

MOW Scheduler Training for Volunteers

We would like to welcome all our volunteers to MOW Scheduler! If you haven't used Scheduler before, please review this document and let us know if you have any questions! – the Volunteer Services Team, volunteer@mowcm.org

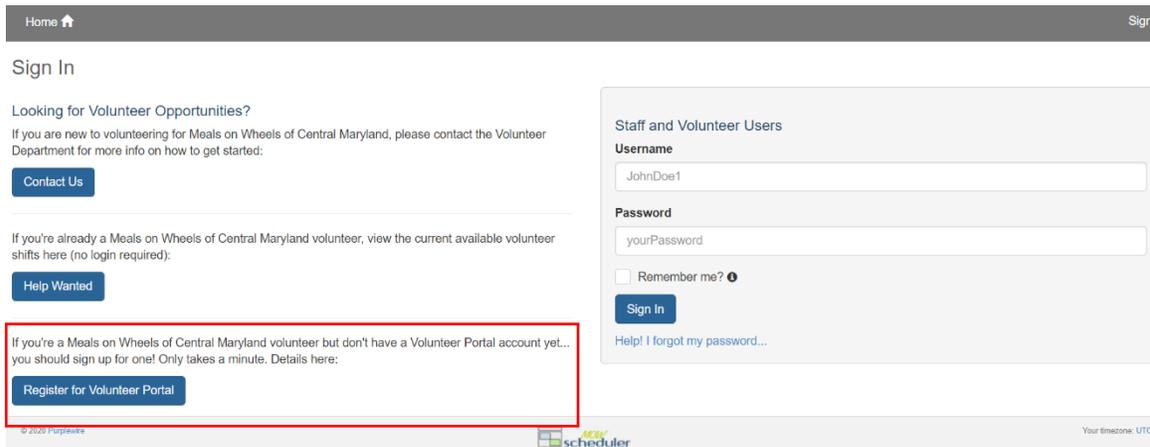
What is MOW Scheduler? MOW Scheduler is a website that tracks your volunteering and displays our volunteer needs!

Why use MOW Scheduler? Creating an account with Scheduler has many benefits, including:

- View delivery needs and sign up for additional shifts (that is not your regular delivery day)
- View your scheduled volunteer shifts
- Cancel shift commitments
- Update your contact profile

Start at: <https://mowcm.mowscheduler.com>

Creating a Volunteer Portal Account



If you've never used Scheduler, start at the link above. Then, click on "Register for Volunteer Portal" (right). If you already have an account, please proceed to the bottom of this page "Signing-in to the Volunteer Portal Account"

Enter your name or an email that we have on file and complete the registration with the link sent to your email address. If you need help, email us at volunteer@mowcm.org and we can send you the link!

Setting up your Volunteer Account

Sign Up for a Volunteer Portal Account

- 🔗 Step 1: You must already be an active volunteer.
If you haven't volunteered with us before, please [contact the volunteer coordinator](#) for more information on how to get started. Thanks!
- 🔗 Step 2: Submit your contact information below.
Enter your email address or first name and last name. If we find you in our system, we will send you an email with a link to finish the sign up process.
- 🔗 Step 3: In the email you receive click the finish registration button and set up your username and password!
By clicking on the finish registration link you have verified your email. Now set up your username and password. Then log in!

Volunteer Portal Features and Benefits

- Streamline signing up for volunteer shifts.
- Increase chance that your offers to volunteer for a shift can be automatically verified and immediately accepted by the system.
- View your existing shift commitments.
- Cancel shift commitments.
- Update your contact profile.
- Set preferences for shift reminders, etc.

Submit your contact information to start registration
IF your information is already in our system, we will send you an email with a link to finish the sign up process.

Email OR First Name AND Last Name

[Start registration](#)

Signing-in to the Volunteer Portal

Staff and Volunteer Users

Username

Password

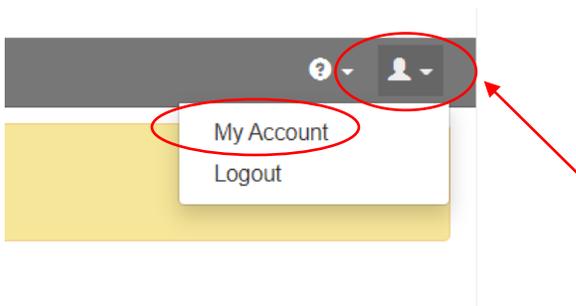
Remember me? ⓘ

Sign In

[Help! I forgot my password...](#)

Once you've created your account, you can return to the link at the top of this instruction sheet, and fill out your username and password in the gray box on the right of the screen.

