

A. Signing up for Shifts

Go to MyVolunteerPage.com

MyVolunteerPage.com Login

Login

Username * Usernames are not case sensitive.

Password * Passwords are case sensitive.

[Forgot your username or password?](#)

Privacy Policy

Information contained here is only visible to you and the specific organization(s) with which you are associated. It will neither be disclosed to any other party nor used for any other purpose. [Click here to view the complete MyVolunteerPage.com privacy policy.](#)

Search

Search for an organization. Common search terms include city, town, or county.

Keyword

MyVolunteerPage.com

Powered By BETTER IMPACT

Login with your **Username** and **Password**. Your username and password should be:

Username: Lied + first initial + last name [i.e. Liedjdoe]

Password: Liedushers1

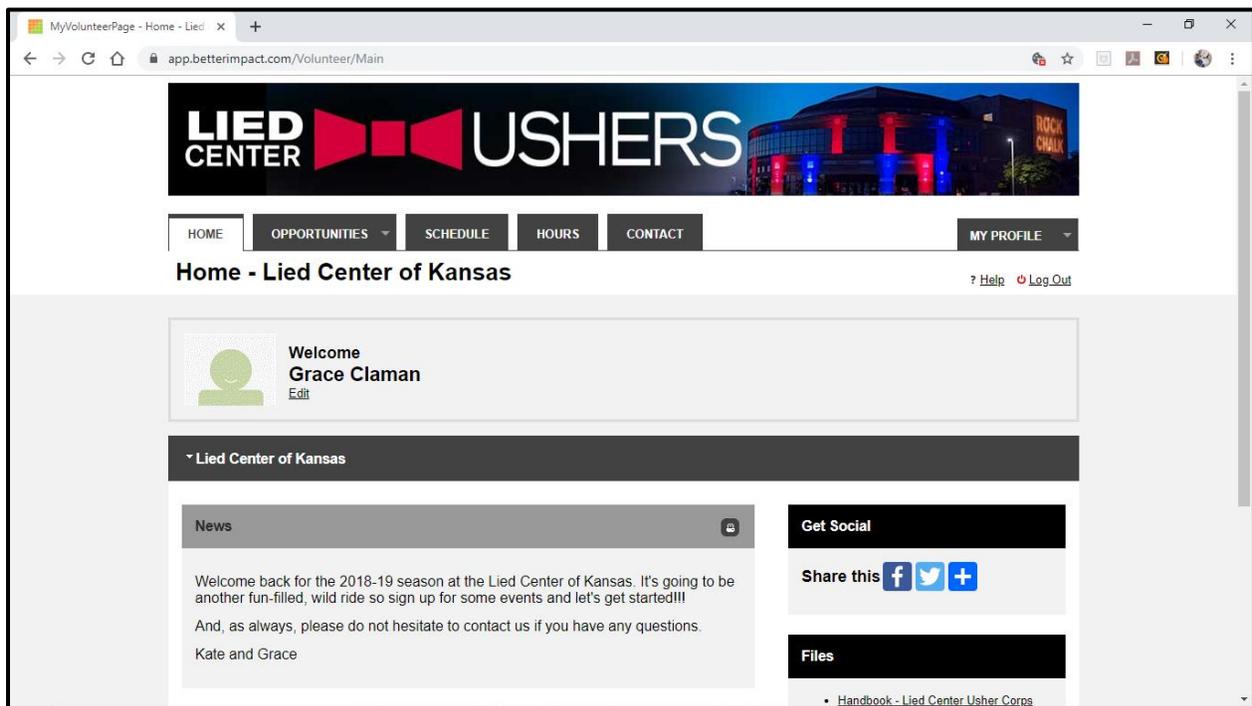
Login

Username * Usernames are not case sensitive.

