## **Volunteer Matters Instruction Guide**

## Signing Up:

 Type the following URL into your web browser: <u>https://sunsetplayhouse.volunteermatters.org/register</u>. The page that opens should look like this:

And a state of the second			
teer Registration			
	Create Your Login Information		
and the second	Email		
		•	
	Please provide the email address you wish to associate with your account.		
	Username		
	Please enter your desired username.	_	
	Password		
	Please actor a password of at least 8 characters with at least one upper case letter, lowercase letter, and non-letter.		
	Repeat Password		

- Upon entering your email, the system may recognize your email address and say "We have a volunteer record on file for that email address. If this is your email, please click here." This statement will appear directly below the Email box. This means you already have a Volunteer Matters account and need to finish setting it up! Click the words "click here" and the system will send you a verification email with the subject line "Sunset Volunteer Email Verification." Please click the URL link in that email.
- 2. Follow the prompts given to you and edit your information as needed.
  - To help remember your login info, please write it down here and save this sheet for your records:
    - Email:
    - Username:
    - Password:
  - Be sure to mark all areas you are interested in! These interests will determine what kind of opportunities you receive emails about. Don't worry, you can change these interests in your profile at any time!
  - Sign the Liability Waiver (after a year, the system will ask you to sign it again upon logging in to ensure the information is up to date)
- 3. Congratulations! You are now logged in! You can now follow the instructions listed below!

## **Navigating Volunteer Matters:**

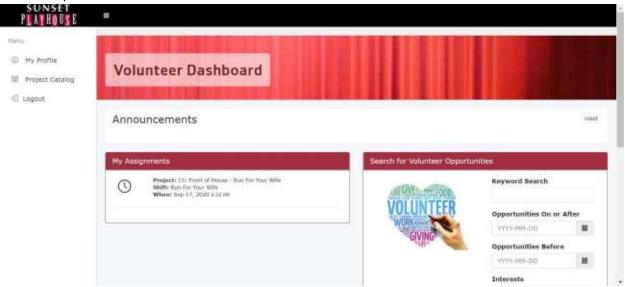
**Logging in:** If you just registered, you are already logged in. If you have an account but need to log in, go to <a href="https://sunsetplayhouse.volunteermatters.org">https://sunsetplayhouse.volunteermatters.org</a> and enter your username and password, then click "Login" where you will be taken to your Volunteer Dashboard.

• Your Liability Waiver expires every year so you may be asked to sign it again before continuing to your account.

The login screen should look like this:

S-U-N-S-E-T PLAYHOUSE	
SIGN IN TO CONTINUE.	
Entar usorrame	
Password	
Remember Me	
Forgat your username? Forgat your password?	
Lagin	
Need an account?	
Register Nov	
© 2020 - VolunteerMatters	

Upon logging in, you will be taken to your **Volunteer Dashboard**. You can also reach this screen at any time by clicking on the Sunset Playhouse logo in the upper left corner. Here you can see announcements, your upcoming assignments (if any), a spot to search volunteer opportunities, and a box that links to your profile. On the left-hand side, you can see the menu (if viewing on mobile, the three lines in the upper right will open the menu). Your screen should look like this:



**Next, we will explore the sections in the Menu on the left-hand side** (if viewing on mobile, the three lines in the upper right will open the Menu). Clicking on the three lines next to the Sunset Playhouse logo will open and close the Menu display list.

**My Profile:** In My Profile you can view and edit your contact info and see your volunteer history. Upon opening your profile, you will see your volunteer history as well as the total number of hours you have volunteered at Sunset Playhouse. Your screen should look somewhat like this:

My Profile	My Profile Volunteer, Vera		
Project Catalog	A REPORT OF A R		6 - 6
agout			100 The 100
	My Volunteer History		
	All		-
			5.5 Hours
	Show in - entries		Search:
	Copy Excel CSV Print		
	Date IF Project Name II T	ype    Name    Fulfilied    Credited Hours	Self-Reported Hours
	2020-04-13 Sample Project S	hift Shop Volunteer 1 2	0
	2020-03-20 Sample Front of House Show S	hift Sample Show 1 3.5	0.
	Showing 1 to 2 of 2 entries		Previous 1 Next

