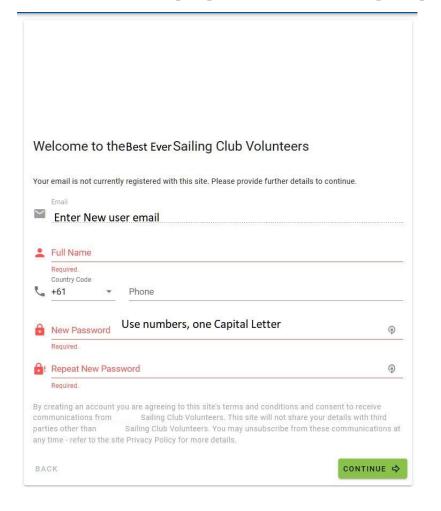


Welcome to the RMYS Volunteer Roster System

NEW USER REGISTRATION

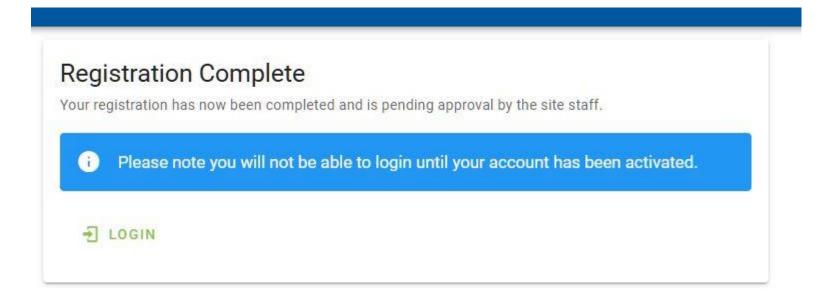


Fill in the required information

Use passwords with a capital letter, numbers and a symbol. The system may reject any considered to be too common or predictable.

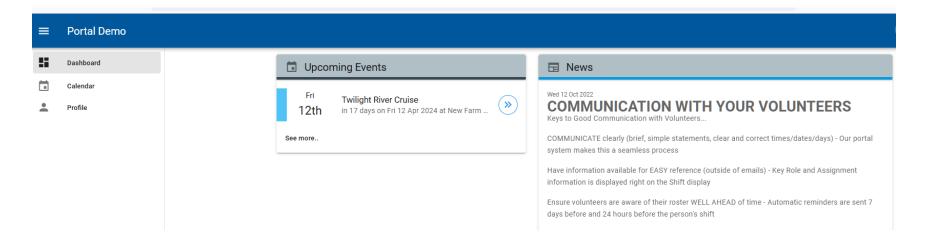
Click the "Continue" button.

SUCCESS!



Once the "Success" page comes up you'll need to wait to have your account activated by the Manager of the system.

