



VOLUNTEER GUIDE

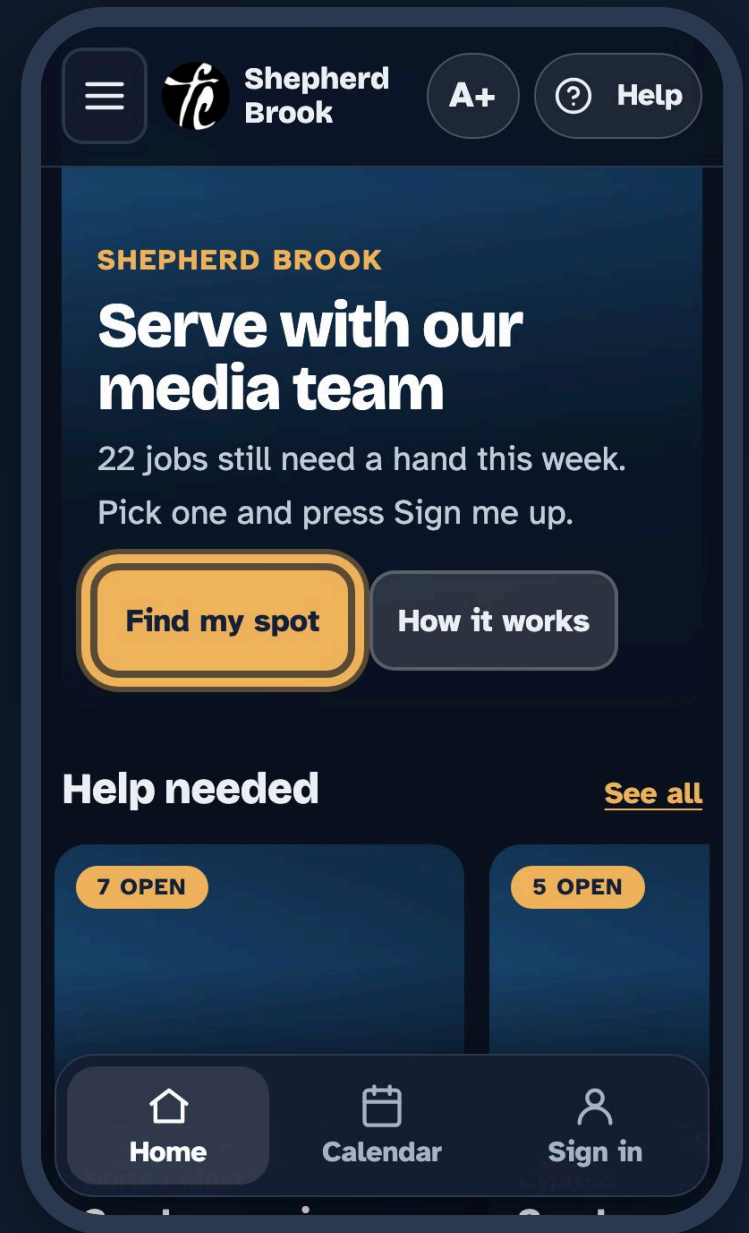
How to sign up to serve

A step-by-step guide for volunteers. No password, nothing to install.

STEP 1

Open the website

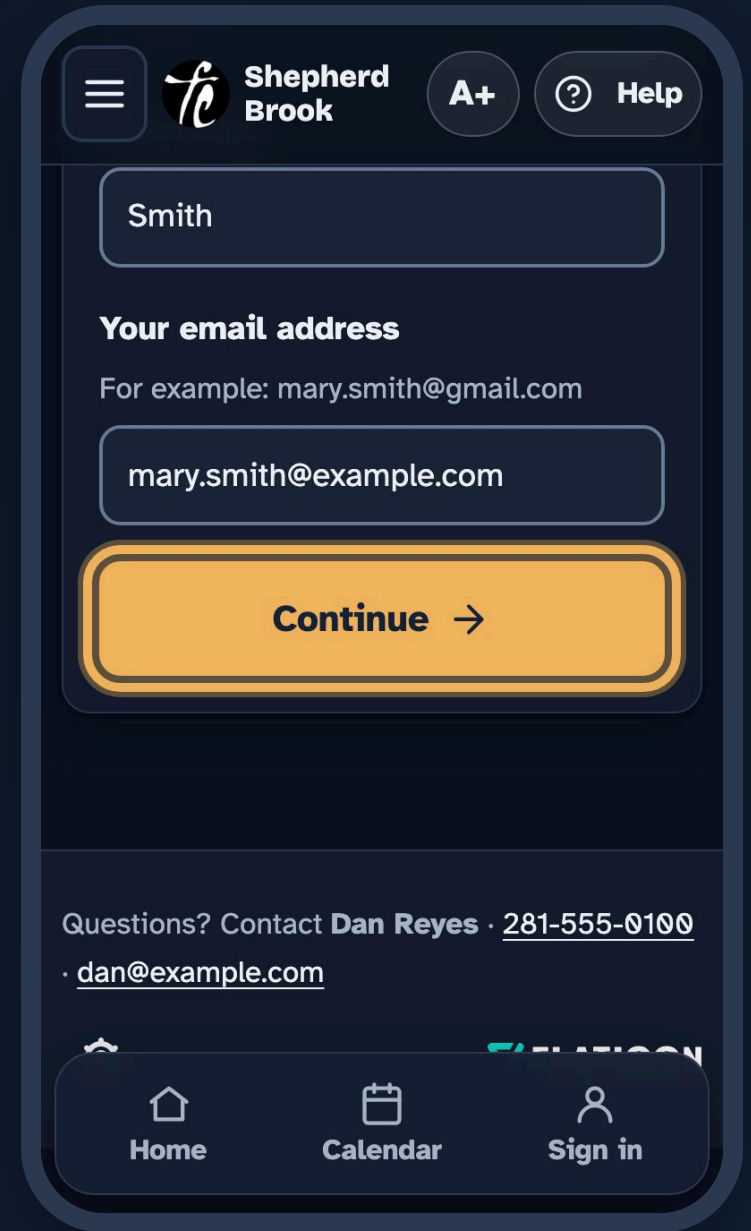
1. Open the church's volunteer website in **Safari**.
2. On Home, press **Find my spot**.



