VOLUNTEER GUIDE

How it works

Everything you can do on this website, from finding a task to getting your delivery list.

Volunteers

Main website

See what help is needed

- **Volunteer tasks** lists only the **open** tasks that still need volunteers, in date order, with their date, time, place, and leaders.
- Each task shows how many **volunteer spots** are left. Basket delivery tasks show how many **baskets** are left.
- All dates are shown together. There is no date to pick.
- Tasks run only by the leaders, completed tasks, and full tasks are not shown. A task disappears once its last spot (or basket) is taken.
- Each task shows its **status** in the top corner: **Pending** or **In progress**.

Sign up

- First, fill in the **Who's volunteering?** box above the task list (your name, plus email and/or phone) and press **Continue**.
- Tasks you already signed up for then show a grey **You're signed up** button. Press **Not you?** to switch to someone else.
- Press **Sign up** on a task, or **Sign up for tasks** at the top. Your details are already filled in.
- In the sign-up window, tick one or more tasks. Only tasks that still need volunteers are listed. Basket delivery tasks are always listed: if not enough households are waiting yet, you still sign up, and the rest of your baskets are assigned to you later (check My assignments). Tasks at the same time as one you picked are greyed out.
- Add a **Comment** if you like (optional), for example when you can arrive or what you can bring. Your leaders see it with your sign-up, and it is shown in your confirmation email.
- The website remembers you until you close the tab, so you won't need to type your details again.

Deliver baskets

- For **Distribute Baskets** (one task for households from both Grace Works and St. Philip), pick your cities (Franklin, Spring Hill, Fairview, or any) and how many baskets in each city. For example, 1 in each of three cities gives you 3 baskets.
- You're assigned households right away, and you'll be given the final information on the delivery date. Households are handed out by city, then street name (A to Z), then house number, so your stops are close together.
- There's a limit on total baskets per volunteer, counting both distribution channels together. When you reach it, the basket tasks are greyed out. You can still sign up for other tasks.
- You can come back later and sign up for more baskets, up to the limit.

Check your assignments

- **My assignments**: enter your email, name, or phone to see your tasks and delivery households.
- Press **Remove** on any sign-up to take yourself off that task. Any households you were delivering to go back on the list for someone else.
- **Schedule** shows all Christmas Basket events by day.

Need to drop a task? Go to **My assignments**, find the task, and press **Remove**. Please also let your task leader know.