Quick Guide to the
Museum of Contemporary Craft’s Online-based Volunteer Calendar

Use
As a volunteer you may use the online volunteer calendar to:
- View and manage your schedule
- Sign-up for volunteer shifts
- Print your volunteer schedule
- Receive messages from the volunteer coordinator
- Track your volunteer hours
- Maintain a volunteer profile

Logging In
You may log in to the volunteer calendar from any computer with an internet connection.
To do so:
- Go to: www.museumofcontemporarycraft.org
- Go to the Information tab, scroll down and click on Volunteer
- Select: Please click here to login to the Volunteer Calendar
- Enter your login name (using the email address you have on file with the museum)
- Enter your password (using the number provided in the email titled “Museum of Contemporary Craft Volunteer Information Password”)
- Click Go
- You are now logged in!

To Check Your Schedule
- Click Check Your Schedule or My Schedule tab
- Your scheduled shifts will appear on the calendar

Scheduling
By clicking on the Check Your Schedule button or the My Schedule tab you can access your volunteer calendar.
To sign up for a shift:
- Use the scroll down menu to choose the type of shift you would like to sign up for (front desk, education, etc.)
- Click on any day with a Help Wanted sign
- Click the Schedule Me button next to the shift you would like to work
- Click the Yes button (if the information provided is correct)
- You have successfully scheduled a shift!

Entering and Updating your Profile Information
By clicking on the My Profile tab you can access your volunteer profile.
To enter and update your profile information:
- By scrolling down you have to ability to enter, and edit your contact information. Type it in, and click the Save button.
- In descending order you may enter your:
  - Demographics
  - Skills and Experience
  - Availability
  - Assignment Preferences
  - Emergency Contact Info
  - Employer
  - Photo (Every volunteer must have a photo. You may request to have your photo taken and uploaded at the Museum by emailing the volunteer coordinator.)
  - Webpage
- Under each section you will need to click on the Save button, as each information block needs to be saved individually.

If you need assistance regarding the online calendar please contact:
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