

How to register for an account

- Click **Sign Up For This Organization**
- Create account
- Select Artist in Residence qualification
- Click **Go Home**
- Scroll down to Available Opportunities
- Click **+** on Artist in Residence Self Reported Hours
- Click **Register**

How to record misc. volunteer hours

- On the toolbar click on the hourglass icon (My Hours Worked)
- Click **+ Add Hours Worked**
- Under opportunity select Artist In Residence Self Reported Hours
- Select date and time/hours and fill out additional notes/comments with description of volunteer activity

Notes:

You may need to refresh the page to see the new information included in the report.

You cannot delete a log once it has been submitted. If you have made an error in submitting your hours please contact the office.

How to sign up for an available opportunity

- On the toolbar click on the building icon (My Organizations)
- Click on Studio Channel Islands Art Center and scroll down to Available Opportunities
- Click **+** on the opportunity you would like to register for
- The opportunity will prompt you to either:
 1. Select the shifts you would like to work or
 2. Select your availability for the task*

*Note: If the opportunity prompts you to select your availability the exact timing has not yet been scheduled and you will be contacted with the best time based on the availability of interested volunteers.

How to view/edit your opportunities

- On the toolbar click on the calendar icon (My Opportunities)
- The opportunities you have selected shifts for will have a red icon with a white number indicating the number of shifts in that opportunity that you have registered for
- Click on the opportunity you would like to view your schedule for
- Scroll down and click **My Overview**
- Mobile:
 - Click the “Side Menu” dropdown and select “My Schedule”
 - To remove yourself from the opportunity click on the Shift Title, then click on the **X** icon that appears

- Desktop:
 - On the sidebar menu click “My Schedule”
 - To remove yourself from the opportunity hover over the Shift Title, then click on the **X** icon that appears