

Volunteer Matters Instruction Guide

Signing Up:

1. Type the following URL into your web browser:

<https://sunsetplayhouse.volunteermatters.org/register>. The page that opens should look like this:

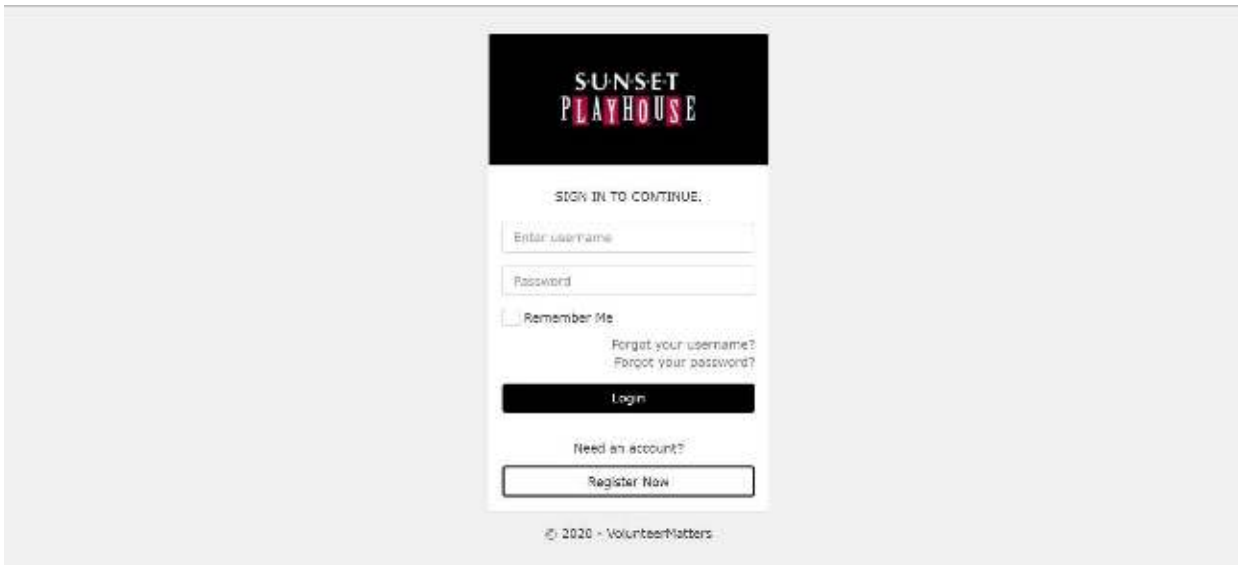
- Upon entering your email, the system *may* recognize your email address and say “We have a volunteer record on file for that email address. If this is your email, please click here.” This statement will appear directly below the Email box. This means you already have a Volunteer Matters account and 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:

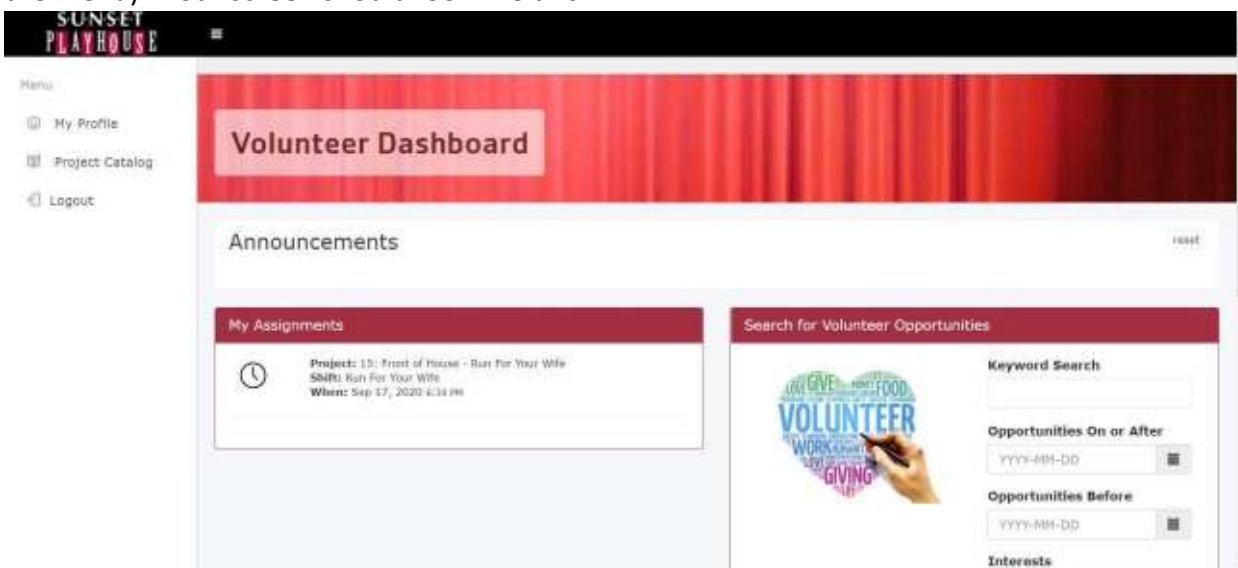
Logging in: If you just registered, you are already logged in. If you have an account but need to log in, go to <https://sunsetplayhouse.volunteermatters.org> and enter your username and password, then click “Login” where you will be taken to your Volunteer Dashboard.

