



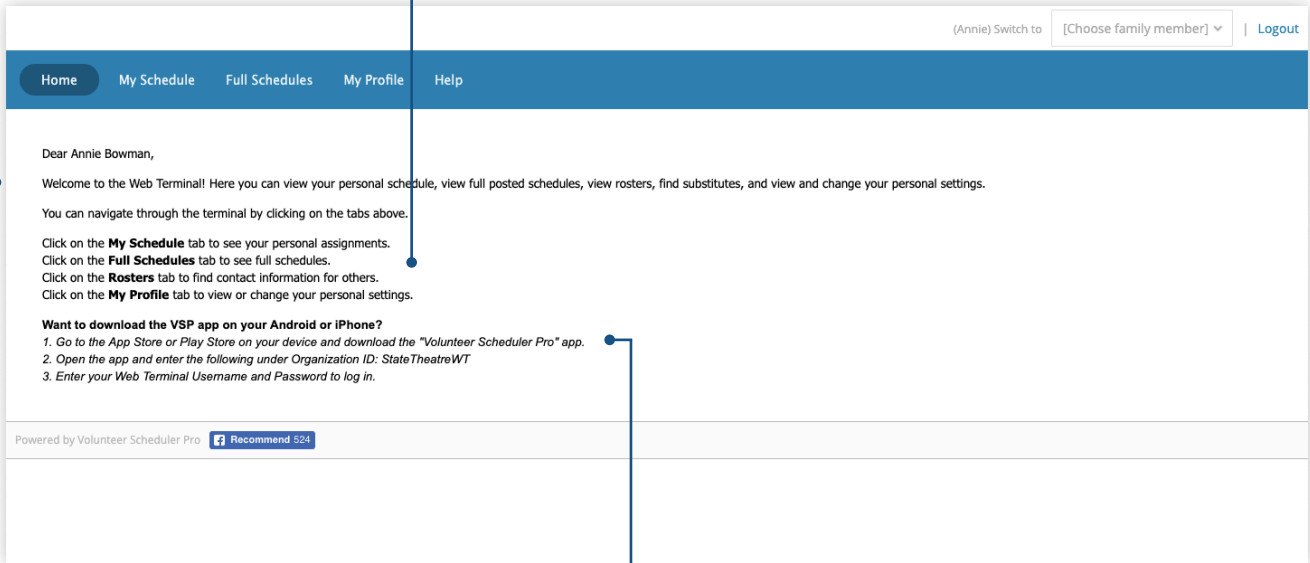
Volunteer Scheduler Pro

Effective Scheduling Software

Web Terminal & Mobile App
User Guide

Get oriented with a quick overview of the Web Terminal tabs.

Easily switch between family members profiles.



Access your organization's website or other important announcements they may share here.

Learn how to download the mobile app and use VSP on-the-go.

Automatically sync your schedule to Google Calendar, Outlook, or iCal.

(Annie) Switch to [Choose family member] | Logout

Home My Schedule Full Schedules My Profile Help

Export to: Google calendar | iCal / Outlook Print

You are scheduled to serve at the following times.

- Friday, May 17, 9:00 AM - 4:00 PM (Weekly) - House Manager [\(request sub\)](#)
- Monday, May 27, 9:00 AM - 4:00 PM (Weekly) - House Manager [\(request sub\)](#)
- Wednesday, May 29, 9:00 AM - 4:00 PM (Weekly) - House Manager [\(request sub\)](#)
- Friday, May 31, 9:00 AM - 4:00 PM (Weekly) - House Manager [\(request sub\)](#)
- Monday, Jun 10, 9:00 AM - 4:00 PM (Weekly) - House Manager [\(request sub\)](#)
- Wednesday, Jun 12, 9:00 AM - 4:00 PM (Weekly) - House Manager [\(request sub\)](#)
- Friday, Jun 14, 9:00 AM - 4:00 PM (Weekly) - House Manager [\(request sub\)](#)
- Monday, Jun 24, 9:00 AM - 4:00 PM (Weekly) - House Manager [\(request sub\)](#)
- Friday, Jun 28, 9:00 AM - 4:00 PM (Weekly) - House Manager [\(request sub\)](#)

If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one of the [\(request sub\)](#) links above.

Substitute requests have been made at the following times. To volunteer to fill a position, click on the [\(volunteer now\)](#) link.