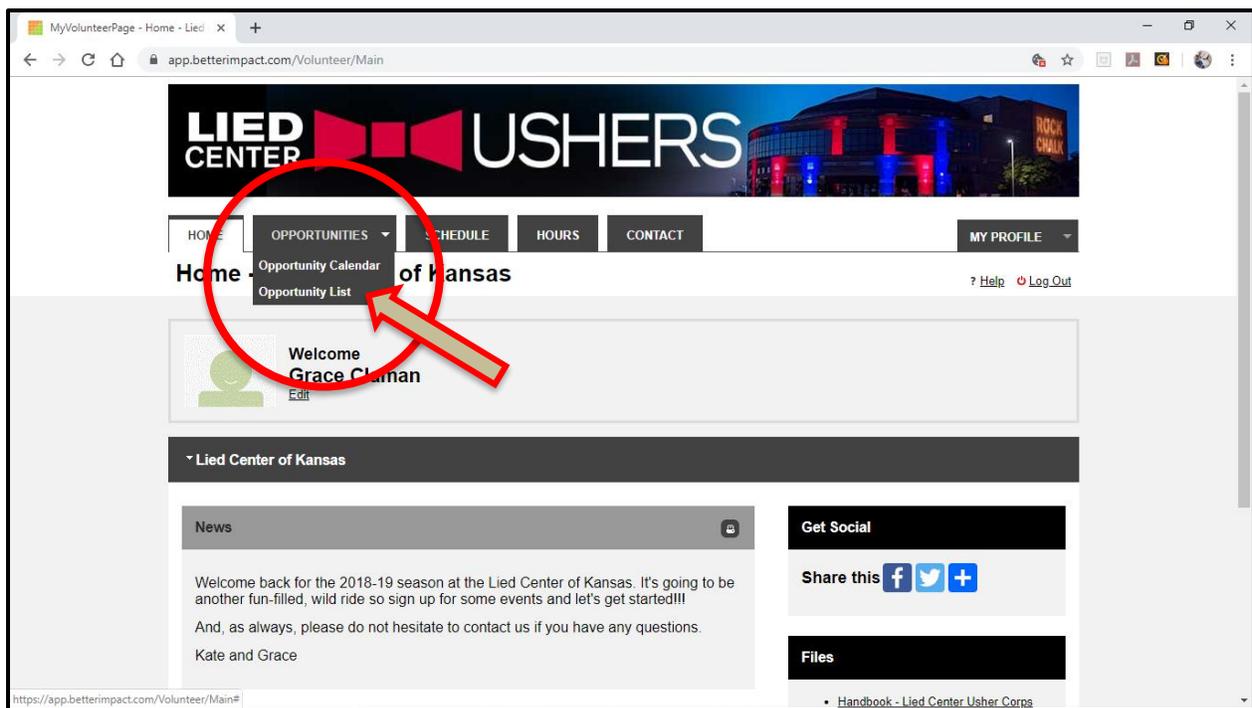
Password * Passwords are case sensitive.

[Forgot your username or password?](#)

This is the Home Page:



Navigate to "OPPORTUNITIES" and click "Opportunity List."



This page has a list of all the shows for the season. Some categories ask you to select a specific **maximum** or **minimum** number of events in that category.

MyVolunteerPage - Opportunitie x +
app.betterimpact.com/Volunteer/Schedule/Opportunities

LIED CENTER USHERS

HOME OPPORTUNITIES SCHEDULE HOURS CONTACT MY PROFILE

Opportunities

? Help Log Out

Filter Activities

Looking to volunteer on a specific day? Try the new [Opportunity Calendar!](#) This new page lets you find opportunities on a calendar to easily find activities on the days you are available to help!

FILTERS Only include activities that I am qualified for
 Only include activities that have openings available

Include activities for which I am currently
 Generally Available Signed Up Scheduled On the backup list

SORT Activity Name

DISPLAY Group by category
 Collapse categories by default

Make these my default filters Filter Activities

Broadway - Fall 2019: ONLY PICK ONE

MyVolunteerPage - Opportunitie x +
app.betterimpact.com/Volunteer/Schedule/Opportunities