- 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:



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:

Date	Project Name	Type	Name	Fulfilled	Credited Hours	Self-Reported Hours
2020-04-13	Sample Project	Shift	Shop Volunteer	1	2	0
2020-03-20	Sample Front of House Show	Shift	Sample Show	1	3.5	0

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:

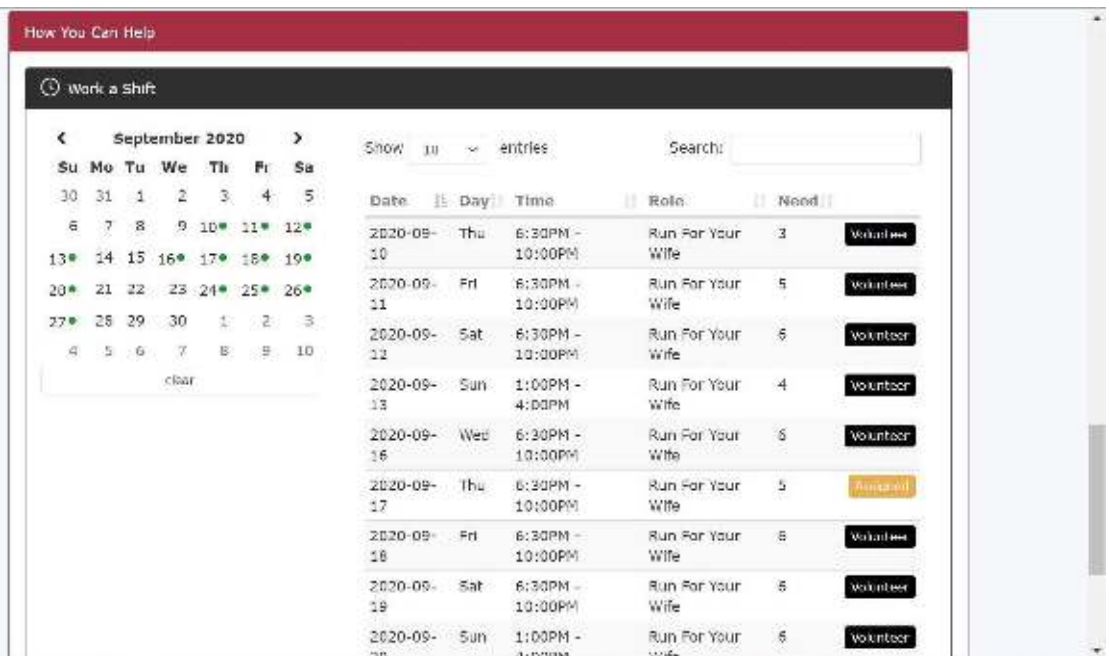
Site Access
Username
Account Recovery Email
<input type="checkbox"/> Change Username
<input type="checkbox"/> Change Password
<input type="checkbox"/> Change Recovery Email

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.

