

Volunteer Matters Quick Reference Guide –Volunteers

Welcome to Volunteer Matters! Using this website you will be able to sign up for volunteer opportunities, remove yourself from your assigned shift, and see what volunteer opportunities we have to offer!

The web address for our account is:

www.volunteermatters.com/sunsetplayhouse

On this page you will see two options, one for Registered Users and one for New Users. As an existing volunteer with Sunset, we will assign you a user name and password, so you will be logging in through the Registered Users Login. Once you click Login, you will see

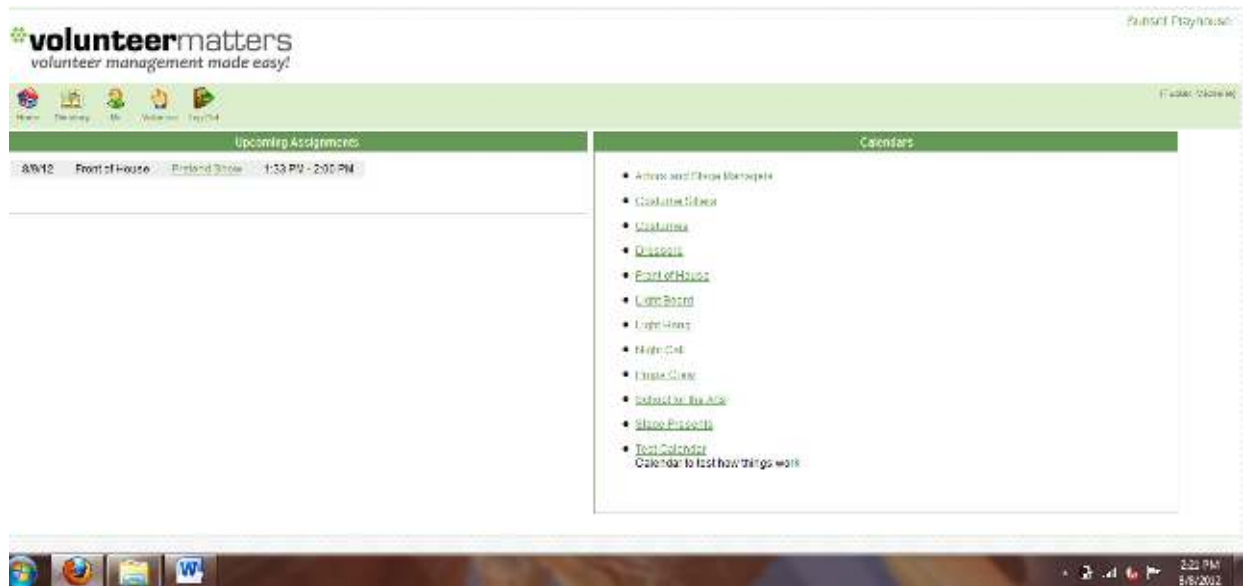


The image shows a login form with the following elements:

- A green logo with a grid pattern followed by the word "login".
- A title "Enter your Username and Password".
- A "Username:" label above a text input field.
- A "Password:" label above a text input field.
- A "Remember Me" checkbox.
- Two blue links: "Click here to choose your username" and "Click here to reset your password".
- A "LOGIN" button and a "clear" button.

Please enter the username and password you were given. Once you have logged in the first time, you can change your password to one that you will remember. Please note, Sunset will not have the passwords for any volunteers, so if you forget your password, you will need to follow the onscreen options to recover or reset your password.

When you log in you will be taken to the home screen, which will look something like this:



What you see on this screen:

