ARCBA**DAT**.org Quick-Start Guide

ARCBA**DAT**.org is the new Chapter-wide DAT Scheduling System

👤 Personal Details

Welc... ...mpleted 0 shifts since the new sch... ...as launched.

Shift Reminders

Upcoming shifts:
Technician on Tuesday, June 4 Day
Technician on Wednesday, June 5 Day
Technician on Thursday, June 6 Day
All Upcoming Shifts

🔔 Update reminder preferences
📞 Edit contact details

🕐 **Your flex availability schedule:** (Edit)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Day	No	No	No	No	No	No	No
Night	No	No	No	No	No	No	No

General Availability

📅 Calendar Details

June - 109 Shifts Available
Sign Up | County Schedule | Spreadsheet
July - 124 Shifts Available
Sign Up | County Schedule | Spreadsheet
August - 124 Shifts Available
Sign Up | County Schedule | Spreadsheet

Shift Sign-Ups

⚙ Ma...
🕐 Show Flex Schedule Calendar
👤 Show Roster

With ARCBADAT.org, you can:

Sign Up for Shifts
- Sign up for shifts in all of the positions you hold for specifc days and times.
- Trade shifts with other team members if your or others' availability changes.

Indicate General Availability
- Indicate days and times when you are often free to respond.
- You'll be called in if the response requires more than the initial team.

Choose How You're Contacted
- Specify which numbers to call in a reaponse and whether to contact you by text message.
- Choose how and when to receive shift reminders and other scheduling information.

Getting Started on ARCBADAT.org

1) Set Up Your Profile In Volunteer Connection
- In the "My Profile" section of Volunteer Connection, make sure that your primary address, phone numbers, and phone preferences are filled out correctly.
- In addition, go to the "ARC Qualifications" section of your profile, and make sure that your DAT-related positions are recorded correctly. Your Volunteer-Connection positions will control which shifts you can sign up for.

2) Access ARCBADAT.org
- Login at arcbadat.org using your Volunteer Connection Username and Password - there's no new information to remember.
- Sign up for shifts in the coming months using the "Sign Up" link. The shifts available thruogh arcbadat in your county may initially vary. On the sign-up page, your shifts will be saved automatically.
- Choose your reminder and notification preferences, including:
  - On the "Contact Details" page, choose any phones you would like to receive text notifications to recruit you for responses.
  - On the "Update Notification Preferences" page, choose when you would like to receive shift reminders, shift swap requests, and whether you would like to integrate arcbadat with your electronic calendar.

For more detail on these steps, see the "Setting Up ARCBADAT.org" Guide

How do I log in?

To log in, go to http://www.arcbadat.org and sign in using the same username and password you use for Volunteer Connection. If you don't know your volunteer connection username and password, see the "Recovering Your Volunteer Connection Username and Password" section of the "Setting Up ARCBADAT.org" guide.

My address or contact information is wrong – how do I change them?

ARCBADAT imports your address and phone numbers from Volunteer Connection. To change them, log in to Volunteer Connection and change them in your profile there. For more details on this process, see the "Setting Up Your Volunteer Connection Profile" section of the "Setting Up ARCBADAT.org" guide. Keep in mind that changes made in Volunteer Connection will take up to 48 hours to be synced to ARCBADAT.org.

I've checked the boxes for shifts, but I don't know how to save them.

ARCBADAT.org saves your shift sign-ups automatically – there is no save button. If you have the default highlighting on, you will know that your sign-up has been registered when that shift turns yellow. If you have changed your highlighting options, you will know that your sign-up has been registered when your name appears next to the shift.

What is the difference between "Flex Availability" and Shift Sign-Ups?

When you sign up for a shift on the calendar, you're committing to being available for a particular day, time, and position. If there is an event during that time, you will be part of the first team to be notified and you are strongly expected to respond.

Flex availability gives you a chance to share what days of the week and times you are *generally* available. If you have flex availability you're in line to be called if the first team of responders needs more people or resources. We hope that you'll be available during the times that you have flex availability, but if you turn out not to be, you're not expected to drop everything and respond.

Does ARCBADAT change how I will be dispatched in the event of a response?

ARCBADAT itself doesn't change how you will be dispatched – it's designed to replicate whatever existing call-out system your county uses. What ARCBADAT *will* do is allow the six counties to share information about their call-out and dispatch systems more effectively during events that require additional resources or extend across county lines.