

QUICK START GUIDE FOR VOLUNTEERS



4-STEP QUICK START FOR VOLUNTEERS

Create Account

← Create An Account

First Name

Colby

Last Name

Baker

Email Address

Colby.Baker@caravanstudios.org

Mobile Number

Select Volunteer

admin of groups. So, select one path now and you can create groups or connect to an existing group through your dashboard.

volunteer

create a group

Connect To Group



Groups



Groups I Have Joined

Join a Group

Claim Tasks



Task

Set Up Canteen At L...

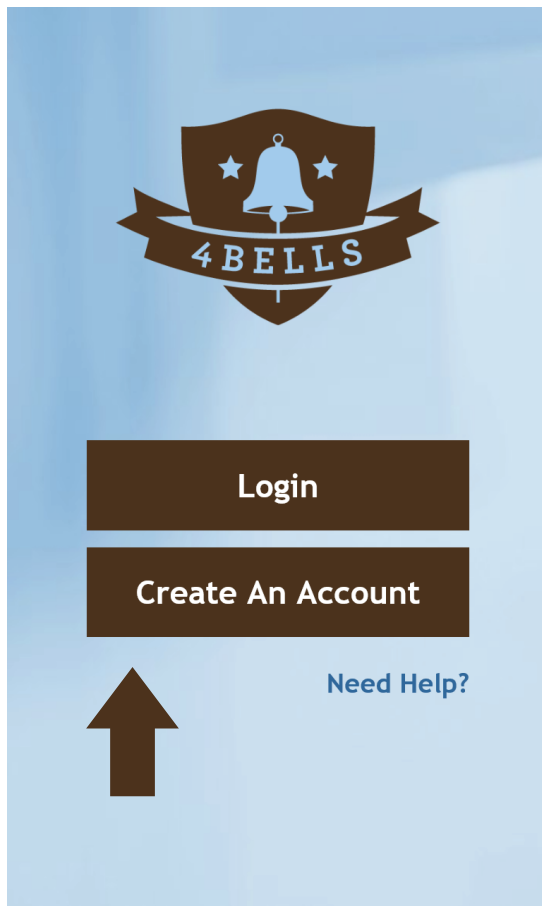
Details Contacts Local

Claim

Decline

Status
open

1. CREATE ACCOUNT



Create user here

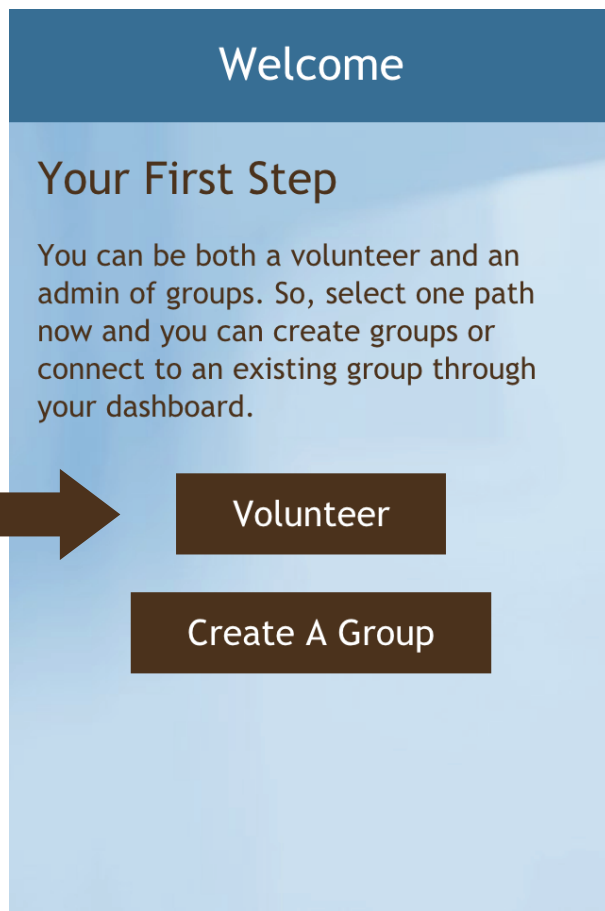
The screenshot shows the "Create An Account" form. The title bar at the top says "Create An Account" with a back arrow on the left. The form has the following fields: "First Name" with the value "Colby"; "Last Name" with the value "Baker"; "Email Address" with the value "Colby.Baker@caravanstudios.org"; "Mobile Number" with the value "1-415-555-1212"; "Password" with a masked value "....."; and "Password Confirm" with a masked value ".....". There are two "View Password Rules" links. At the bottom, there is a checkbox labeled "Keep me logged in" which is checked.

