

# Volunteer Console How-To Guide

Arts Margaret River introduced the MyVolunteer Software to streamline the Volunteering Process for both our Volunteers and Staff. It is a simple, but effective program, and one that people of all ages can use. There is nothing you can do that will break the software, so follow the below steps (with screenshots) to jump on in and have a look around.

1. The easiest way to sign in to your Volunteer Console is to visit [www.artsmargaretriver.com](http://www.artsmargaretriver.com) and click on the green My Volunteer Page button (circled in red in the below picture for your reference):

File Edit View History Bookmarks Tools Help  
Home - Arts Margaret River x +  
www.artsmargaretriver.com Search

arts margaret river — the arts hub  
find out what's on in margaret river  
(08) 9758 7316  
info@artsmargaretriver.com  
Cultural Centre, Wallcliffe Rd, Margaret River

home about us buy tickets events support us news cultural centre sponsors jobs contact

Cinema in January  
Worried his grandson isn't showing signs of being a vampire, Brac puts him through a monster boot camp.  
VIN & THE CHIPMUNKS - \$8 (except for Special Event Screenings) ROAD CHIP  
Book tickets online or from the box office. 22 JAN 11am (Monday - Friday 10am - 4pm) or half an hour before screening. Online sales available until Friday 5pm, then tickets at the door. BUY TICKETS ...  
THE PEANUTS MOVIE THUR 28 JAN 11am  
Charlie Brown, the world's most beloved underdog, embarks upon an epic and heroic quest.  
ALL MATINEE TICKETS ONLY \$8  
STAR WARS: THE FORCE AWAKENS FRI 15 JAN 7pm & 10pm  
Come dressed as your favourite character for the chance to win a prize! A sausage sizzle will be available after the film.  
BRIDGE OF SPIES SUN 17 JAN 6pm  
At the height of the Cold War, both the US and Soviet Union

My Volunteer Page

coming events

TUE 12 School Holiday Cinema - Oddball (G)  
January 12 @ 11:00 am  
Margaret River Cultural Centre

THU 14 School Holiday Cinema - Hotel Transylvania 2  
January 14 @ 11:00 am  
Margaret River Cultural Centre

FRI 15 Friday Cinema - Star Wars: The Force Awakens (CTC)  
January 15 @ 7:00 pm  
Margaret River Cultural Centre

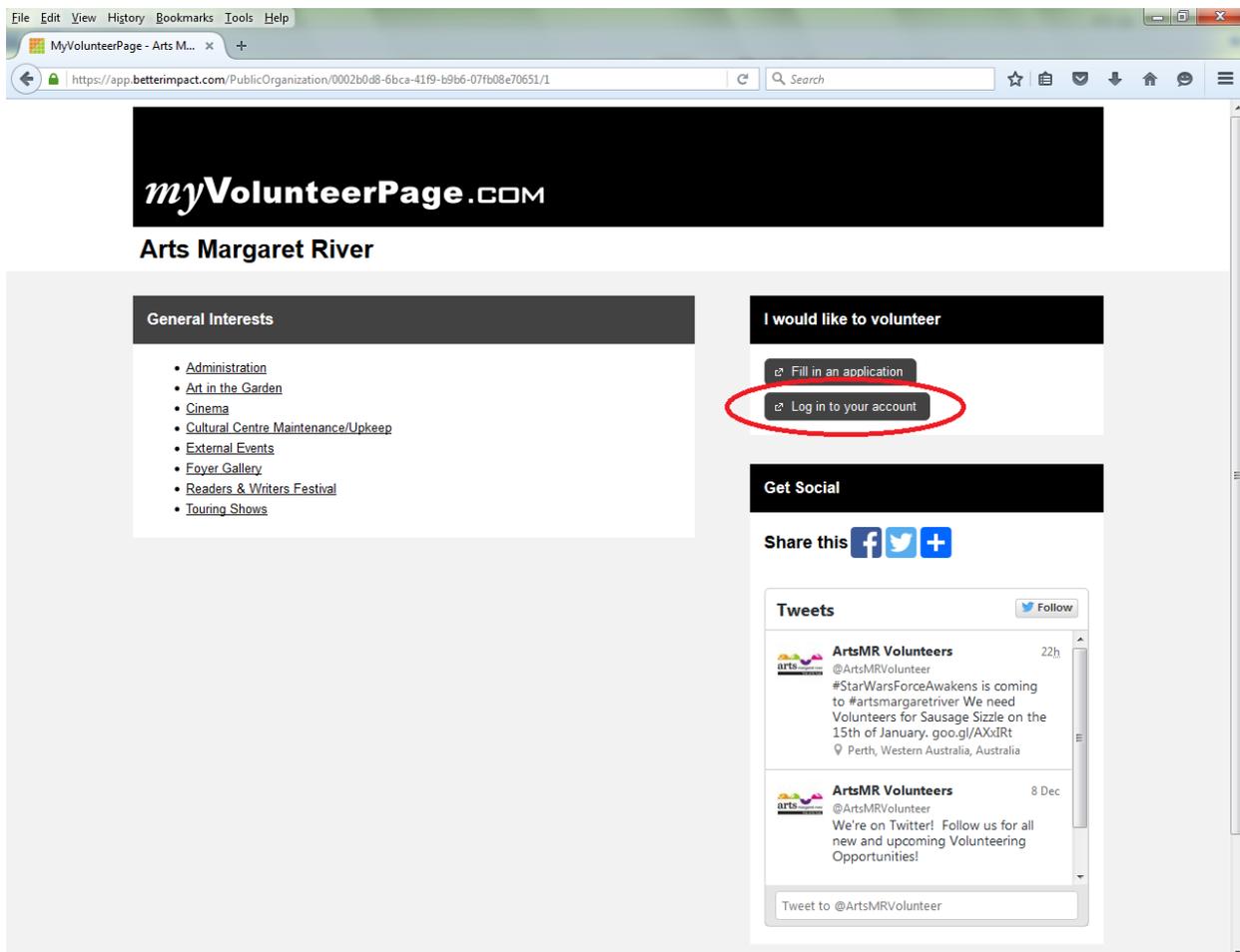
FRI 15 Friday Cinema - Star Wars: The Force Awakens (CTC)  
January 15 @ 10:00 pm  
Margaret River Cultural Centre

