

# USING THE STEWARDSHIP PORTAL

Ready to volunteer? Great! St. Sebastian's Stewardship Portal allows adults and children to track volunteer hours. Here's how to sign up at the portal – <http://bit.ly/SebsVol>. There are THREE steps.

1. Create an account for you and/or your family (do this once).
2. Apply for volunteer positions. Some need approval, so please apply early!
3. Sign up for the dates when you can volunteer.

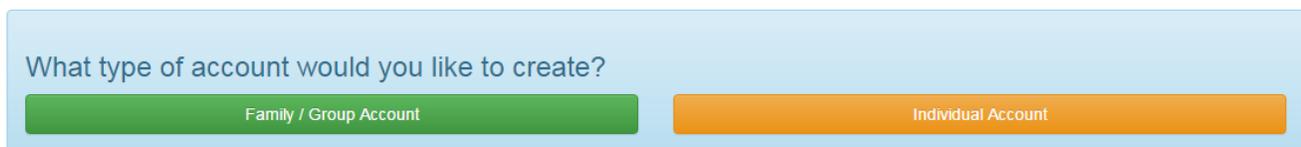
If you already have an account and an approved application, you can skip to Step 3 of this document.

## STEP 1: CREATE AN ACCOUNT

Click Create Account to make a portal account.



The first prompt that appears is...



**Choose "Family/Group"** to add your own information first and then information about your other family members. You can create a family group later (instructions below) if you don't want to do it now, but it is easier to do at this point.

**Choose "Individual Account"** if you are an adult with no other family members.

Notes on making an Account:

- To keep your online information secure, a complex password is required. As you enter the correct type and number of characters, the little thumbs get turned up and change from red to green.
- If you want to receive text reminders for the events you sign up for, enter your Mobile number. Standard text rates will apply.
- Your account request will be immediately approved and you will be logged in to the portal. To log in to the portal in the future, choose "Log in" at the upper right of the screen. Then just enter your email address and password, and away you go!



If you already set up an individual portal account in the past, but now want to add your family members to your Family, follow these steps.

- On the Menu, select View / Edit Managed Participants



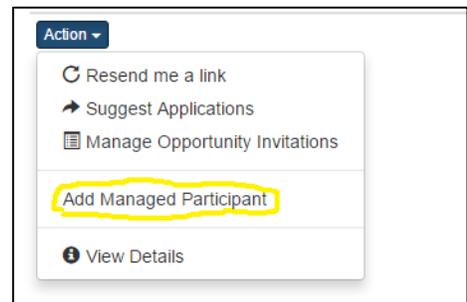
– or on your Dashboard, click View in the MANAGE YOUR FAMILY/GROUP section



- Enter in the name of your Family, if you have not already done so, and click **Create**. If your family uses more than one last name, use whichever name you'd like.



Click **Action** next to your Group Name, then click Add Managed Participant. Complete the information for your family members.



## STEP 2: SUBMIT AN APPLICATION

To make it clear exactly what the volunteers will be doing, we've asked all the St. Sebastian event coordinators to develop descriptions for each volunteer position they think they'll need. Some positions require you to "apply" for the job by answering a few simple questions. Those positions involving working with children may require a background check. Here's how to apply:

Your Dashboard will tell you how many Application have been approved and pending. Click Apply in the GETTING STARTED section to begin the application process for yourself or one the family members you are managing.



A screen like this will appear listing all the available applications. Those in green have been approved. The applications are associated with various positions. For example, completing a General Adult Application would allow you to sign up for many opportunities, including Fish Fry Positions (note cashier assistant in red), car wash adult helpers, auction volunteers and more!