Broadway - Fall 2019: ONLY PICK ONE

ACTIVITY	SHIFTS	START DATE	END DATE
JERSEY BOYS	0	11/2/2019	11/2/2019
RENT	0	10/6/2019	10/6/2019

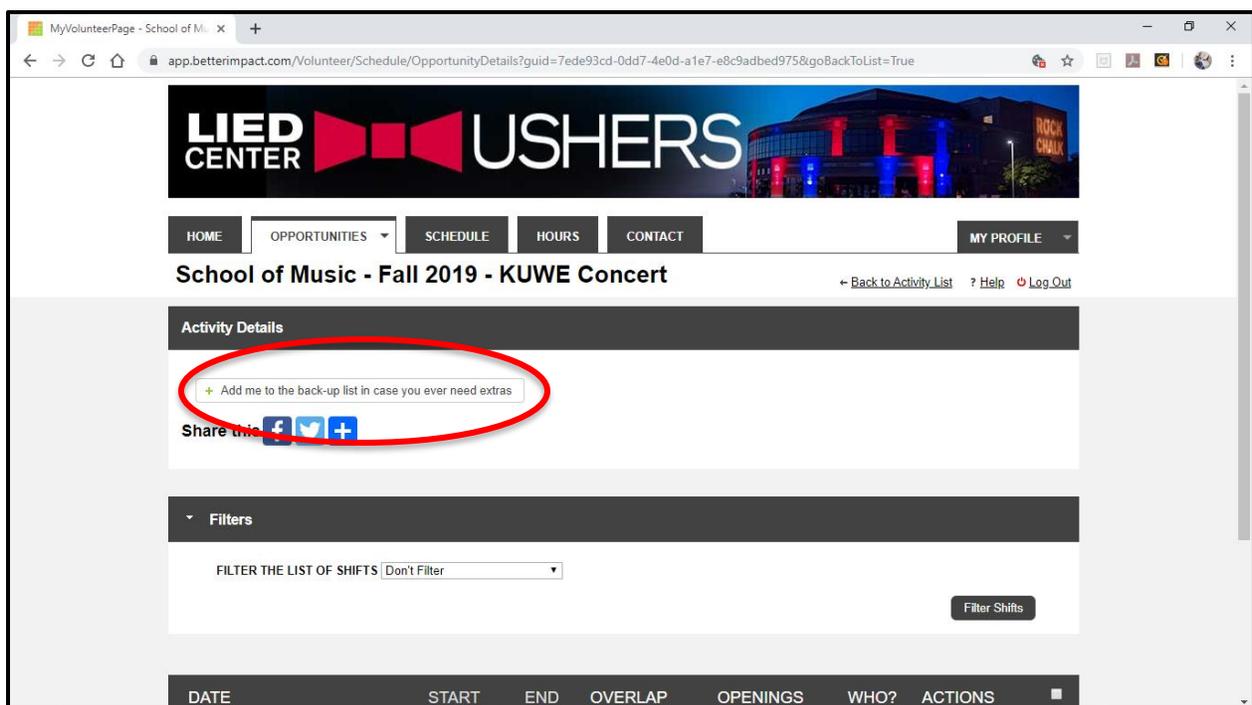
Lied Center Presents - Fall 2019

ACTIVITY	SHIFTS	START DATE	END DATE
Beatles vs. Stones	0	10/16/2019	10/16/2019
Black Violin	0	10/19/2019	10/19/2019
Brentano String Quartet w/ Dawn Upshaw	1	10/27/2019	10/27/2019
Buddy Guy	0	9/17/2019	9/17/2019
David Sedaris	0	10/24/2019	10/24/2019
Gerald Clayton - JFJS	0	9/23/2019	9/24/2019
Hiplet Ballerinas	0	11/23/2019	11/23/2019
King's Singers	0	10/29/2019	10/29/2019
Kit Yan	1	10/9/2019	10/9/2019
KUSO w/ Juan-Miguel Hernandez	1	9/26/2019	9/26/2019

From here, click on a show you would like to volunteer for. On this page you can either **sign up**, or add yourself to the **back-up list** for an event.

PLEASE NOTE: In the event detail page for each event, the **Start** and **End** times listed are the times for your *shift*, NOT for the start and end time of the event.

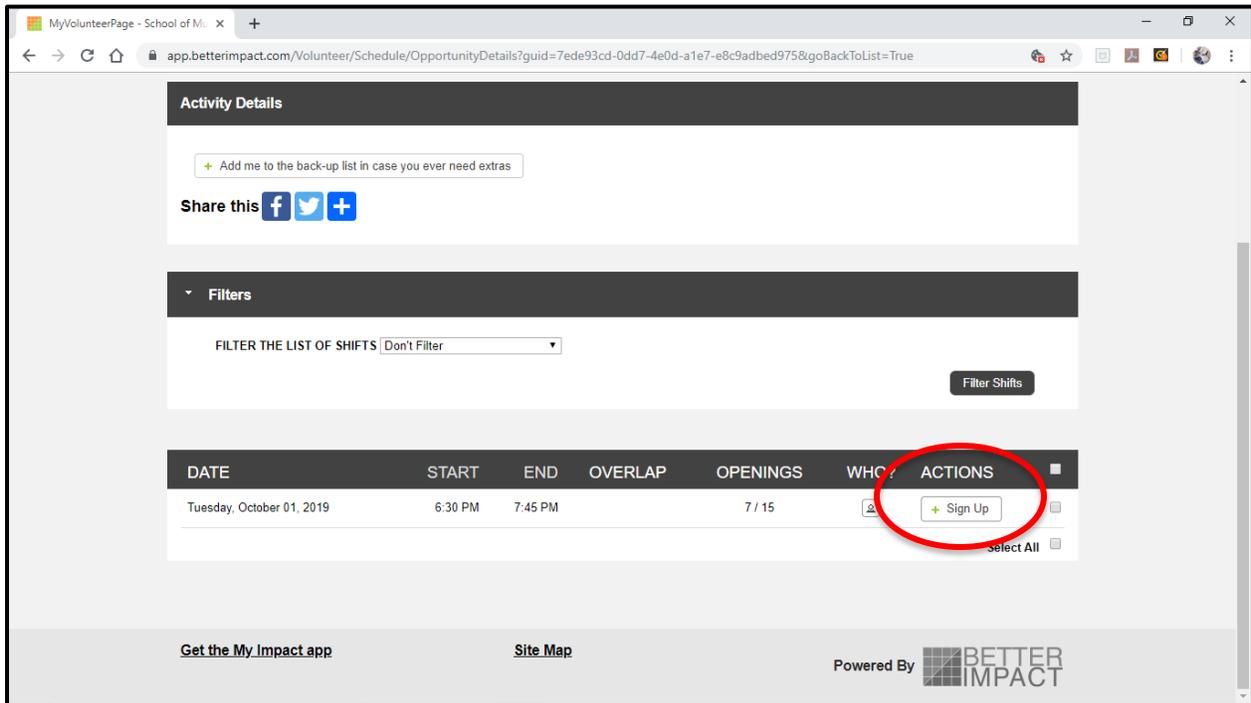
If an event that you would like to usher for does not have any available slots, you may be interested in adding your name to the “**back-up list**.” To do so, click “**Add me to the back-up list in case you ever need extras**” at the top of the page. This DOES NOT, however, count as your event (or one of your events) for that category.