Editing Your Contact Information



My Account :: mmouse [ⓘ](#)

Username
mmouse

Name
Mickey Mouse

Email
volunteer@mwcm.org

Home Phone

Mobile Phone

Address

Timezone
America/New_York

Preferred Method(s) of Communication
Not Specified

Default Job Group(s)
Essex, Walt Disney World

Subscribe to Daily Reminders of personal shift assignments
Email

Current Password *

New Password *

Confirm Password *

Update Password

If you would like to edit your personal contact information in Scheduler, you can do so by clicking the icon of the person on the top right of the screen, and then clicking "My Account" This will bring you to the "My Account" page, where you can edit your information by clicking the small blue icon to the right of your username.

Viewing Your Assignments

Help Wanted ⓘ **My Assignments** ⓘ Shift History ⓘ

My Assignments

Ongoing Assignments ⓘ

every Thursday - Driver: Walt Disney 1 (Start: 25 Mar 2021)

One-time Assignments ⓘ

- Tuesday, 06 April 2021 - Driver: Walt Disney 1
- Wednesday, 24 March 2021 - Driver: Walt Disney 2
- Monday, 22 March 2021 - Driver: Walt Disney 1

Unconfirmed Assignments ⓘ

No unconfirmed assignments currently.

Time off ⓘ

No future time off scheduled.

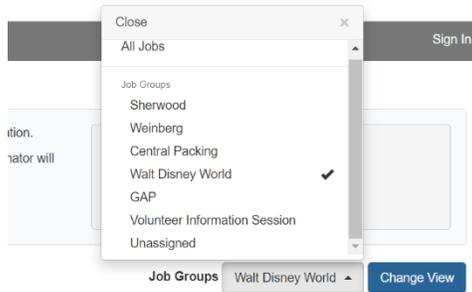
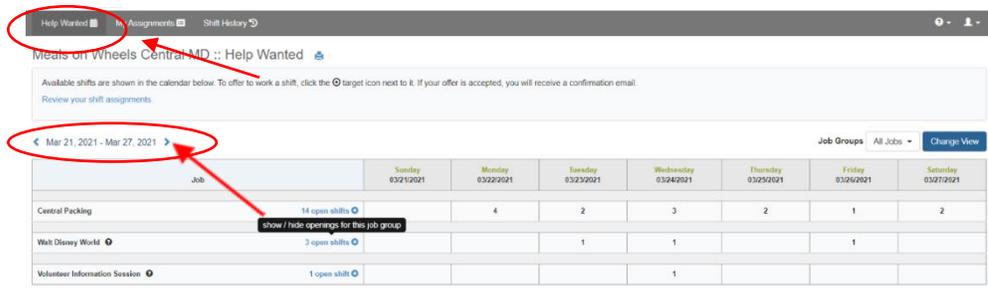
Calendar
your confirmed and canceled assignments

Color Legend: Weekly, Monthly, Custom, One-time, Tin

Sun	Mon	Tues	Wed	Thurs	Fri
				1 D. Walt Disney 1 ⓘ	2
				3	
4	5	6 D. Walt Disney 1 ⓘ	7	8 D. Walt Disney 1 ⓘ	9
10	11	12	13	14	15
16	17	18	19	20	21
22	23	24	25	26 D. Walt Disney 1 ⓘ	27
28	29	30	31		

Once you've completed your registration and have your User Account, you can view your shifts under "My Assignments" located on the taskbar at the top of the page. This will also show your ongoing meal delivery schedule! If you are assigned to an ongoing (weekly/bi-weekly) regular route at your site, you can see it here.

