# Assigning Volunteer Roles

Volunteer Assign Mode allows you to assign yourself or other volunteers for each event.

For Sunday Morning Worship Volunteer Roles, the roles (called tags) have been created and team members have been added.

Below are directions for someone to assign volunteers – The screenshots are small; I recommend having Breeze open and following along as you review (https://peopleofhope.breezechms.com/)
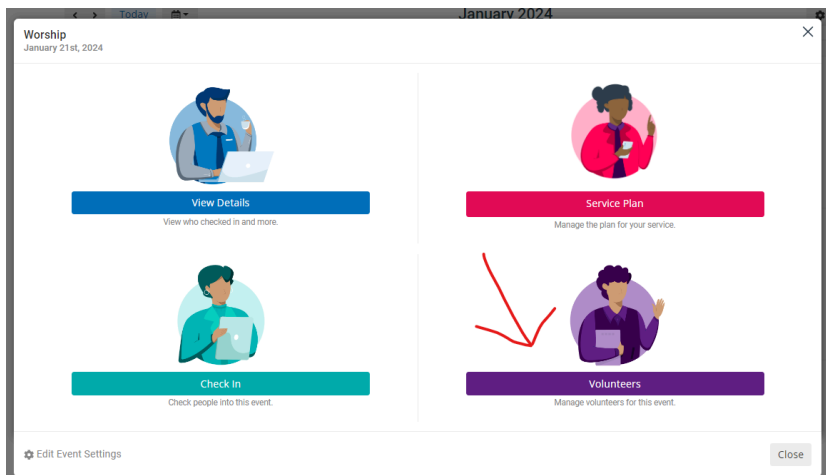
To assign you or someone else to a role, you need to navigate to that event.
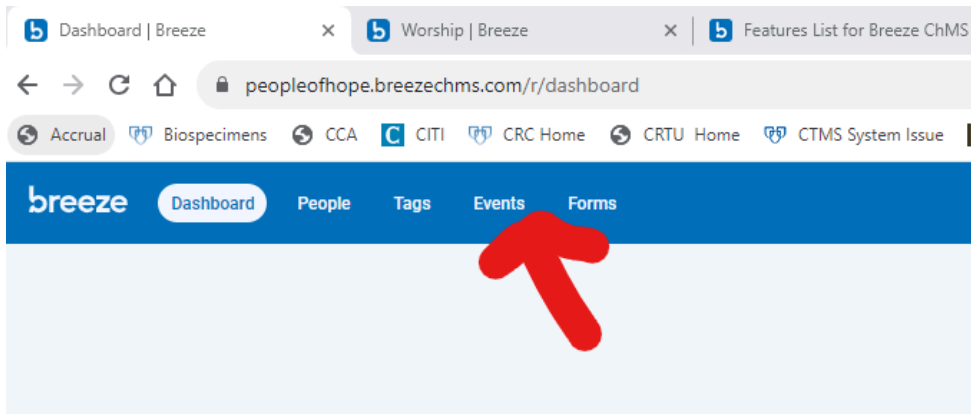
It is very important you click on the GREEN Worship not the purple. The purple is the Google Calendar and not the Breeze calendar.
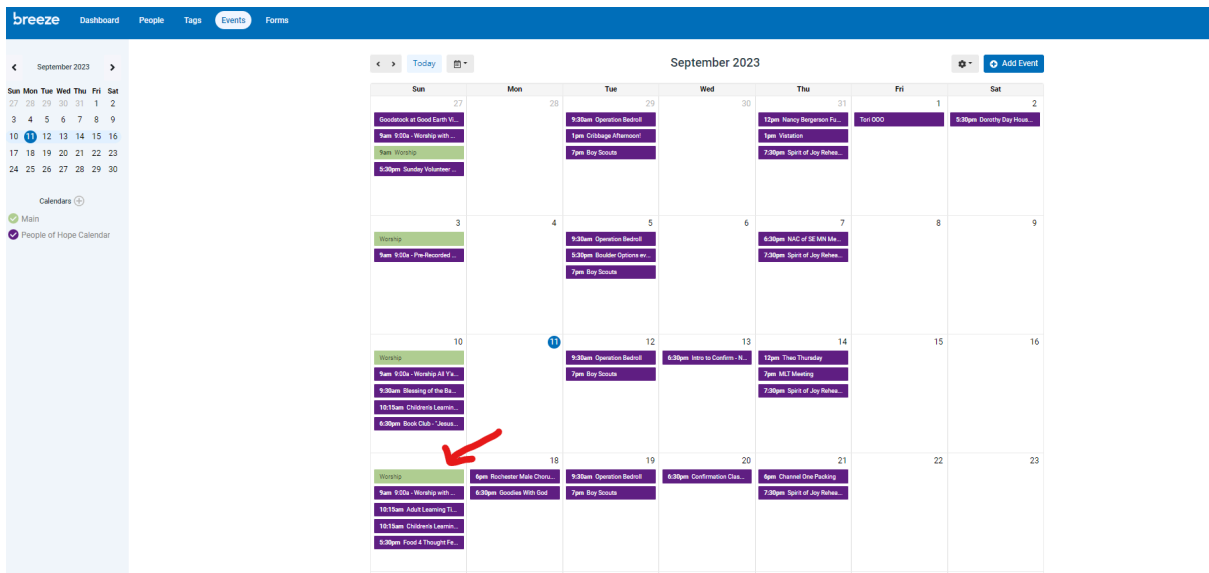
Click on Volunteers Button

You will see a list of roles and individuals scheduled for that particular Sunday. You will need to scroll down to see the full list of volunteer roles.

