

## Directions for Updated Garden Ambassador Volunteer Calendars

There are a few improvements in our online calendar system for you.

- The form for scheduling your volunteer shift on the online calendars has been changed and updated.
- New links have been set up for each online volunteer calendar. The old links will not work.

The new online calendar links for all volunteer calendars are posted on Longwood's website here: <http://longwoodgardens.org/volunteering/volunteer-calendar>.

The individual links are listed below. Be sure to select the correct calendar for your volunteer team.

Garden Ambassador—Conservatory

Calendar [http://www.brownbearsw.com/mc/lwg?Op=ShowIt;CalendarName=ga\\_conservatory](http://www.brownbearsw.com/mc/lwg?Op=ShowIt;CalendarName=ga_conservatory)

Garden Ambassador—Peirce-du Pont House

Calendar [http://www.brownbearsw.com/mc/lwg?Op=ShowIt;CalendarName=ga\\_pduponthouse](http://www.brownbearsw.com/mc/lwg?Op=ShowIt;CalendarName=ga_pduponthouse)

Note: you may also bookmark or save the direct link to your computer as a link under favorites on your homepage. If you have previously bookmarked a link to the volunteer calendar you will need to delete that and create a new bookmark or shortcut using the listed links.

Please do not worry about a login, or the buttons on the bottom of the page.  
If you have additional questions please contact your supervisor.

To view the calendar:

Login to [www.longwoodgardens.org](http://www.longwoodgardens.org) (or you may also bookmark as noted above)

Scroll to the bottom of the Homepage, and click on VOLUNTEERING

Note: On you cellphone or smart device you need to click the down arrow next to Volunteering to access the calendars link.

Click on Calendar (for registered volunteers) in the left column.

Click on Garden Ambassador - Conservatory Calendar

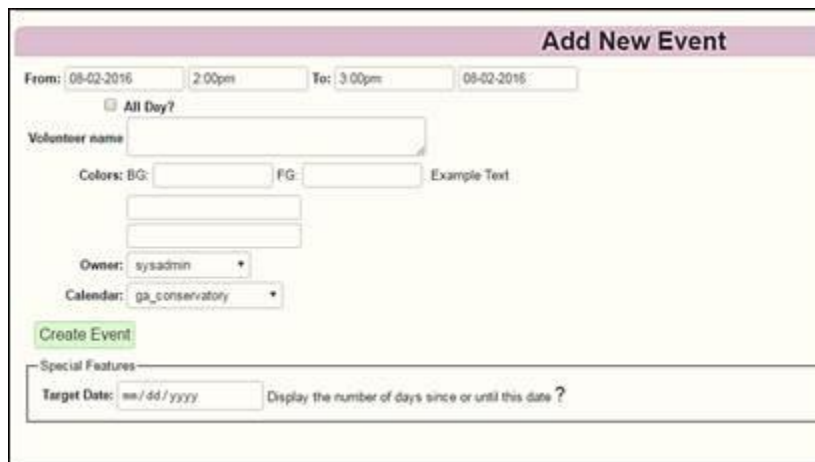
To add your name to the calendar:

Select the date you want to volunteer by clicking on the day #.

In the screen that appears (See image below) look for “Add New Event” in the middle of the page.

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

1. 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.
2. **Volunteer Name:** add just your first name and the initial of your last name
3. Click on **Create Event**
4. Click on **View Calendar** in the upper left corner to see your entry on the Calendar.



The screenshot shows a web form titled "Add New Event". At the top, there are input fields for "From:" (08-02-2016), "2:00pm", "To:" (3:00pm), and "08-02-2016". Below these is a checkbox labeled "All Day?". The "Volunteer name" field is empty. There are fields for "Colors: BG:" and "FG:" with a small "Example Text" to the right. Below these are two empty text input fields. The "Owner:" dropdown menu is set to "sysadmin". The "Calendar:" dropdown menu is 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?".



**If you are unable to make your shift**

We are counting on you and depend on you, our Garden Ambassadors, to responsibly fulfill your commitment. If you are unable to make your shift due to an emergency and it is the day of or day prior to your shift please call Visitor Center Guest Services at (610) 388-5206.

They will notify the GSA team who provide coverage for your shift if possible.

For all other calendar changes and cancellations, please email: [giv@longwoodgardens.org](mailto:giv@longwoodgardens.org) and the Calendar Manager will record your changes to the electronic calendar.

