



Making Reservations

- Once logged in (will say Welcome YOUR NAME at the top left in the orange bar)
If you are a group leader scheduling your group, click the top "I AM SCHEDULING MY GROUP" button.
- This will then show you the number of available slots for each shift or housing available in a box.
Locate the dates you are interested in, set the "beginning" date select (just above the calendar) to the month & year when you would like to arrive.
- Then locate your dates, and make sure there are enough slots for your volunteers.
- Now, check the box to the right of each SIGN UP or RESERVE button on all dates you wish to volunteer for. On the last one, click that SIGN UP or RESERVE button.
This will show you all the dates you selected. On each date, for Missionary Shifts you can select how many people will be there, for Housing, select the number of items (like 2 dorm rooms, 1 RV spot, etc).
- When you choose the number from your group attending on each date/shift, your group member list will appear.
- Place checks by each name for those who will attend that day.
You can add more members as needed using the "Add Another Member" button at the bottom of your group member list by entering their email address.
- If scheduling months/years in advance, you do not need to add or assign members just yet, however...
Before your volunteer date, your members MUST be added to your group, AND scheduled by checking their name on each date/shift. You will be able to return to the calendar page, log in, and add members, select members attending, and make any other changes to your group at any time.
- By adding your members in advance, we can get information required for our insurance. If you do not add your members before your dates, when you arrive, it will take extra time and interfere with the group starting, and if you don't schedule them at all it can result in some cases not being able to volunteer with us at all.
- Click the bottom "SCHEDULE MY GROUP" button to complete the scheduling.

If you have charges due, a box will appear at the top of the page with those details, along with a button to make any payment that may be due for today.

If you do not pay charges which are due today, your schedule will be automatically canceled, and you could lose those spots to other volunteers.