At the top, you will see a "Grid view" button (green arrow). You can click that and see multiple weeks at a time. And assign multiple weeks at a time.

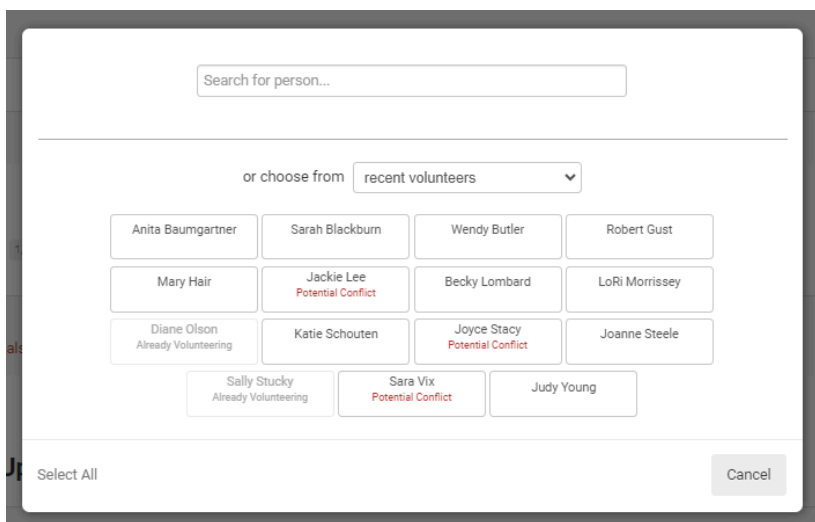Under each role will be listed the team leader in gray.

To assign a volunteer, click on the blue add Volunteers button. You will get a pop-up box with the below. You can search for any person in Breeze or you can use the bottom box to pull up a list of individuals. It defaults to "recent Users" or you can choose by "tag" (volunteer role).

If you type a name and select, it will then appear in a blue box below. If the name is already listed below, you can simply click their name and make it blue. You can also select multiple people at once (make them blue) if you have a role that requires multiple volunteers. If someone is already volunteering that day you will see "potential conflict" below their name. You can still assign them to

the task. It is simply for awareness. A green dot next to a name indicates this person confirmed they are available (either by signing themself up or by reply to the email reminder).

That is all you need to do to assign yourself or another volunteer.

I know it seems like a lot of steps from these instructions. However, once you get comfortable with Breeze, it is very quick to update.

Please be careful to not accidentally edit volunteer names for roles where you are not the team lead.

Grid View

 ** Pick grid view to see multiple dates at once. Have to click on the down arrow next to 'grid view' and then select 'grid view'. ***

You can use the grey eye button to filter what roles you see. It is easier to fill in for one role at a time this way.

Sign Up Sheet

Volunteers can also use the Sign Up Sheet email link that is sent monthly. This is a custom link and can only be used by the person whose name is linked to the email it is sent to.

Worship Sign Up Sheet

Hi Karen,

Thank you for serving on our Sunday Morning Volunteer Teams.

Please use the below link to sign up for open volunteer slots. The link is unique to your email so you can only sign up yourself. If you would like to sign up family members, please log into Breeze and follow those instructions.

Thank for sharing God's Love through volunteering!

Karen

View Sign Up Sheet

Worship Sign Up Sheet
March 3, 10, 17, 24, 31 & April 7, 14, 21, 28 &
May 5, 12, 19, 26

Greeter

Sun **Mar 3** 0 of 1 filled Click to Sign Up	Sun **Mar 10** 1 of 1 filled Click to Sign Up	Sun **Mar 17** 0 of 1 filled Click to Sign Up	Sun **Mar 24** 1 of 1 filled Click to Sign Up	Sun **Mar 31** 0 of 1 filled Click to Sign Up
	Current Volunteers Mary Hair		Current Volunteers Aaron Steele	
Sun **Apr 7** 0 of 1 filled Click to Sign Up	Sun **Apr 14** 1 of 1 filled Click to Sign Up	Sun **Apr 21** 1 of 1 filled Click to Sign Up	Sun **Apr 28** 0 of 1 filled Click to Sign Up	Sun **May 5** 0 of 1 filled Click to Sign Up
	Current Volunteers Marcia Blackburn	Current Volunteers Aaron Steele		

Viewing your volunteer assignments

Navigate to People - type in your name and click on it.

Go to "Volunteering" (you may need to click more to see it)

You can also put in any dates you would be unavailable by clicking the "manage blockout dates" on the far right and marking dates you would be unavailable.

Details	
Tags	
Attendance	
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Volunteering	3
View Less	

Karen Doering

Archive Person

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Upcoming Events   Manage Blockout Dates ▾

Date	Event	Role
Mar 03, 2024	Worship	PowerPoint/Livestream
Mar 10, 2024	Worship	Communion Bread
Mar 10, 2024	Worship	Communion Set-Up