



ONLINE VOLUNTEER SIGN UPS

Google Calendar

1. Follow the [link](https://calendar.google.com/calendar/render) to the google calendar to view volunteer opportunities.

(<https://calendar.google.com/calendar/render>)

Log in → Username: jacksonzoovolunteers

Password: ilovevolunteering

2. Look at the volunteer opportunities that interest you. Check the code at the beginning of each item.

OPEN → Open to anyone

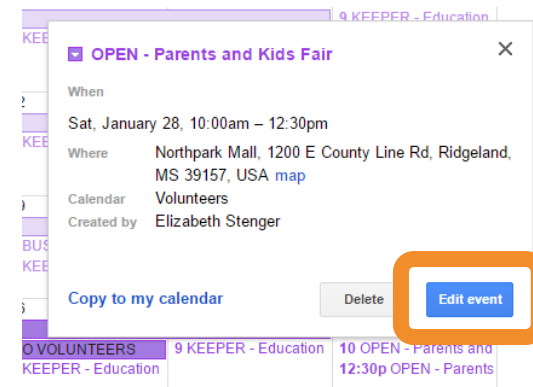
ZOO CREW / ZOO TEEN → Open to these types of volunteers

KEEPER → Trained volunteers only, area specific

BUSY → No volunteers unless pre-approved

12	13	14
9 KEEPER - Education	9 KEEPER - Education	8 OPEN - Landscaping 9 KEEPER - Education 10 ZOO CREW - Meetin
19	20	21
8 BUSY - No volunteers 9 KEEPER - Education	9 KEEPER - Education	9 KEEPER - Education

3. Click on the opportunity where you want to volunteer. Open the event by clicking "edit event" to look at the details and sign up.



4. Sign up to volunteering.

- Add your name to the list or email the person in charge as instructed.
- Change the color at the bottom to green if not already. Green = someone signed up.

5. Want to email yourself an invite to this event? Add yourself as a guest.

6. Save the event with your sign up.

The screenshot shows the Google Calendar event creation interface. At the top, there are buttons for 'SAVE', 'Discard changes', 'Delete', and 'More Actions'. The event title is 'OPEN - Parents and Kids Fair'. The date and time are set for 1/28/2017 from 10:00am to 12:30pm. The location is 'Northpark Mall, 1200 E County Line Rd, Ridgeland, MS 39157, USA'. The calendar is set to 'Volunteers'. The description includes 'Assist EJ with the Parents and Kids festival. Volunteers can sign up for shifts. Add name next to open shift.' and a list of times: 10:00-12:30, 1., 2., 3., 4. The event color is currently purple. Annotations include an orange box around the 'SAVE' button, a green arrow pointing to the 'Add guests' section, an orange arrow pointing to the description list with the text 'Add name here', and another orange arrow pointing to the event color selection with the text 'If you sign up, check this box to change to green.'

7. If you get a reoccurring event message **ALWAYS** click "Only this event".

Choosing "Following events" or "All events" will change aspects of this event that will interfere with tracking volunteers/hours.

The screenshot shows the 'Edit recurring event' dialog box. It asks: 'Would you like to change only this event, all events in the series, or this and all following events in the series?'. There are three options: 'Only this event', 'Following events', and 'All events'. The 'Only this event' option is highlighted with an orange box. A 'Cancel this change' button is at the bottom right.