

## Welcome to Mesh AI and thanks for volunteering.

You will get an email from MeshAI. Click the “Join the Team”

Fill in the details of name, email address etc.

Click “**Create Account**”

Once you log in, you will see a screen with a calendar.

Step One:

Under your name on the top right hand side, arrow down to User settings.

Under Email Notifications. Depending on how many emails you want to receive, you may want to edit these choices. We do suggest you leave the last one checked so you get the email on Sunday to remind you of your upcoming schedule for that week.

Step Two:

Click on “My Calendar” top right hand side of your screen.

You are now ready to choose your available times and dates for volunteering. With this Mesh AI system, you will be choosing the dates and times you are **NOT** available for.

Be sure you on the month of April by using the < > arrows on the top of the screen, left hand side.

You are now going to choose the dates that you **CANNOT** work. You can also choose TIMES you **CANNOT** work, for example, mornings or afternoons

Click on a specific date that you **CANNOT** work. A screen will pop up for a “new request”.

Under Team: Choose Your assigned team

If you **CANNOT** work all day, the check off “**require off**” and hit “**submit**”

If you **CANNOT** work for the morning or the afternoon of that day, uncheck the “**All day**” and choose the times that you **CANNOT** work, check off “**require off**” and Hit “**submit**”

Do this for every day/time you **CANNOT** work.

Once you have finished the month, you will want to check to make sure all your choices are right.

Log out by going to you name on the top right hand side of the screen, arrow down, and log out.

Wasn't that easy!!

If you ever get lost on the website, go to your name on the top right hand side of your screen and arrow down to My Calendar.