



**Shepherd's Table**  
TOGETHER MEETING NEEDS. CHANGING LIVES.

# VOLUNTEER HUB

**UNA GUÍA PRÁCTICA PARA:**

CREAR UNA CUENTA

REGISTRO Y CANCELACIÓN DE TURNOS

REGISTRO DE ENTRADA Y SALIDA EN SHEPHERD'S TABLE.



## PASO #3

La siguiente página tendrá las afiliaciones. Seleccione todas las afiliaciones que le correspondan y a su disponibilidad.

Esto no le impedirá ser voluntario en ningún evento, sino que nos indicará sus intereses para futuras oportunidades.

The screenshot shows a registration form with a progress bar at the top containing four steps: a checkmark, 'Affiliations', 'Profile', and 'Complete'. The 'Affiliations' step is currently active. Below the progress bar, the text reads: 'Check all that apply. Select any that apply from the list provided.' To the right, there is a list of seven options, each with a radio button: 'I Need Community Service Hours for School', 'I Need Service Hours for the Court / Legal Reasons', 'I am Fluent in French', 'I am Fluent in Spanish', 'I'm Interested in Administrative Assistant', 'I'm Interested in Food Pick Ups', 'I'm Interested in Resource Center (21 and older)', and 'I'm Interested in the Clothing Closet'. At the bottom of the form, there are two buttons: 'PREVIOUS' and 'NEXT'.

## PASO #4

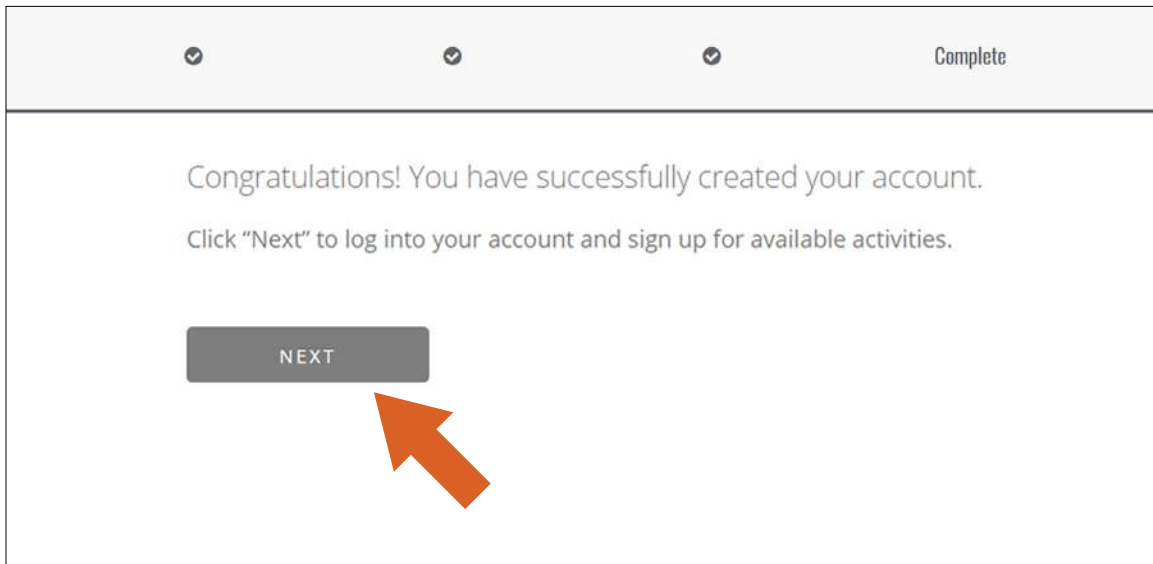
Cuando haga clic a el botón **Next** (Siguiete), verá esta página. Aquí usted completará su perfil: nombre, dirección, correo electrónico y su contacto de emergencia.

Si no tiene un correo electrónico, por favor contacte a nuestro coordinador de voluntarios al 301-585- 6463 x217.

The screenshot shows a registration form with a progress bar at the top containing four steps: a checkmark, another checkmark, 'Profile', and 'Complete'. The 'Profile' step is currently active. Below the progress bar, the text reads: 'Complete the form below. \* indicates required field'. There are two main sections: 'Full Name' and 'Email'. The 'Full Name' section has three input fields: a dropdown menu with a downward arrow, a text field containing 'John', and a dropdown menu with 'M' selected. The 'Email' section has a text field containing 'johndoe@gmail.com'. A red asterisk is visible to the right of the email field. Below the email field, there is a note: '(If you do not have an email address, please contact the Volunteer Coordinator at 301-585-6463 x217)'. At the bottom of the form, there are two buttons: 'PREVIOUS' and 'NEXT'.

## PASO #5

Luego verá esta página, indicando que ha creado una cuenta con éxito. Haga clic en el botón **Next** (Siguiente)...



## PASO #6

Aparecerá un calendario con todos los turnos disponibles.

