

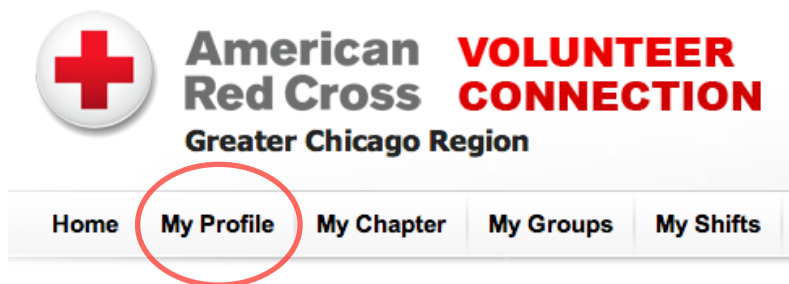
www.ARCBADAT.org

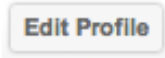

Quick-Start Guide

Getting Started

1. Set up and verify the information in your Volunteer Connection profile (<https://volunteerconnection.redcross.org>).

If you do not know your Volunteer Connection login information or experience difficulty logging in, please see the FAQ section at the end of this document.



2. Once logged in, click on the **My Profile** section and then select  .
3. Make sure that your primary address, phone numbers, and phone contact preferences are correct. Update them as needed and click  to save your changes.

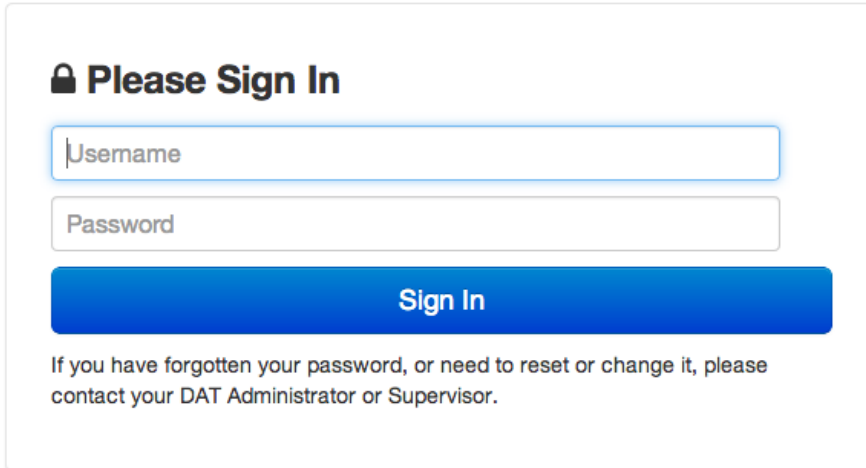
All changes to Volunteer Connection may take up to 24 hours to update/sync with ARCBADAT. Please ensure that your updates are made at least one day in advance of when they need to become effective.

4. From the **My Profile** section, click on “ARC Qualifications” and make sure that your positions are listed correctly (DAT: Full Responder, DAT: Trainee, Disaster Dispatch, etc). These positions control which shifts you will be able to sign up for in **ARCBADAT**. If a position is wrong or missing, or you experience problems viewing the correct shift calendars, please notify the **ARCBADAT** help desk at chicagoarc.help@gmail.com.

You are now ready to access **ARCBADAT** and sign up for shifts and set your account preferences.


Accessing ARCBADAT & Signing up for Shifts

1. On your web browser, go to www.arcbadat.org.
2. Login using your Volunteer Connection username and password. There is not a separate login for this system.



3. From the main page, click on **DAT Scheduling**.

This will be the primary section of ARCBADAT that you will be using.

4. Under the section labeled  **Calendar Details** in the middle of the screen, you will see the next three months of available schedules. Select the month you want to sign up for and then click on the [Sign Up](#) link below that month.

All shifts that are available to you will have a check box beside them. To sign up for a shift, check the box beside the position title.

Select as many shifts as you would like, keeping in mind that we request all DAT responders to commit to a minimum of 4 hours per week or 16 hours per month.

- When you sign up for a shift on the calendar, you are committing to being available when called for that particular day, time, and position. If there is a DAT call during that time, you should expect to be called and be available to respond and be on scene within 90 minutes, per DAT procedures.
- If you are unable to fulfill your shift, you must go into the calendar using the above procedure and uncheck the box beside the position title. This will remove your name and make the shift open for others to sign up.
- If you have additional training (such as Dispatch), please be sure you select the correct position on the calendar for your desired shift. You will be able to sign up for DAT and Dispatch shifts on the same calendar.