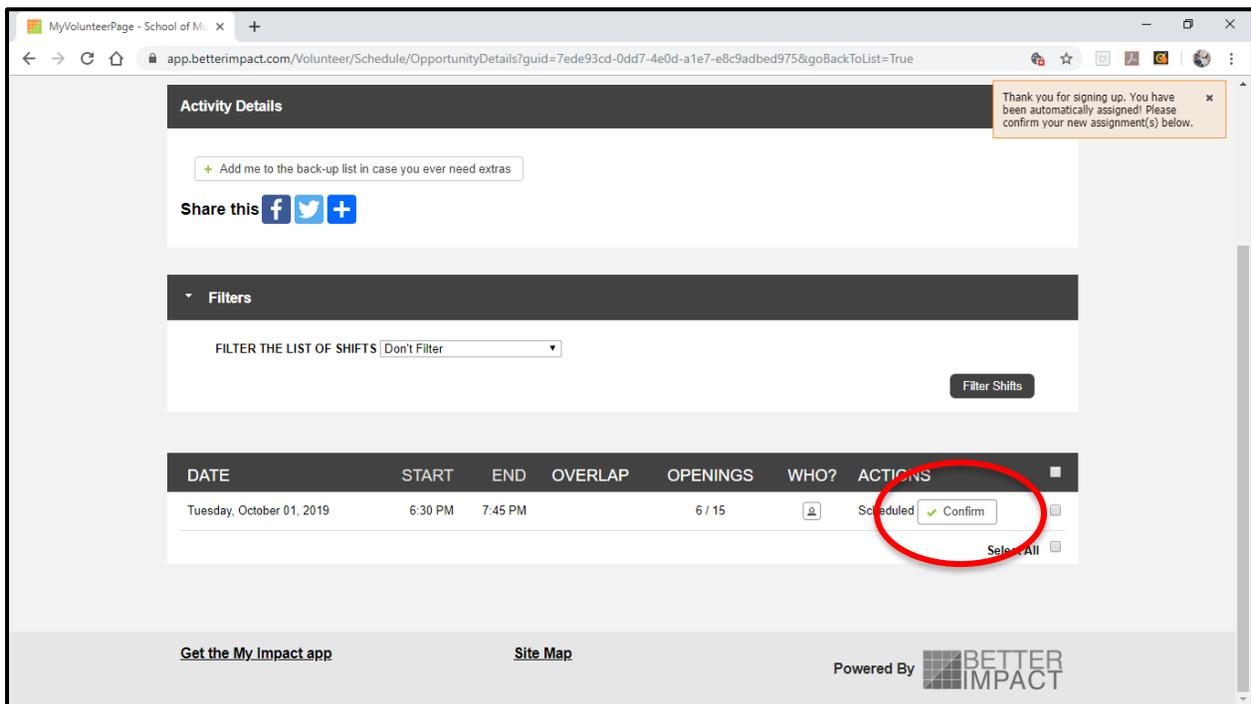
After clicking “Add me to the back-up list,” the text will change to “Remove me from the back-up list.” To remove yourself from the back-up list, click the text again and it will change back to “Add me to the back-up list.”



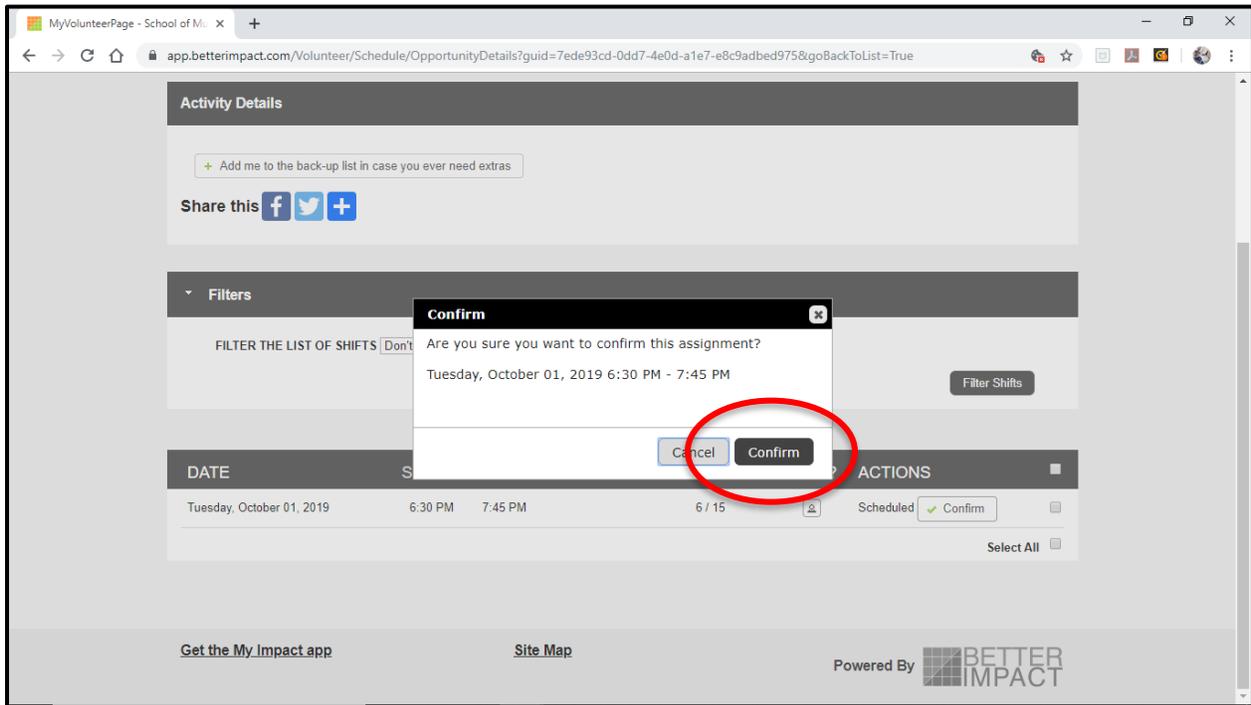
If there are still spaces available in an event, the button “**Sign Up**” will appear next to the event under **ACTIONS**. Click “**Sign Up**” to add yourself to the event.



