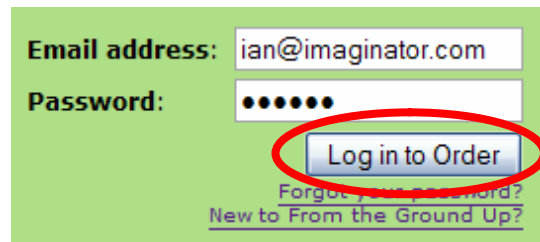


# How to volunteer using the Local Food Coop website

*This document describes how to volunteer for upcoming activities, such as collection days, using the Local Food Coop website. You will need to be registered on the Local Food Coop website to volunteer through the website. See the “How to register on the Local Food Coop website” doc for registration instructions, or visit <http://localhost/foodcoop/shop> and click “Register for account”.*

## 1 Log in to the website

Go to the green login box on the shop homepage, <http://localhost/foodcoop/shop>, and enter the **email address** and **password** that you registered with. Then press the “Log in to Order” button:



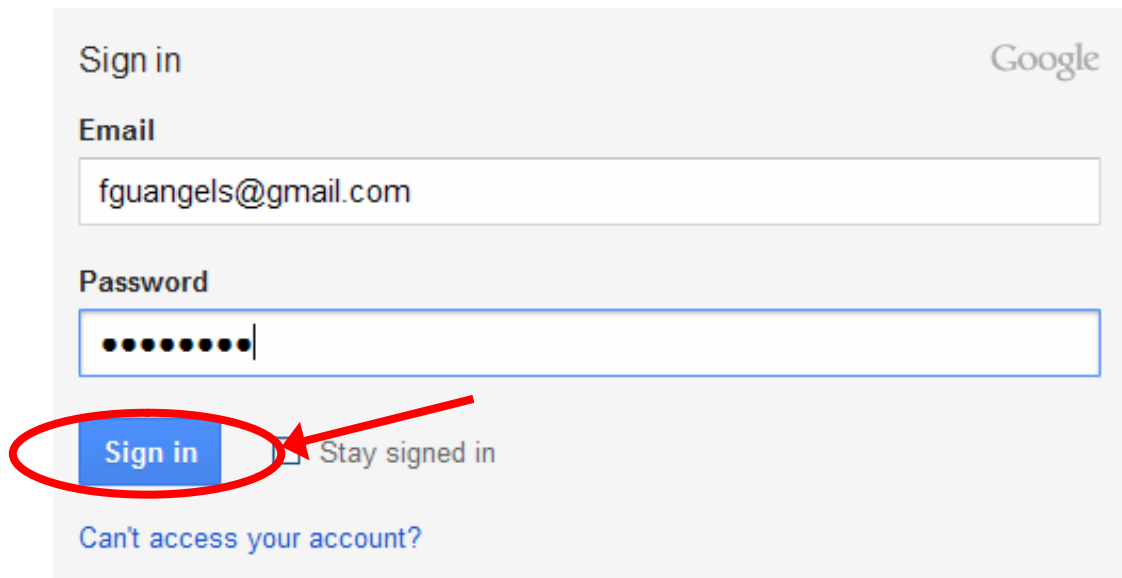
## 2 Go to the volunteer rota

After logging in to the website you will see your member homepage, similar to that below. **Please ensure you are logged out of Google before continuing** – you can do this by clicking on the “[click here to log out from Google](#)” link under “Volunteers please read”.

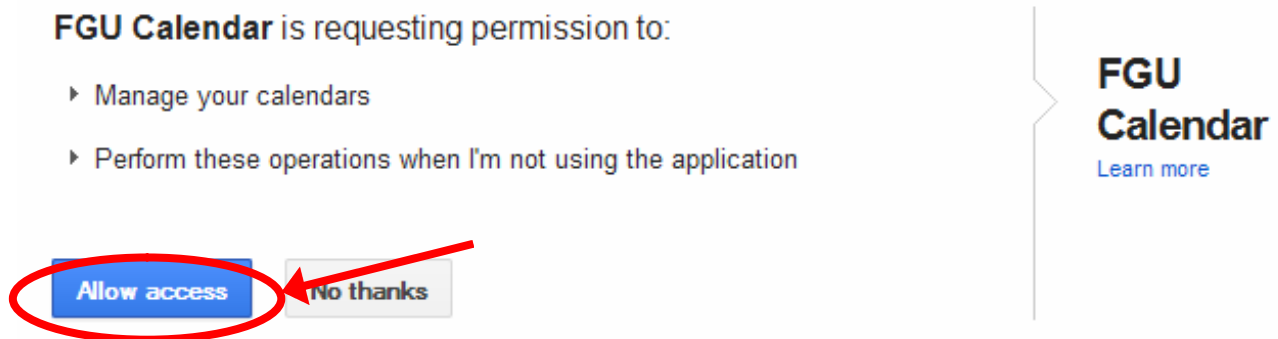


Then note the username (for example, “[fguangels@gmail.com](#)”) and password, and **click the yellow “Volunteer” button** to continue.