STEP 2

Tell us who you are

1. Type your **first name** and **last name**.
2. Type your **email address**.
3. Press **Continue**. There is no password.



The image shows a mobile app interface for 'Shepherd Brook'. At the top, there is a navigation bar with a menu icon, the app logo, the name 'Shepherd Brook', and buttons for 'A+' and 'Help'. Below the navigation bar, there is a text input field containing 'Smith'. Underneath this, the text 'Your email address' is displayed, followed by a hint 'For example: mary.smith@gmail.com'. Below the hint is another text input field containing 'mary.smith@example.com'. A large orange button with the text 'Continue →' is positioned below the email field. At the bottom of the screen, there is a footer section with the text 'Questions? Contact Dan Reyes · 281-555-0100 · dan@example.com'. Below the footer is a bottom navigation bar with three icons: a house icon labeled 'Home', a calendar icon labeled 'Calendar', and a person icon labeled 'Sign in'.

Shepherd Brook

Smith

Your email address

For example: mary.smith@gmail.com

mary.smith@example.com

Continue →

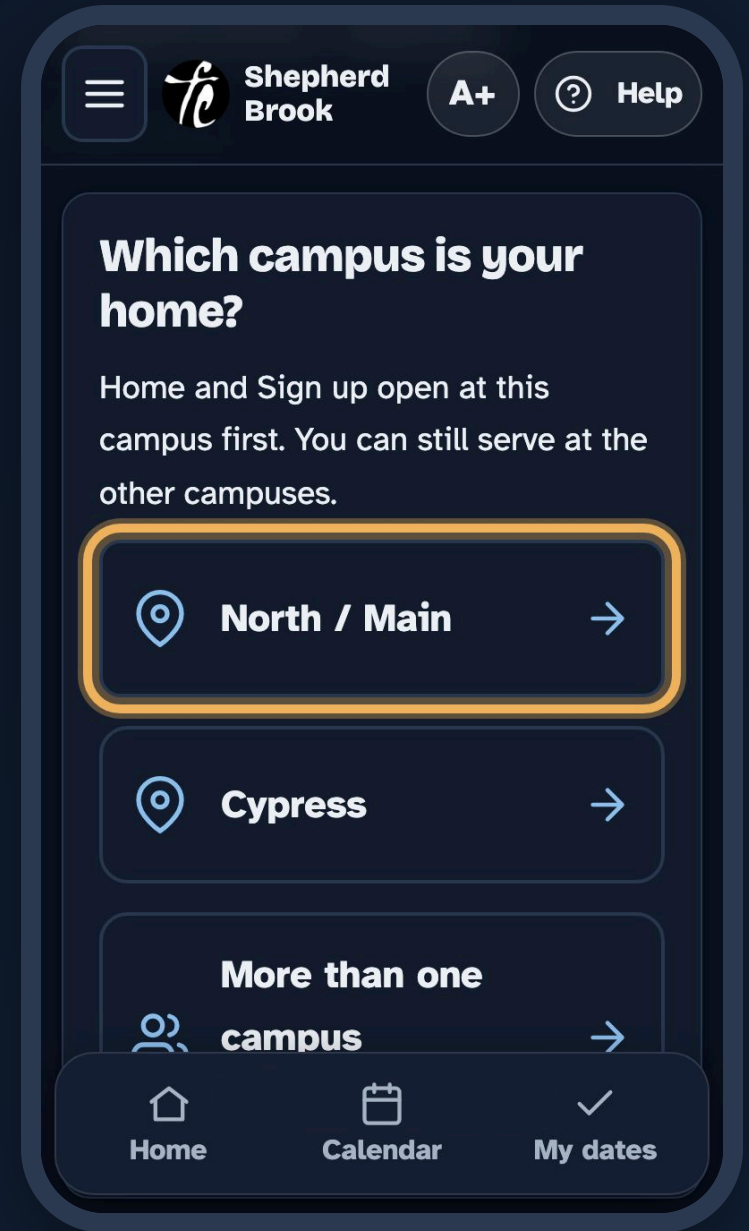
Questions? Contact Dan Reyes · 281-555-0100 · dan@example.com

