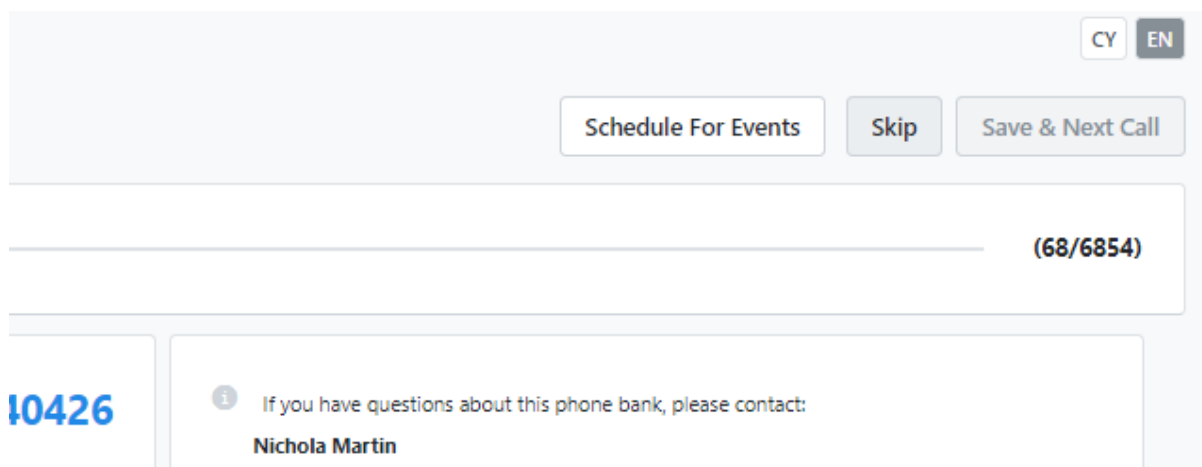


Event Scheduler in My Campaign

When someone commits to coming to a session, we can schedule them into a volunteer shift in My Campaign. This means we have a data secure and live sign up list to multiple campaigning events.

See below steps to schedule a volunteer into a shift.

1. When someone has agreed to come to a shift, click the 'Schedule for Events' button on the top right of the screen next to skip and save & next call buttons. (Pictured below)



2. This brings up a pop out menu of shifts that have been put into My Campaign. From here you can go to the right one where they want to sign up.

Chesham HQ (Early Morning)	Tue 11/5	09:00 - 11:00	2 hours	Chesham Youth Centre Bellingdon Road, CHESHAM	Campaigning - Canvasser	<input type="text"/>	<input type="text"/>
Chesham HQ (Early Morning)	Tue 11/5	09:00 - 11:00	2 hours	Chesham Youth Centre Bellingdon Road, CHESHAM	Campaigning - Deliverer	<input type="text"/>	<input type="text"/>

3. There are three main responses we use.
 - a. Confirmed: this means they are committed to coming to that shift.

- b. Tentative: this means they are likely to come to this shift, but we don't know for sure.
- c. Declined: this means they definitely can't do this shift. (Only use if they definitely can't come to a shift, or multiple shifts)

Scheduler - Iain Sharpe

Date	Time	Total Shift Tin	Location	Role	
ue 11/5	09:00 - 11:00	2 hours	Chesham Youth Centre Bellingdon Road, CHESHAM	Campaigning - Canvasser	<ul style="list-style-type: none"> Left Msg Scheduled Tentative Declined Confirmed Conf Twice Cancelled Completed Walk In No Show FB Going
ue 11/5	09:00 - 11:00	2 hours	Chesham Youth Centre Bellingdon Road, CHESHAM	Campaigning - Deliverer	

Supporter Group

- 4. When a response is entered, you can 'Save & Close', and then they are registered to the event.

HAM					
09:00 - 11:00	2 hours	Chesham Youth Centre Bellingdon Road, CHESHAM	Campaigning - Deliverer	Confirmed	
09:00 - 11:00	2 hours	Amersham HQ 11 Hill Avenue, AMERSHAM	Campaigning - Canvasser		
Amersham					

5. We have events set up for two months, but the event scheduler is programmed to only show the next week. If someone can come later in the campaign, you can change the filters by clicking edit and changing the dates.

Events are displayed in GMT Standard Time (GMT).

Filters | [Edit](#)

Date: 11/05/2021 - 17/05/2021 Event Type: Campaigning Roles: Multiple Selections

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