



Powered by **myVolunteerPage.COM**

Please review ALL 9 pages of this tutorial.
Do not log into your profile until you have read this tutorial.
Click on the next pages to the left of this screen



Welcome to MyVolunteerPage.com

Now you have a direct link to the organizations where you can use MyVolunteerPage.com

your contact information, view your volunteer activities, view your schedule, let the Volunteer manager know when you are available and log your volunteer hours. Welcome to a new age of communications between volunteers and volunteer organizations.

Privacy Policy

Information contained here is only visible to you and the specific organization(s) you volunteer for. It will not be disclosed to any other party nor used for any other purpose.

[Click here to view the complete MyVolunteerPage.com privacy policy.](#)

[About the volunteer software that we use.](#)

opportunities.

Enter a town or city name

...and select your country

BERMUDA CANADA USA

USERNAME:

PASSWORD:

Forgot your password?
[Click here!](#)

REMEMBER MY USERNAME ON THIS COMPUTER

REGISTERED?

Click here to register for a particular organization. Enter your personal information, create a username and password, and click "Register Now".

When you have finished this tutorial then log into www.myvolunteerpage.com

Tell your friends and colleagues about MyVolunteerPage.com and encourage them to volunteer like you do.





"In helping others, we shall help ourselves,
for whatever good we give out completes
the circle and comes back to us."
-Flora Edwards

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MY PROFILE
MY ACTIVITIES
MY HOURS LOG
MY GROUPS

Home - Welcome Fred

Click on the activitiesTab

News from Open Heart Kitchen:

Open Heart Kitchen's mission is to provide nutritious meals to the needy individuals, families, children and seniors of the Tri-Valley area (Livermore, Dublin, Pleasanton).

We are using MyVolunteerPage.com to create an efficient means of communicating with our volunteers. Please help us by ensuring that your profile is up to date and by signing up for the volunteer opportunities that you are available to fill.

To sign up to volunteer, select the MY ACTIVITIES tab then select ACTIVITY SIGN UP to find a volunteer opportunity that interests you.

To access your profile, click on the Profile tab. There are a few different sections to the profile and you can get to each section by clicking on the bar underneath the tabs.

To sign up for various volunteer activities, click on the My Organizations tab and then Activity Signup. There you will see a list of activities. Click on the ones you would like to do and follow the instructions on that page to sign up.

You will be automatically scheduled and will be given a prompt to confirm. If after confirming your availability you find that you are unable to make your shift, please call or email us at 925-580-1619 or volunteer@openheartkitchen.org

Thank you for being the "heart" of Open Heart Kitchen.

Provided by Open Heart Kitchen



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MY PROFILE MY ACTIVITIES MY HOURS LOG MY GROUPS

schedule activity signup

Click on the activity signup Tab

My Activities - Schedule

If this is your first time here, there most likely will not be anything showing on this page because you have just been added to the system.

When you get assigned an activity that you have indicated you are available to do, it will show up on this page and you will have the option of confirming that you will do the work or, if you are no longer available, declining it. Click "Save" at the bottom once your selections are made.

To view your schedule for dates other than the ones shown, change the dates in the boxes below and click "Refresh Schedule".

View scheduled activities from: to:

Scheduled activities from 7/9/2009 to 7/15/2009

No scheduled activities occur in the selected date range.

Legend

I have confirmed that I will do this

Provided by Open Heart Kitchen



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My Activities - Activity Signup

Click on the activity names below to read more about activities that might be of interest to you.

In addition to a description of the activity you will find check boxes that if you check, will indicate your interest and/or availability in the activity.

If you work for more than one organization, a drop down menu will appear giving you a way to choose which organization's activities you would like to view.

Sort activities by:

Group activities by category:

Open Heart Kitchen

LIVERMORE 1 * Tues * 4743 East Ave.

2 - AM Hot Meals * 9:30am > 2pm					7/21/2009 - 12/29/2009
3 - AM Hot Meals * 9:30am > 11:30am					7/21/2009 - 12/29/2009
4 - AM Hot Meals * 11:30am > 2pm					7/21/2009 - 12/29/2009
6 - PM Hot Meals * 2pm > 6:30pm					7/28/2009 - 12/22/2009
7 - PM Hot Meals * 2pm > 4pm					7/28/2009 - 12/22/2009
8 - PM Hot Meals * 4pm > 6:30pm					7/28/2009 - 12/22/2009

Click on a location and activity time you are interested in

LIVERMORE 2 * Wed * 4743 East Ave.

2 - AM Hot Meals * 9:30am > 2pm					8/12/2009 - 12/16/2009
3 - AM Hot Meals * 9:30AM > 11:30am					8/12/2009 - 12/16/2009
4 - AM Hot Meals * 11:30am > 2pm					8/12/2009 - 12/16/2009
6 - PM Hot Meals * 2pm > 6:30pm					8/19/2009 - 12/16/2009
7 - PM Hot Meals * 2pm > 4pm					8/19/2009 - 12/16/2009
8 - PM Hot Meals * 4pm > 6:30pm					8/12/2009 - 12/16/2009

LIVERMORE 3 * Thurs * 460 N. Livermore Ave.

1 - Hot Meals Set up/Prep * 2:30pm > 4:30pm					7/16/2009 - 12/30/2010
2 - Hot Meal Servers * 3:30pm > 6:30pm					7/16/2009 - 12/30/2010

LIVERMORE 4 (Arroy Vista - Dublin) * Fri * 6700 Dougherty Rd.

Boxed Lunch Distributors * 11:00am > 12:00pm					7/17/2009 - 12/31/2010
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PLEASANTON1 * Mon > Fri - Ridgeview Sr. Ctr - 5200 Case Ave.