Home Calendar Sign in

STEP 3

Choose your home campus

1. Press the campus where you usually serve.
2. You can still serve at the other campuses.



STEP 4

Fill in your application

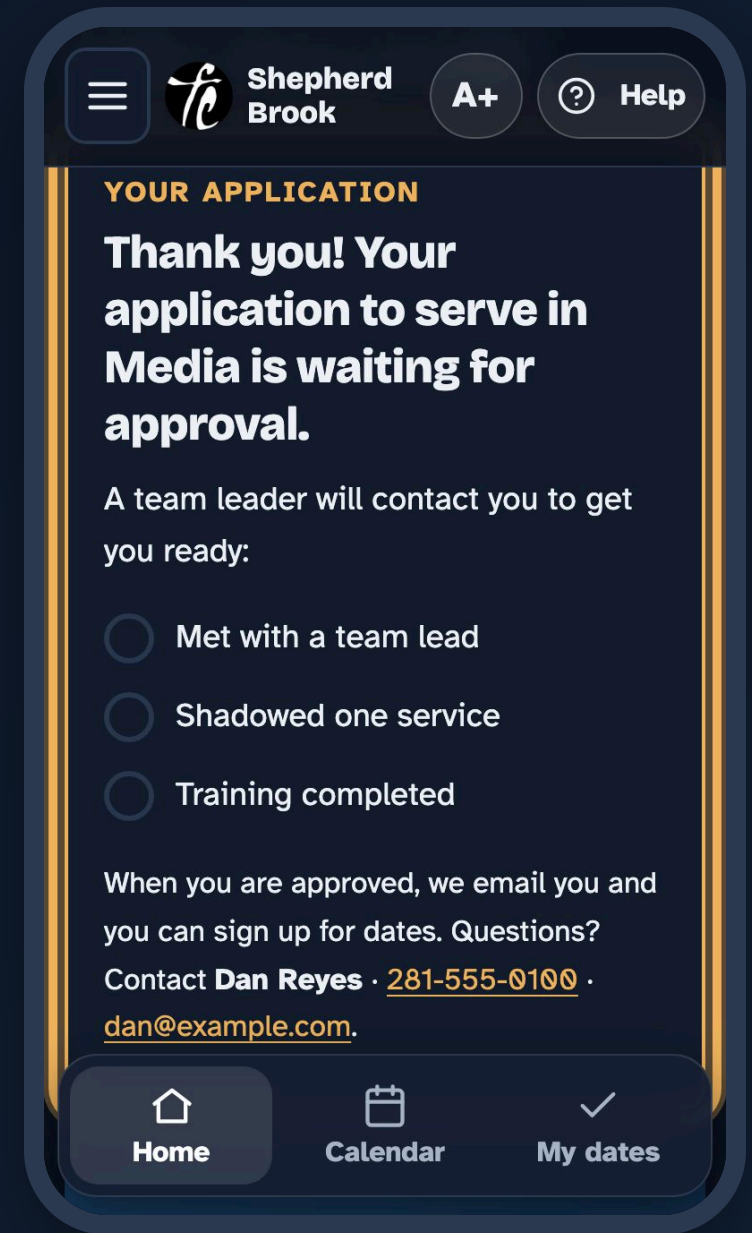
1. Press **Fill in my application**.
2. Type your phone number and birth date, and choose your shirt size.
3. Choose the job you want most and the jobs you want to learn.
4. Check the box and press **Send my application**.

The screenshot shows a mobile app interface for 'Shepherd Brook'. At the top, there is a navigation bar with a menu icon, the 'Shepherd Brook' logo, an 'A+' button, and a 'Help' button. Below the navigation bar, there is a text input field containing the text 'I ran sound at my last church.' Below this, there is a checkbox that is checked, with the text 'I will follow the church's volunteer guidelines.' Below the checkbox, there is a large orange button with a checkmark icon and the text 'Send my application'. At the bottom of the screen, there is a footer section with the text 'Questions? Contact Dan Reyes · 281-555-0100' and 'dan@example.com'. Below the footer, there is a bottom navigation bar with three icons: a house icon labeled 'Home', a calendar icon labeled 'Calendar', and a checkmark icon labeled 'My dates'.

STEP 5

Wait for approval

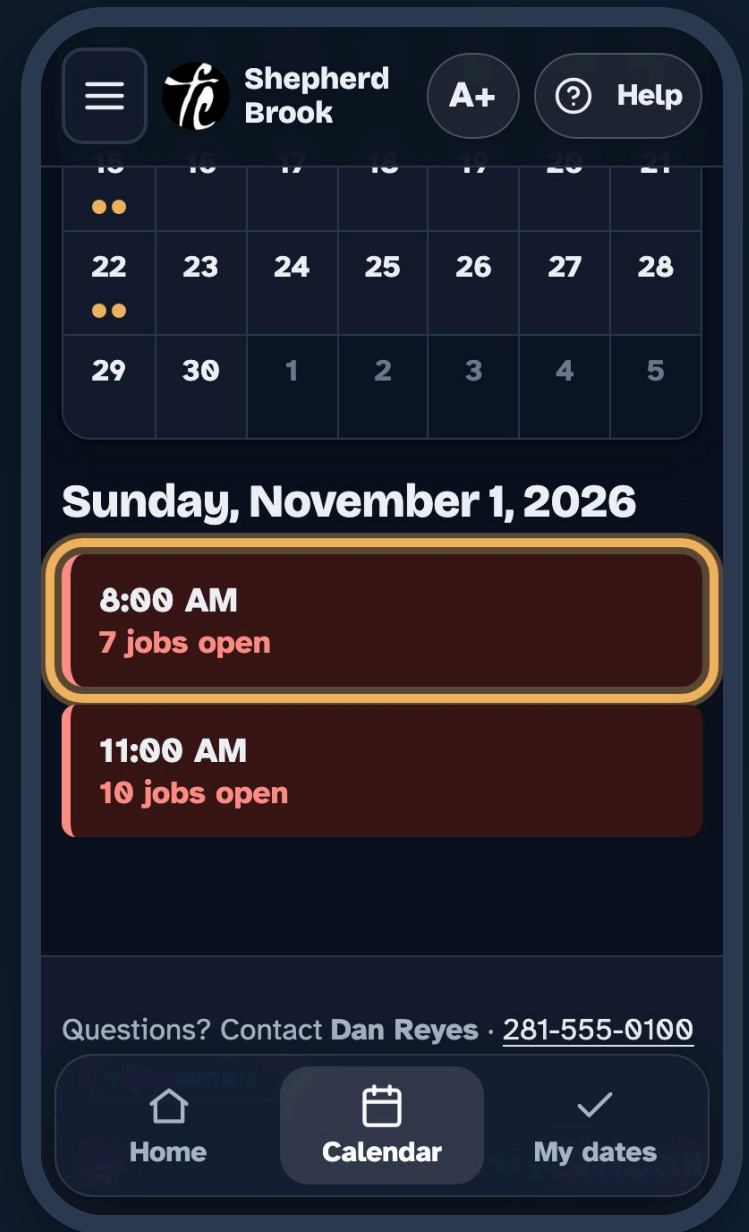
1. A team leader will contact you to get you ready.
2. **Home** shows the steps: meet, shadow a service, training.
3. We email you when you are approved. Then you can sign up.



