







Using the Calendar View

By default, you will be able to assign volunteers to selected activities within the two month period shown. By clicking on the  [Previous Month] or  [Next Month] buttons, you can display a different two-month period.

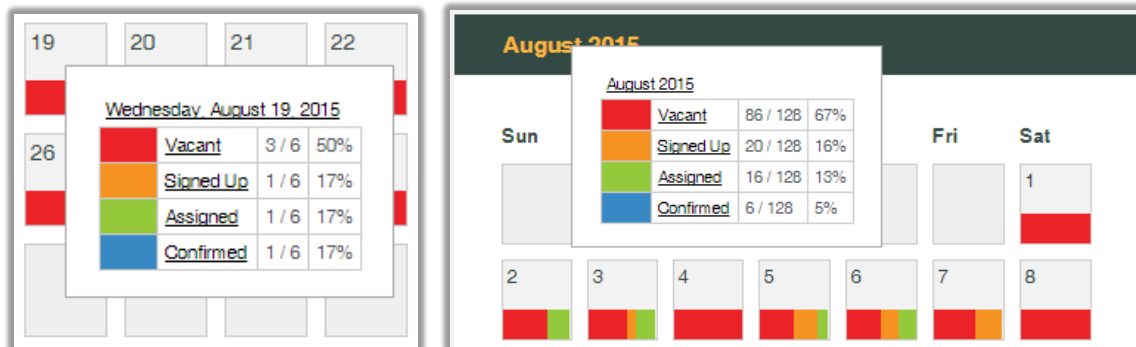
In the “Filters” section, you can optionally choose which Activity Category or specific Activity you would like to display.

	Vacant (< Min # signed up)	<i>Less than the minimum number needed for the shift have signed up</i>
	Signed Up (Min # signed up)	<i>At least the minimum number needed for the shift have signed up</i>
	Assigned (Min # scheduled)	<i>At least the minimum number needed for the shift have been assigned</i>
	Confirmed (Min # confirmed)	<i>At least the minimum number needed for the shift have confirmed their assignment</i>

To view scheduled activities for one date or an entire month

Move your mouse over a single date square or the month heading. You will see a list of status values (Vacant, Signed Up, Assigned, Confirmed). The first number represents the number of shifts with that status. The second number is the total number of shifts on that date/month.

- To display all shifts on that date/month, click on the link to the date/month at the top of the pop-up window
- To display all shifts for a specific status, click on the appropriate link within the box in the pop-up window



To view scheduled activities for a date range

Click in the numbered area of a single date square to select the first date of the range. Click in the numbered area of another single date square to select the end date of the range. All shifts in that date range will be displayed.

