

Going out of town and not available for a weekend, use the calendar to mark your availability

The screenshot displays a web interface for a volunteer management system. At the top, there is a dark blue navigation bar with the logo for 'Ascension Marys Catholic Community' (1501 Street, San Jose, CA 95026, (415) 543-5051) on the left, and navigation links for 'PEOPLE' and 'MSG BOARD' in the center. On the right of the navigation bar, there is a user profile icon labeled 'TEST VOLUNTEER'. Below the navigation bar, the main content area is titled 'My Assignments'. On the left side of this area, there is a sidebar with 'ALL MY ASSIGNMENTS' and 'AVAILABLE SIGNUPS 286'. The main content area lists two assignments: 'Hospitality Minister' on Jul 3 - 5 PM @ Church (with a yellow question mark icon) and 'Hospitality Minister' on Jul 11 - 12 PM @ O'Donnell Hall (with a green checkmark icon). To the right of the assignments, there are three buttons: 'ACCEPT' (green), 'DECLINE' (red), and 'TENTATIVE' (blue). Below these buttons, it says 'Substitution requests sent to: Traci Britton' and 'This assignment will disappear if someone accepts your sub request.' Below the second assignment, it says 'You've accepted this assignment. Click here to change your response'. On the right side of the interface, there is a calendar for the month of July. The calendar shows days from Sunday to Saturday. Below the calendar, there is a 'CALENDAR FEED' link with a calendar icon. A red arrow points from the text below to the 'CALENDAR FEED' link.

Click on a day on the calendar to let the scheduler know you are unavailable

# Once you have clicked on a specific date you can mark as unavailable

Assenada Marys Catholic Community  
150 15th Street  
San Rafael, CA 94901  
(415) 443-8001

PEOPLE MSG BOARD TEST VOLUNTEER

ALL MY ASSIGNMENTS  
AVAILABLE SIGNUPS 286

### My Assignments

- Hospitality Minister  
Jul 3 - 5 PM @ Church
- Hospitality Minister  
Jul 11 - 12 PM @ O'Donnell Hall

**ACCEPT** **DECLINE** **TENTATIVE**

Substitution requests sent to: Traci Britton  
This assignment will disappear if someone accepts your sub request.

You've accepted this assignment.  
Click here to change your response

ALL LOCATIONS  
← CALENDAR  
SUNDAY, JULY 18, 2021  
MARK AS UNAVAILABLE  
PREFER THIS DAY

Specific Date Selected

Click to mark as unavailable

Once you click mark unavailable it will ask you to mark a specific event or you can choose to block out a date range

The screenshot shows a web application interface for a volunteer organization. At the top, there is a dark blue navigation bar with the organization's logo and name, 'Asuncion Marys Catholic Community', and contact information. The main content area is titled 'My Assignments' and lists two assignments: 'Hospitality Minister' on Jul 3 - 5 PM @ Church (marked with a question mark) and 'Hospitality Minister' on Jul 11 - 12 PM @ O'Donnell Hall (marked with a checkmark). A modal window titled 'Mark Unavailable' is open in the center, offering two options: 'Unavailable for specific event(s)' (selected) and 'Unavailable for a date/time range'. Below these options, there is a section for 'Mark unavailable for event(s) on Jul 18, 2021 starting at:' with a list of time slots: 6:45 AM, 8:00 AM, 9:45 AM, 12:00 PM, and 5:00 PM. The modal also includes 'CANCEL' and 'SAVE' buttons. In the background, a notification states 'Substitution requests sent to: Traci Britton' and 'You've accepted this assignment. Click here to change your response'. The right sidebar shows 'ALL LOCATIONS' and a 'CALENDAR' view for 'SUNDAY, JULY 18, 2021' with buttons for 'MARK AS UNAVAILABLE' and 'PREFER THIS DAY'.

Here is the option to block out a date range. Click the box to block the entire day and choose your dates and hit save

The screenshot shows a web application interface for managing volunteer assignments. At the top, there is a navigation bar with a logo, contact information for 'Ascension Marys Catholic Community', and user options like 'PEOPLE', 'MSG BOARD', and 'TEST VOLUNTEER'. Below the navigation, the main content area is titled 'My Assignments' and lists two assignments: 'Hospitality Minister Jul 3 - 5 PM @ Church' (with a question mark icon) and 'Hospitality Minister Jul 11 - 12 PM @ O'Donnell Hall' (with a checkmark icon). A modal window titled 'Mark Unavailable' is open over the second assignment. The modal has two radio buttons: 'Unavailable for specific event(s)' (unselected) and 'Unavailable for a date/time range' (selected). Below these, there is a checkbox labeled 'Block entire day(s)' which is checked. The modal also contains fields for 'Start Date' and 'End Date', both set to 'Jul 18, 2021', and 'Time' fields. At the bottom of the modal are 'CANCEL' and 'SAVE' buttons. Red arrows point from the 'Block entire day(s)' checkbox and the date fields to red text annotations below the screenshot.

Check this box to block off the entire day

Select your dates

You unavailable dates will now be underlined in red so the scheduler will know you are not available

Worship Planning | Plan your Ser... | Inbox (8,402) - jcarew22@gmail... | Dashboard - American Martyrs C... | +

app.worshipplanning.com/dashboard.cfm#my\_assignments

Apps | Elexio | Elexio Giving | Constant Contact | Welcome to Faith D... | 250+ | Inside Martyrs | People Search & Re... | BlockShopper.com | TruePeopleSearch | Phone Lookup | USPS | Pacific Premier | iheart radio | New Website | Meals | Reading list

American Martyrs Catholic Community  
1501 Street  
San Jose, CA 95026  
(415) 543-5051

PEOPLE | MSG BOARD | TEST VOLUNTEER

ALL MY ASSIGNMENTS

AVAILABLE SIGNUPS 286

### My Assignments

- Hospitality Minister  
Jul 3 - 5 PM @ Church  
**ACCEPT** **DECLINE** **TENTATIVE**  
Substitution requests sent to: Traci Britton  
This assignment will disappear if someone accepts your sub request.
- Hospitality Minister  
Jul 11 - 12 PM @ O'Donnell Hall  
You've accepted this assignment.  
Click here to change your response.

ALL LOCATIONS

July

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>
25	26	27	28	29	30	31

CALENDAR FEED

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