

## Sign up for a Volunteer Shift 1 of 2 ways:

- 1. Opportunity Calendar
- 2. Opportunity List

HOME		SCHEDULE	HOURS	REPORTS	CONTACT			MY PRO	OFILE	-
All Ca Conse	Opportunity Calendar Opportunity List	inteer Day	/s - Wet	lands	*	Back to Activity List	<mark>ల</mark> <u>Log Out</u>	? <u>Help</u> ⊡ Adminis	⇔ <u>Switch</u> strator Vi	<u>h to</u> ′iew

### 1. Opportunity Calendar

- Select an activity you wish to sign up for:



Click Sign Up

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	Hour Bota Gard	ston inic Jen					20
		Friday, March 01, 2	2024 - Saturday, Api	ril 06, 2024		Next →	Thank you for signing up. You have been automatically assigned! Please confirm your new assignment(s) below.
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Feb 25	26	27	28	29	Mar_1	2	
					9A Ø Culinary Garden	9A Culinary Garden	
					9A Susan Garver Family E	9A Susan Garver Family E	
					9A Tropical Garden	9A Tropical Garden	
					9A Greeter - Main Entranc	9A. Garden Shon Voluntee	
					See All Shifts	See All Shifts	
3	4	5	<u>6</u>	7	8	9	
9A Arid & Native Ga	ardens 9A Arid & Native Gardens	9A Arid & Native Gardens	9A General Horticulture	9A General Horticulture	9A Culinary Garden	9A 🗇 March All Call Planti	
9A Main Entry Gard	den 9A Main Entry Garden	9A Culinary Garden	9A Greeter - Main Entrand	9A Greeter - Main Entranc	9A Susan Garver Family D	9A Ø Culinary Garden	
9A Tropical Garden	9A Watering Native Trees	9A Gulf Coast Native & Ar	9:30A Display Label Stora	1P Greeter - Main Entrand	9A O Tropical Garden	9A Susan Garver Family D	
9A Watering Native	Trees 9A Greeter - Main Entran	9A Main Entry Garden	9:30A Display Labels in th		94 Q Watering Native Tree	9A Tropical Garden	

You will automatically be signed up, but you will not be confirmed.

- Confirm your shift in your Schedule tab

Schedule	UNITIES - SCHEDULE	HOURS	REPORTS	CONTACT	O Log Out	7 <u>Help.</u> C	MY F	PROFILE *
Filters								
From 03/05/2024	To 06/26/2024 Filter Stur	1.						
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subscribe to weekly re ORGANIZATION Houston Botanic Garden Houston Botanic Garden	Minder emails or subscribe to a calen ACTIVITY All Call Group Volunteer Days - March All Call Planting Days All Call Group Volunteer Days - March All Call Planting Days	odar feed v O	fisit your contact in DATE Sat 3/9/2024 Sun 3/10/2024	START 9:00 AM 9:00 AM	END 12:00 PM 12:00 PM	WHO?	ACTIONS   Remove  Confirm  Decline	

- Click Confirm

✓ Filters					
FILTER THE LIST OF SHIFTS Don't	Confirm	3	×		
	Are you sure you want t Sunday, March 10, 2024	to confirm this assignment? 4 9:00 AM - 12:00 PM		Filter Shifts	
DATE ST		Cancel Confirm	?	ACTIONS	
Saturday, March 09, 2024 9:	00 AW 12.00 FW	24730	J	Scheduled - Confirmed	
Sunday, March 10, 2024 9:	00 AM 12:00 PM	20 / 30		Scheduled 🗸 Confirm	
				Select /	

Once you confirm, a staff person is then notified that you've signed up for your shift.



You can remove the shift at any point up until usually about 24 hours before the start-time of your shift. If you cannot make it, we kindly ask that you let us know by emailing or calling the person mentioned in the shift notes, or <u>volunteers@hbg.org</u>. Thank you!