STEP 6

Find a service

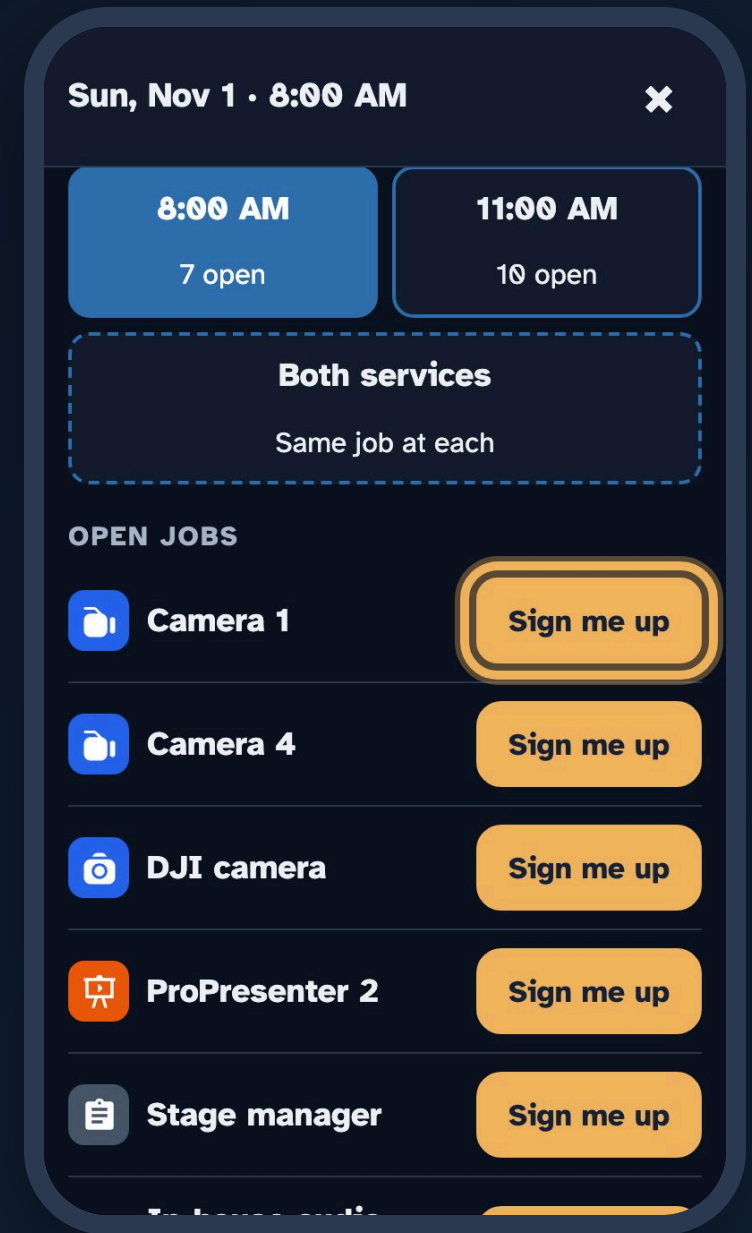
1. Press **Calendar** at the bottom of the screen.
2. Tap a day with dots, then tap a service.
3. **Gold** or **red** means jobs are still open.



STEP 7

Pick a job

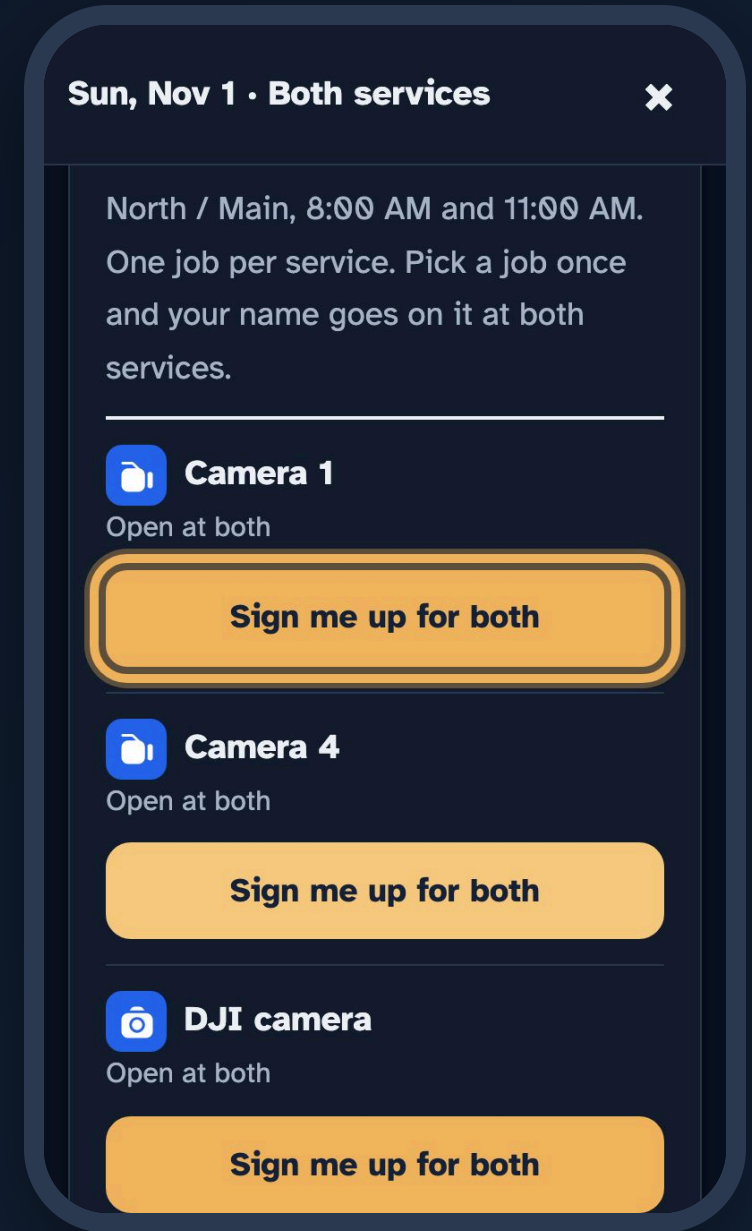
1. You see the open jobs for that service.
2. Press **Sign me up** next to the job you want.
3. Your name is on the job right away.



