

CityServeX Volunteer Resource Coordinator Instructions

Step 8

Checking In for your shift

1. Make sure you are checking in and checking out for each of your shifts
2. Locate your check in station:
 - a. Scroll to the bottom of your shift
 - b. Click on the URL underneath Step 1
 - i. Make sure your check in station is specific to the site you are serving
 - c. If you have the POINT app downloaded/know your POINT password, feel free to utilize the QR code to check in
 - i. If you don't know your POINT password, type your name into the search bar
 - d. Your shift should populate if you have signed up!

INSTRUCTIONS ON HOW TO PARTICIPATE VIRTUALLY OR AT HOME

Once you are an approved volunteer, your team leader, a Care Champion, will instruct you through a series of trainings. These trainings will equip you to serve virtually.

After you are trained and ready to serve, follow the steps below to begin your shift each time.

Step 1: Navigate here to check-in and out of your shift-

<https://dash.pointapp.org/stations/f8821a2f-bceb-4b17-9517-cd1521a8c76b>

Step 2: Use the link below to navigate to the Resource Coordination Platform:

<https://cityservexteam.findhelp.com>

Virtual Event URL: <https://cityservexteam.findhelp.com>

*Feel free to favorite the check in station!