Continue

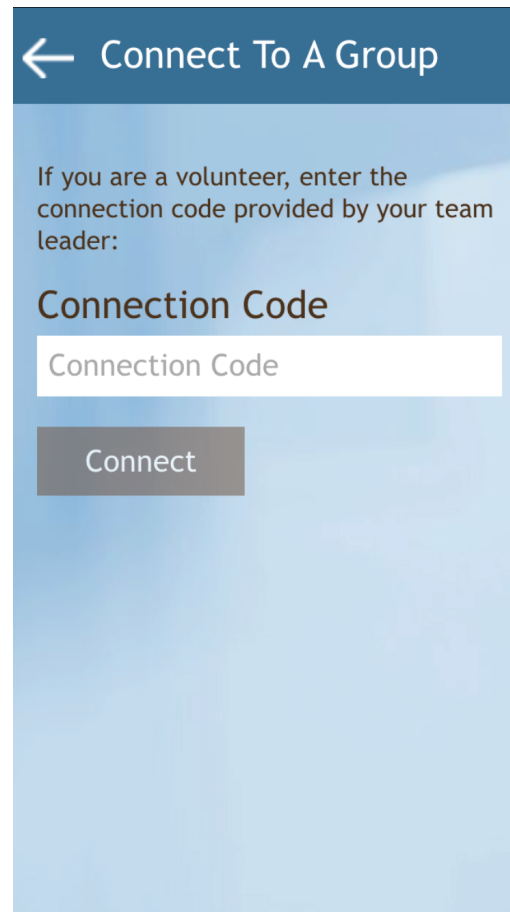
The screenshot shows the "Create An Account" form with the "4Bells Alerts" section. The title bar at the top says "Create An Account" with a back arrow on the left. The form has the following fields: "Password" with a masked value "....." and a "View Password Rules" link; "Password Confirm" with a masked value "....."; and a checkbox labeled "Keep me logged in" which is checked. Below these is the "4Bells Alerts:" section, which has a large downward-pointing arrow. There are two checkboxes: "Send me text messages" and "Send me notifications", both of which are checked. At the bottom, there is a link that says "By using this application, you agree to the End User License Agreement and Privacy Policy." and a "Continue" button.

Give 4Bells permission to text you.