STEP 8

Serve at both services

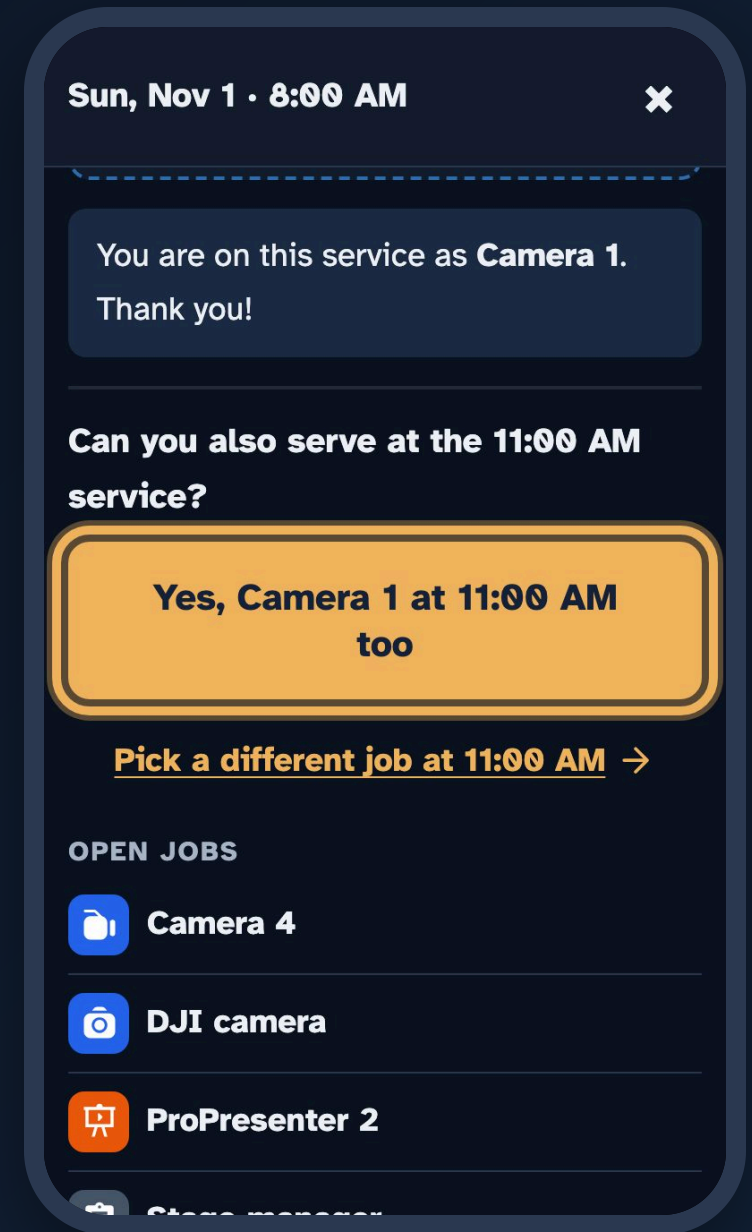
1. At North there are two services.
2. Press **Both services**.
3. Press **Sign me up for both** next to a job.



STEP 9

Already signed up for one?

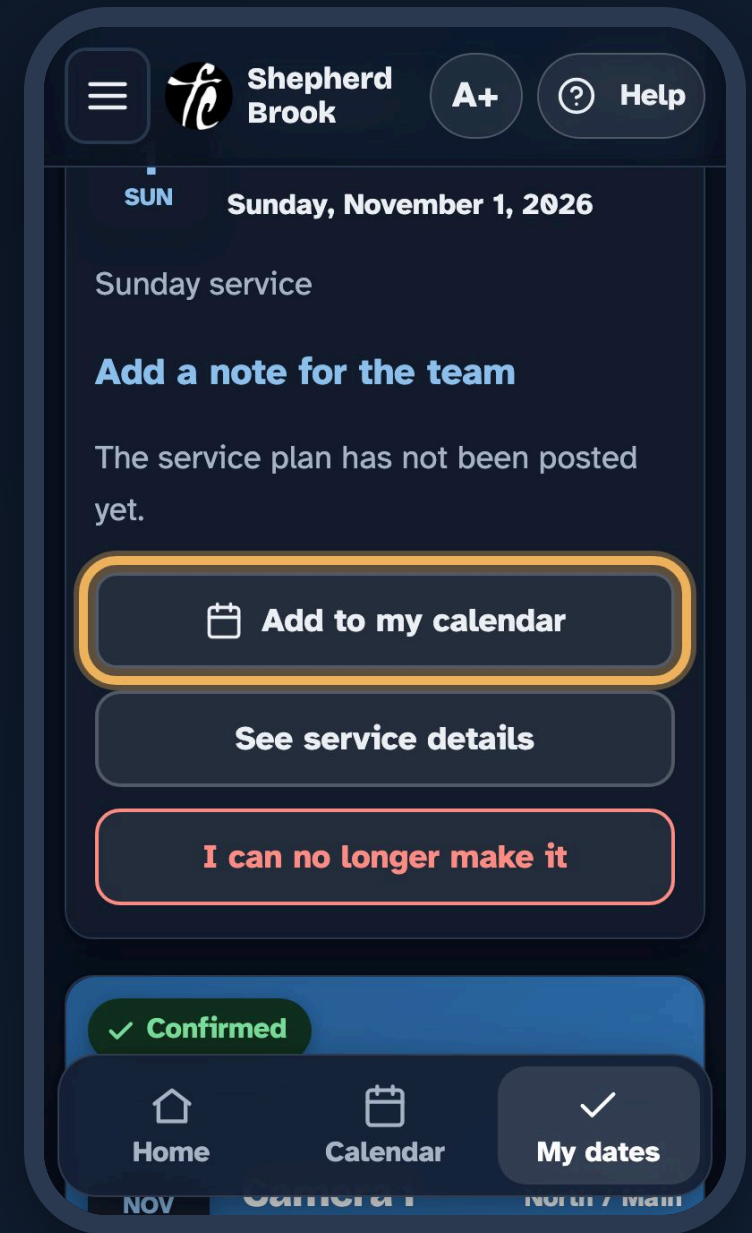
1. The page asks: **Can you also serve at the 11:00 AM service?**
2. Press **Yes** to take the same job there too.
3. Or press **Pick a different job.**