< January 2014 - Jim McGowan >

Select Shifts

My Positions

County Shifts

All Shifts

Select Highlighting

My Shifts

Open Shifts

Show Shifts For

Jim McGowan

Clear

Other Views:

Calendar | [Spreadsheet](#) | [Grid](#)
[Download PDF](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<div>1</div> <div>8h 12AM-8AM</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 12AM-4AM</div> <div>DAT: Full Responder: <input checked="" type="checkbox"/> J. McGowan</div> <div>4h 4AM-8AM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 8AM-12PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>8h 8AM-4PM</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 12PM-4PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 4PM-8PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 8PM-12PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>Dispatch: <input type="checkbox"/> OPEN</div>	<div>2</div> <div>8h 12AM-8AM</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 12AM-4AM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 4AM-8AM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 8AM-12PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>8h 8AM-4PM</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 12PM-4PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 4PM-8PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 8PM-12PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>Dispatch: <input type="checkbox"/> OPEN</div>	<div>3</div> <div>8h 12AM-8AM</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 12AM-4AM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 4AM-8AM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 8AM-12PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>8h 8AM-4PM</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 12PM-4PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 4PM-8PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 8PM-12PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>Dispatch: <input type="checkbox"/> OPEN</div>	<div>4</div> <div>8h 12AM-8AM</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 12AM-4AM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 4AM-8AM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 8AM-12PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>8h 8AM-4PM</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 12PM-4PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>4h 4PM-8PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>Dispatch: <input type="checkbox"/> OPEN</div> <div>4h 8PM-12PM</div> <div>DAT: Full Responder: <input type="checkbox"/> OPEN</div> <div>Dispatch: <input type="checkbox"/> OPEN</div>
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Your shift selections are saved automatically; there is no “save” button.

You will know that your sign-up has been registered when that shift turns yellow.

Shifts that are filled will show the name of the person who is signed up.

Once you’ve selected your shifts, click on the DAT Scheduling link on the top of the screen to return to the main DAT page. You will repeat this process for each month of shifts that you want to sign up for.

Flex Shifts

Flex availability gives you a chance to share what days of the week you *may* be available but are not actually committed to the DAT schedule. If you have flex availability, your chances of being called for a DAT response increase greatly. Individuals listed as available for flex shifts will be called if the schedule does not have enough volunteers to fill incident response needs. It is our hope that you will be available when called, but with flex, you are not required or expected to drop everything and respond. **Flex hours are scheduled in addition to your weekly DAT schedule and are not a substitute for signing up for a committed shift.**

1. From the main **DAT Scheduling** page, under **Personal Details** on the left side, there is a section titled **Your Flex Availability Schedule**. To add flex availability, click on the blue [\(Edit\)](#) link.

Flex time is now scheduled as **Day** or **Night** for each day of the week. There are not specific blocks of time available; if you are not able to respond when called, then you can deny the response as usual.

Flex Schedule


	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day	No	No	No	No	No	No	No
Night	No	Yes	No	No	No	No	No

2. To add or remove time, click on the blue links under the corresponding days. Select Yes or No and then click the blue check mark.




- Your selections are automatically saved.
- To return to the DAT scheduling main page, click the back button on your browser.

Shift Reminders

1. From the **DAT Scheduling** page, under  **Personal Details** click on [Edit contact details](#) and then under **Contact Settings**, choose any phones that you would like to receive text message notifications on and whether those numbers should be called for disaster responses or not.

- Your settings are automatically saved.
- Click the back button on your browser to return to the previous page.

2. Still under the  **Personal Details** section, click on [Update reminder preferences](#) to choose if/when you would like to receive shift reminders by email or text message, or if you want to export your schedule to your personal calendar.

www.ARCBADAT.org

Frequently Asked Questions

What if I can't remember my Volunteer Connection username and/or password?

If you don't know your volunteer connection username and password, you can almost always recover or reset them 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> and follow the link titled "Forgot your password? Click here."
2. Click in the circle next to "Enter your registered email." Enter the email address you generally use for the American Red Cross and click "submit."
 - You should receive a message telling you to check your email for directions on how to recover your login information.
 - If you receive a message saying "Your account information was not found", the email address you entered isn't associated with your Volunteer Connection account. Go back to the "Forgot your password" page and try any other email addresses you may have.
 - If you have entered all of your email addresses and Volunteer Connection does not recognize any of them, please contact Samantha Golden, Disaster Program Manager at Samantha.golden@redcross.org for assistance.
3. Check the email account you entered and look for an email with the title "The information you requested from Volunteer Connection."
 - Your username will be listed in the email. To reset your password, follow the link after "Please click on the link below to reset your password."
4. On the page that opens in your web browser, enter your new password in both boxes and click "submit."
5. You will receive a message telling you that the password has been reset successfully. You can now go back to the Volunteer Connection homepage and log in with your username and new password.

What if my address or contact information is wrong in ARCBADAT and/or Volunteer Connection?

ARCBA**DAT** imports your address and phone numbers from Volunteer Connection. To change them, log in to Volunteer Connection and change them in your profile there. The detailed instructions can be found in the user guide above. If you need additional assistance, please contact Samantha Golden, Disaster Program Manager at samantha.golden@redcross.org.

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 enhance our current dispatching procedures. What **ARCBADAT** *will* do is allow our dispatchers to have an easier overview of which responders are available and how close their residence is to the call location, hopefully decreasing our response times and allowing us to provide services to our clients in a more timely fashion. **ARCBADAT** eliminates the use of several other databases, forms, and systems, streamlining the dispatch process.

What are the hours for flex Day and flex Night?

We are considering that the flex Day shift be 8:00 AM — 8:00 PM and that the flex Night shift be 8:00 PM — 8:00 AM, however, this is not set, yet, and we welcome your feedback.