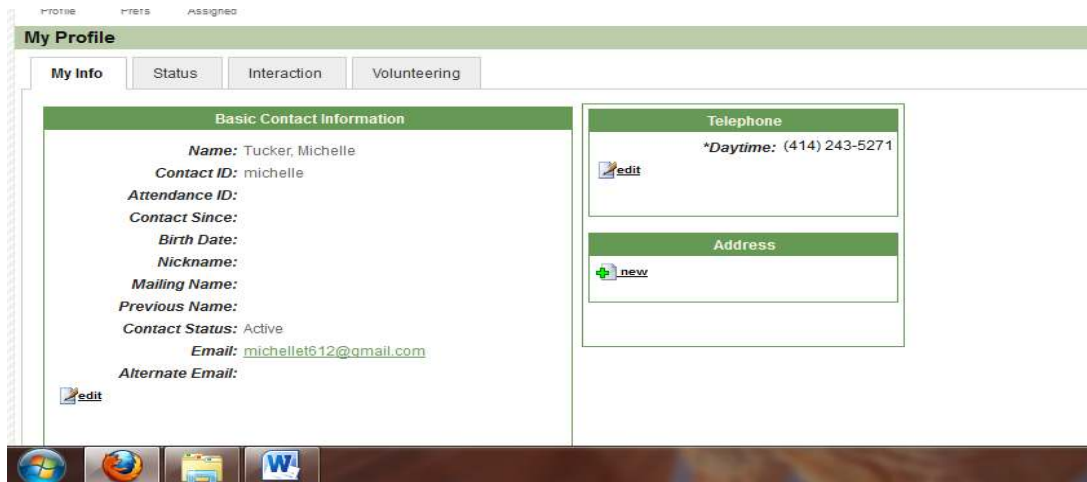
On the left side of the screen will be the list of all of the volunteer shifts you are assigned to. If there is nothing in this section then you are not signed up to volunteer. On the right side of the screen is a list of all of the volunteer calendars Sunset Playhouse has. Clicking on any of these calendars will take you to more information about that particular calendar.

At the top of the home screen, there are five icons that will appear at the top of every page.

- Home will bring you back to the home page.
- Directory will bring you to a list of the names of all of our volunteers. At this time, there is no contact information associated with any volunteers. In the future, we may have the option of giving you a directory that will include some contact information for volunteers who wish to be listed.
- Me will bring you to your personal volunteer record.
- Volunteer takes you to a full calendar that will include all of our volunteer opportunities in calendar form.
- Log Out will log you out of the volunteer matters website.

More About Those Icons

- Clicking on Me brings you to your own personal volunteer record. It will look something like this.



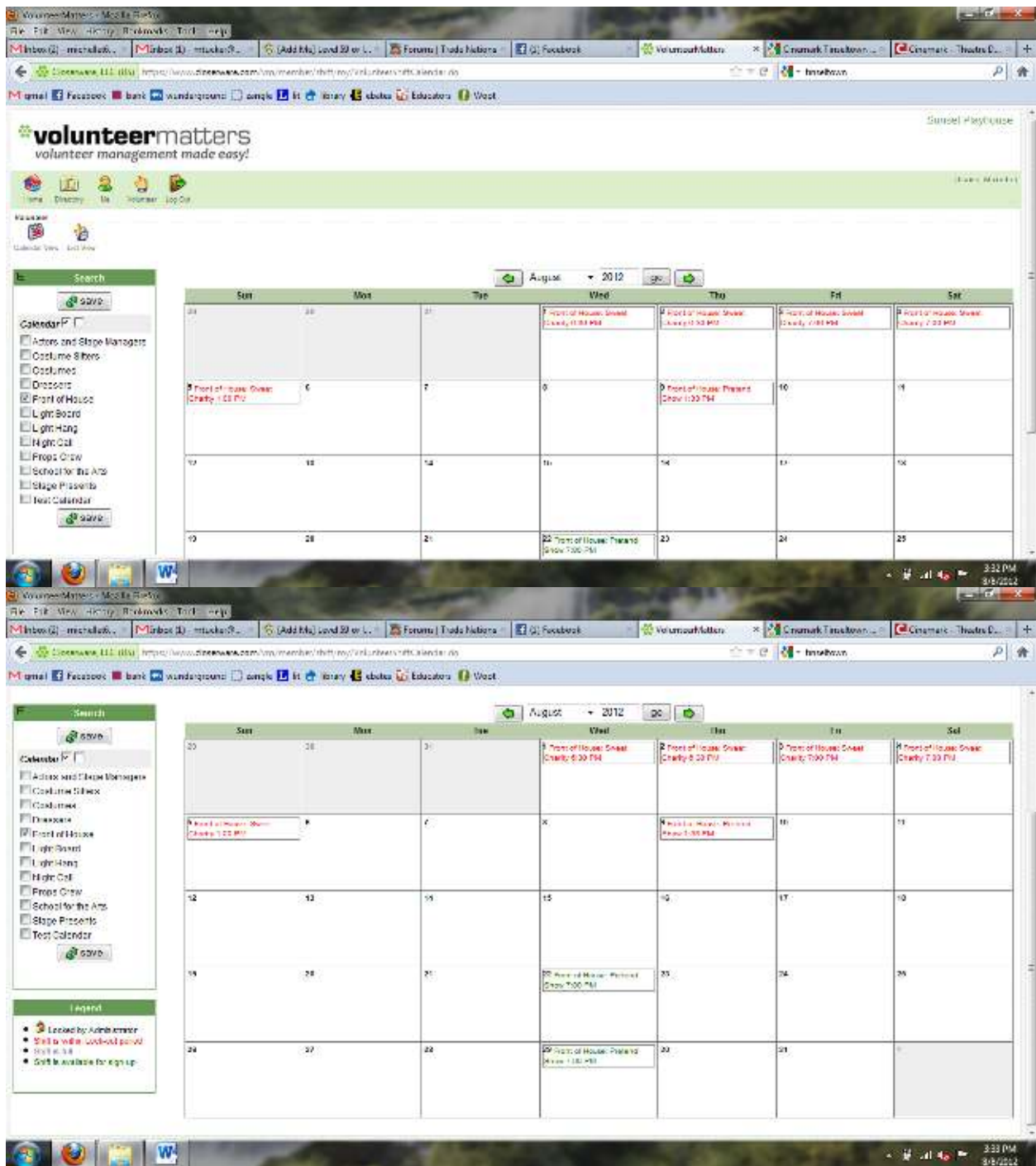
- On the My Info page, there are three sections: profile, prefs, and assigned.
- In the profile page, there are four areas. The main screen is “My Info” where you will see your contact information as we have it. You can edit any of this information, so if we have something wrong or if we move, you have the ability to change your information. Please note that if you move, you should tell us so that we can update our ticketing system as well.
 - **To receive updates about specific departments:** You need to edit your interests in your profile located on Volunteer Matters. Simply, click the edit button located under Skills and Interests in your profile. Once the box with all of the choices loads, check all INTERESTS you would like to receive updates on. If you would like to add special skills, feel free to click on those in the SKILLS box. Once you have clicked all that apply, click the UPDATE button to save all selected choices to your profile.
- The status tab simply reflects your status and should read “active”.
- The interaction tab will list any communications or attendance information that has been recorded in our system.
- The volunteering tab will list all of your volunteer shifts.