STEP 10

See your dates

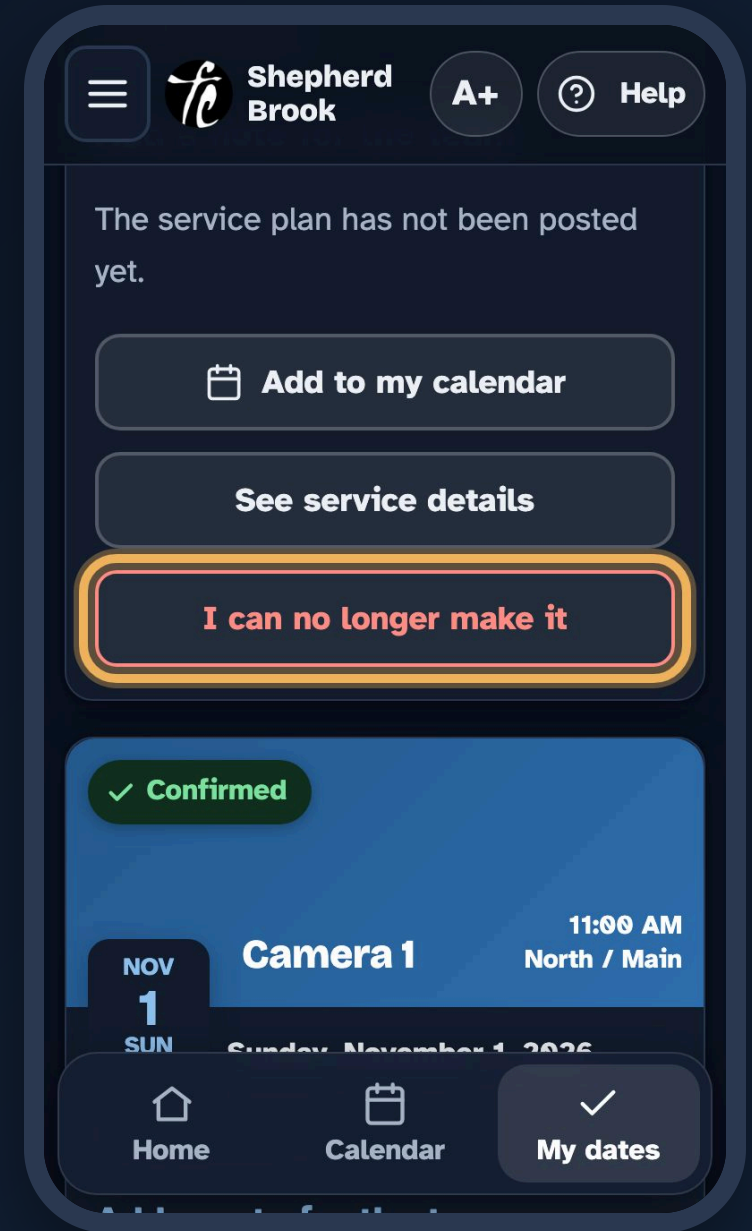
1. Press **My dates** at the bottom of the screen.
2. Each date shows your job, the time, and the campus.
3. Press **Add to my calendar** to save it on your phone.



STEP 11

Can't make it?

