

# Setting Up ARCBADAT.org

ARCBADAT.org is the new Chapter-wide DAT Scheduling system. This tool allows the DAT workforce from all six counties to access scheduling information in one place. After signing up for a shift in ARCBADAT, responder information is automatically uploaded to our call center ready for incident response. By using your existing Volunteer Connection username, password, and contact information, ARCBADAT.org avoids creating another set of credentials that you'll need to remember and keep updated.

To get started with ARCBADAT.org, you will need to do the following 3 steps:

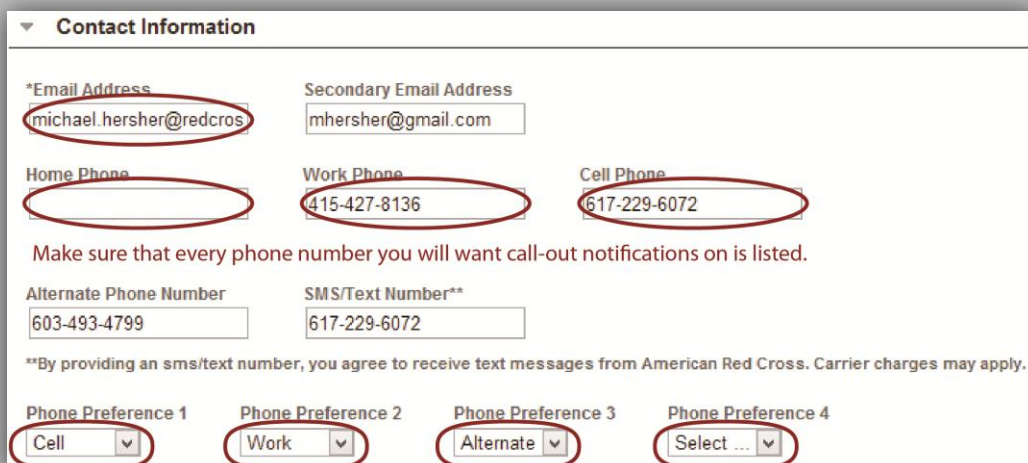
1. Set up/review your Volunteer Connection profile with information that ARCBADAT needs.
2. Sign up for your first shifts in ARCBADAT.
3. Choose your shift reminders and dispatch methods in ARCBADAT.

## STEP 1: SET UP/REVIEW YOUR VOLUNTEER CONNECTION PROFILE

1. Access your profile by logging on to <https://volunteerconnection.redcross.org/>, go to the "My Profile" tab and select "Edit Profile." If you do not know your Volunteer Connection login information, follow the directions on the last page of this guide.



2. In the "Primary Address" Section, make sure that your address is correct.
3. In the "Contact Information" Section, make sure that these fields are accurate.



**Contact Information**

\*Email Address: michael.hersher@redcross.org Secondary Email Address: mhersher@gmail.com

Home Phone: Work Phone: 415-427-8136 Cell Phone: 617-229-6072

Make sure that every phone number you will want call-out notifications on is listed.

Alternate Phone Number: 603-493-4799 SMS/Text Number\*\*: 617-229-6072

\*\*By providing an sms/text number, you agree to receive text messages from American Red Cross. Carrier charges may apply.

Phone Preference 1: Cell Phone Preference 2: Work Phone Preference 3: Alternate Phone Preference 4: Select ...

- Once you have entered this information, **submit** the updates to your profile by choosing the “Submit” button at the bottom of the screen.
- After you have submitted your updated information, you will be directed to the “view-only” area of your profile. Go to the tab called “ARC Qualifications.”

Position	Line of Service	Position Group(s)	Start	End	Current?	Notes
Disaster Action Team ARCBA - San Francisco: DAT Trainee		Disaster Action Team ARCBA - San Francisco			Yes	

- If you are an ERV driver or CAS user, check the “**Qualifications**” section to make sure that these abilities are accurately reflected.
- If you are a member of the **G/A/P** (formerly DSHR) workforce, check that your G/A/Ps are correct.
- Check the list of positions that you have “**Positions**” area. Make sure that you have positions that reflect all of your ARCBA Disaster Services Roles.