If you scroll down, you can see your profile information as well as your upcoming assignments, when your Liability Waiver will expire, and your user information. This section looks like this:

ty Information	My Assignments
Edit	Projects 13: Proof of Phases - Run For Your Wife Shifty Run For Your Wife When Sep 17, 2020 132-049
User Information	Contrast web with some and the
Name	
Volunteer, Vera	My Credentials
Preferred Method of Contact	Cability Waiver Status: Auromed Statu: 200-200
Email	5tarts 2020-03-20 Expiration: 2020-09-03
Email	
Home Telephone	Site Access
	Username
Mobile Telephone	
	Account Recovery Email
Home Address	
	🗇 Change Usermanne 🛛 2 Change Research
Frankrike Contact House	Tri Change Recovery Email

If you need to change any of your profile information, scroll to the bottom of the page and click "Edit." There you can also edit your interests if you would like to change what kinds of volunteer opportunities you receive emails about. To change your username or password or to set a recovery email, click the appropriate box under Site Access.

**Project Catalog:** In the Project Catalog you can scroll through all available areas of volunteering. You can also search for opportunities by keyword, within specific dates, Interests, Series, or Show Name. The Project Catalog will look similar to this:

Ny Profile	Voluntee	Volunteer Project Catalog						
Project Catalog	volunteer Project Catalog							
agout								
			f 🗾 🗟 🖾 🖗 🛅 🗟 t 📑					
	Search		15: Front of House - Run For Your Wife					
	Keyword Search	1.	RUNFOR YOUR CONTRACTOR OF THE SUPPORT OF THE SUPPOR					
	Opportunities On o	er After	Here to know! When you arrive, the House Manager will go over procedures and match volunteers with positions they feel comfortable in. Positives include Ticket Takers, Will					
	VVVV-MM-DD		Call, Coal (Ore), Volume, Volume, Concerning Barthader, and Goosthye Volument The auffus in this project are all for this Farlan Auditations show Butk FOR Volument The Service and Serv					
	Opportunities Befo	re	Test own this problem. He is married. Twicket when you choose a set of the set of the problem and the problem is the set of the problem. In the set of the problem is the set of the problem and the problem is the set of the set of the problem and the problem is the set of the problem.					
	2021-07-08		Softin keeps to a regorous schedule as the the two will rever meet and everyone to Mailuly heppy, especially tain! One day, hereisally intervening in a magging, thin to					
	Interests		taken to the bopping with a concussion. The police become involved, John panks and writing the help of dustions would not standar. The function there must they he to long sur- beno's dustion life from exploring, the despire the help they dust, and the muse the					
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	Series		Linet of itmass   the institute Web,   Costop Authorized Institutes					
			How you can help:					
	Selvici of that opply.		(Junois a strin (14)					
	Show Name		Learn More					

**Signing up for a shift:** When in the Project Catalog, you can view the details of a project by clicking "Learn More." There you can read details about the project and any safety or contact information you may need to know. If you scroll down to the bottom of the page you will see a section titled "How You Can Help" where it will display all the shifts or needs for that project (please note: some projects have multiple pages of shifts). It should look similar to this:

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<	1	Sept	embe	r 202	0	>	Show III	~	entries	Search:		1
Su	Мо	Tu	We	Th	Fr	Sa						
30	31		2	3	4	5	Date 1	Day	Time	Role	Neod	
6	7	8	9	10.	11*	12.	2020-09-	Thu	6:30PM -	Run For Your	3	Weitardame
13*	14	15	16*	17.	18*	19.	10		10:00PM	Wife		
20*			23				2020-09- 11	Frl	6:30PM - 10:00PM	Run Far Your Wife	5	Volunteer
	28		30		2	3	2020-09-	Sat	6:30PM - 10:00PM	Run For Your Wife	6	Volunteer
			cBa	6			2020-09- 13	Sun	1:00PM - 4:00PM	Run For Your Wife	4	Voluntion
							2020-09- 16		6:30PM - 10:00PM	Run For Your Wite	6	Volunteer
							2020-09- 17	Thu	6:30PM - 10:00PM	Run For Your Wife	5	Amazod
							2020-09+ 16	Fd	6:30PM - 10:00PM	Bun For Your Wife	6	Vohaileer
							2020-09+ 19	Sat	6:30PM - 10:00PM	Run For Your Wife	5	waiunteer
							2020-09-		1:00PM -	Run For Your Wife	6	Volunteer

To sign up for a shift, click the "Volunteer" button next to the shift you want. It will bring you to a screen that looks like this:

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Logout	🛇 work a shaft	🕂 🗾 🖶 🔄 🖓 🔟 in 🕅 t 🛨
	Run For Your Wife Shift 6:30 PM - 10:00 PM. Thursday, Sep 10, 2020 How Many? We already have 3 and we need 3 more. Comment Comments may be visible to other volunteers.	Sunset Payhouse Do you enjoy interacting with patrons and want to see a shore at Sunset Payhouse for FREE3 Sign up to volunceer for FREE3 Sign up to volunc

Here you have the option to add a comment (not required). When you are ready, click the box that says "Sign Up." This will take you to the Volunteer Assignment page that looks like this:

() Work a Stellt	🕂 💟 🔅 🔄 🖓 M in 🗟 t 🗧		
Hooray! You have been successfully assigned to this need. Tell your friends:	Sunset Payhouse Do you enjoy interacting with patrons and want to see a shore a Sunset Playhouse for PARE? Sign up to volunteer for PARE? Sign up to volunteer for PARE? Sign up		
Run For Your Wife Shift 6:30 PM - 10:00 PM. Thursday, Sep 10, 2020 🖽	valuable audience experience for patrons. No experience is necessary, we will beach you anything you need to know! When you arrive, the House Manager will go over procedures and match volunteers with positions they feel comfortable in. Positions		
Comment P	Include Ticket Takiers, Will Call, Cost Check, Ushers, Coffee Corner; Concession/Bartende; and Goodbye Voluntee: The shifts in this project are all for the Furian Auditorium show RUIN FDR YOUR WIFE. John Smith, a happy London taxi driver with an imegular working ochedule, has one little		
Volunteer Credits 3.5000	problem. He is married. TWICE! Wife number one, Mary, lives in Wimbledon and second wife Barbara in Streatham -		
Confirmation Code	just five minutes apart by taxit John keeps to a rigorous schedule so that the two will never meet and everyone is		
ILGQDE	blissfully happy, especially John! One day, heroically intervening in a mugging, John is taken to the hospital with a concussion. The police become involved, John panics and		
ds Withdraw	a concussion, the porce become structure, some pance and enlists the help of clueless neighbor Stanley, Bad choice! The more they lie to keep our hero's double life from		

You have been assigned to the shift! You have the option to share this on your favorite social media by simply clicking the logo in the upper right corner (completely optional). If you made a mistake or can no longer work that shift click the "Withdraw" button at the bottom of the box.

**After signing up**, you can return to your Volunteer Dashboard by clicking the "Sunset Playhouse" logo in the upper left corner. If you would like to sign up for more shifts *for the same project/show*, click the black button on the right-hand side of the page that says "Project Page." If you would like to sign up for more shifts *for a different project/show*, simply click on "Project Catalogue" in the Menu on the left-hand side of the screen.

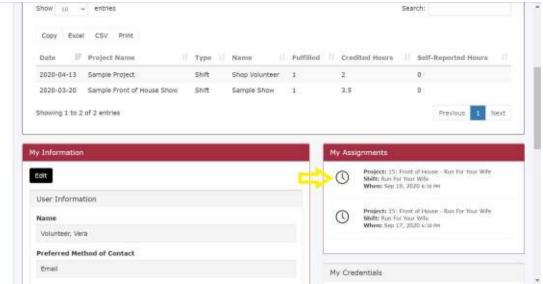
## Withdrawing from a shift:

There are two ways to see your assignments in order to withdraw from a shift.

On your Volunteer Dashboard you will see a box labeled "My Assignments." Click on the clock logo of the shift you'd like to withdraw from. Your screen will look somewhat like this:



You may also find "My Assignments" under the "My Profile" page. Click on the clock logo of the shift you'd like to withdraw from. Your screen will look somewhat like this:



After clicking on the clock logo, it will take you back to the "Volunteer Assignment" page with the green "Hooray!" box. Click the "Withdraw" button at the bottom followed by the "Yes, withdraw" button. You have withdrawn from your shift when it takes you back to the "Volunteer Sign Up!" page.

**After withdrawing**, you can return to your Volunteer Dashboard by clicking the "Sunset Playhouse" logo in the upper left corner. If you would like to sign up for a different shift *for the same project/show*, click the "Cancel" button or the black button on the right-hand side of the page that says "Project Page." If you would like to sign up for shifts *for a different project/show*, simply click on "Project Catalogue" in the Menu on the left-hand side of the screen.