

# User Tips & Guidelines for Registered Volunteers

1. Sign up for the Groups (missions or outreach programs) that you want to receive notifications about volunteer opportunities. On your volunteer page, click on Groups and a list of Groups will be displayed. Click on the green "Join Group..." link for the mission or outreach program that you're interested in. You can join and leave a Group at any time.
2. Even if you have already joined some Groups, please go through the Group list again. A few groups were added since some volunteers initially registered. For example, the "Assist with Partner Events" and "Parish Sponsored Events" groups were added after registration began. Volunteers are still needed in these Groups.
3. Note that if you don't join a Group(s), you will not receive notifications of volunteer events for a given Group. You can, however, visit the volunteer management system page, <https://stjosephmissionsoutreach.duplie.com/>, and click on "Events" on your volunteer page at any time to view a list of scheduled events from various Groups. You can still sign up to volunteer for an event even though you are not a member of that Group.
4. If you want to volunteer for an Event, please click on the "Signup" link for that Event. This can be done by clicking on the link in the notification message. Signing up via the system is very important. By doing this, you will automatically receive notifications if there are any changes to the event, such as schedule changes, or if the event is cancelled. Also, by signing up, the missions will get an accurate head count of volunteers, which is reported to the parish each year.
5. If you would like to receive notifications via text messages (which is advised), please supply a cell phone number in your user profile and set up your communication permissions in Settings to allow text messaging. This may not be intuitive, so please don't hesitate to contact Fred Schulze for assistance.
6. Review your Settings and Permissions to make sure that they are correct.
7. Some Groups still need coordinators (or "Admins"). If interested, please contact Fred Schulze. Note that a Group can have more than one coordinator. Coordinators will have the ability to create, schedule, modify & cancel events for a given mission or outreach program, and to send messages to volunteers in that Group.

For technical assistance with registration and going forward, please contact Fred Schulze at [fredschulze@gmail.com](mailto:fredschulze@gmail.com), 214-207-5320 (cell/text/voicemail).