1 - Food Prep * 11:00am > 12:30pm					7/16/2009 - 12/31/2010
2 - Cook * Mon & Wed 12:30PM > 3:PM					7/20/2009 - 12/29/2010
4 - Food Servers * 3:30pm > 6:30pm					7/16/2009 - 12/31/2010

Legend

- You are available for this activity
- All shifts are available
- Unscheduled activity
- Scheduled activity
- You are qualified for this activity
- You are generally interested in this activity
- Some shifts are available
- Flexible schedule activity
- You are qualified for this activity
- You have been assigned to this activity
- All shifts are full
- One time activity

[For more detailed information on this, click here.](#)



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My Activities - Activity Signup

Check the boxes related to your interest and/or availability in this activity and then click "Save".

LIVERMORE 2 * Wed * 4743 East Ave. - 4 - AM Hot Meals * 11:30am > 2pm

Qualifications required: Age - 16-18 years and older

Click on the date or dates you would like to volunteer.

If the date is not available the shift has been filled.

... between Wednesday, July 08, 2009 and Wednesday, December 16,

	Start Time	End Time	Current Status
			<input type="checkbox"/> Select All
Wednesday, July 08, 2009	11:30 AM	2:00 PM	<input type="checkbox"/> I am available
Wednesday, July 15, 2009	11:30 AM	2:00 PM	<input checked="" type="checkbox"/>
Wednesday, August 12, 2009	11:30 AM	2:00 PM	<input type="checkbox"/> I am available
Wednesday, August 19, 2009	11:30 AM	2:00 PM	<input type="checkbox"/> I am available
Wednesday, September 09, 2009	11:30 AM	2:00 PM	<input type="checkbox"/> I am available
Wednesday, September 16, 2009	11:30 AM	2:00 PM	<input type="checkbox"/> I am available
Wednesday, October 14, 2009	11:30 AM	2:00 PM	<input type="checkbox"/> I am available
Wednesday, October 21, 2009	11:30 AM	2:00 PM	<input type="checkbox"/> I am available
	2:00 PM	2:00 PM	<input type="checkbox"/> I am available
	2:00 PM	2:00 PM	<input type="checkbox"/> I am available
	2:00 PM	2:00 PM	<input type="checkbox"/> I am available

You MUST press save to confirm your activity choices.

If you do not confirm yourself, you will not be on the schedule for your activity

... would like to be contacted if additional volunteers are needed in the future.

[Send this to a friend](#)

Legend

- You can not sign up as being available for this activity because all shifts are currently full.
- You have already been scheduled to perform this activity but have not confirmed that you will be there. If you are no longer available, you can decline it on your schedule and your availability will automatically be removed.
- You have already been scheduled to perform this activity and you have confirmed that you will be there. If you are no longer available, you will have to contact your volunteer manager.
- You should not sign up for this because you are already assigned to another shift that occurs at the same time.

Provided by Open Heart Kitchen



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My Activities - Activity Signup

You MUST click this link to confirm your activity choices

Step 1 of 2 Complete: The next step is to confirm

You have been automatically assigned to this activity by our system, so please go to your schedule page to confirm that we can count on you to do this.

[Click here to go to the schedule page and confirm.](#) If you wish, you can do this at a later time.

[Click here to return to the activity signup page.](#)

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To view your schedule for dates other than the ones shown, change the dates in the boxes below and click "Refresh Schedule".

View scheduled activities from: 8 4 2009 to: 8 10 2009 Refresh Schedule

you MUST click the confirm button to get on the activity schedule.

Select all to confirm | Select all to decline

Scheduled activities from 8/4/2009 to 8/10/2009

Tuesday, August 04, 2009

Activity	Organization	Start Time	End Time	Save Action
PLEASANTON 1 * Mon > Fri - Ridgeview Sr. Ctr - 5200 Case Ave. - 4 - Food Servers * 3:30pm > 6:30pm	Open Heart Kitchen	3:30 PM	6:30 PM	<input checked="" type="radio"/> Not sure yet <input type="radio"/> Confirm <input type="radio"/> Decline

Save

Legend

I have confirmed that I will do this

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To view your schedule for dates other than the ones shown, change the dates in the boxes below and click "Refresh Schedule".

View scheduled activities from: 8 4 2009 to: 8 10 2009 Refresh Schedule

You MUST save your confirmation

Select all to confirm | Select all to decline

Scheduled activities from 8/4/2009 to 8/10/2009

Tuesday, August 04, 2009

Activity	Organization	Start Time	End Time	Save Action
PLEASANTON 1 * Mon > Fri - Ridgeview Sr. Ctr - 5200 Case Ave. - 4 - Food Servers * 3:30pm > 6:30pm	Open Heart Kitchen	3:30 PM	6:30 PM	<input type="radio"/> Not sure yet <input checked="" type="radio"/> Confirm <input type="radio"/> Decline

Save

Legend

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When you get assigned an activity that you have indicated you are available to do, it will show up on this page and you will have the "Save" button at the bottom once your

You will now see a RED check mark and a REMOVE ME button. This indicates you are CONFIRMED for your volunteer activity.

and click "Refresh Schedule".

Congratulations!
You have completed the self confirmation process.

Please come back to this page to CANCEL prior to 24 hours or call 925.580.1619 within the 12 hours. We have 50+ activities a week; we need to know which one you are canceling. Leave your first and last name, the activity date, time and location.

Schedule

Save

Select all to decline

Tuesday, August 04, 2009

Activity	Organization	Start Time	End Time	Save Action
PLEASANTON 1 * Mon > Fri - Ridgeview Sr. Ctr - 5200 Case Ave. - 4 - Food Servers * 3:30pm > 6:30pm	Open Heart Kitchen	3:30 PM	6:30 PM	<input checked="" type="checkbox"/> Remove Me

Save

Legend

I have confirmed that I will do this

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