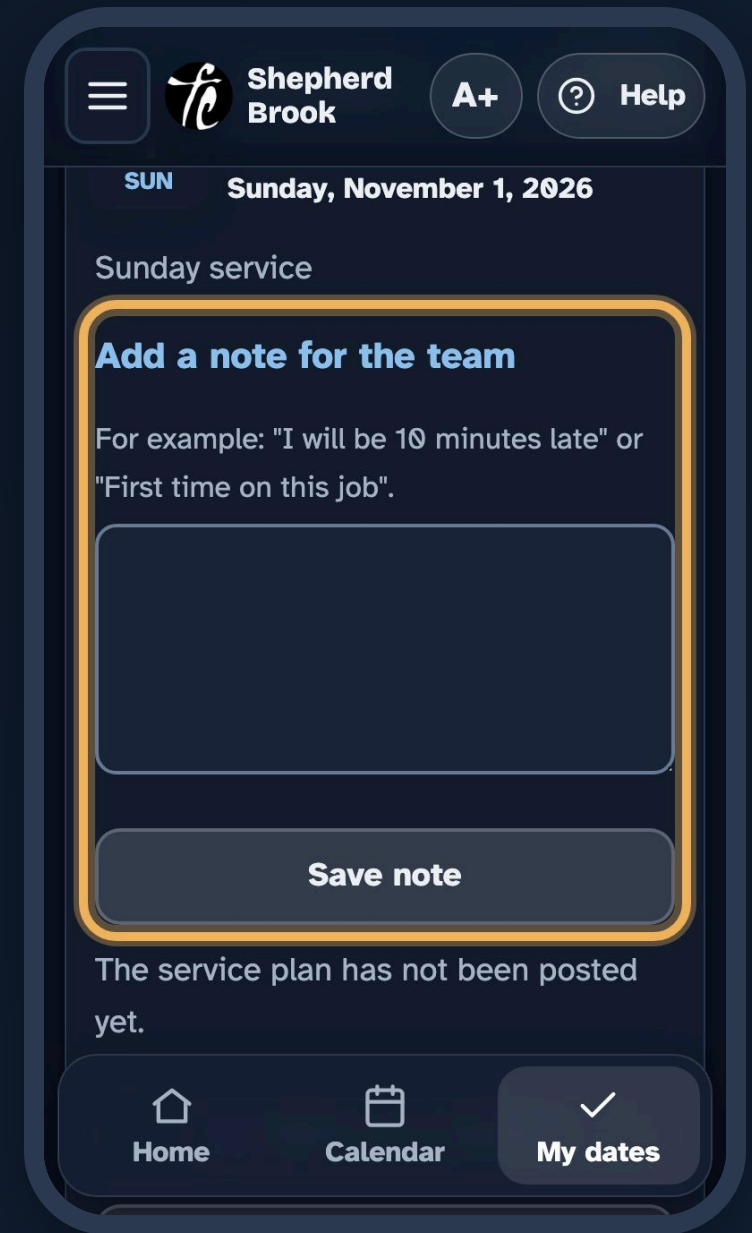
1. On **My dates**, press **I can no longer make it**.
2. If there is a backup, we ask them to fill in.
3. On the day of the service, please also call the team.



STEP 12

Leave a note for the team

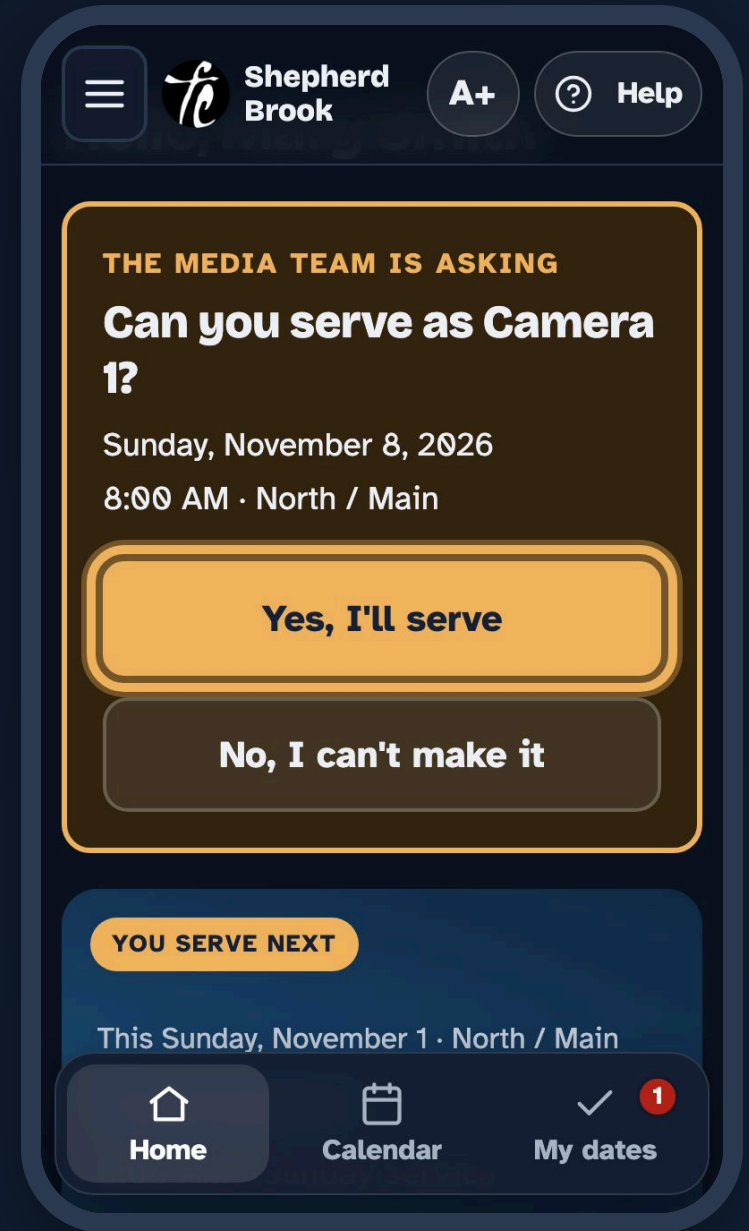
1. On **My dates**, press **Add a note for the team**.
2. Type something like "I will be 10 minutes late."
3. Press **Save note**.