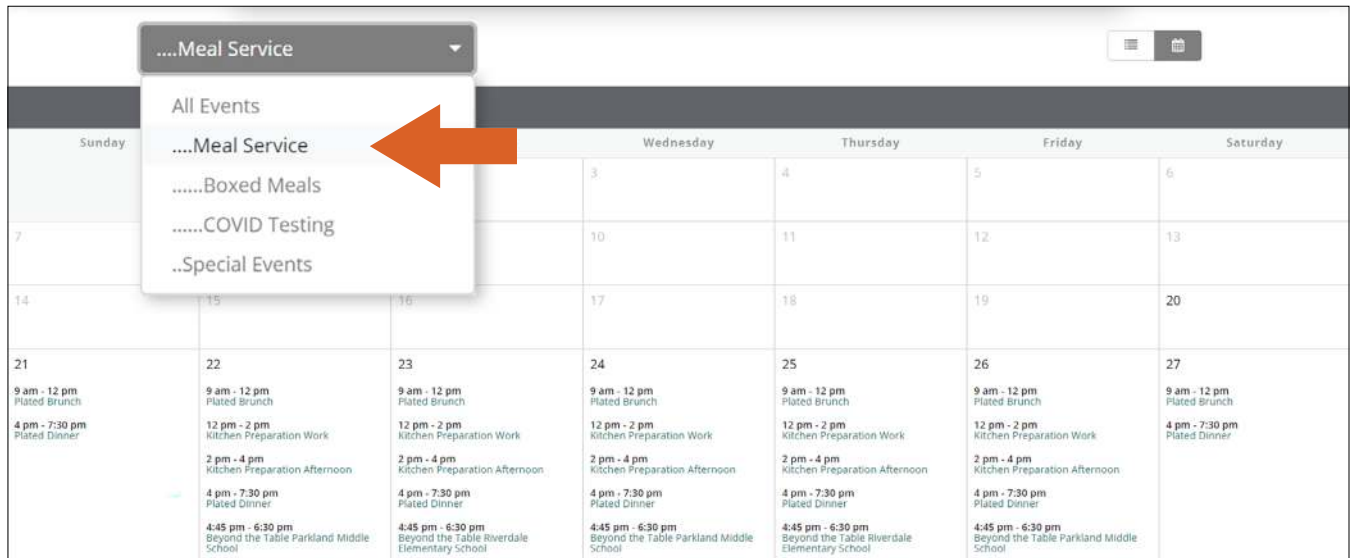
FEBRUARY 2021					
21 9 am - 12 pm Plated Brunch 4 pm - 7:30 pm Plated Dinner	22 9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	23 9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Riverdale Elementary School	24 9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	25 9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Riverdale Elementary School	26 9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School
28 9 am - 12 pm Plated Brunch 4 pm - 7:30 pm Plated Dinner					
MARCH 2021					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
	1 9 am - 12 pm Plated Brunch	2 9 am - 12 pm Plated Brunch	3 9 am - 12 pm Plated Brunch	4 9 am - 12 pm Plated Brunch	5 9 am - 12 pm Plated Brunch



# COMO REGISTRAR TURNOS

## PASO #1

Cuando entre en su cuenta podrá ver el calendario. Puede usar el menú desplegable así como se muestra en la imagen para ver por ejemplo solo los turnos del **Meal Service** (Servicio de comidas).

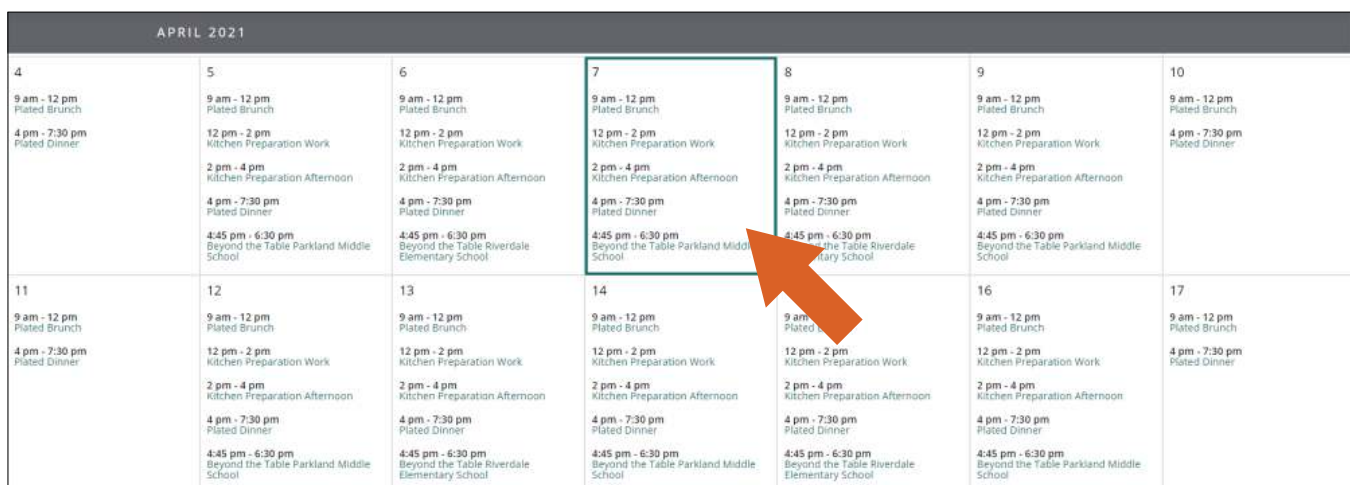


The image shows a calendar interface with a dropdown menu open. The dropdown menu is titled '....Meal Service' and contains the following options: 'All Events', '....Meal Service', '.....Boxed Meals', '.....COVID Testing', and '..Special Events'. An orange arrow points to the '....Meal Service' option. The calendar grid shows dates from Sunday to Saturday, with specific event times listed for each day.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			3	4	5	6
7			10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
9 am - 12 pm Plated Brunch 4 pm - 7:30 pm Plated Dinner	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Riverdale Elementary School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Riverdale Elementary School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	9 am - 12 pm Plated Brunch 4 pm - 7:30 pm Plated Dinner

## PASO #2

Haga clic en el día en que usted está disponible para ser voluntario.