- 2. Opportunity List
- Filter the activities you wish to see available shifts for, or simply scroll through the different departments/categories at the Garden to find available shifts

	Botanic Garden	/					6
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Then, select the activity you'd like to sign up for

	SHIFTS	START DATE	END DATE
0	2	3/9/2024	3/10/2024
0	2	5/4/2024	5/5/2024
0	4	4/24/2024	10/23/2024
	0 0	SHIFTS           0         2           0         2           0         4	SHIFTS         START DATE           ①         2         3/9/2024           ①         2         5/4/2024           ①         4         4/24/2024

- Click Sign Up on the date and time you choose



# All Call Group Volunteer Days - March All Call Planting Days

← <u>Back to Activity List</u> <sup>(2)</sup> <u>Log Out</u> ? <u>Help</u> <sup>27</sup> ↔ <u>Switch to</u> <u>Administrator View</u>

Activity Details

### Join us for Open Volunteer Days with our Horticulture Department at the Garden

We have two All Call Volunteer Days with Horticulture on March 9 and 10, and we need your help to make it a success.

**Saturday March 9**, we are planting both native and ornamental plants from the Culinary Garden along the path to the Susan Garver Family Discovery Garden. Be part of creating something fresh and beautiful at the Garden for all to enjoy.

Sunday March 10 will involve transplanting lavender from the Mediterranean garden to large pots and new locations so these plants can thrive, as well as moving gravel out of the current bed (if you're not too relaxed with the pleasant aroma). There will even be giveaways of lavender plants for those interested!

+ Add me to the back-up list in case you ever need extras



#### Filters

 FILTER THE LIST OF SHIFTS Don't Filter

 SHIFTS ON

 ALL

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DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS	•
Saturday, March 09, 2024	9:00 AM	12:00 PM		25 / 30	۷	+ Sign Up	
Sunday, March 10, 2024	9:00 AM	12:00 PM		21/30	۹	+ Sign Up	
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### - Automatically "Confirm" will pop up, and click Confirm

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS	•
Saturday, March 09, 2024	9:00 AM	12:00 PM		24 / 30	2	Scheduled <mark> Confirm</mark>	
Sunday, March 10, 2024	9:00 AM	12:00 PM		21/30	2	+ Sign Up	
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lousto Share this x Confirm Are you sure you want to confirm this assignment? Filters Saturday, March 09, 2024 9:00 AM - 12:00 PM FILTER THE LIST OF SHIFTS Don't SHIFTS ON ALL | Sunday Cancel DATE END OVERLAP OPENINGS WHO? ACTIONS Scheduled 🗸 Confirm Saturday, March 09, 2024 9:00 AM 12:00 PM 24/30 

- You will see it will read: "Scheduled- Confirmed"

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS	•
Saturday, March 09, 2024	9:00 AM	12:00 PM		24 / 30	2	Scheduled - Confirmed	
Sunday, March 10, 2024	9:00 AM	12:00 PM		21/30	2	+ Sign Up	
						Selec	ct All 🗆

In the Schedule tab, you have the option to remove your shift.

You can remove the shift at any point up until usually about 24 hours before the start-time of your shift. If you cannot make it, we kindly ask that you let us know by emailing or calling the person mentioned in the shift notes, or <u>volunteers@hbg.org</u>. Thank you!

To subscribe to weekly ren	o subscribe to weekly reminder emails or subscribe to a calendar feed visit <u>your contact information page</u> .								
ORGANIZATION	ACTIVITY		DATE	START	END	WHO?	ACTIONS		1
Houston Botanic Garden	All Call Group Volunteer Days - March All Call Planting Days	0	Sat 3/9/2024	9:00 AM	12:00 PM	۷	× Remove	đ	
							Se	lect All	

Email <u>volunteers@hbg.org</u> with any questions or if you run into any issues signing up for shifts at the Houston Botanic Garden. Thank you for being an amazing volunteer!