Wednesday, Jun 19, 4:00 PM - 11:00 PM - Box Office [\(volunteer now\)](#)
Sub requested by: Laura Campbell

Powered by Volunteer Scheduler Pro Recommend 524

Request a sub if you cannot make your scheduled shift.

Fill in for other volunteers who have a sub and/or propose a trade.

Accept substitute request

Position: Wednesday, Jun 19, 4:00 PM - 11:00 PM as Box Office

For: Laura Campbell

I would like to take on this position for Laura without a trade

I would like to trade Laura this position for one of my scheduled positions

Your comments:

In your list of scheduled shifts, click on a specific shift to see its notes.

Click on a specific shift to see any notes.

The screenshot shows the 'Full Schedules' page for 'Ticket Checker, House Manager, Usher, A/V and Concessions May 1 - Jun 30'. It features a calendar for May 2019 on the left and a list of shifts on the right. Callouts provide instructions on how to interact with the interface.

Shift	Volunteer	Position	Notes
9 AM - 4 PM (Weekly)	Rosa Martinez	Ticket Checker	
	Annie Bowman	House Manager	Request sub
	James Foster	Usher (1)	
	Bobby Foster	Usher (2)	
	Virginia Matthews	A/V - Video	
	Louise Fisher	A/V - Photo	
4 PM - 11 PM	Janice Mccoy	A/V - Photo	
	VOLUNTEER NOW	Concessions	
	Martin Campbell	Ticket Checker	
	Robin Olson	House Manager	Sub requested - accept
	Rosa Martinez	Usher (1)	
	Jimmy Frazier	Usher (2)	
Clarence Shelton	A/V - Video		
Anthony Green	A/V - Photo		
		A/V - Photo	

Sign up for an unfilled position.

See other volunteers who requested subs and volunteer to fill their position.

Easily find your scheduled shifts in green and see who is volunteering with you.

Select another family member's profile to edit

(Annie) Switch to [Choose family member] | Logout

Here are the personal settings that we have on file for you. If you'd like to change this information you may do so using the controls below. Please remember that you **must click the Submit button at the bottom of this page** for your request to be processed.

General Information

Phone (415) 226-7745 Cell

Address 542 Clinton Pl
San Francisco, CA 94563

Email example@rotundasoftware.com

Change my login password...

Email me reminders 2 days before my scheduled dates

Change your password as needed.

Enroll in automatic email reminders and decide when you get them.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Jobs & Scheduling

Unavailable dates / times

The first weekend of every month

Add... Remove Edit...

Update times you aren't available to volunteer.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Additional notes or comments

Send additional notes or comments to your scheduler.

Please make sure to click the "Submit" button at the bottom of this page when finished.

Submit

Don't forget to click **SUBMIT!**

Mobile App Guide



My Schedule



Full Schedule



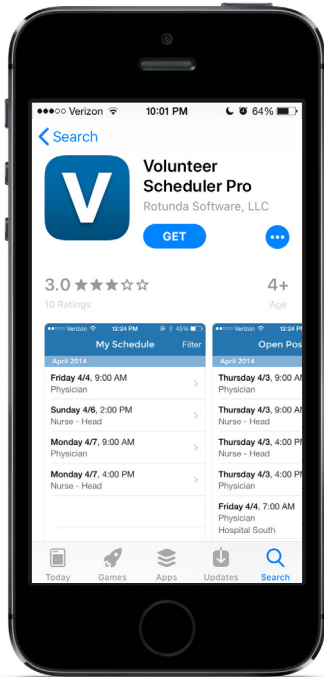
Open Positions



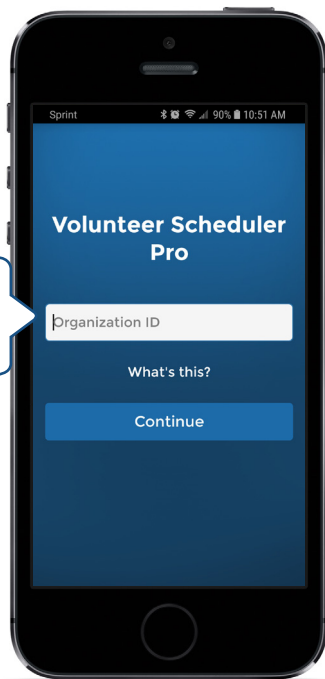
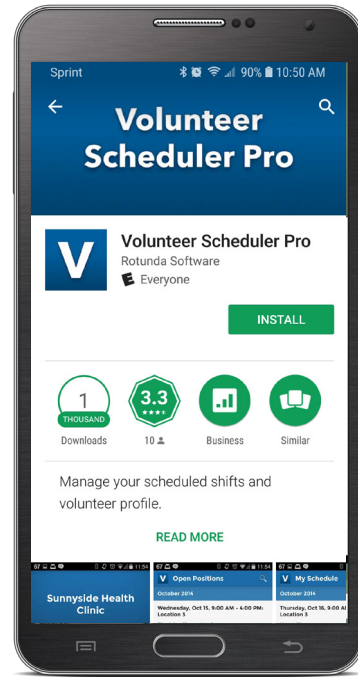
My Profile