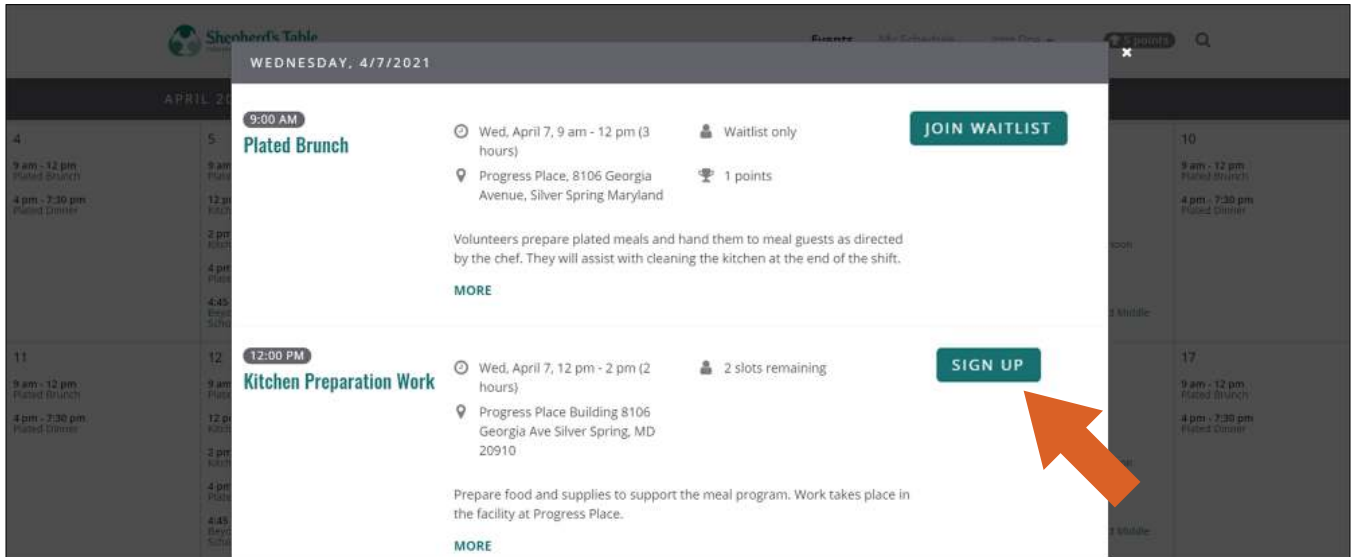


The image shows a calendar for April 2021. The date '7' is highlighted with a blue border, and an orange arrow points to it. The calendar grid shows dates from 4 to 17, with specific event times listed for each day.

APRIL 2021						
4	5	6	7	8	9	10
9 am - 12 pm Plated Brunch 4 pm - 7:30 pm Plated Dinner	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Riverdale Elementary School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Riverdale Elementary School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	9 am - 12 pm Plated Brunch 4 pm - 7:30 pm Plated Dinner
11	12	13	14	15	16	17
9 am - 12 pm Plated Brunch 4 pm - 7:30 pm Plated Dinner	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Riverdale Elementary School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Riverdale Elementary School	9 am - 12 pm Plated Brunch 12 pm - 2 pm Kitchen Preparation Work 2 pm - 4 pm Kitchen Preparation Afternoon 4 pm - 7:30 pm Plated Dinner 4:45 pm - 6:30 pm Beyond the Table Parkland Middle School	9 am - 12 pm Plated Brunch 4 pm - 7:30 pm Plated Dinner