If you click on “Prefs” you will again see three choices: Directory, Username, and Password.

- Directory brings you to a page where you can opt out of having your birthdate and nickname listed in the online directory. You can also choose to completely remove yourself from the online directory. This does NOT remove you from our database, but simply makes your information invisible to other volunteers using the online directory.
- Username allows you to change your username. Likewise, Password allows you to change your password.

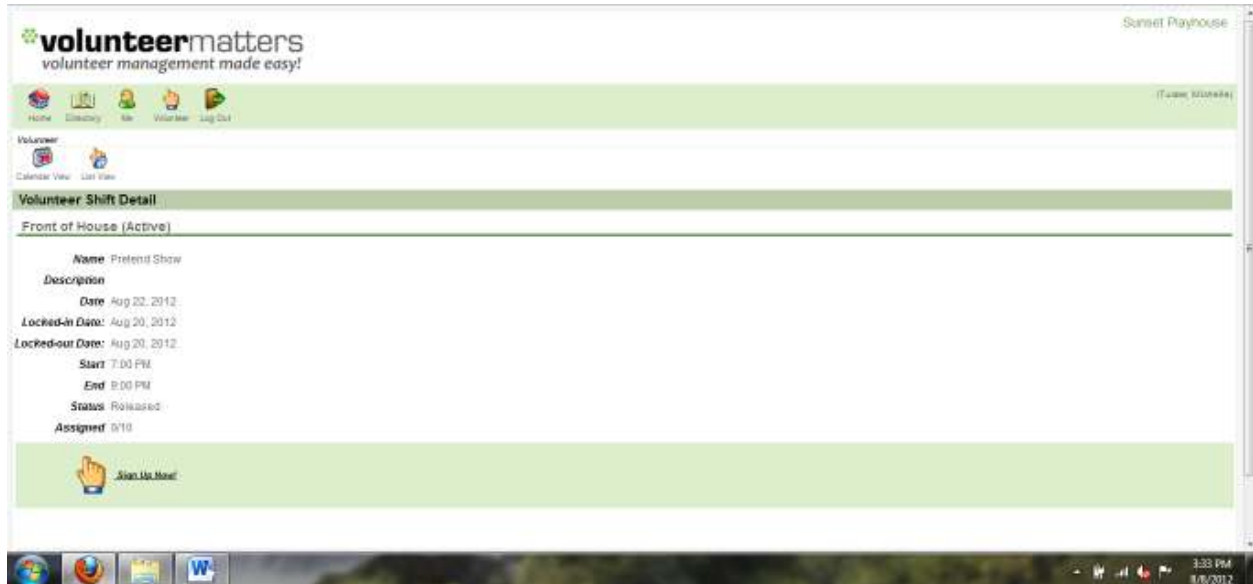
The “Assigned” tab brings you to a list of your assigned volunteer shifts.