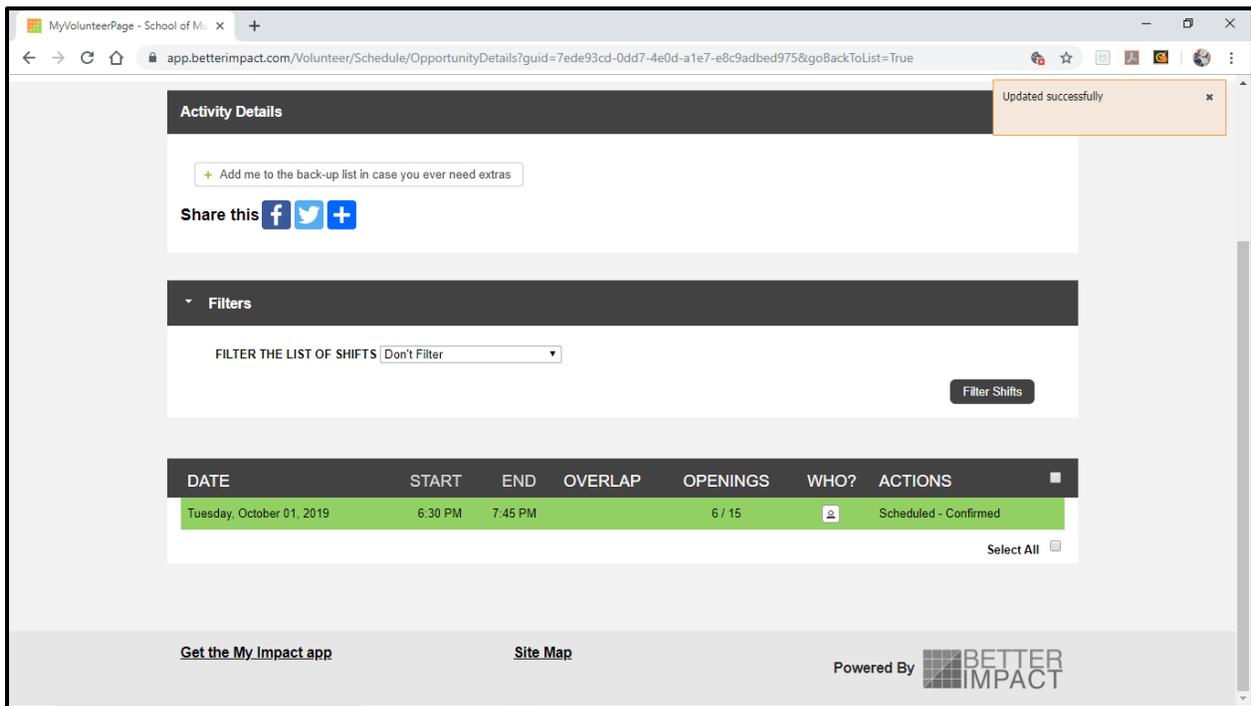
Once you click “**Sign up,**” you will be assigned to that shift. You can then click “**Confirm.**”



A pop-up will appear asking you to confirm or cancel. Click “**confirm**” and you will officially be added to the list of ushers for that event.