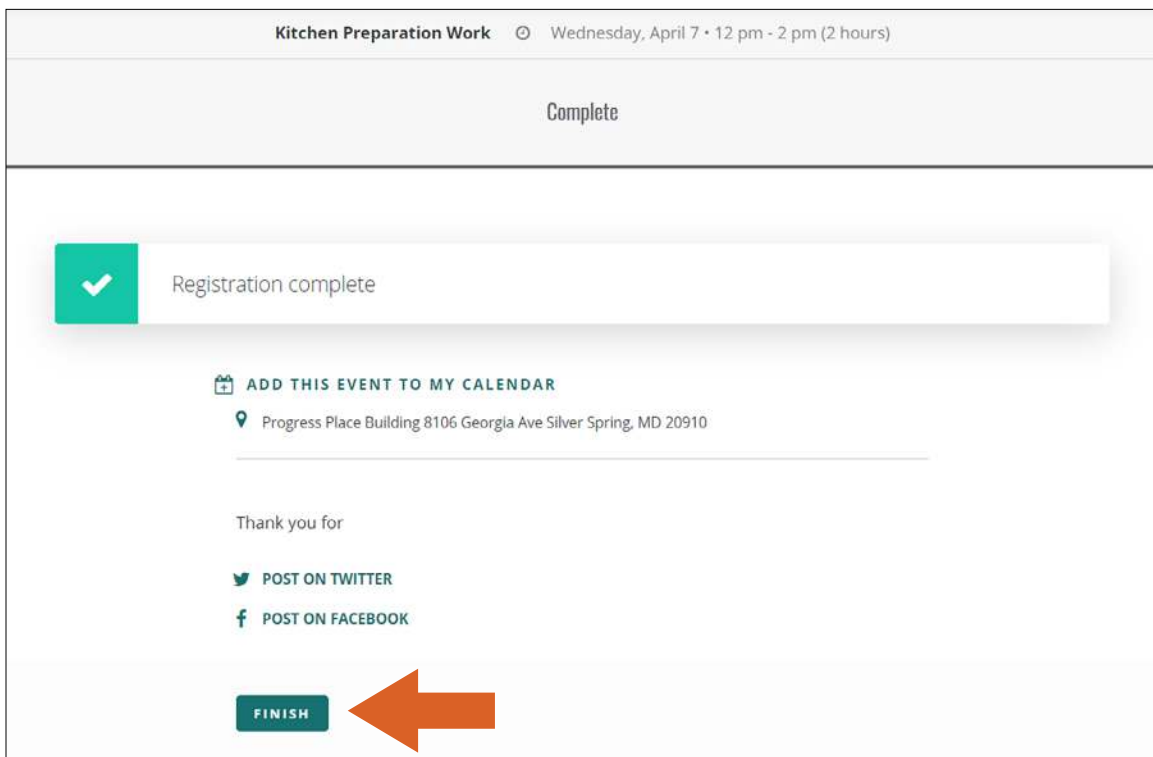
## PASO #3

Aparecerá esta pantalla y, en el lado derecho de cada turno, verá el botón **Sign Up** (Registrarse). Haga clic en el turno en el cual le gustaría ser voluntario.



## PASO #4

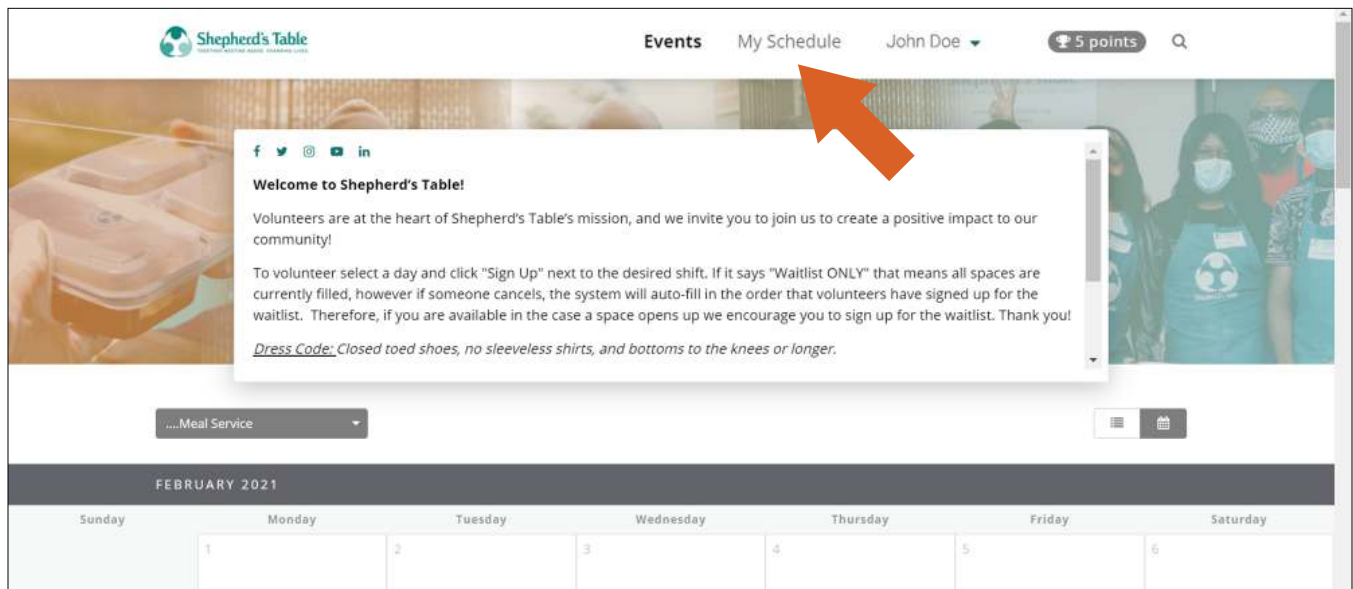
Aparecerá esta pantalla que confirmara que su registración esta completada.



