendar you use:



Removing Yourself from shifts

1. Click on the SCHEDULE tab

2. Click **x Remove** button beside the shift you wish to cancel.

NOTE: you can remove yourself from a shift up to **3 DAYS** before depending on your role. If the system does not allow you to remove yourself from a shift then you will need to call/text/email your Shift administrator.