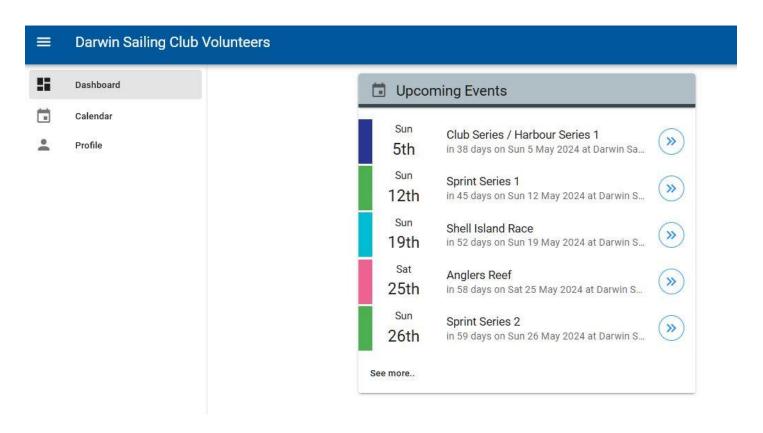
THE USER'S DASHBOARD



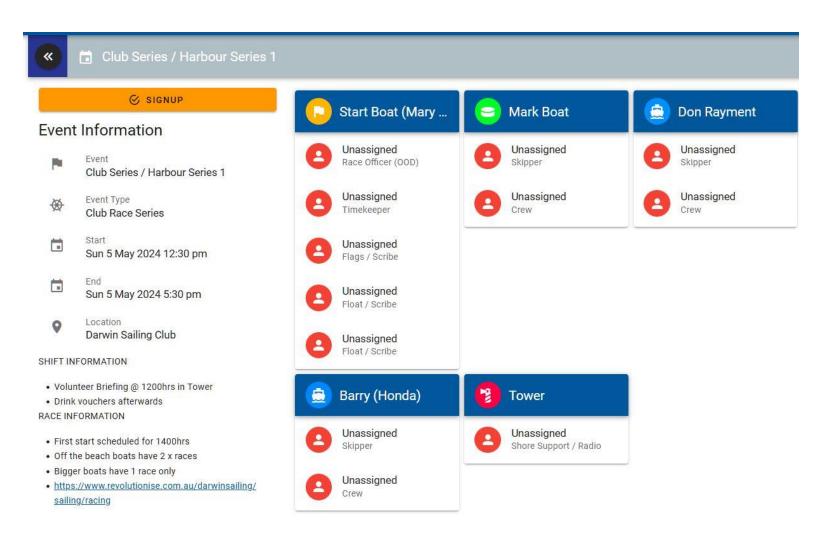
As a new User you will see any "Upcoming Events" on the Dashboard.

Be sure to check out the news area, as it can be used to let you know about key times, locations or meeting places for the event.

SIGNING UP FOR EVENTS



Clicking in the blue arrow (on the right) expands the event so you can see more details.



Now you can sign up! – just click the sign up button (top left). When you sign up you can select a specific role. You can also see who else has already signed up.

THE CALENDAR



You can define what Calendars you want to see

Shaded events are from "Shared Calendars".

USER UNAVAILABILITY

On the Calendar the "Person" icon is next to the date._

If the you click on the icon you can choose to make yourself Available, Unavailable, or Available Only if

Required



You can Reset your status



18 🟖	19 🛂	18 🛂	19 🛂
25 🛂	26 🛂	25 🛂	26 🛂

18 🖭	19 🛂
25 🚉?	26 🚉?

USER PROFILE – User View

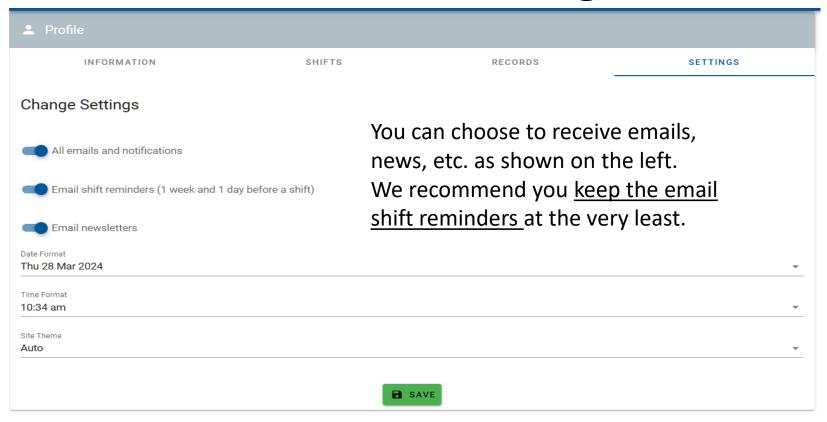


The information entered during Registration can be edited here and a picture uploaded by hovering over the "Person" icon and choosing a picture file.

This will help everyone identify their team mates.

As a new User you are able to fill in other information required by the Organisation, i.e. your Working with Children or Club Membership number.

USER PROFILE – Settings View



You can also view past and future shift assignments

Need Help?

Contact Ann Rogers at the office or Susie Jones on the number below (for back end changes)...

