A. Signing up for Shifts

Go to MyVolunteerPage.com
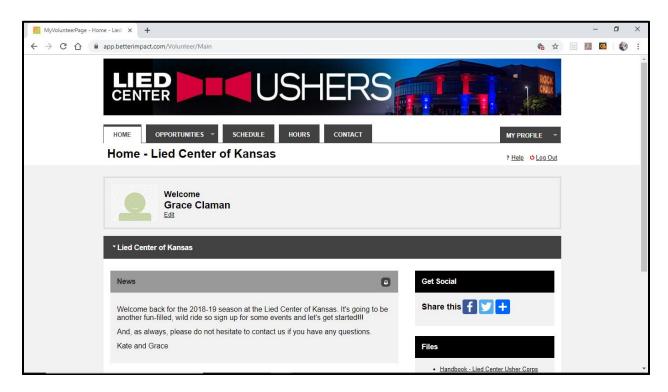

Login with your **Username** and **Password**. Your username and password should be:

> **Username**: Lied + first initial + last name [i.e. Liedjdoe]
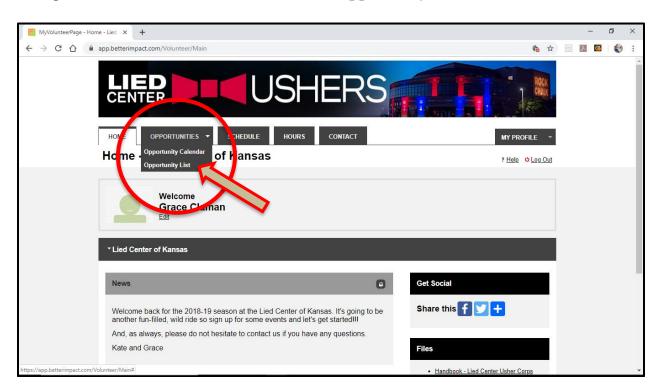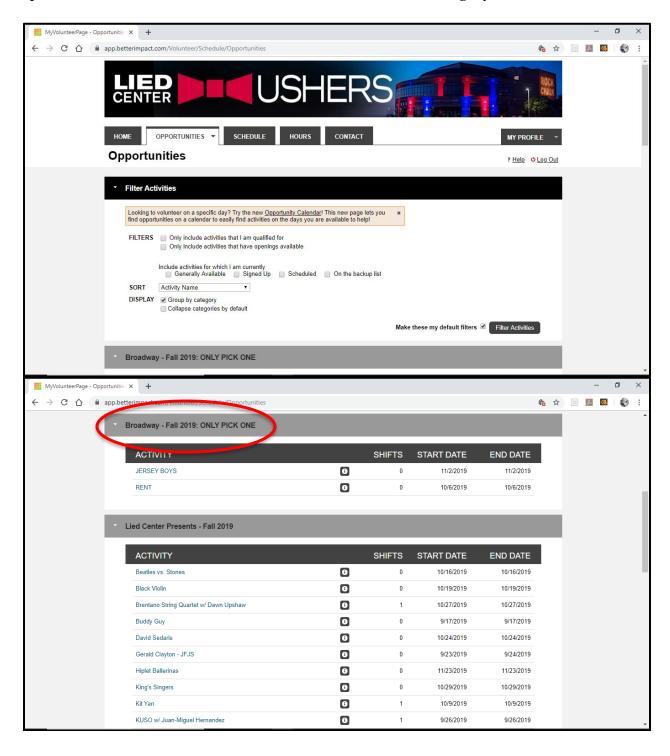> **Password**: Liedushers1

This is the **Home Page**:

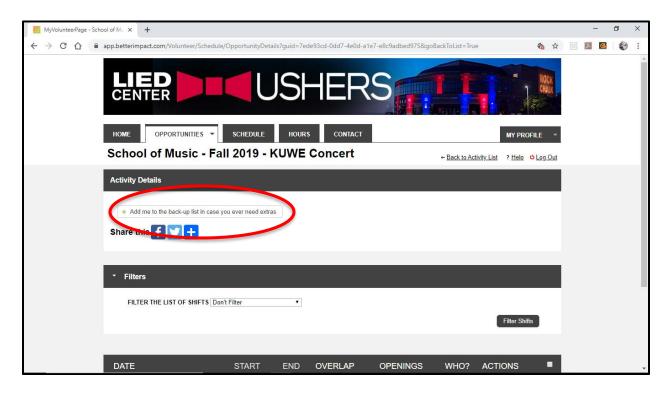Navigate to "**OPPORTUNITIES**" and click "**Opportunity List**."

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.

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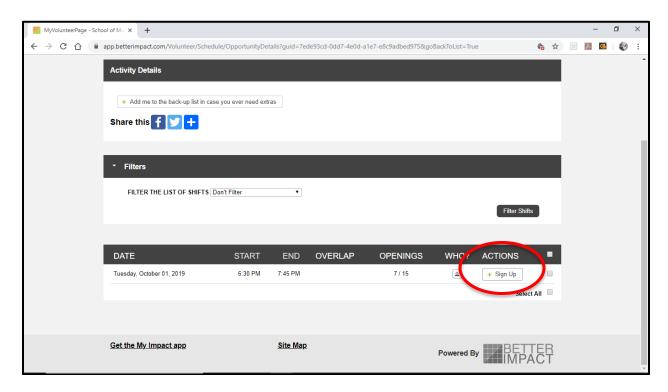
If an event that you would like to usher for does not have any available slots, you may be interested in adding your name to the "**back-up list**." To do so, click "**Add me to the back-up list in case you ever need extras**" at the top of the page. This DOES NOT, however, count as your event (or one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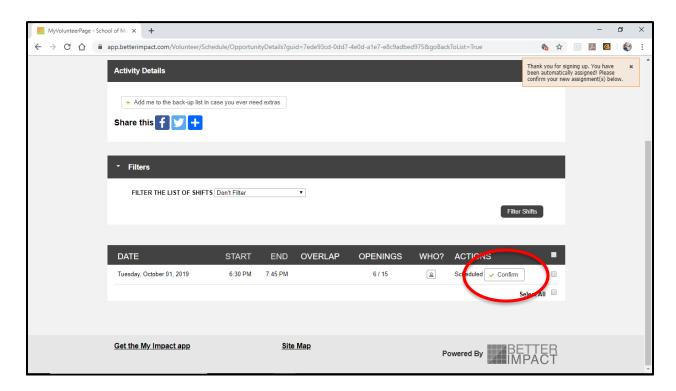

After clicking "Add me to the back-up list," the text will change to "Remove me from the back-up list." To remove yourself from the back-up list, click the text again and it will change back to "Add me to the back-up list."

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.
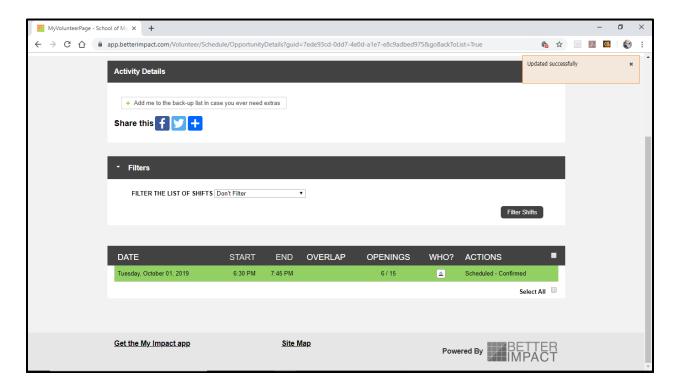

Once you click "**Sign up**," you will be assigned to that shift. You can then click "**Confirm**."