SUN 17 Sunday Cinema - Bridge of Spies [M]  
January 17 @ 6:00 pm  
Margaret River Cultural Centre

city of perth's opera in the park simulcast  
GIANNI SCHICCHI BY PUCCINI Gianni  
Schicchi features one of

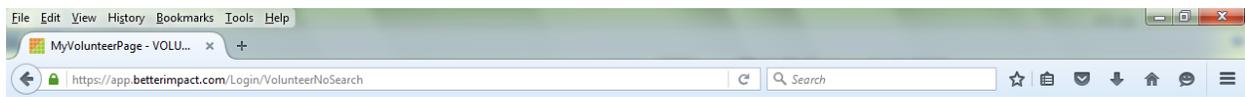
cinema in january  
Adults \$14, Arts Hub Members \$12, Youth \$8 (except for Special Event Screenings) Book tickets online or from the box

2. This will take you to the main MyVolunteerPage.com screen. As you are already a registered Volunteer at Arts Margaret River, click on the Log in to your account button (circled in red for your reference):



3. When we added all existing Volunteers to the new database, for most people, we registered you with your email address as your Username and set your Password as **password**. For some couples who use the same email address, we used your full name, lowercase with no spaces, as your Username (for example: johnsmith) and your Password as **password**. Try either of these combinations, and if they don't work, please email me at [volunteer@artsmargaretriver.com](mailto:volunteer@artsmargaretriver.com) and I will let you know your Username and reset your Password.

Enter your details as below (circled in red for your reference) and click Login.



## MyVolunteerPage.com Login

### Login

Username  Uppercases are not case sensitive.

Password  Passwords are case sensitive.

[Forgot your password?](#)