The last area that you will see is the Volunteer section. When you click this icon you will be brought to a page that looks like this:



On the left side of this screen, you will see a list of all of our volunteer calendars. Unchecking or checking these will change what you see on the right side of the screen. For example, if you only want to see the Front of House opportunities, you should uncheck all of the other boxes. At this point, the only shifts available on the calendar will be for Front of House.

Shifts in red are no longer available for sign up. Shifts in green are available for sign up. When you click on one of these shifts you will be taken to a page with more information about it.



In this case, you can see the name of the show “Pretend Show.”

If we have a particular message for you about a particular show that would appear next to description.

The date of the shift is listed, followed by locked in and locked out dates. These dates are the deadlines for when you can add or remove yourself from that shift within Volunteer Matters. After this date, you must contact the House Manager to sign up or withdraw from a shift.

The start time and the estimated end time are also listed here. Please note that the start time is the time that you should arrive at Sunset, not the time the show begins.

The status will either be released or locked. You can only sign up for shifts that appear released.

The assigned number reflects how many people have signed up for a shift.

To sign up for a shift you would click

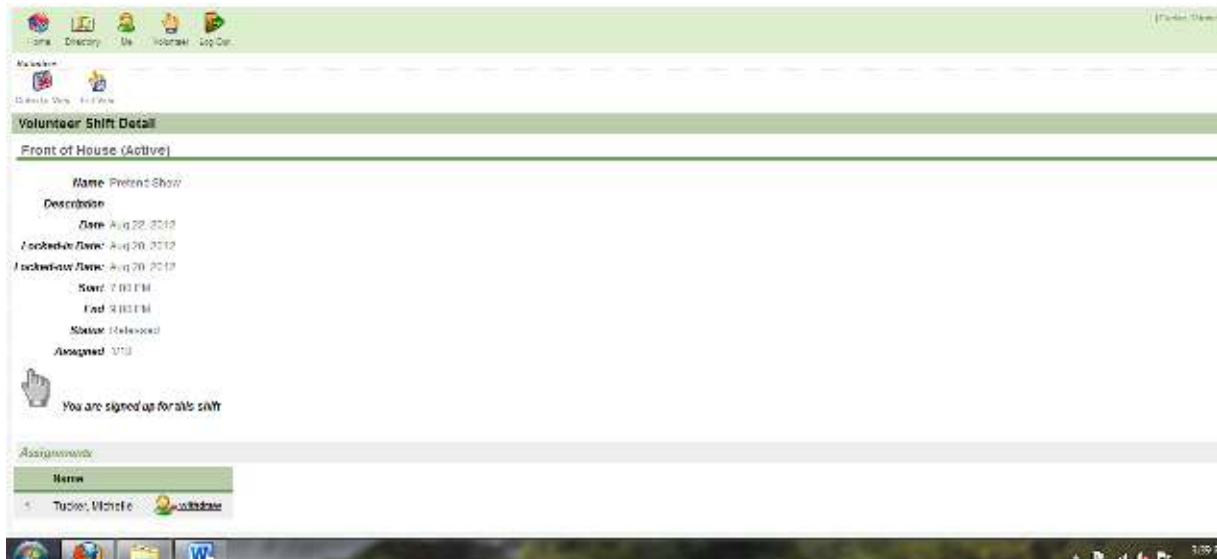


Then you will see:



Click "Ok."

The screen will then look like this:



To withdraw from an assigned click you simply click the minus withdraw button at the bottom of the screen. You will be asked if you are you are sure. Click ok.

You will receive automated emails whenever you sign up or withdraw from a shift.

And that's all there is to it!