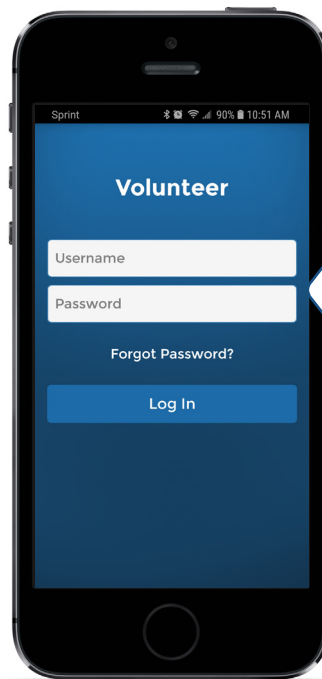
Settings



Visit the App Store for iOS or the Play Store on Android and search for "Volunteer Scheduler Pro".



Enter your organization's Organization ID.



Enter your Web Terminal Username and Password to log in.

You will be able to easily switch between family profiles once logged in, please see the 'Settings' tab for more information.

Mobile App Guide



My Schedule



Full Schedule



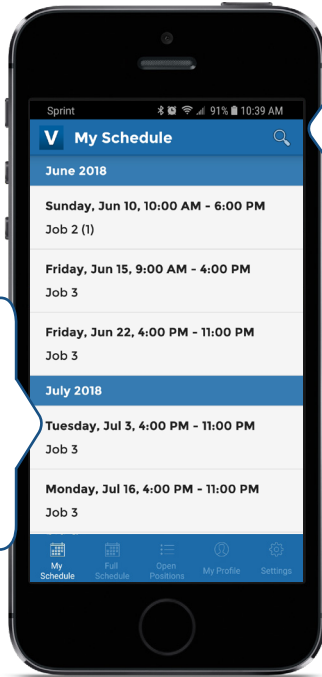
Open Positions



My Profile



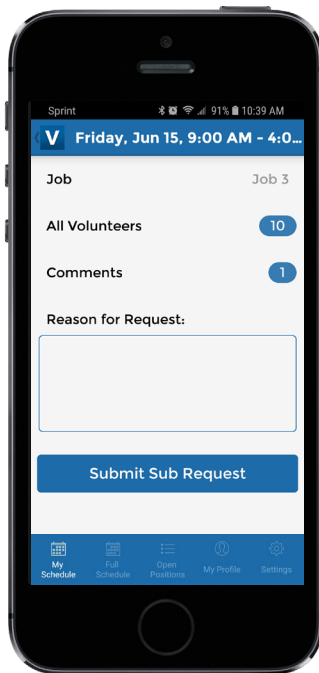
Settings



Filter your scheduled assignments by job, shift, location or date.

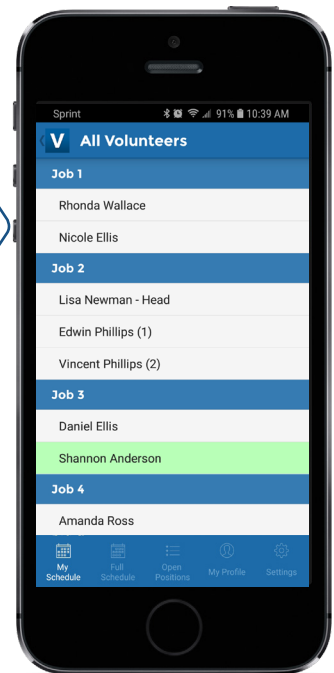
The My Schedule section will list your scheduled shifts. Click on a shift to see more information or request a sub.

To update this list of your assignments, you can place a finger towards the top of the screen and swipe down. You will see the loading icon that tells you the app is checking for any changes.