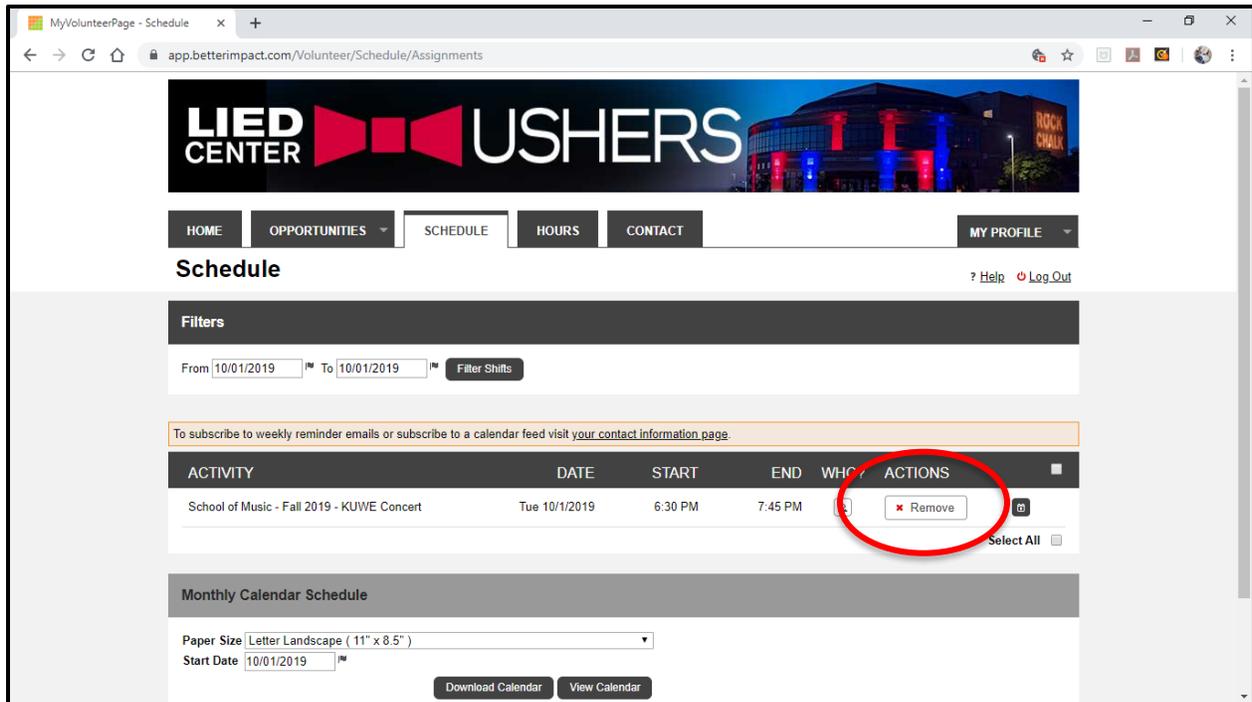


You're all done! It should look like this:



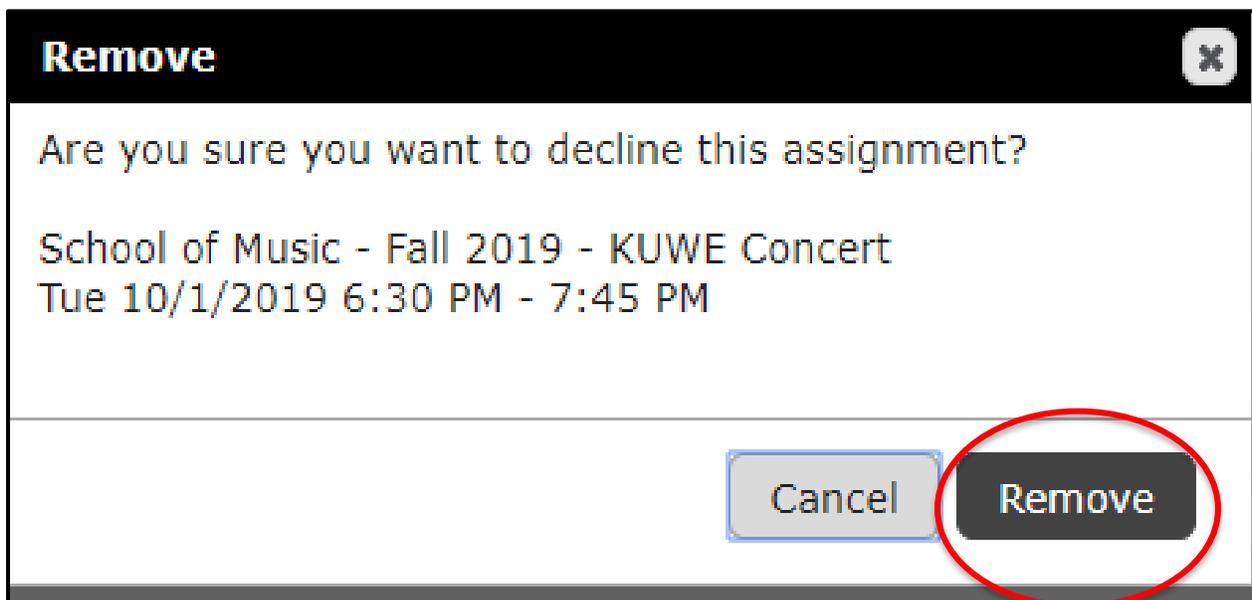
B. Removing Yourself from a Shift

Navigate to “**SCHEDULE.**” Make sure the shifts are filtered correctly! Click “**remove**” by the event you want to be taken off of.