### Privacy Policy

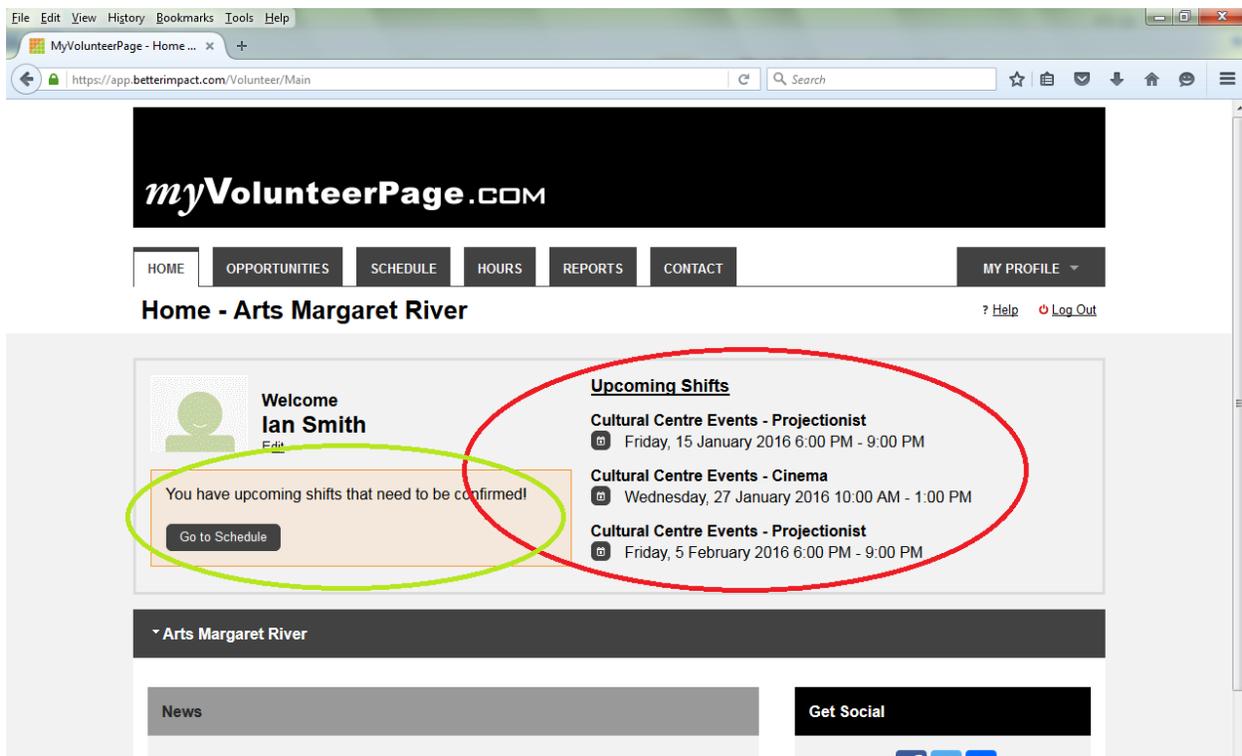
Information contained here is only visible to you and the specific organisation(s) you volunteer for. It will neither be disclosed to any other party nor used for any other purpose. [Click here to view the complete MyVolunteerPage.com privacy policy.](#)

MyVolunteerPage.com

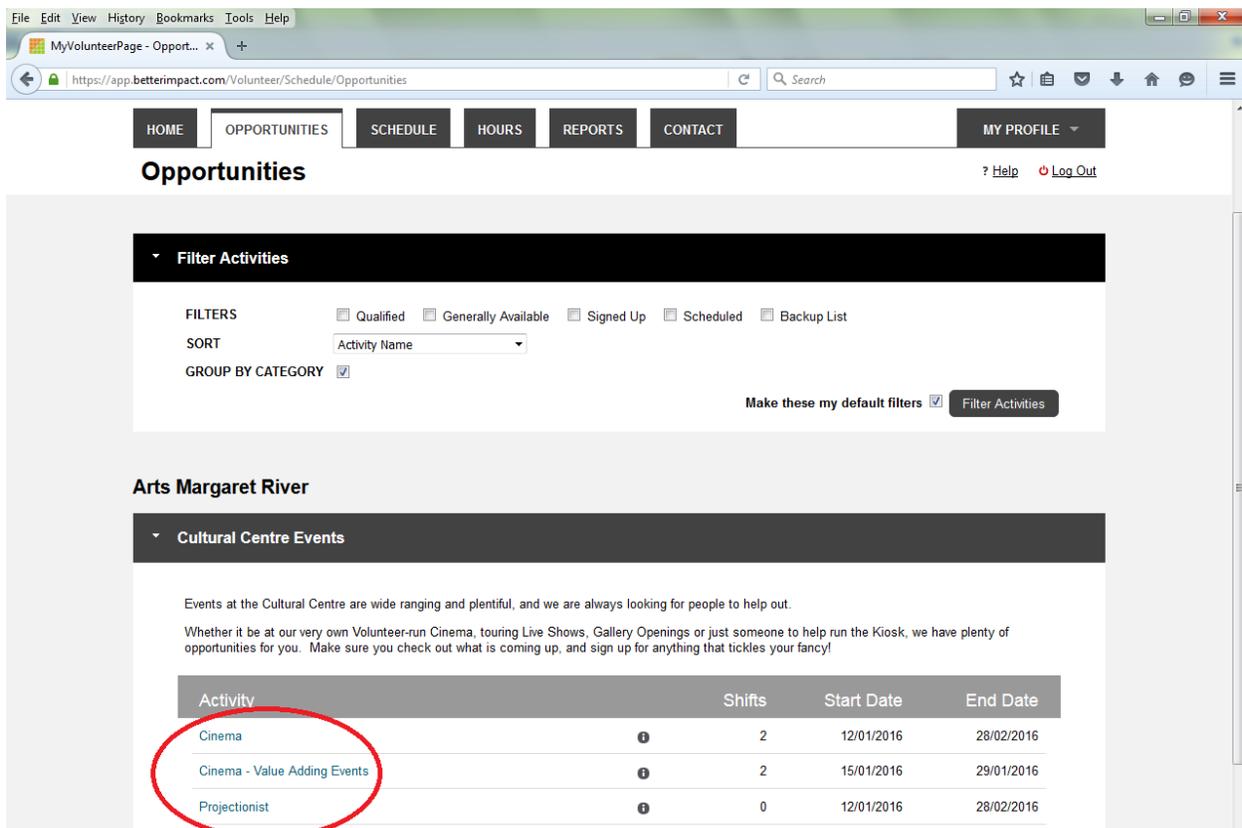
Powered By 

4. Once you are signed in, you will be taken to your Home Page. This will show any upcoming Activities you have been scheduled for (circled in red for your reference) as well as any upcoming Activities that you have been scheduled for, but that you need to confirm your availability (circled in green for your reference).