# CANCELAR TURNOS

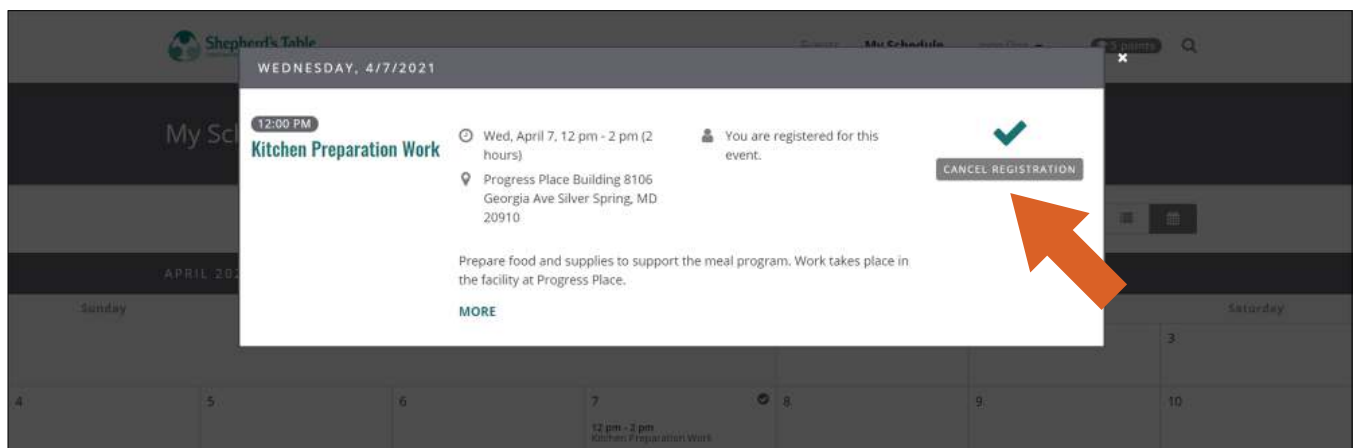
## PASO #1

Entre en su cuenta para cancelar su registraci3n de un turno. Haga clic en **My Schedule** (Mi Horario) el cual esta en el lado derecho de la parte superior de la pantalla.



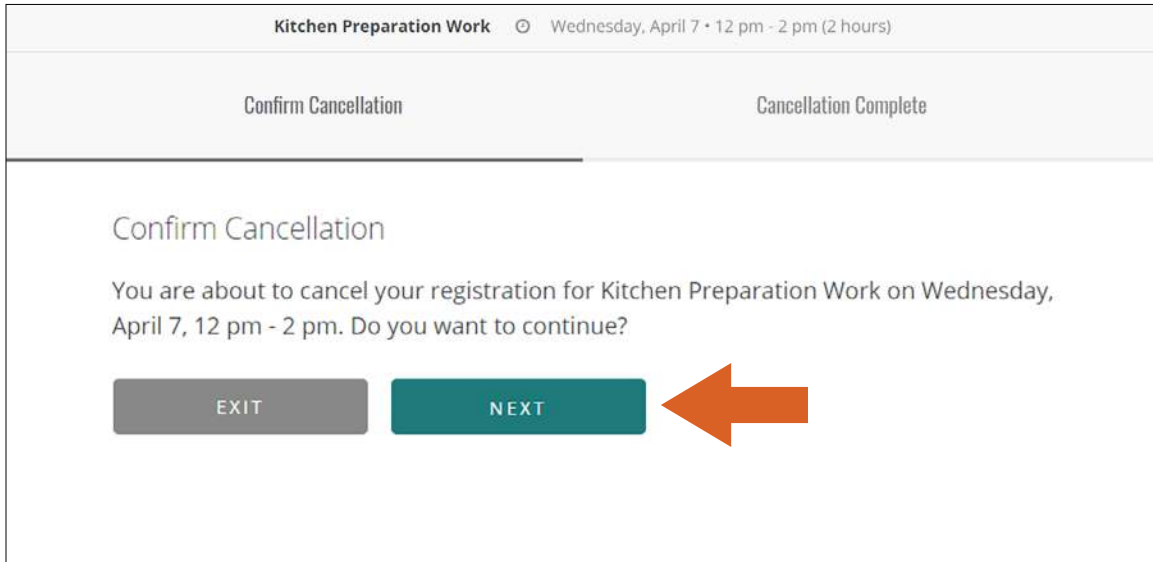
## PASO #2

Ver3 una lista de todos los eventos a los que sea ha inscrito. Al lado de cada evento estar3 el bot3n **Cancel Registration** (Cancelar Registraci3n). Haga clic en ese bot3n para cancelar.



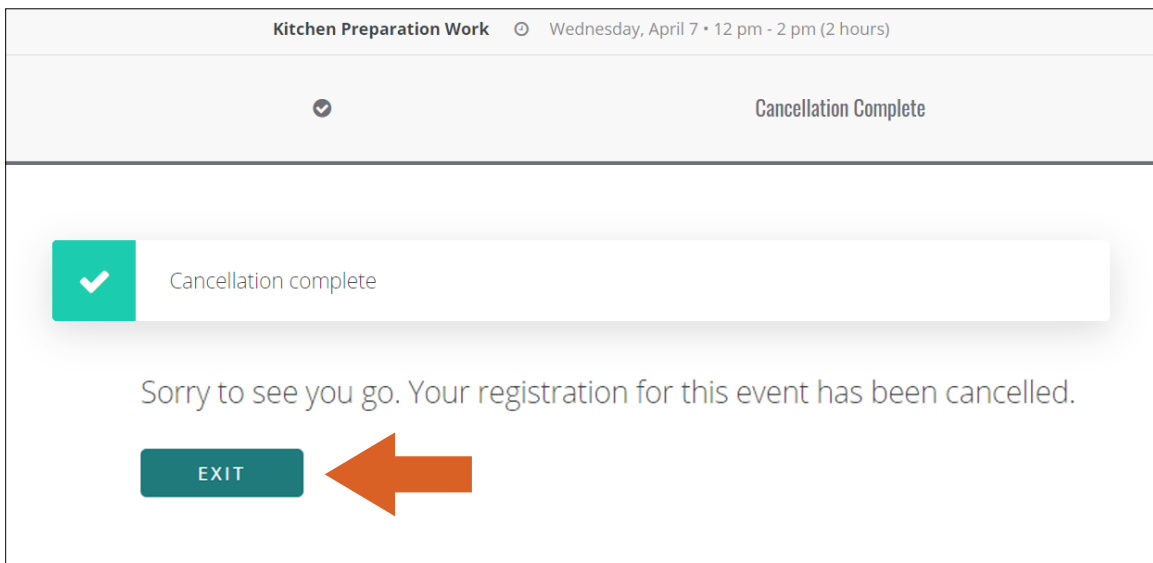
### PASO #3

Para confirmar que desea cancelar el turno haga clic en el botón **Next** (Siguiente).