The screenshot shows a web browser window with the URL `app.betterimpact.com/Volunteer/Schedule/Assignments`. The page header features the "LIED CENTER USHERS" logo and navigation tabs for HOME, OPPORTUNITIES, SCHEDULE, HOURS, CONTACT, and MY PROFILE. The main content area is titled "Schedule" and includes a "Filters" section with date pickers for "From" and "To" (both set to 10/01/2019) and a "Filter Shifts" button. Below the filters is a message: "To subscribe to weekly reminder emails or subscribe to a calendar feed visit your contact information page." A table lists shifts with columns for ACTIVITY, DATE, START, END, WHO, and ACTIONS. The first row shows "School of Music - Fall 2019 - KUWE Concert" on "Tue 10/1/2019" from "6:30 PM" to "7:45 PM". The "ACTIONS" column for this row contains a "Remove" button with a red 'x' icon, which is circled in red. Below the table is a "Monthly Calendar Schedule" section with a "Paper Size" dropdown (set to "Letter Landscape (11\" x 8.5\")") and a "Start Date" picker (set to 10/01/2019). At the bottom of this section are "Download Calendar" and "View Calendar" buttons.

Click “**Remove.**”



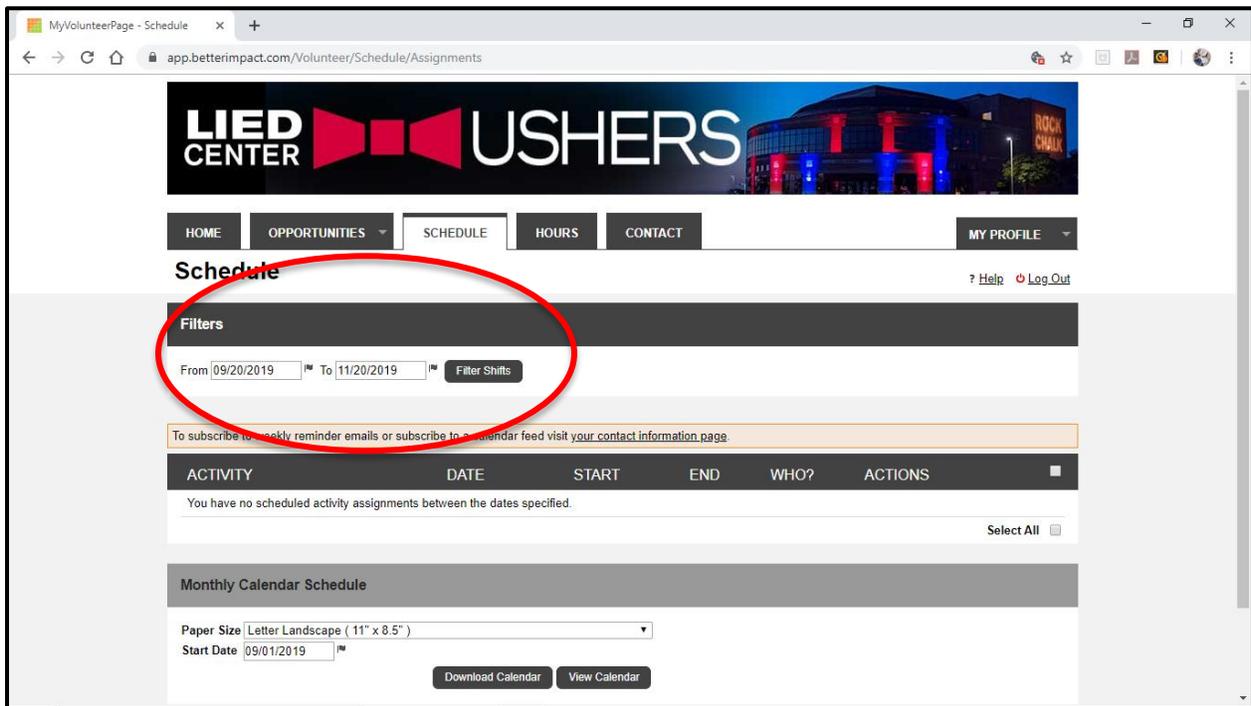
The screenshot shows a modal dialog box titled "Remove" with a close button (X) in the top right corner. The main text asks: "Are you sure you want to decline this assignment?". Below this, the details of the assignment are listed: "School of Music - Fall 2019 - KUWE Concert" and "Tue 10/1/2019 6:30 PM - 7:45 PM". At the bottom of the dialog, there are two buttons: "Cancel" and "Remove". The "Remove" button is circled in red.

All done!