Next you will then be asked to **enter the username and password**, as below. Enter the username (for example, “[fguangles@gmail.com](mailto:fguangles@gmail.com)”) and password, and **click “Sign in”** to continue.

A screenshot of the Google Sign in interface. At the top left is the text "Sign in" and at the top right is the "Google" logo. Below the logo is the "Email" label followed by a text input field containing "fguangles@gmail.com". Below that is the "Password" label followed by a text input field with masked characters (dots). At the bottom left is a blue "Sign in" button, which is circled in red. To its right is a checkbox labeled "Stay signed in". Below the "Sign in" button is a blue link that says "Can't access your account?". A red arrow points from the right towards the "Sign in" button.

Finally you will be shown the following screen. **Click “Allow access”** to continue (this gives the website permission to manage the LFC calendar, not any Google calendar that may belong to you).

A screenshot of the "FGU Calendar" permission screen. The title "FGU Calendar" is at the top left. Below it, the text "is requesting permission to:" is followed by two bullet points: "Manage your calendars" and "Perform these operations when I'm not using the application". At the bottom left are two buttons: "Allow access" (blue) and "No thanks" (grey). The "Allow access" button is circled in red. To its right is a red arrow pointing towards it. On the right side of the screen, there is a vertical line, followed by the text "FGU Calendar" and a blue link "Learn more".

*PTO*

### 3 Sign up for collection days

**Tick collections** where you would like to volunteer, and **untick collections** where you can no longer volunteer – see final column below. Once you have selected all your volunteering days, you must click the “Update” button to record your choices. Please wait while the update takes place. You will be sent a confirmation email listing your volunteering dates.

### From the Ground Up Volunteer Rota

**Instructions:** Select the dates when you want to volunteer below, then click the “Update” button. Please wait while the update takes place. You can change your dates later if necessary.

**Tips:** click column headings to change the sorting of the table, for instance click “Venue” to sort the table by venue. To view a calendar of dates, visit the [From the Ground Up Calendar](#) (opens in new window).

Date	Venue	Times	Lead	Who's Volunteering (max 6)	Me?
Sat, 25 Feb 2012	Kingston Environment Centre	9am - 12pm	Stephanie Hofielen		<input type="checkbox"/>
Sat, 3 Mar 2012	The Lamb, Surbiton	10am to 1pm	Toni Izard		<input type="checkbox"/>
Sat, 10 Mar 2012	Kingston Environment Centre	9am - 12pm	Lucy Harrison	Ian Henderson, Stephanie Hofielen	<input checked="" type="checkbox"/>
Sat, 17 Mar 2012	The Lamb, Surbiton	10am to 1pm	Jeremy Walt	Ian Henderson	<input checked="" type="checkbox"/>
Sat, 31 Mar 2012	The Lamb, Surbiton	10am to 1pm	Kelly McGibben	Tick box to sign up	<input type="checkbox"/>
Sat, 7 Apr 2012	Kingston Environment Centre	9am - 12pm	Stephanie Hofielen	Ian Henderson, Stephanie Hofielen	<input checked="" type="checkbox"/>
Sat, 14 Apr 2012	The Lamb, Surbiton	10am to 1pm	Ian Henderson	Ian Henderson	<input checked="" type="checkbox"/>
Sat, 21 Apr 2012	Kingston Environment Centre	9am - 12pm	Martin Bates	Stephanie Hofielen	<input type="checkbox"/>
Sat, 28 Apr 2012	The Lamb, Surbiton	10am to 1pm	Jeremy Walt	Tick box to sign up	<input checked="" type="checkbox"/>

N.B. Update may take ~30 seconds to complete.

Update

*Tip: You can change the order that collections are listed in by clicking the column headings. For instance, to sort the table by venue, click the “Venue” column heading.*

### 4 Contact volunteers (if needed)

You may want to contact other volunteers, for example if you want to swap dates with someone. Please **fill in the form** beneath the volunteer rota, **choose the group of volunteers** to send to, and click “Send Email”:

#### Contact Volunteers

You can send an email to all From the Ground Up volunteers using the form opposite.

Use this form if you want to swap dates with someone, for example.

*If you would like to lead a particular shift or can no longer lead, and for all other volunteering enquiries, please email:*  
[volunteers@fqu.ttkingston.org](mailto:volunteers@fqu.ttkingston.org)

Subject: Can someone swap with me?

Hi everyone,

I can no longer make Saturday 14th April at The Lamb.

Can anyone swap with me or otherwise do the 14th?

Thanks,

Ian

Send Email To

all volunteers  
all volunteers  
volunteers for Sat, 14 Apr 2012  
volunteers for Sat, 21 Apr 2012  
volunteers for Sat, 28 Apr 2012

*That's it!* Once you send the email, you will receive a **copy of the email** listing all the recipients and their email addresses. You can revisit the website and add or remove yourself from collection days, or email other volunteers, as many times as you like.