If there is any incorrect information, fill out and submit the online correction request form at <http://goo.gl/lxUp7> or [https://volunteerconnection.redcross.org/?nd=form\\_\\_1550](https://volunteerconnection.redcross.org/?nd=form__1550).

It will take up to 24 hours for the changes you make in Volunteer Connection to be synced to ARCBADAT.org

## STEP 2: SIGN UP FOR YOUR SHIFTS IN ARCBADAT

- Go to ARCBADAT.org and log in using the same credentials that you used to log in to Volunteer Connection. From the homepage, click on the link titled “DAT Scheduling” to get to the DAT scheduling tool.

- The DAT Scheduling dashboard gives the options and information you're most likely to need.

**Personal Details**

Welcome! You have completed 0 shifts since the new scheduling system was 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

**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**

[Manage Calendars](#)  
[Show Flex Schedule Calendar](#)  
[Show Roster](#)

**General Availability**

- To access your shift signup page, click on the "Sign Up" link under the month you wish to schedule a shift for. This link is in the "Calendar Details" section.

- To access the full county schedule, rather than just the shifts you are eligible for, you can use the "County Schedule" or "Spreadsheet" views. You will not be able to sign up for shifts that you are not qualified for according to your Volunteer Connection positions.

**Calendar Details**

**June** - 93 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](#)

[Manage Calendars](#)  
[Show Flex Schedule Calendar](#)  
[Show Roster](#)

- The shift schedule for the month you clicked on will appear in a calendar form, with each shift on a different line.
  - Shifts that are filled will show the name of the person who is signed up
  - Shifts that are available will have a check-box next to them
  - To sign up, for a shift, check the box next to the position title.

**Your sign-ups will be saved automatically.**

**Check the box by a position to sign up**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Team Lead <input type="checkbox"/> OPEN 2 Backup Lead <input type="checkbox"/> OPEN	2 Team Lead <input type="checkbox"/> OPEN 3 Backup Lead <input type="checkbox"/> OPEN	3 Team Lead <input type="checkbox"/> OPEN 4 Backup Lead <input type="checkbox"/> OPEN	4 Team Lead <input type="checkbox"/> OPEN 5 Backup Lead <input type="checkbox"/> OPEN	5 Team Lead <input type="checkbox"/> OPEN 6 Backup Lead <input type="checkbox"/> OPEN	6 Team Lead <input type="checkbox"/> OPEN 7 Backup Lead <input type="checkbox"/> OPEN
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**The box will turn yellow to reflect your sign-up and it will be saved automatically.**

Any weekly shifts will appear below the daily shifts on the same calendar. Monthly shifts appear in the space at the top left corner of the calendar.

### STEP 3: ADD YOUR FLEX AVAILABILITY

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 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.

5. To enter your flex availability, from the ARCBADAT.org "DAT Scheduling" home page, click on the "edit" link next to "Your Flex Availability Schedule."

⊙ 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

6. By default, you have no flex availability, which is why each of your availability blocks says "No." To switch an availability block to "Yes," click on that day and time where it currently says "No."

### Flex Schedule

	Sunday	Monday	Tuesday
Day	No	No	No
Night	No	No	No

7. In the popup box, choose "Yes" from the dropdown.
  - Click on the blue checkbox to save the change.
  - You'll see that where it used to say "No," it now says "Yes" to indicate that you are generally available.

### Flex Schedule

	Sunday	Monday	Tuesday
Day	No	Yes	No
Night	No	No	No

8. Go through the 14 flex availability blocks and choose which days and times you are often available. When you're finished, click on "DAT Scheduling" at the top of the page to go back to the scheduling homepage. You'll see that each of the availability blocks you indicated now says "Yes" on a green background.

⊙ Your flex availability schedule: (Edit)

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

## STEP 4: CHOOSE SHIFT REMINDERS AND DISPATCH METHODS

1. From the ARCBADAT.org “DAT Scheduling” home page, follow the link named “Edit Contact Details” located on the left side of the page. From this page you can:

- Double-check the information that’s being imported from Volunteer Connection. Remember, it can take up to 24 hours for changes in Volunteer Connection to appear in ARCBADAT.org.
- Choose whether each phone number you have in Volunteer Connection should be called when recruiting you for a DAT response.
- Choose whether you will receive text messages during attempts to recruit you for responses.