### PASO #4

Ahora su cancelación está confirmada. Presione el botón **Exit** (Salir) para volver al calendario.

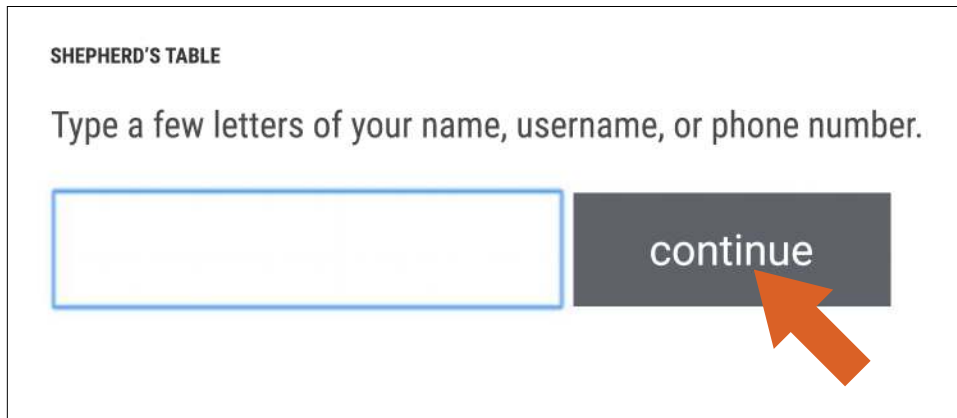




# REGISTRO DE ENTRADA EN EL QUIOSCO

## PASO #1

Entre parte de su nombre, su nombre de usuario o su número de teléfono para encontrar su cuenta.




SHEPHERD'S TABLE

Type a few letters of your name, username, or phone number.

continue

## PASO #2

Le pedirá que confirme su cuenta. Haga clic en el botón **Continue** (Continuar).



SHEPHERD'S TABLE

John Doe (jdoe)

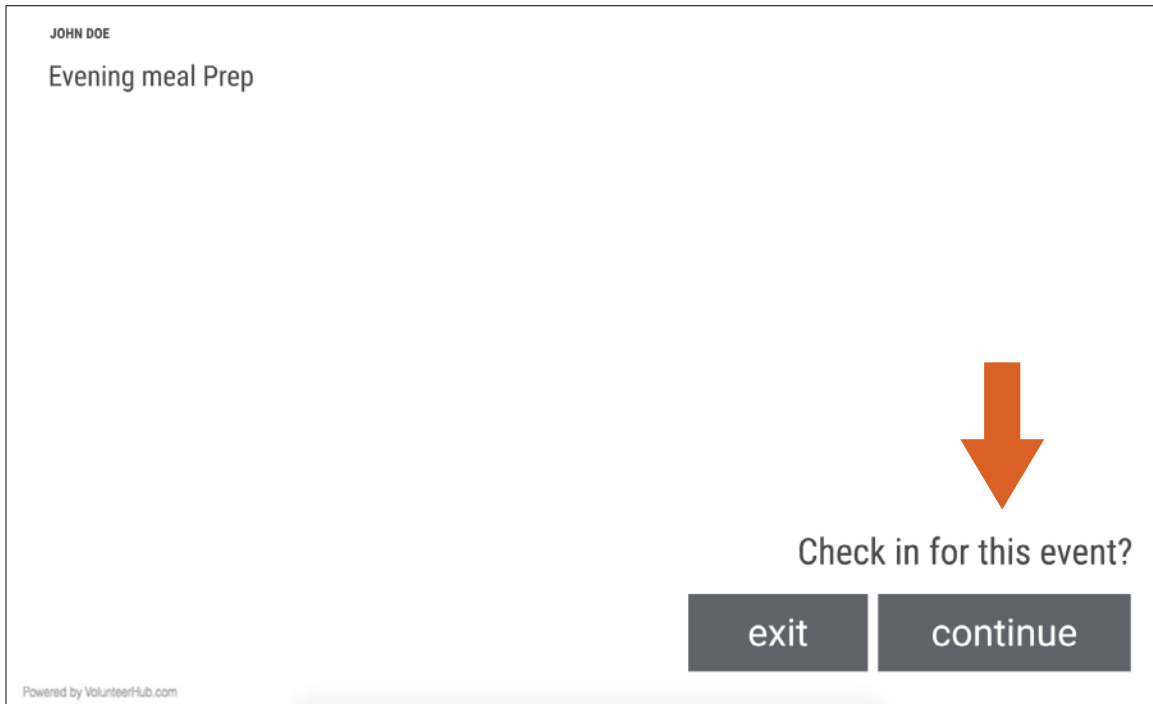
Is this you?