Actions	Applications	Volunteer Positions	Date Submitted	Date Reviewed	Status
<a href="#">Apply</a>	Adult Cantor Application	<a href="#">Cantor at Mass</a>			Available
<a href="#">Apply</a>	General Adult Volunteer	<a href="#">-Stewardship Portal Coordinator</a> <a href="#">Adult 8th grade DC trip fund raising volunteer</a> <a href="#">Adult Volunteer</a> <a href="#">Auction Night Volunteer</a> <a href="#">Auction Planning Committee Volunteer</a> <a href="#">Boutique Clean up Adult Helper</a> <a href="#">Breakfast with St. Nick-Clean Up</a> <a href="#">Cabaret Game Coordinator</a> <a href="#">Cabaret Game Seller</a> <a href="#">Christmas Decorations Tear-Down</a> <a href="#">Church Environment Volunteers</a> <a href="#">Church Hall Kitchen Ministry Volunteers</a> <a href="#">Church Hall Kitchen Organizer</a> <a href="#">Clean Up Assistant</a> <a href="#">Dessert Donations</a> <a href="#">Dishwasher</a> <a href="#">Easter Sunday Church Preparation</a> <a href="#">Event Organizer</a> <a href="#">Fish Fry Adult Volunteer</a> <a href="#">Fish Fry Dinner Crew: Beverage Cart</a> <a href="#">Fish Fry Dinner Crew: Beverage Table</a> <a href="#">Fish Fry Dinner Crew: Cashier Assistant</a> <a href="#">Fish Fry Dinner Crew: Dessert Table Monitor-Cashier</a> <a href="#">Fish Fry Dinner Crew: Fries</a> <a href="#">Fish Fry Dinner Crew: Fry Kid Coordinator</a> <a href="#">Fish Fry Dinner Crew: Fryers</a> <a href="#">Fish Fry Dinner Crew: Supervisor</a> <a href="#">Fish Fry Dinner Host/Hostesses</a> <a href="#">Fish Fry Dinner-Dining Room Crew: Busser Crew</a> <a href="#">Fish Fry Dinner-Dining Room Crew: Cashier</a> <a href="#">Fish Fry Dinner-Dining Room Crew: Fry Kid Adult Helper</a> <a href="#">Fish Fry Dinner-Dining Room Crew: Salad Bar Supervisor</a> <a href="#">Fish Fry Dinner-Kitchen Crew: Carryout Crew</a> <a href="#">Fish Fry Dinner-Kitchen Crew: Dippers</a> <a href="#">Fish Fry Dinner-Kitchen Crew: Dishwasher</a> <a href="#">Fish Fry Dinner-Kitchen Crew: Floater</a> <a href="#">Fish Fry Dinner-Kitchen Crew: Soup, Veggies &amp; Nuggets Station</a> <a href="#">Fish Fry Dinner-Kitchen Crew: Windows Volunteers</a> <a href="#">Fish Fry Prep/Dinner: Cutter</a> <a href="#">Fish Fry Set Up Crew</a> <a href="#">Fish Fry: Clean Up Crew</a> <a href="#">Fish Fry: Dinner Crew: Special Soup Maker</a> <a href="#">Fish Fry: Prep Crew</a> <a href="#">General Adult Volunteer</a> <a href="#">Hello Dolly Waiters</a> <a href="#">Morning Drop Off Attendant</a> <a href="#">Selfless Saturday Volunteer</a> <a href="#">Set Up Assistant</a> <a href="#">Spiritwear Sale Coordinator</a> <a href="#">St. Sebastian Girl Scout Coordinator</a> <a href="#">Stewardship Committee member</a> <a href="#">Teacher Appreciation Dinner Coordinator</a> <a href="#">Teacher Appreciation Dinner Food Contributor</a> <a href="#">Tri-Parish Mission -Day of Helper</a> <a href="#">Winter Farmers' Market Beverage Table</a>	6/9/2015	1/25/2016	Approved
<a href="#">Apply</a>	General High School Volunteer	<a href="#">Fish Fry High School Volunteer</a> <a href="#">General High School Volunteer</a>			Available
<a href="#">Apply</a>	General Youth Volunteer (Middle School & Younger)	<a href="#">Advent Fun Day - Student Volunteer</a> <a href="#">Boutique Clean up Student Helper</a> <a href="#">Fish Fry: Fry Kid Server</a> <a href="#">Fry Kid Busser-Setter</a> <a href="#">Fry Kid Child Care Assistant</a> <a href="#">Fry Kid Childcare Assistant</a> <a href="#">Fry Kid Elevator-Hallway Monitor</a> <a href="#">Fry Kid Server Shadow</a> <a href="#">Fry Kid: Fish Fry Youth Volunteer (Middle School &amp; Younger)</a> <a href="#">General Youth Volunteer</a> <a href="#">Selfless Saturday Student Volunteer</a> <a href="#">STUDENT Volunteer for 8th Grade DC Trip Fundraising</a>			Available
<a href="#">Apply</a>	Safe Environment Compliant Adult Volunteer	<a href="#">Adult Volunteer - Assured</a> <a href="#">Advent Fun Day - Adult Volunteer</a> <a href="#">Catechist K4 to Grade 6</a> <a href="#">Catechist Youth Ministry 7th to 10th grade</a> <a href="#">Chess Club/Team Volunteer</a> <a href="#">DC Trip Chaperone</a> <a href="#">Fish Fry Adult Volunteers: Child Care Coordinator and Fry Kid Coordinator</a> <a href="#">Fry Kid Busser - Setter Lead</a> <a href="#">Lunch Bunch Volunteer *</a> <a href="#">Mileage Club Volunteer *</a> <a href="#">Replacement Catechist/Assistant *</a> <a href="#">Vacation Bible School Assistant *</a>	9/25/2015	9/29/2015	Approved

Step 1. Decide who you are applying for. At the top of the screen, choose yourself or one of your family members that you manage. The application list on the page will refresh showing applications in green that they are approved for.

