



Schedule volunteer shifts

Shift Scheduling

- Shift Scheduling is useful for coordinating volunteers for repeating opportunities that reoccur every week or month
- It is also a wonderful tool to help manage volunteers for large events where volunteers are needed for a variety of tasks
- You define your desired tasks and shifts the first time you set-up each opportunity
- VOLY will schedule volunteers for you by directing them to fill available slots
- You schedule desired shift in Step 2 of Creating a Volunteer Opportunity



Step 2: Type of Opportunity, Date

Please select the type of opportunity

- A single event typically occurs over a single day
- A repeating event re-occurs on select days or dates over a period of weeks or months

Type of Opportunity

- Single event opportunity
- Opportunity repeats

Opportunity Date(s)

When do you need your volunteers?

- Enter a start date for volunteers
- If the opportunity repeats, in 'Repeats Until' enter an end date, no more than 120 days from your start date
- Indicate if this opportunity needs shifts

When do you need your volunteers?*

Start Date Repeats Until

Does this opportunity need Shifts?

Yes No

Fun Fact:

It is easier to get new volunteers to commit for a month or a semester rather than a full year. Once they are on-board, most will continue to volunteer.

Automatic Shifts (cannot be combined with Custom Shifts)

- Automatic Shifts will evenly distribute shifts between your start and end times.
 - You have the option to name to role for this task – for example: Hall Monitor
 - Indicate the start and end times volunteers are needed
 - Select the length of time for each shift
 - Click ‘Go’ and shifts for this role will automatically be created and evenly distributed between your start and end time

How do you want your shifts?

Automatic Custom

Do you want to specify a role for these shifts? (Optional)

Start Time* End Time*

Duration*

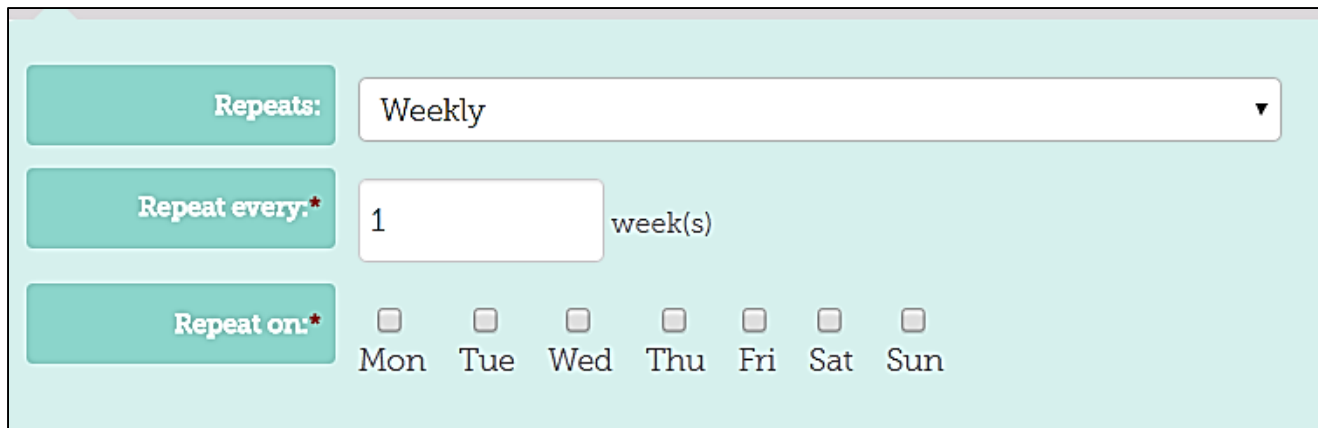
Select Shift Length ▼

[Go](#)

Repeating Opportunities

When do you need your volunteers?

- For repeating opportunities
 - Select Repeats: Weekly (on select days) or Monthly (on select dates)
 - Repeat every: How frequently does this opportunity repeat
 - Repeats on: check the days this opportunity occurs



The screenshot shows a form with three sections for configuring repeating opportunities:

- Repeats:** A dropdown menu set to "Weekly".
- Repeat every:*** A text input field containing "1" followed by "week(s)".
- Repeat on:*** A row of seven checkboxes corresponding to the days of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun. All checkboxes are currently unchecked.

Custom Shifts (cannot be combined with Automatic Shifts)

Does this opportunity need Shifts?

Yes No

How do you want your shifts?

Automatic Custom

[+ Add Shifts](#)

- Custom allows you to add irregular or overlapping shifts by clicking on 'Add Shifts'
- This can also be used to indicate different roles needed for an event or opportunity

Custom Shifts (cannot be combined with Automatic Shifts)

- You have the option to name to role for this task – for example: Event Set-up
- Indicate the start and end times volunteers are needed
- Select the length of time for each shift
- Click ‘Add Shifts’ and continue to create the roles and shifts you need for this opportunity

NOTE: You also have the option to ‘Remove Shift’

How do you want your shifts?

Automatic Custom

Do you want to specify a role for this shift? (Optional)

Start Time* End Time*

Number of Hours* Number of Volunteers*

[Remove Shift](#)

[+ Add Shifts](#)