

Adding group members

***These directions are not for adding new volunteer groups by leaders.*

Adding group members to your already scheduled group:

One way to add your group members is to give them your Group Share Link - check your emails for that link, and email it to your group members. When they use that link, it will show them on the calendar where your group is scheduled, then when they click the SIGN UP button, it will get them to register or log in as appropriate, then they can add themselves to your group dates. This is sometimes the easiest way to add members.

For you to add your group members manually to your group and schedule them:

- Go to our site and "LOG IN" using your login username & password.
If you don't have these, click the LOG IN button, then use the lost password options below the little form.
- If you need to add people to your group - if you have many to add, have their email addresses available, since this is how you add people to your group. They might be in an excel file, or if you can copy them off a mass email, or other place. You can then paste them into your group all at once.

Do this by:

- Once logged in, by the LOG IN/OUT button, click the "My Profile, Schedule..." button.
- Then click the gold bar with "My Volunteer Groups - Add New/View/Edit"
- Then click on the name of your group (in blue)
You can see your group Share Link here (for the members to self-add)
- On the right side, there is some text "To add new group members, paste in member email addresses in any format" and a box just below that.
- Paste the group emails into that box, and then click the button "Add New Group Members".
- Adding the members does not automatically schedule them.
- Now, schedule your members on your group dates on each shift each day you are coming.

Scheduling group members already added to the group:

Once logged in, by the LOG IN/OUT button, click the "My Profile, Schedule..." button.

- Then click the gold bar with "My Schedule" this will display all of your groups scheduled dates.
- On each date, you will see a list of your already added group members. Place checks on all desired members for that date, then click the left side "SAVE" button.
- Repeat for each date.
- If you need to add any additional group members, you can add them one at a time by clicking on the "Add New Group Member" button at the bottom of your list of volunteers on any date. Adding someone one time, will add them to the list for all of your dates - but you still need to check their name for each shift where they will attend.