A HOW TO GUIDE FOR:
MAKING AN ACCOUNT
REGISTERING AND CANCELLING SHIFTS
CHECKING IN AND OUT AT SHEPHERD’S TABLE
CREATING AN ACCOUNT

**STEP 1**
Click on the link provided and you will see this page. Click the Create Account button on the top right of the screen.

**STEP 2**
You will then see this page, make a **username** and **password**.
**STEP 3**
The next page is affiliations. You will select all affiliations that pertain to you and your availability.

*This will not restrict you from volunteering for any events. It tells us your interests for future opportunities.*

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**STEP 4**
When you hit **Next**, you’ll see this page. This is where you fill in your profile: name, address, email address, and emergency contact.

*If you don’t have an email address, please contact our Volunteer Coordinator at 301-585-6463 x217.*
**STEP 5**
You will then see this screen, stating that you successfully created an account. Click **Next**...

**STEP 6**
A calendar will come up with all available shifts.
REGISTERING FOR A SHIFT

STEP 1
When you log into your account, you’ll see the calendar view. You can use the drop down as shown in the image to view just the Meal Service shifts.

STEP 2
Click on the day you are available to volunteer.
STEP 3
This screen will pop up, and on the right side of each shift, you’ll see the Sign Up button. Click on the shift for which you would like to volunteer.

Join Waitlist puts you on a waitlist. You will be automatically notified if someone cancels and will be reserved for the event.

Reserved means the spaces are not full but are reserved for a group. Spaces will open up a few days before the event if the group does not claim them.

STEP 4
This page will pop up and confirm that your registration is complete!
CANCELLING A SHIFT

STEP 1
To cancel your registration, log in to your account, click on My Schedule which is on the top right of the screen.

STEP 2
You’ll see a list of all your registered events. Next to each event is a Cancel Registration button. Click on that button to cancel.
**STEP 3**

It will confirm that you want to cancel the shift. Click **Next**.

![Confirm Cancellation](image1)

**STEP 4**

Now your cancellation is confirmed. Press **Exit** to go back to the calendar.

![Cancellation Complete](image2)
CHECKING IN AT THE KIOSK

STEP 1
Enter part of your name, username, or phone number to find your account.

STEP 2
It will ask you to confirm your account. Click Continue.
**STEP 3**
The shift you’re registered for will show up on the screen. Click the **Continue** button.

**STEP 4**
A confirmation screen will pop up. Press **Start over** to go back to the home screen.
CHECKING OUT AT THE KIOSK

STEP 1
Put in part of your username, name, or phone number to find your account.

STEP 2
Confirm your account. Click Continue.
**STEP 3**

The shift you’re registered for will show up on the screen. Click the **Continue** button.

**STEP 4**

You will receive a confirmation. Click **Start over**.
THANK YOU!

HAVE ANY ADDITIONAL QUESTIONS?

PLEASE CONTACT OUR VOLUNTEER COORDINATOR, MARCY MERTI,

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