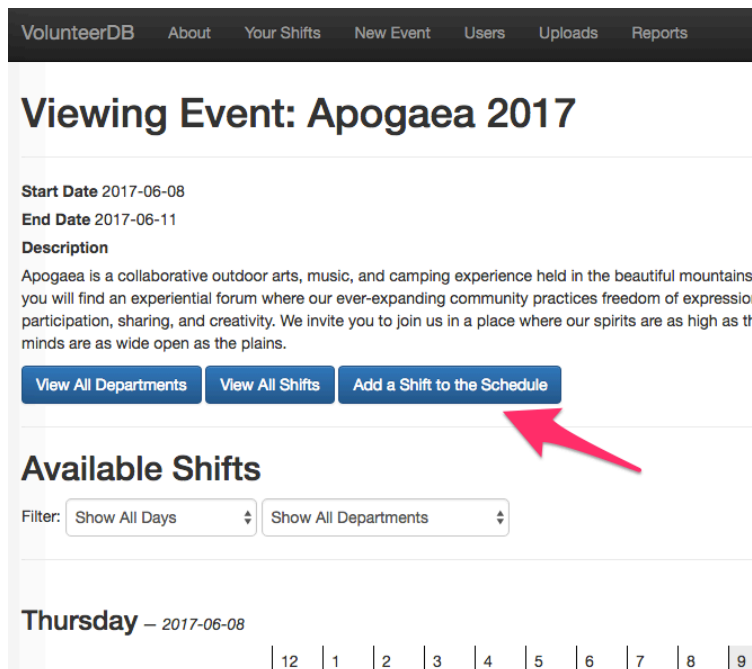


VolDb: Add A Shift To The Schedule

1. These instructions assume that the shift role has already been added to a department. These instructions will actually put shifts and their times on the schedule.
2. Login to <http://volunteer.apogaea.com>
3. Select the Apogaea event



4. Click the Add Shift To Schedule button



5. This next “Add a shift to the schedule” form is a bit tricky. The left hand side of the form is self-explanatory. The right side form is designed to perform bulk shift creation! **For these instructions, I want my schedule to look like the following:**

VolunteerDB

About

Your Shifts

New Event

Users

Uploads

Reports

cdobell

Logout

Thursday — 2017-06-08

	12 am	1 am	2 am	3 am	4 am	5 am	6 am	7 am	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm	6 pm	7 pm	8 pm	9 pm	10 pm	11 pm
Rangers																								
Returning Dirt Ranger	12:00 am - 06:00 am				06:00 am - 12:00 pm				12:00 pm - 06:00 pm				06:00 pm - 12:00 am											
	12:00 am - 06:00 am				06:00 am - 12:00 pm				12:00 pm - 06:00 pm				06:00 pm - 12:00 am											
	12:00 am - 06:00 am				06:00 am - 12:00 pm				12:00 pm - 06:00 pm				06:00 pm - 12:00 am											
	12:00 am - 06:00 am				06:00 am - 12:00 pm				12:00 pm - 06:00 pm				06:00 pm - 12:00 am											
Returning Dirt Ranger											12:00 pm - 06:00 pm				06:00 pm - 12:00 am									
											12:00 pm - 06:00 pm				06:00 pm - 12:00 am									
Returning Dirt Ranger																			06:00 pm - 12:00 am					
																			06:00 pm - 12:00 am					

- For the number 1 schedule shifts, you would enter start time 12am (start of day), shift length 6 hours, check the “shift repeat” checkbox, and then enter 4 for the number of times, and 4 for number of volunteers (left bottom of form).
- For the number 2 schedule shifts, you would enter start time noon, shift length 6 hours, check the “shift repeat” checkbox, and then enter 2 for the number of times, and 2 for number of volunteers.
- For the number 3 schedule shifts, you would enter start time 6pm, shift length 6 hours, leave the “shift repeat” checkbox unchecked, and then enter 2 for number of volunteers.