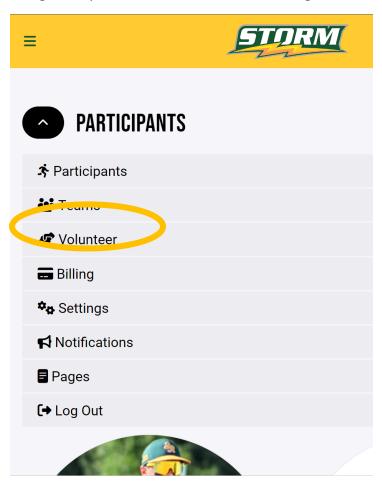
Signing Up For Volunteer Hours

To access shifts that are available, log into SRYBA's website.

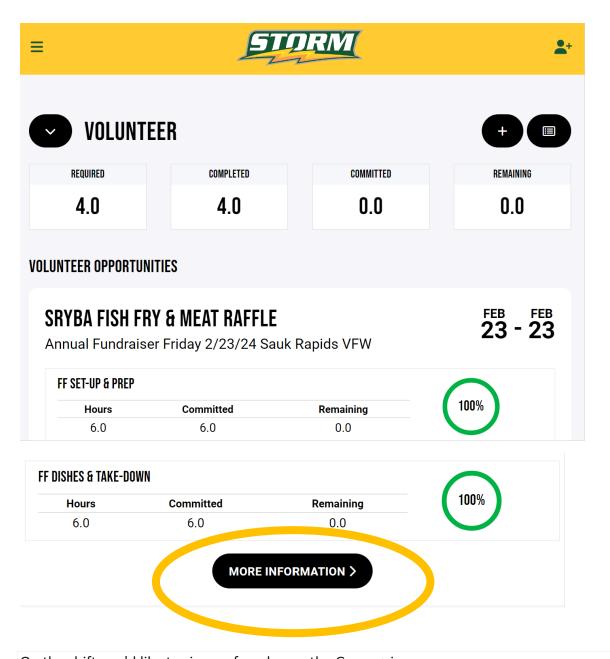
Navigate to your account, where the following menu will display:



From here, choose "Volunteer" where a page with all the available volunteer sessions will display. You will also see a summary at the top of the page, showing your status of required, completed and committed hours that you have signed up for.

To sign up for a shift, choose "More Information" on the specific session to jump into the session and available volunteer shifts.

Signing Up For Volunteer Hours

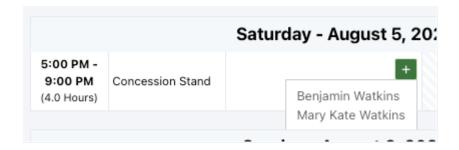


On the shift you'd like to sign up for, choose the Green + icon:

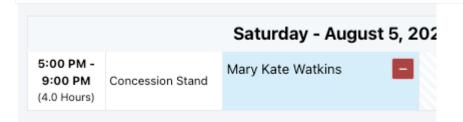


This will allow you to choose which user in your account you would like to assign:

Signing Up For Volunteer Hours



And once assigned, that shift will display the selected user's name to confirm the shift is reserved. To cancel your assignment to that shift, you can choose the Red - icon:



If you are within the window of time set by the organization where you are unable to cancel your shift assignment, you'll see a lock icon instead, indicating that you'll need to get in touch with your organization's contacts to be removed from the shift.



For questions about this, please email Crossbar directly: help@crossbar.org.