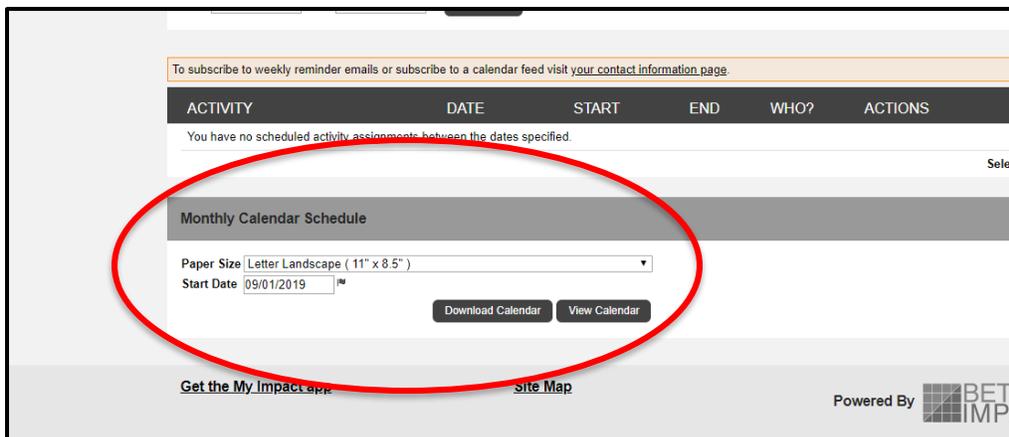
ACTIVITY	DATE	START	END	WHO?	ACTIONS	■
You have no scheduled activity assignments between the dates specified.						
Select All						<input type="checkbox"/>

C. Accessing Your Assignments

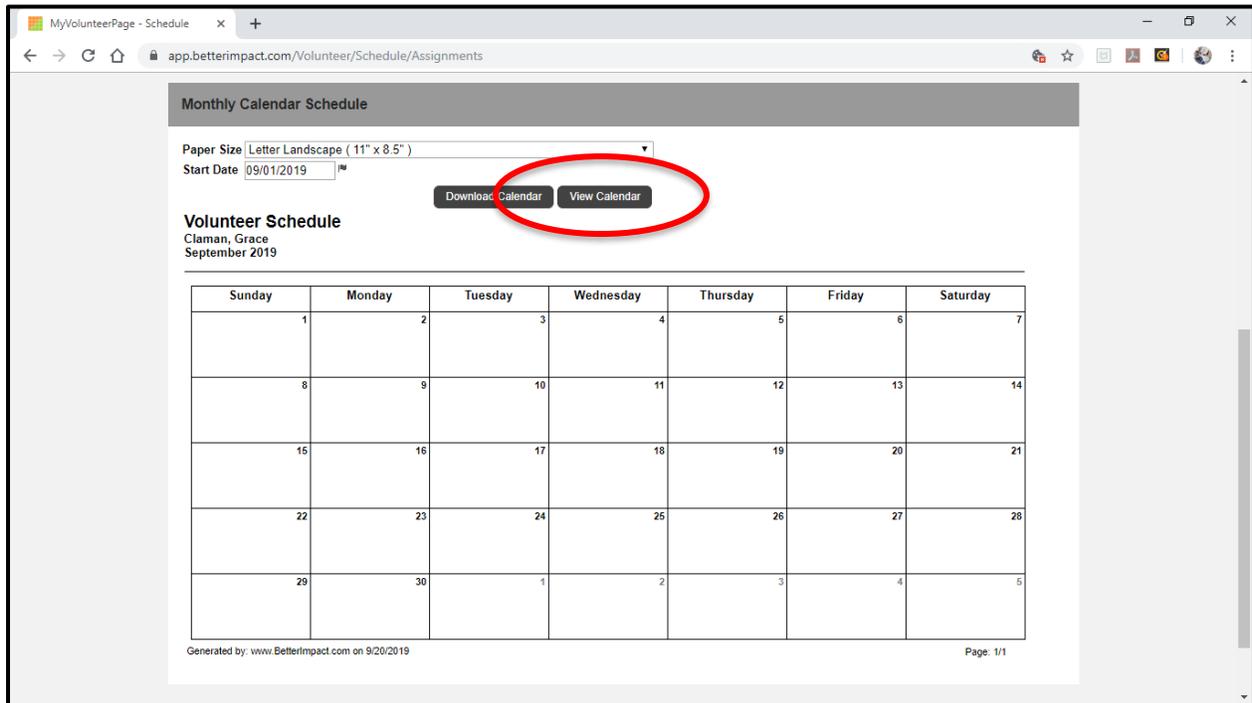
Navigate to the **SCHEDULE** tab. You will see a full list of all of your shifts for the semester under **ACTIVITY**. If you have no shifts, it will say “You have no scheduled activity assignments between the dates specified.” If this is incorrect, you may want to change the dates in the **Filters** category in order to see the events you are signed up for.



At the bottom of the page, you can also generate a **monthly calendar schedule** of your shifts and either view it on the website or download it as a pdf file, which you can then print.



To view the monthly calendar schedule online, choose the month you wish to view, and then click **“View Calendar.”**



To export this calendar for printing, click **“Download Calendar.”**