Across the top of the page, there are a number of tabs that you can click on to view including upcoming Opportunities, your Schedule and your logged Volunteer Hours. The two most important tabs are the Opportunities and Schedule tabs, which will be explained further.



5. When you click on the Opportunities tab, this will show you all the available areas where we are looking for Volunteers to help out. Simply click on the Activity name to see the upcoming dates (Circled in red for your reference).



6. The below image shows all upcoming Cinema Screenings. You will notice that this Volunteer is assigned for a screening on the 27<sup>th</sup> of January (circled in red). There is also a screening on the 6<sup>th</sup> of February that still requires some helpers (circled in green). If you click on the “+ Sign Up” button, we will receive notification that you are interested in Volunteering for this session.

**Cultural Centre Events - Cinema**

Arts Margaret River's Cinema generally runs on Friday nights and Sunday evenings, with day time screenings during the school holidays, however there may be other times when we add extra screenings, depending on the number and quality of movies available to us.

We require Volunteers who have cash handling and EFTPOS experience to run our Box Office and Kiosk, as well as ushers to take tickets and help patrons to their seats.

If you are interested in Volunteering at our Cinema, please sign up to any available sessions, or register as a Backup.

Remove me from the backup list

Share this [f](#) [t](#) [+](#)

Filters

DATE	START TIME	END TIME	Overlap	Openings	Actions
Tuesday, 19 January 2016	10:00 AM	1:00 PM		0 / 3	Full
Thursday, 21 January 2016	10:00 AM	1:00 PM		0 / 2	Full
Friday, 22 January 2016	10:00 AM	1:00 PM		0 / 3	Full
Sunday, 24 January 2016	5:00 PM	8:00 PM		0 / 3	Full
Wednesday, 27 January 2016	10:00 AM	1:00 PM		0 / 2	Scheduled <input checked="" type="checkbox"/> Confirm
Thursday, 28 January 2016	10:00 AM	1:00 PM		0 / 3	Full
Friday, 29 January 2016	10:00 AM	1:00 PM		0 / 3	Full
Sunday, 31 January 2016	5:00 PM	8:00 PM		0 / 3	Full
Friday, 5 February 2016	6:00 PM	9:00 PM	Overlap	0 / 3	Full
Saturday, 6 February 2016	6:00 PM	10:00 PM		3 / 3	+ Sign Up
Sunday, 7 February 2016	5:00 PM	8:00 PM		0 / 3	Full

7. Finally, the last of the most important screens is the Schedule screen. This shows you all Activities and Dates that you have been assigned for upcoming Activities. To confirm your attendance, click on the Confirm button (circled in red) or the Decline button (circled in green) if you are unable to help on the Assigned date.

It is highly recommended that you click on the Weekly Email Schedule Reminder to receive a notification each weekend of upcoming Activities.

myVolunteerPage.COM

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Schedule ? Help Log Out

Unscheduled Activities  
You have no unscheduled activity assignments.

Scheduled Activities

FILTER From 27/01/2016 To 26/02/2016 Filter Shifts WEEKLY EMAIL SCHEDULE REMINDER Unsubscribe

ACTIVITY	DATE	START	END	ACTIONS
Cultural Centre Events - Cinema	Wed 27/01/2016	10:00 AM	1:00 PM	Confirm Decline
Cultural Centre Events - Projectionist	Fri 5/02/2016	6:00 PM	9:00 PM	Confirm Decline
Cultural Centre Events - Cinema	Fri 26/02/2016	6:00 PM	9:00 PM	Confirm Decline

Confirm Selected Decline Selected Select All

Monthly Calendar Schedule

Paper Size A4 Landscape ( 11.69 x 8.27" )

Start Date 01/01/2016

Download Calendar View Calendar

Please don't be afraid of using our Volunteer System – it will make the Volunteering process so much more streamlined and interactive.

If, at any point, you get stuck or want a little bit more guidance, please don't hesitate to call me on 0417 173 901 or send an email to [volunteer@artsmargaretriver.com](mailto:volunteer@artsmargaretriver.com) and I will do my best to help you out. There is also a Help link toward the top of each page if you ever get stuck as well.