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.
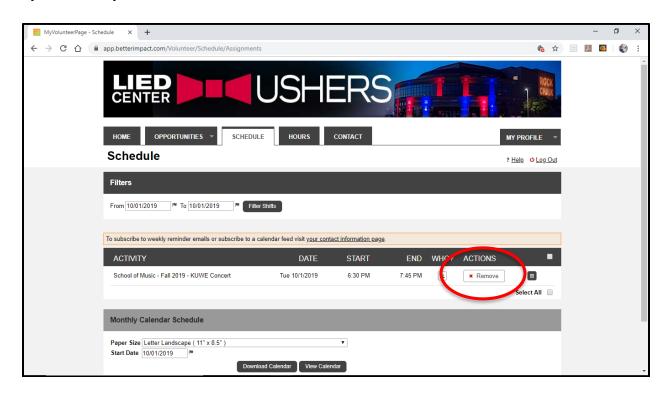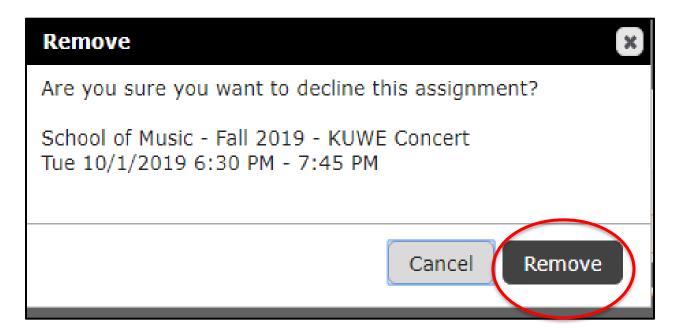

You're all done! It should look like this:

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.

Click "**Remove.**"

All done!

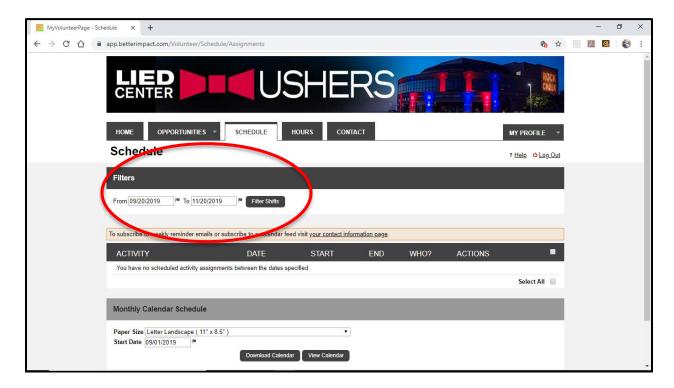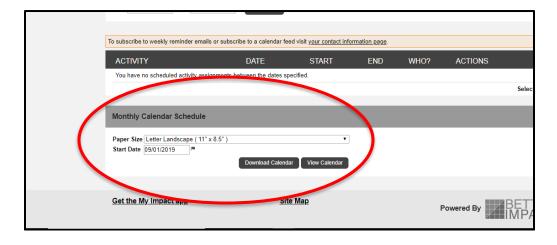| ACTIVITY	DATE	START	END	WHO?	ACTIONS	
You have no scheduled activity assignments between the dates specified.						

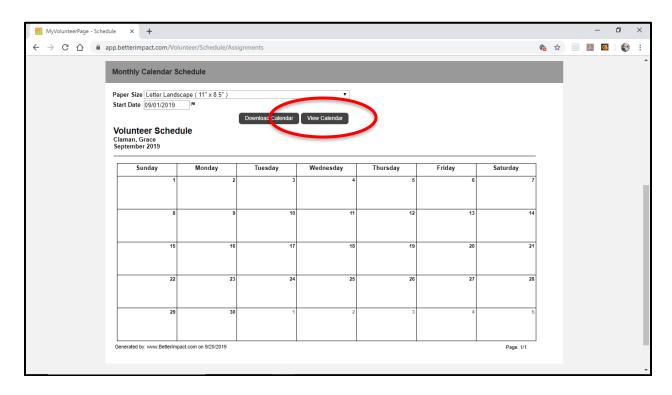Select All ☐

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**."