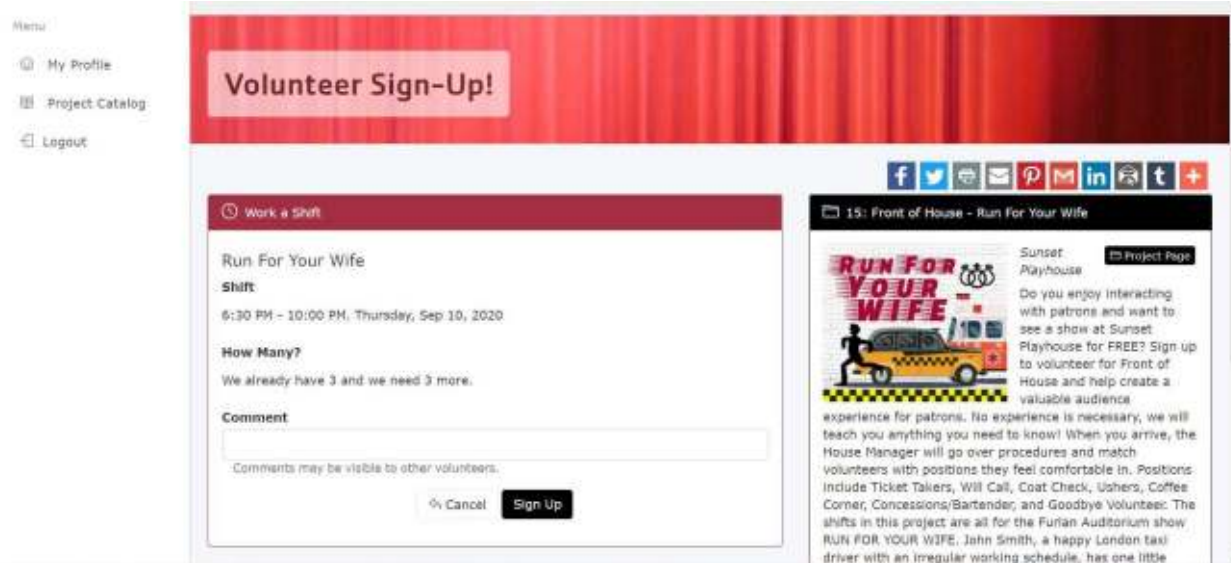
Project Catalog: In the Project Catalog you can scroll through all available areas of volunteering. You can also search for opportunities by keyword, within specific dates, Interests, Series, or Show Name. The Project Catalog will look similar to this:



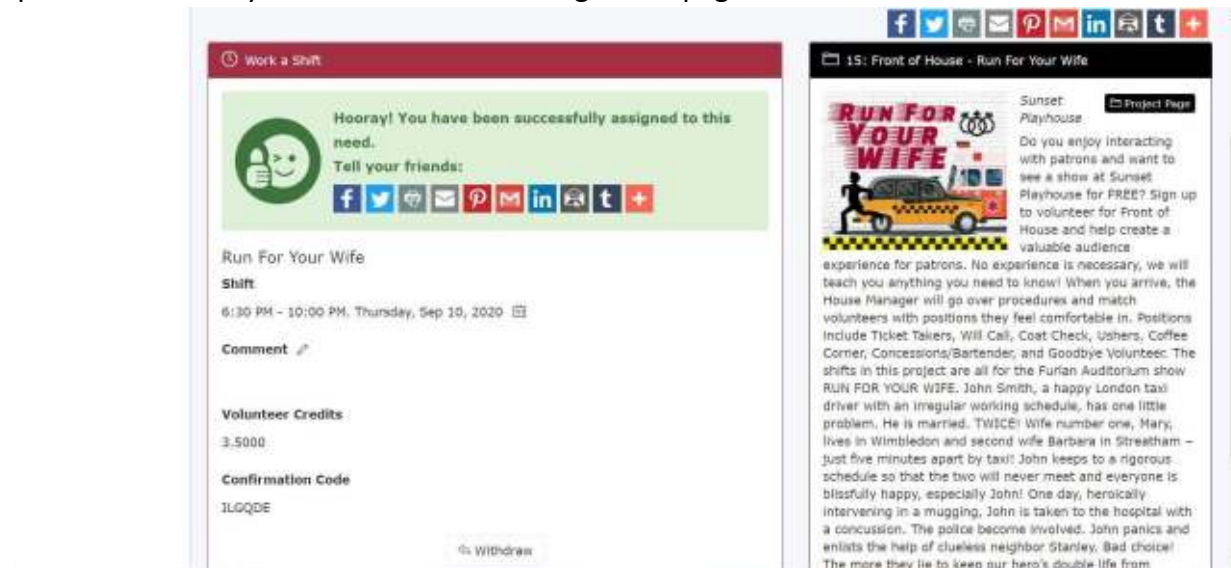
Signing up for a shift: When in the Project Catalog, you can view the details of a project by clicking “Learn More.” There you can read details about the project and any safety or contact information you may need to know. If you scroll down to the bottom of the page you will see a section titled “How 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:



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:



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:



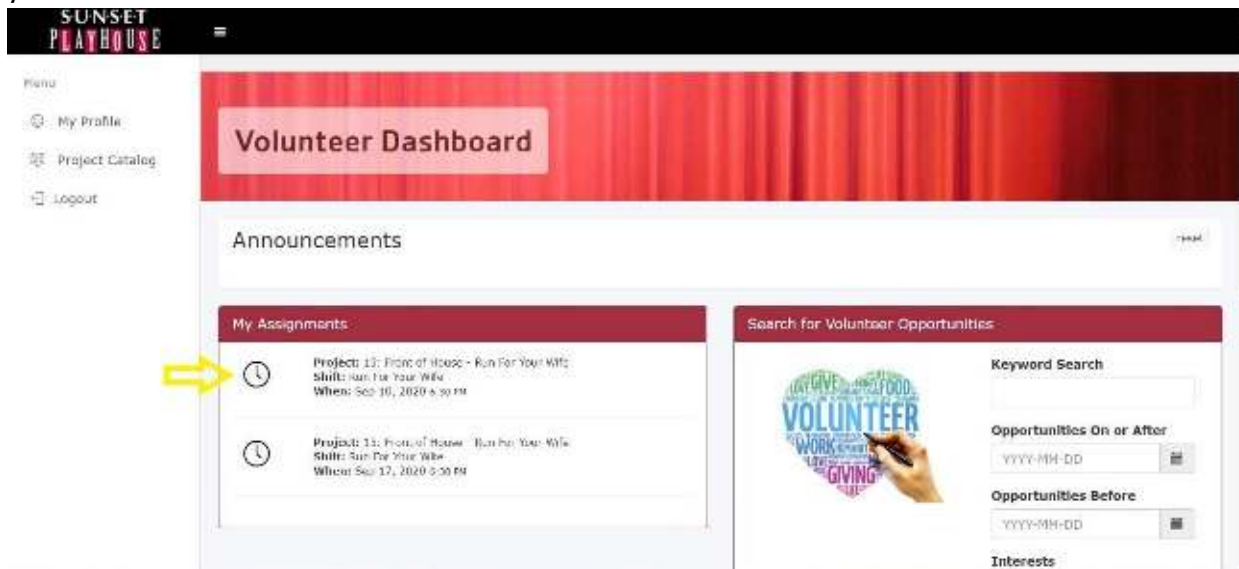
You have been assigned to the shift! You have the option to share this on your favorite social media by simply clicking the logo in the upper right corner (completely optional). If you made a mistake or can no longer work that shift click the “Withdraw” button at the bottom of the box.

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.

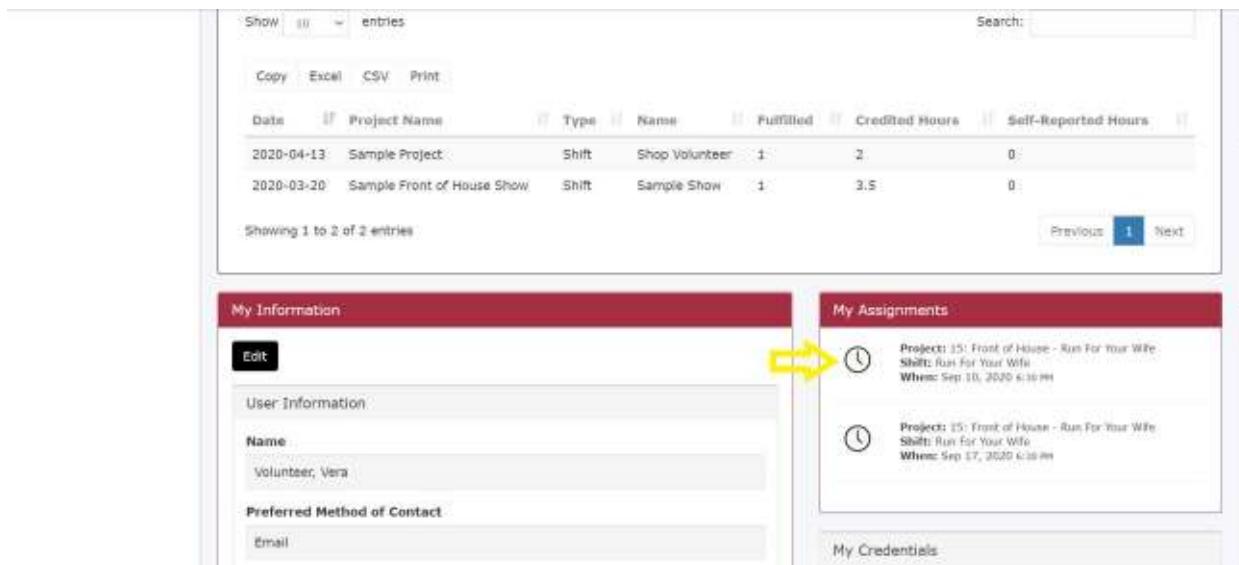
Withdrawing from a shift:

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.