

Directions for Garden Ambassador Calendars

To view the calendar:

Link to your specific calendar from the Volunteer Website Links. Be sure to select the correct calendar for your volunteer team.

Note: you may also bookmark or save the direct link to your computer as a link under favorites on your homepage.

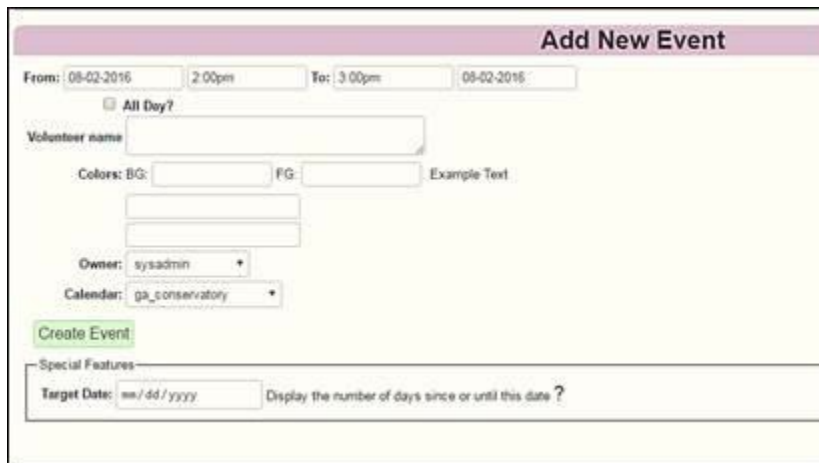
To add your name to the calendar (Garden Ambassadors in the Conservatory, Peirce-du Pont House, Webb Farmhouse):

Always create a new individual entry. Never edit someone else's entry.

1. Select the date you want to volunteer by clicking on the day #. Example: to make an entry on June 12, hover over the "12", and then click to open the editing screen.
2. In the screen that appears (See image below) look for "**Add New Event**"
3. Select your times: the first box is the date you have selected. Add the start and end times of your shift by clicking the next two boxes which open pulldown menus of times.
4. **Volunteer Name:** add your first name and the initial of your last name.
Example: Marge M.
5. Click on **Create Event**
6. To see your entry on the Calendar, click on **View Calendar** in the upper left corner.

Garden Ambassadors in the Visitor Center:

Once you are in the editing screen, to sign up for an OPEN shift, replace the word OPEN with your name, and then select Replace Event.



The screenshot shows a web form titled "Add New Event". At the top, there are fields for "From:" (08-02-2016), "To:" (2:00pm), and "End:" (3:00pm). Below these is a checkbox labeled "All Day?". The "Volunteer name" field is empty. There are "Colors: BG:" and "FG:" fields, followed by a text area containing "Example Text". Below that is an "Owner:" dropdown menu set to "sysadmin" and a "Calendar:" dropdown menu set to "ga_conservatory". A green "Create Event" button is visible. At the bottom, there is a "Special Features" section with a "Target Date:" field (mm/dd/yyyy) and a checkbox labeled "Display the number of days since or until this date?".

Mobile devices:

If you view our on-line calendars on a mobile device, (cell phone, iPad, Kindle) you

will see that they have a different look. The calendars have not changed; this is merely a Mobile view of the same calendar.

If you prefer the look of the Desktop view, scroll to the bottom of the screen and choose Desktop. The view will toggle to the more familiar Desktop view, and you can continue scheduling as you have before. This view offers more of a Month at a Glance, and will show you where there are open shifts on the monthly calendar.

To sign up for a shift when the calendar is in Mobile view:

Tap the date that you want to sign up. Below the calendar, you'll see a listing of who is scheduled for that date and if any shifts remain OPEN.

If you wish to sign up for an OPEN shift, tap the "+" sign at the top of the calendar, next to the Today button.

After you tap the "+" sign, the familiar editing screen will pop up and from here you can follow directions as usual.

Cancellations – We understand that emergencies happen and sometimes schedules must change. Please stay in touch so we won't be concerned if you don't appear for your shift. Please also follow the instructions below to help keep calendar assignments and open shifts up-to-date.

Garden Ambassador Teams, last minute or day-of shift cancellations:

Canceling within 24 hours of your shift:

Conservatory, Peirce-du Pont House, Visitor Center: Call the Guest Services Desk in the Visitor Center at (610) 388-5206. They will notify the GSA team.

Webb Farmhouse within 24 hours of your shift:

Contact Paula Butera-Kunkel directly: pbuterakunkel@longwoodgardens.org or call (610) 388-5354. Also remove your name from the scheduling calendar.

Canceling or changing with more than 24 hours' notice:

Garden Ambassadors: Conservatory and Peirce-du Pont House

For calendar changes and cancellations, please email: giv@longwoodgardens.org and the Calendar Manager will edit the calendar to reflect your scheduling changes.

Garden Ambassadors: Visitor Center and Webb Farmhouse

Following the directions provided by your supervisor, remove your name from the calendar and replace it with the word "OPEN."

We appreciate your dedication to your Longwood commitment. Your colleagues and our guests are counting on you. Thanks!