STEP 13

When the team asks you

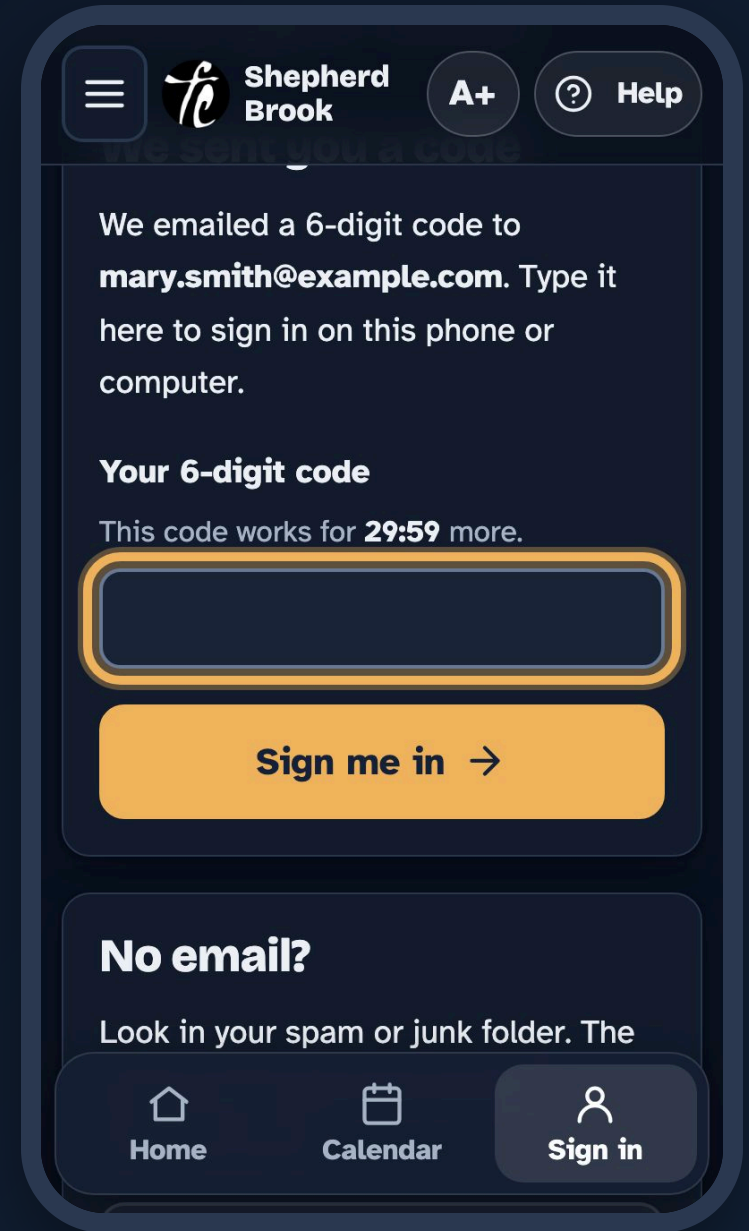
1. Sometimes the team asks you to serve.
2. The question shows on **Home**.
3. Press **Yes, I'll serve**, or **No, I can't make it**.



STEP 14

Using a new phone?

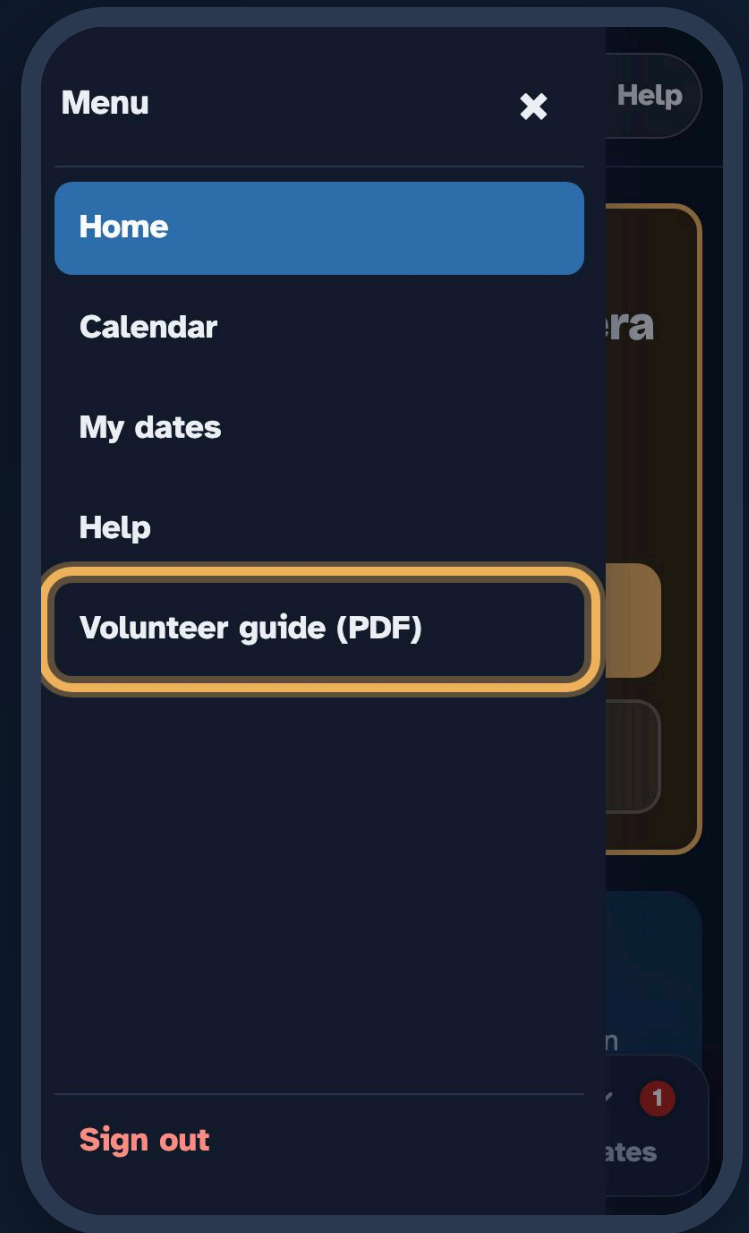
1. Type the same name and email as before.
2. We email you a **6-digit code**.
3. Type the code and press **Sign me in**.



STEP 15

Find Help and this guide

1. Press ☰ at the top left to open the menu.
2. **Help** has answers to common questions.
3. **Volunteer guide** downloads this guide.



GOOD TO KNOW

Make it easy to find

1. **Bigger words:** press **A+** at the top of the page.
2. **Put it on your Home Screen:** in Safari press **Share**, then **Add to Home Screen**.
3. **The site can't remember you?** Settings → Safari (or Apps → Safari) → **Advanced** → turn off **Block All Cookies**.



Questions?

Contact **Dan Reyes** or the media team. Every page has a **Help** button with answers.