Click on the blue underlined text to change a value.

	Phone Number	SMS/Carrier Settings	
Cell Phone	<a href="#">617-229-6072</a>	<a href="#">Don't send SMS to this number</a>	<a href="#">Call this number for disasters</a>
Work Phone	<a href="#">415-427-8136</a>	<a href="#">Don't send SMS to this number</a>	<a href="#">Call this number for disasters</a>
Alternate Phone	<a href="#">603-493-4799</a>	<a href="#">Don't send SMS to this number</a>	<a href="#">Call this number for disasters</a>

Click on each statement to choose whether to receive calls and texts on this number.  
Your responses will be saved when you click the check box.

2. From the ARCBADAT.org DAT Scheduling home page, select “Update Reminder Preferences” located on the left of the page. From this page you can choose when you would like to:
  - Receive email or text reminders before your shifts.
  - Receive emails when another team member wants to swap shifts.
  - Receive calendar invites to your electronic calendar when you sign up for a shift.



[Do](#) ☒ ☐

[Do not](#) send calendar invites when I sign up for a shift.

Click on the underlined part of the sentence to choose whether to receive each type of update.  
Your responses will be saved when you click the check box.

Your reminders will be sent to the addresses listed on the “Edit Contact Details” page.

**Well done! You're set up on the new DAT scheduling tool. If you have any questions or need assistance please contact your DAT administrator or email [michael.hersher@redcross.org](mailto:michael.hersher@redcross.org).**

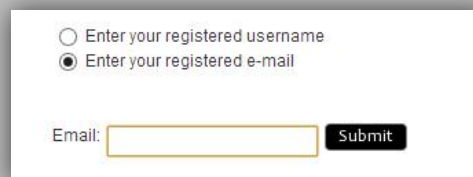
## Appendix 1: Recovering Your Volunteer Connection Username and Password

Your Volunteer Connection username and password are separate from your Email, Computer, and Intranet login information. You can almost always recover or reset your Volunteer Connection login information for yourself using your email address. **The steps are the same whether you have forgotten your username, your password, or both.**

- 1) Go to <https://volunteerconnection.redcross.org>. This is the same login page you will use to access the site once you have recovered your login information.



- 2) Follow the link titled “Forgot your password? Click here.”
- 3) At that page, click in the circle next to “Enter your registered email.” Enter the email address you generally use for the Red Cross and click “Submit.”



If you use a personal email address more often than your @redcross.org address, your personal email address may be the one Volunteer Connection has on file.

✓ Please check your email for information on how to reset your password

4a) You should receive a message telling you to check your email for directions on how to recover your login information.

✗ Your account information was not found

4b) If you receive a message saying that “Your account information was not found,” the email address you entered isn’t associated with you yet in Volunteer Connection. Go back to the “Forgot Your Password” page and try any other email addresses you have. If you have entered all of your email addresses and Volunteer Connection does not recognize any of them, contact your local staffing team or email [Michael.hersher@redcross.org](mailto:Michael.hersher@redcross.org).



- 4) Go to the email address you entered, and look for an email with the title "The information you requested from Volunteer Connection."
  - a. Your username is listed on the line of the email that begins with "Your username is:"
  - b. To reset your password, follow the link after "Please click on the link below to reset your password:"
- 5) On the page that opens in your web browser, enter your new password in both boxes and click on "submit."

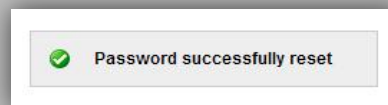


\*New Password:

\*Verify New Password:

Submit

- 6) You will receive a message telling you that the password has been reset successfully. Congratulations – you have recovered and reset your username and password.



If you are stuck or these steps for resetting you Volunteer Connection login information aren't working, contact your county CDV or email [michael.hersher@redcross.org](mailto:michael.hersher@redcross.org).