exit continue

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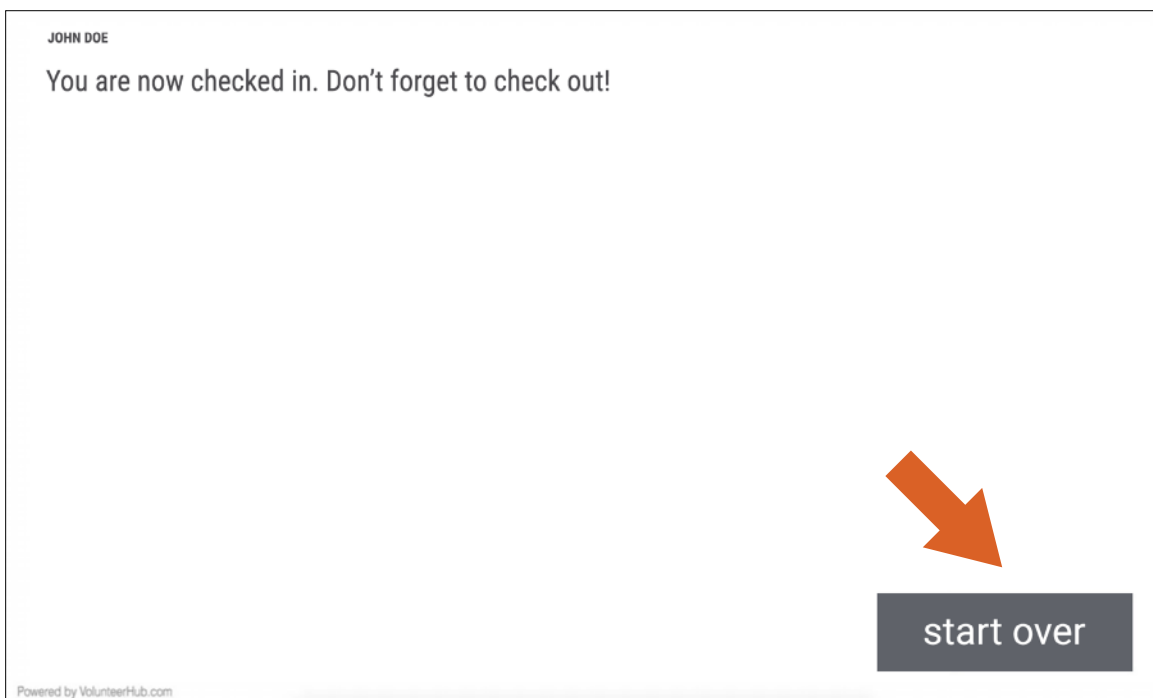
### PASO #3

El turno en el cual esta registrado aparecerá en la pantalla. Haga clic en el botón **Continue** (Continuar).



### PASO #4

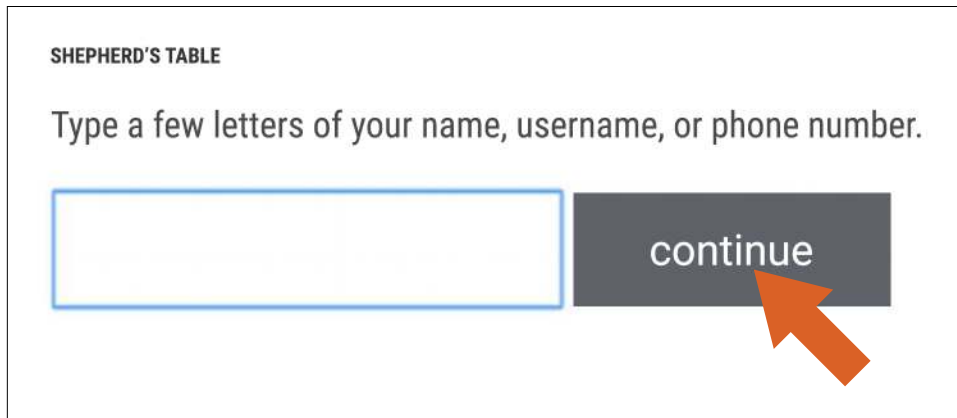
Aparecerá una pantalla que confirmara su entrada. Haga clic en el botón **Start over** (Empezar de nuevo) para volver a la pantalla de inicio.



# REGISTRO DE SALIDA EN EL QUIOSCO

## PASO #1

Entre parte de su nombre, su nombre de usuario o su número de teléfono para encontrar su cuenta.



SHEPHERD'S TABLE

Type a few letters of your name, username, or phone number.

continue

## PASO #2

Confirme su cuenta. Haga clic en el botón **Continue** (Continuar).



SHEPHERD'S TABLE

John Doe (jdoe)

?