See everyone who is assigned to the shift with you.

Request a sub right from your phone!



Mobile App Guide



My Schedule



Full Schedule



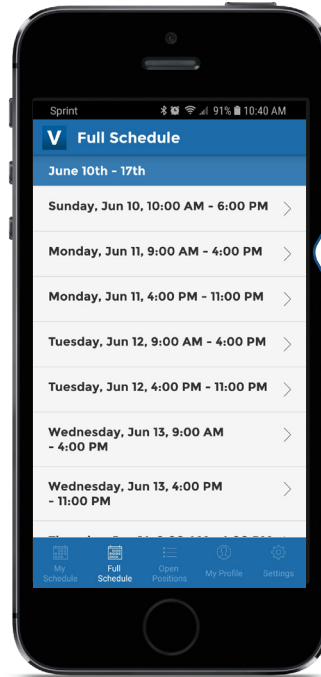
Open Positions



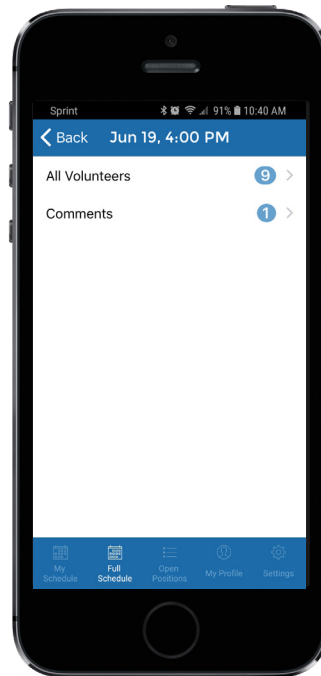
My Profile



Settings



See all scheduled shifts from today forward directly in the mobile app.



By clicking on the date and time of a shift you can see the scheduled volunteers and see or leave a comment for the shift.

Mobile App Guide



My Schedule



Full Schedule



Open Positions



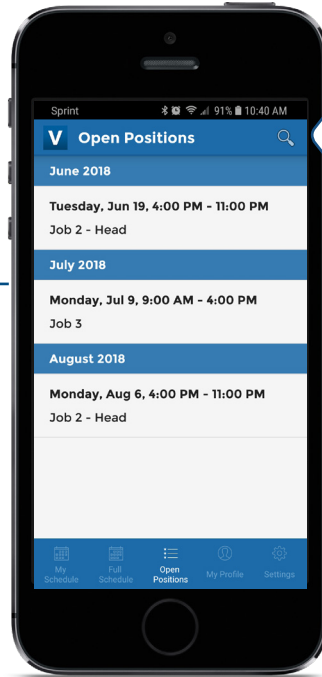
My Profile



Settings

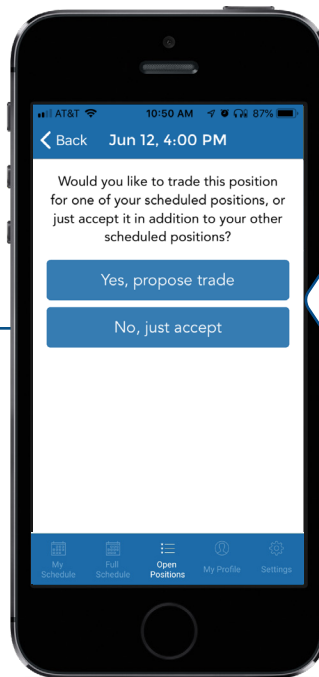
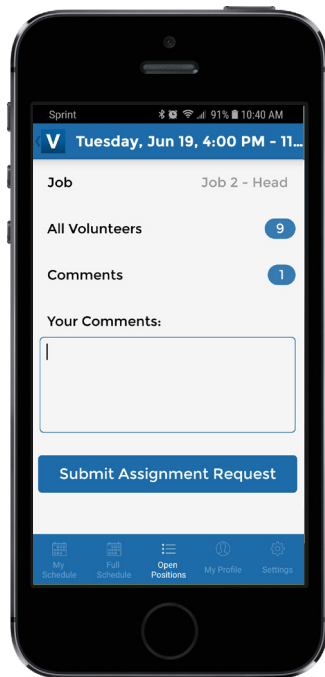
The Open Positions tab will show available assignments you are able to sign up for.

Filter open opportunities by job, shift, location or date.



