

## Quick Guide to the Museum of Contemporary Craft's Online-based Volunteer Calendar

### Use

As a volunteer you may use the online volunteer calendar to:

- View and manage your schedule
- Sign-up for volunteer shifts
- Print your volunteer schedule
- Receive messages from the volunteer coordinator
- Track your volunteer hours
- Maintain a volunteer profile

### Logging In

You may log in to the volunteer calendar from any computer with an internet connection.

To do so:

- Go to: [www.museumofcontemporarycraft.org](http://www.museumofcontemporarycraft.org)
- Go to the **Information** tab, scroll down and click on **Volunteer**
- Select: [Please click here to login to the Volunteer Calendar](#)
- Enter your login name (using the email address you have on file with the museum)
- Enter your password (using the number provided in the email titled "Museum of Contemporary Craft Volunteer Information Password")
- Click **Go**
- You are now logged in!

### To Check Your Schedule

- Click **Check Your Schedule** or **My Schedule** tab
- Your scheduled shifts will appear on the calendar

### Scheduling

By clicking on the **Check Your Schedule** button or the **My Schedule** tab you can access your volunteer calendar.

To sign up for a shift:

- Use the scroll down menu to choose the type of shift you would like to sign up for (front desk, education, etc.)
- Click on any day with a **Help Wanted** sign
- Click the **Schedule Me** button next to the shift you would like to work
- Click the **Yes** button (if the information provided is correct)
- You have successfully scheduled a shift!

### Entering and Updating your Profile Information

By clicking on the **My Profile** tab you can access your volunteer profile.

To enter and update your profile information:

- By scrolling down you have the ability to enter, and edit your contact information. Type it in, and click the **Save** button.
- In descending order you may enter your:

**Demographics**

**Skills and Experience**

**Availability**

**Assignment Preferences**

**Emergency Contact Info**

**Employer**

**Photo** (Every volunteer must have a photo. You may request to have your photo taken and uploaded at the Museum by emailing the volunteer coordinator.)

**Webpage**

- Under each section you will need to click on the **Save** button, as each information block needs to be saved individually.

If you need assistance regarding the online calendar please contact:

**Claire Patoine**

**Volunteer Manager**

[volunteer@museumofcontemporarycraft.org](mailto:volunteer@museumofcontemporarycraft.org)

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