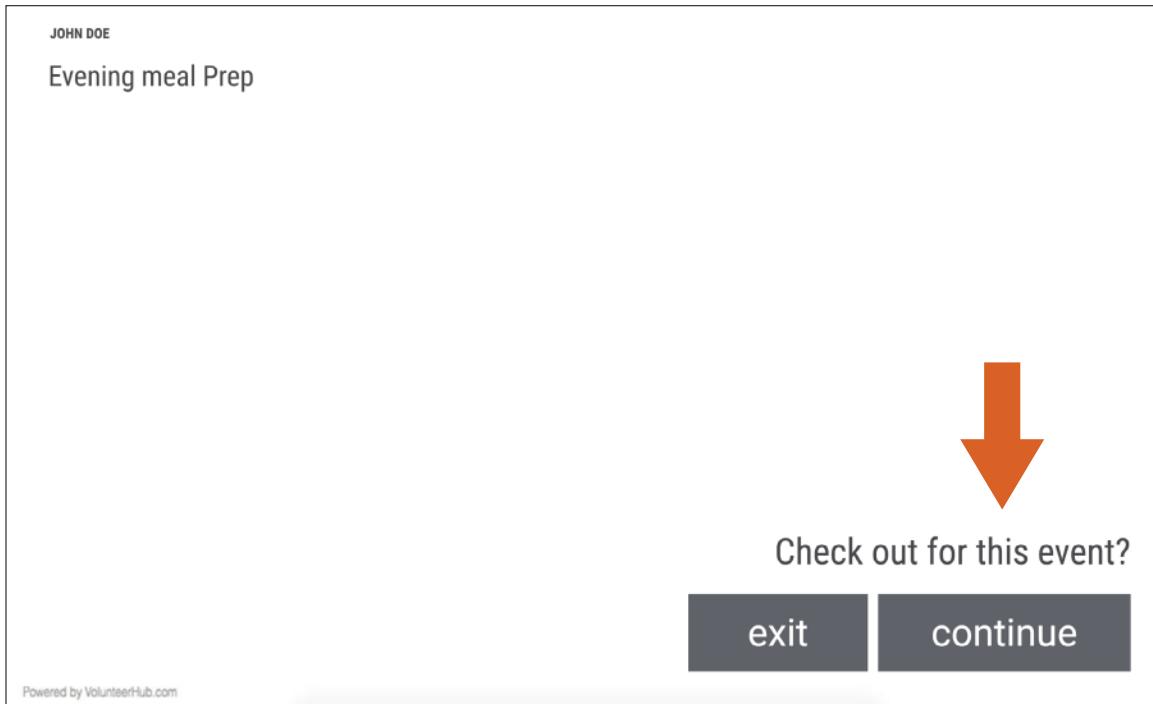
Is this you?

exit continue

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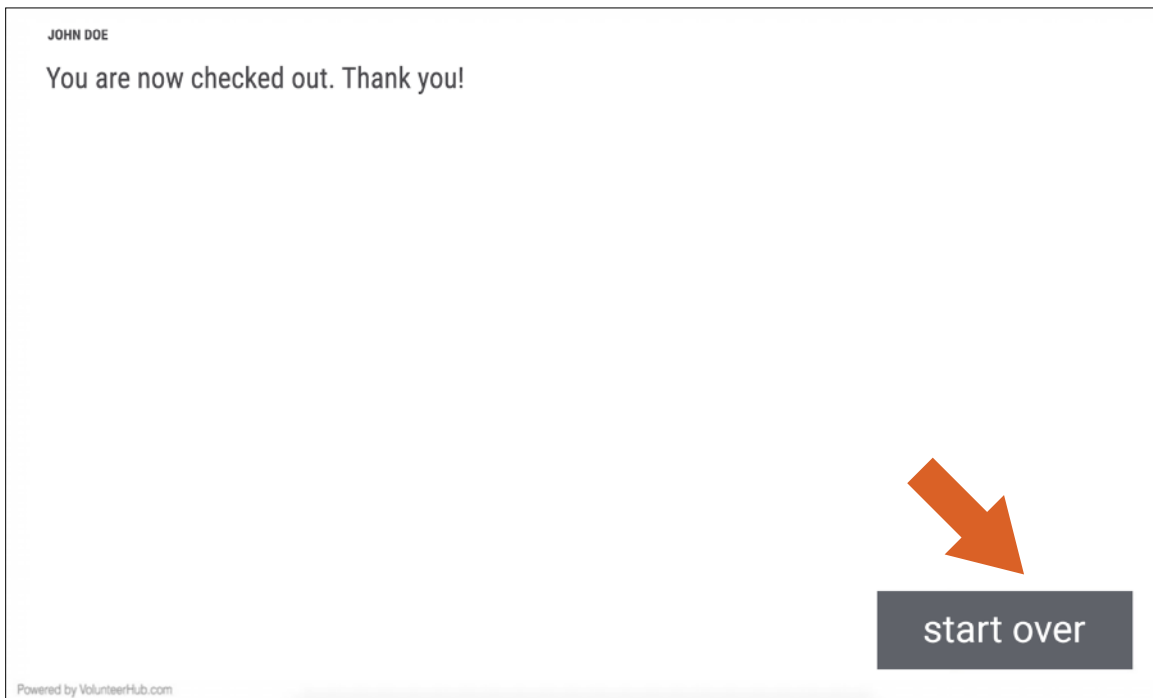
### PASO #3

El turno en el cual esta registrado aparecerá en la pantalla. Haga clic en el botón **Continue** (Continuar).



### PASO #4

Recibirá una confirmación. Haga clic en el botón **Start over** (Empezar de nuevo).





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TOGETHER MEETING NEEDS. CHANGING LIVES.

# ¡GRACIAS!

¿SI TIENE ALGUNA PREGUNTA ADICIONAL?

**POR FAVOR CONTACTE A NUESTRA COORDINADORA DE  
VOLUNTARIOS, MARCY MERTI, [MARCYM@SHEPHERDSTABLE.ORG](mailto:MARCYM@SHEPHERDSTABLE.ORG)**



TWITTER



INSTAGRAM



FACEBOOK



YOUTUBE



LINKEDIN