

Longwood Volunteer Scheduling and On-line Calendars

Each department determines how it will schedule volunteer shifts or projects. Smaller teams often do this in an informal way, using a wall calendar in the work area or even verbally making plans with their volunteers.

A number of Longwood's volunteer teams use our on-line calendars for scheduling. If you are a docent or garden ambassador, please see the specific instructions for your team.

If you are on another team that uses these calendars, please follow the general instructions below. Talk with your team supervisor to confirm how he or she plans for rain dates or delays, cancellations, vacations, and how the team will communicate scheduling changes or updates.

To view and edit 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:

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

1. Select the date you want to volunteer by hovering your mouse over the number date. 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**" in the middle of the page.
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 a pulldown menu of times.
4. **Volunteer Name** - add just your first name and the initial of your last name. Example: Marge M.
5. Click on **Create Event** to save your selection.
6. To see your entry displayed on the calendar, click on **View Calendar** in the upper left corner.



The screenshot shows a web form titled "Add New Event" with a purple header. The form contains the following fields and options:

- From:** 08-02-2016
- To:** 2:00pm
- To:** 3:00pm
- To:** 08-02-2016
- ☐ All Day?
- Volunteer name:** [Text input field]
- Colors:** BG: [Color picker] FG: [Color picker] Example Text
- Owner:** sysadmin (dropdown menu)
- Calendar:** ga_conservatory (dropdown menu)
- Create Event** (green button)
- Special Features:**
 - Target Date:** mm/dd/yyyy
 - 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 – If you've signed up for a shift, we'll be expecting you. We count on you and depend on you to responsibly fulfill your commitment. We do 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 follow your team supervisor's instructions for communicating changes.

Edit or change your calendar entries, so that the calendar is as accurate as possible.

Editing or cancelling a shift with more than 24 hours' notice:

Following the directions below, please log onto the calendar and make your changes.

Log on to the online calendar using the instructions listed above.

Click on the date (the actual date #).

Be sure to select just your name. Click on the **Edit or Delete** button next to your name.

Your name should no longer appear.

Please do not worry about the buttons on the bottom of the calendar page. You do not need to log in, in order to make calendar edits. If you are prompted to log in, you may have inadvertently clicked on administrator's access, which you don't need for making basic entries. Please start over.

If you have additional questions please contact your supervisor.