See who is volunteering and what comments have been made before you sign up.

Fill in for other volunteers who have requested a sub, or propose a trade.



Mobile App Guide



My Schedule



Full Schedule



Open Positions

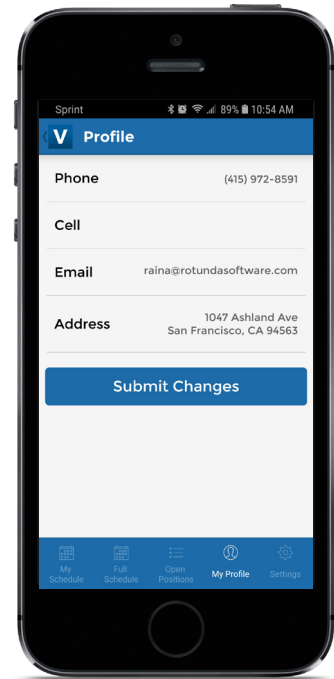
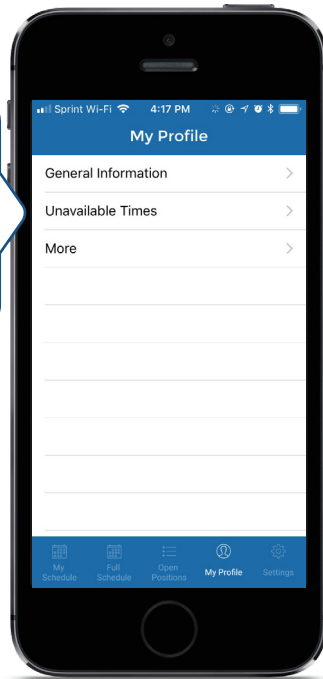


My Profile

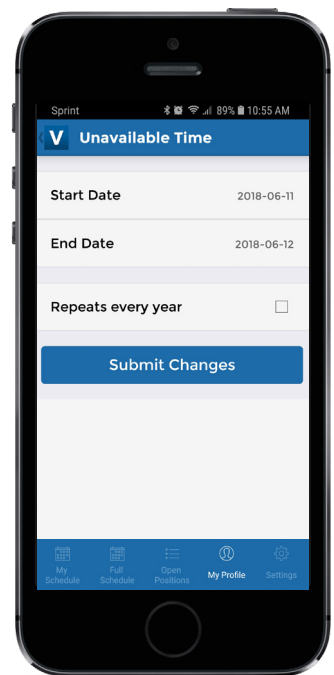
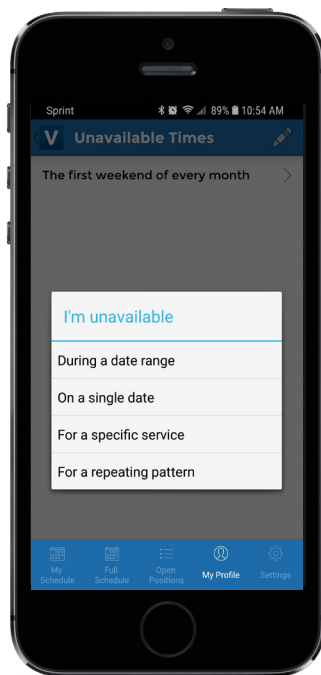


Settings

Make changes to your general contact information and submit dates you're unavailable to volunteer.



Submit single or multiple dates and even add yearly preferences.



Mobile App Guide



My Schedule



Full Schedule



Open Positions

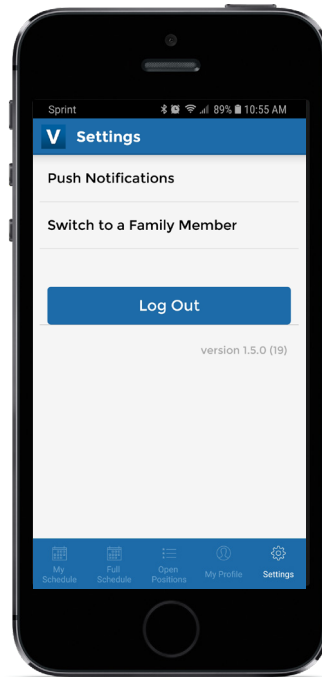


My Profile



Settings

Manage your Push Notifications, easily switch into the profiles of other members of your family, or log out of the app.



Control your push notifications to alert you of upcoming assignments.