Viewing Open Shifts

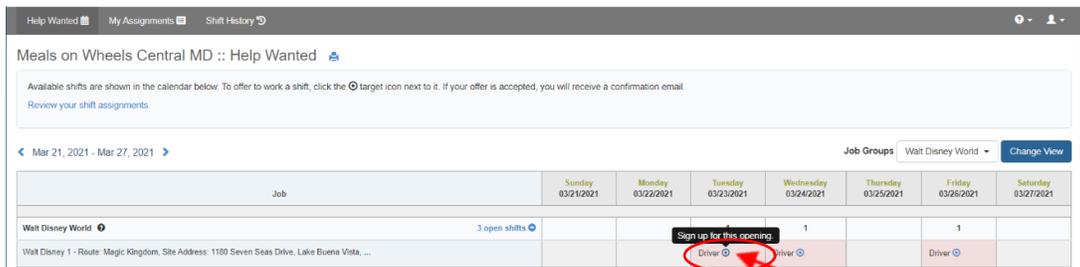


To view the openings for our delivery shifts, select the site name or "All Jobs" in the drop-down menu next to "Job Groups" and click "Change View."

Our "Help Wanted" page, located on the taskbar at the top of the screen, show all our open shifts for that week. If you would like to look at openings for upcoming weeks, click the blue arrows in the top left of the calendar.

Only sites that have an opening will be listed. If you don't see any openings for your site, check back another time.

Signing-up for Open Delivery Shifts



To sign up for a shift, click the blue circle next to "Driver" on the shift that you would like to pick-up.

*While you can't view open shifts for sites right now, we will open that feature soon! Then, you will be able to sign yourself up for substitute shifts at various sites!

You will be able to see the location of the site and the address of the site in the "Job" column.

Shift Confirmation Emails

Thanks!

You have committed to the following shift:

Assigned To: Mickey Mouse
Shift Date: Friday, 16 April 2021
Job: Walt Disney 2 (Route: Epcot, Site Address:200 Epcot Center Dr, Orlando, FL 32821)
Position: Driver
Job Group: Walt Disney World (**Only those who are trained and approved to deliver meals can sign up for this opportunity.)

If this is not correct or you are not able to make your shift, please follow this [link](#) to cancel your shift.

When you sign-up and are approved for a shift, you will receive an email like this one. The email will include the location of your volunteer opportunity, the arrival time, and the date.

Canceling Your Shift from the Confirmation Email

Shift Details

Assigned To: Mickey Mouse

Shift Date: Friday, 16 April 2021
Job: Walt Disney 2 (Route: Epcot, Site Address:200 Epcot Center Dr, Orlando, FL 32821)
Position: Driver
Job Group: Walt Disney World (*Only those who are trained and approved to deliver meals can sign up for this opportunity.)

Cancel Shift

If you can't make this shift, you may notify the volunteer coordinator and remove yourself from the schedule using this form. Please try to cancel as far in advance as possible!

Please provide a reason for cancellation:

Cancel my shift

Canceling Your Shifts from Scheduler

17	18
24 D: V Cancel assignment for this shift	25 D: V
31	

My Assignments

Ongoing Assignments ⓘ

every Thursday - Driver: Walt Disney 1

One-time Assignments ⓘ

Cancel esday, 06 April 2021 - Driver: Walt Disney 1

Wednesday, 24 March 2021 - Driver: Walt Disney 2

Monday, 22 March 2021 - Driver: Walt Disney 1

Reassign/Cancel Assignment

Thursday, 25 March 2021 - Driver: Walt Disney 1 for *Mickey Mouse*

Please provide a reason below

Confirm Cancel

Shift Assignment Canceled



Shift Assignment Canceled

The previously scheduled assignment for the following shift has been canceled:

Contact: Mickey Mouse
Shift Date: Friday, 16 April 2021
Job: Walt Disney 2 (Route: Epcot, Site Address:200 Epcot Center Dr, Orlando, FL 32821)
Position: Driver

If you would like to cancel a one-time shift, you can do so by clicking the link in the email (see previous step). In the page that the link brings you to, please write your reason for canceling and click "Cancel my shift."

You can also cancel your shifts from your "My Assignments" page on Scheduler. To do this, click the "X" symbol under the shift in your calendar (for on-going shifts) or next to the date on your listed assignments (for one-time assignments only).

When you cancel from your portal, you will need to provide a reason and click "confirm."

Whether you cancel from the email or from your portal, you will receive a shift cancellation email like this one. It will list the details for your canceled shift, so that you can confirm that you canceled the correct one.

Please contact Volunteer Services with any questions! Thank you!