

Scheduling Shifts

The administrator will schedule shifts based on the needs of the clinic on a particular day, and the availability of each volunteer.

Once the schedule is established, and published, each person gets a notification via email.

Log onto the system, which can be done very easily from the email you receive.

Click on “**My Calendar**” which is under your name at the top of the Screen, right hand side.

Those highlighted in yellow are the shifts that have been assigned to you. Those highlighted in blue are the shifts that you have required off.

Take a look at the shifts that have been assigned to you. Please note them in your own calendar.

If you can't do a shift, you can request someone take this shift for you. Click on that particular day that you need to cancel, and click on the “**Make a deal**”. From the pop-up screen, just push “**create**”.

Those volunteers that allow email notification, will get an email from Mesh AI stating that there is a shift available. If someone wants to fill that shift, then click on the link that is on the email “View on Mesh AI” and take the shift. For those who chose not to get email notifications, they will see this shift offer when they log in and view the Bazaar.

Want more shifts?

When you are log in, you can also choose the “Bazaar” tab, that is on the top right, and this will show all shifts that people cannot do, and want someone to take that shift for them. If you are able to do this shift, then click on it and accept.

Sounds easy, right!

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.