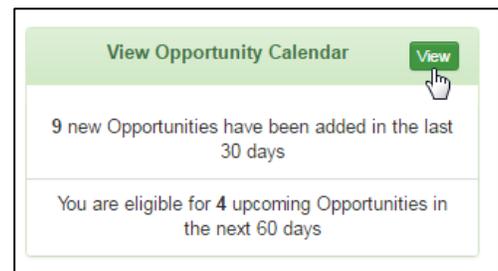


Step 2. Click **Apply** next to the correct application. The application screen will appear.

- Read each section of the application carefully and answer all questions. Click **Next Screen** at the bottom of each page to advance to the next section. Once all sections are completed, click **Submit**. You'll see a message saying that the application has been submitted.
- Check your email for application status including how long it may take the Volunteer Manager to complete the review. A notification of the review (approval or denial) will be sent to you via a Portal message and as well as via email.

### STEP 3: SIGN UP TO VOLUNTEER!

- Once you get the email saying you're eligible to volunteer, on your Dashboard, click View to see the Calendar of Opportunities where help is needed.



- Use the colors described at the top of the screen for more information:
  - **Green** are ones you are eligible for based on your approved applications
  - **Light cyan** are dates that are full or may have a waiting list you could sign up for
  - **Red** means that registration is closed (usually the event is over)
  - **Orange** means you are not eligible to volunteer (needs an approved application)
  - **Light violet** are special events (see **page \_\_\_\_\_** below for details on signing up for special events).
- Hover your mouse over an opportunity on the calendar to view a brief summary.
- Click on the opportunity to see more details, including who has already signed up

HINT: Use the filters at the top to see just the opportunities you want to see. The rightmost filter will display just the opportunities you are signed up for.

**Single date sign up** – After clicking on the opportunity of your choice on the date you can volunteer, click the green **Register** button and pick “Myself.” If you’re signing up for someone else in your family, choose that person from the list.

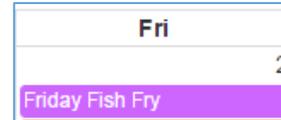
**Multiple date sign up** – Click **Show Future Dates** at the bottom of the screen, and additional dates for this opportunity will appear. Click the green **Register** button for each one you want to sign up for.

Date	Start Time	End Time	Additional Notes	Actions
Friday 9/25/2015	7:40 AM	8:10 AM		Register - Cancel Registration -
Friday 10/2/2015	7:40 AM	8:10 AM		Register - Cancel Registration -
Friday 10/16/2015	7:40 AM	8:10 AM		Register - Cancel Registration -
Friday 10/23/2015	7:40 AM	8:10 AM		Register - Cancel Registration -

## SPECIAL EVENTS

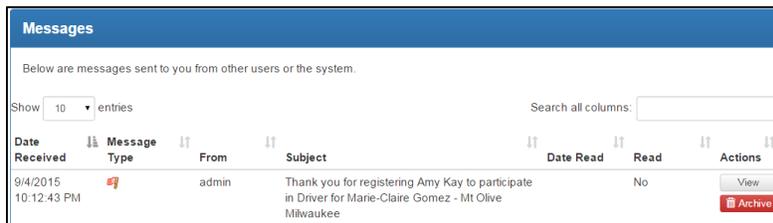
Click a special event on the Calendar (denoted by its light violet color).

A screen will open like this.



1:30 PM to 4:30 PM: Fish Fry Set Up Crew	0 Signed Up of 7 Total Spots • 7 Available
2:00 PM to 7:30 PM: Fish Fry Prep & Dinner: Cutters	0 Signed Up of 1 Total Spots • 1 Available
2:00 PM to 2:30 PM: Fish Fry: Special Soup Maker	0 Signed Up of 2 Total Spots • 2 Available
3:45 PM to 7:30 PM: Fish Fry Dinner Crew: Fry Kid Coordinator	0 Signed Up of 1 Total Spots • 1 Available
4:00 PM to 7:30 PM: Fish Fry Dinner-Dining Crew: Salad Bar Supervisor	0 Signed Up of 1 Total Spots • 1 Available
4:00 PM to 7:30 PM: Fish Fry Dinner-Dining Room Crew: Busser	0 Signed Up of 3 Total Spots • 3 Available
4:15 PM to 7:30 PM: Fish Fry Dinner-Kitchen Crew: Windows Volunteers	0 Signed Up of 2 Total Spots • 2 Available

- All the different opportunities for that Special Event will appear and detail how many spots are available. They will be in **green** if you have an approved application and there are still volunteer spots open, **yellow** if it is full, and **blue** or **grey** if you don't have an approved application.
- Click on the Opportunity. It will open a registration/details screen like the non-special event opportunities.
- Click **Register** to sign up yourself or one of your family members up.



## FOR ALL SIGN UPS

- You will receive a portal message and an email thanking you for registering for each opportunity. *Note you are not signed up and the Volunteer Coordinator for that event does not know you are coming until you get this email!*
- The email will have a link in it to add the Opportunity date/time to your Google or Outlook calendars.
- You may also receive an email and/or text reminder (if you entered a mobile number when creating your account) before your scheduled volunteer date.