BLOOMERANG VOLUNTEER TRAINING

COMPUTER/WEBSITEVERSION



Follow the link sent to your email or use this link: <u>https://volunteer.bloomerang.co:</u> <u>443/JE/c9gkjpi8a6nc9s</u>

Pillars

- ♀ 605 E Hancock Street, Appleton, Wisconsin, United States, 54911
- Registration for this Organization is Open.



	Pillars				
Get started by en	tering your er	nail.			
Email	⊘	tevers@pillarsinc.org			
		Ν	ext		



Click "Sign Up" Enter your email Create a password



Your profile information should populate. Please fill out any required questions.

Select your availability and click "next".

Once you complete the Signup Process, click "Go Home"



Click on the Calendar icon to see the opportunities you are approved for. This is where you will find your schedules to sign up for shifts.



You have 2 Upcoming Opportunities!

These are the Opportunities you are part of. Click the card listing to access the Public Page.



> PAS Meals



The opportunity page will open. You will see available shifts on this page. Don't click shifts on this page, rather click the "Signup for more Shifts" button.

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Hide Shifts that are FULL	OFF Hide Shifts	Hide Shifts I'm OFF ALREADY ON THE WAITLIST for

You will see a filter menu to filter what shifts you see.

The schedule will be easier to read if you Hide Shifts that are FULL.

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Hide Shifts I'm

ALREADY ON THE WAITLIST for

Hide Shifts

I CANNOT SELECT

All

Lunch Provider

Dinner Provider

Dinner Server Breakfast Host You can filter by date.

You can change the view of open shifts to be list, card, or calendar view.

> You can filter by the volunteer role you are looking for.



5 OPEN SPOTS

Go to the Opportunity Page

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5 OPEN SPOTS

PAS Meals

10

Click on the shift you would like to schedule. You will only see the roles that you are approved for.

When you click on a shift, you will see the shift details.

Click "Add Shift to Signup Cart" and "Close Window"

Series Detected!

You are <u>adding</u> yourself to a shift that is part of a series of multiple shifts.

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How do you want to sign up for the series? 🕐





When you close the window, this notification will pop up.

ONLY sign up for "Just this shift". Please do not sign up for All Shifts in Series – this will sign you up for every shift every day.

Once you hit save, you will have to click "Complete Signup" to finalize scheduling



To see the shifts you are scheduled for – click the Clock Icon at the top left.



Dinner Server

- 5:00 PM 7:00 PM (2 Hours)
- Sunday, February 16, 2025
- Pillars Adult Shelter

Dinner Servers

The system will automatically report hours for you. For example, if you are signed up for this shift – the system will report 2 hours. If you are a group, it will automatically multiply 2 hours x 5 members. If you are an individual, it will report 2 hours. If you have more than 5 members in your group, you can self-report those extra hours.

YOU ONLY HAVE TO REPORT HOURS IF YOU EXCEED THE SHIFT LENGTH. If you worked 3 hours for this shift, please report I hour (multiplied by # of members in your group).

*Dinner Provider shifts are scheduled for 30 minutes. For groups, this will report .5hours x 5 members = 2.5 hours. Please only report hours if you exceed 2.5 hours for dinner providing.



Click on the hourglass tab to report your hours. Click on "Add Hours Worked" to report your hours. If you are reporting for a group – please multiple the hours by how many members you had. For example, 2 hours x 5 members = 10 hours.

Reporting hours is extremely important for Pillars.We use these hours in grants to receive more funding.



To change your settings or update your profile. Click the icon in the upper righthand corner.

Other volunteer opportunities that you are not yet approved for will show on this screen.