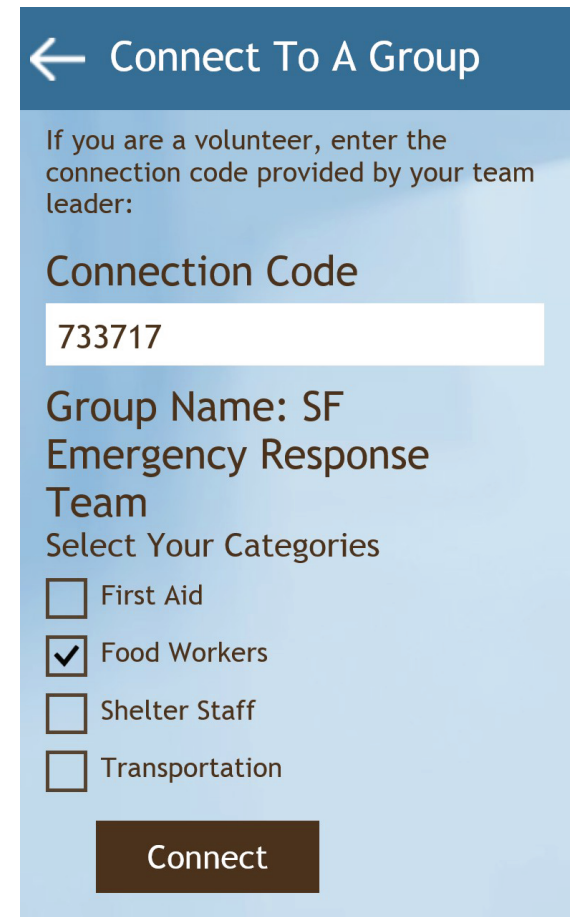
2. CONNECT TO GROUP FROM SETUP



Select volunteer

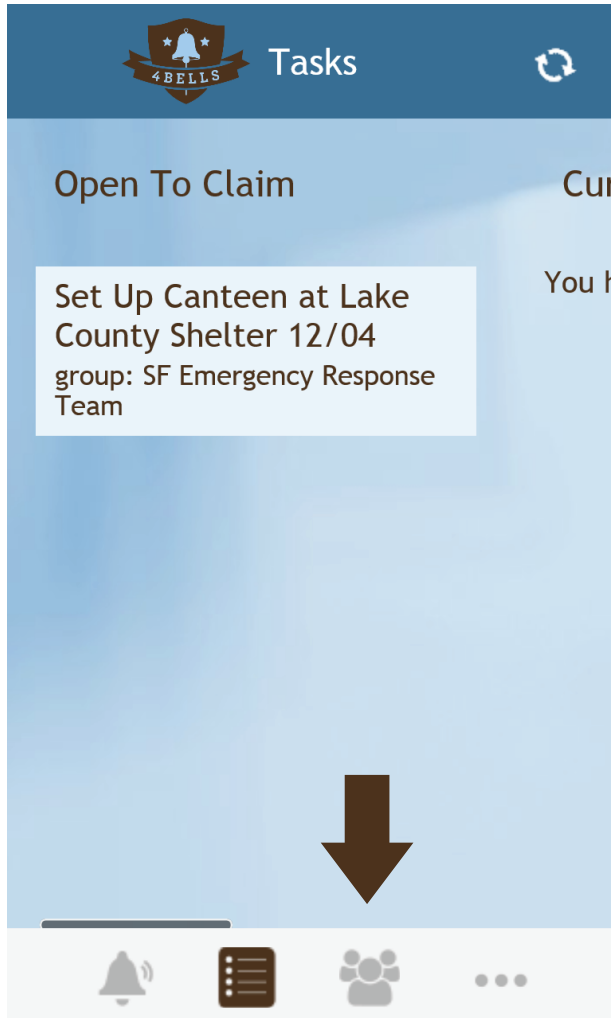


Connect to a group

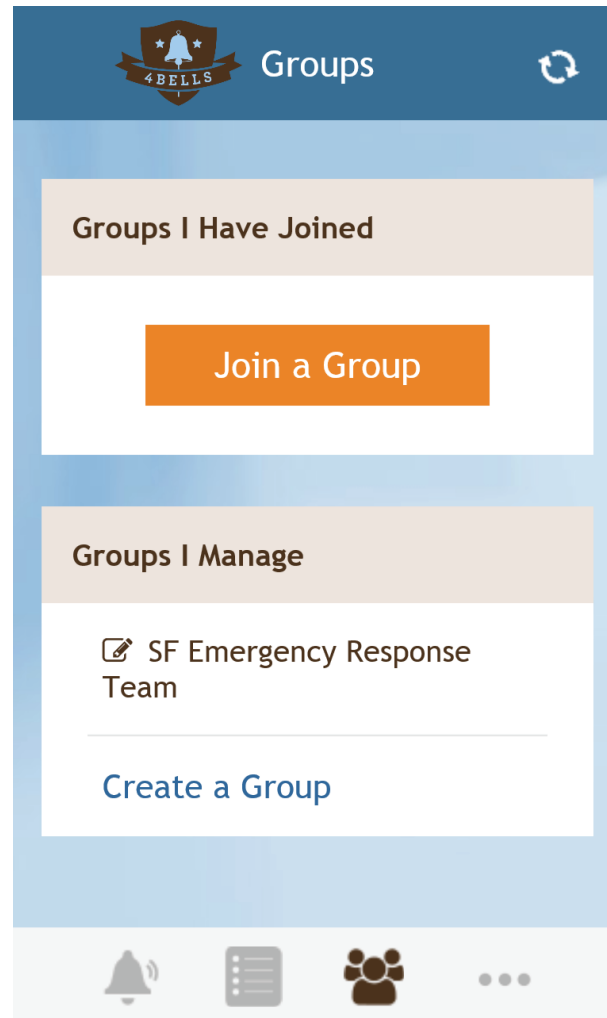


Select all of the categories that apply to you

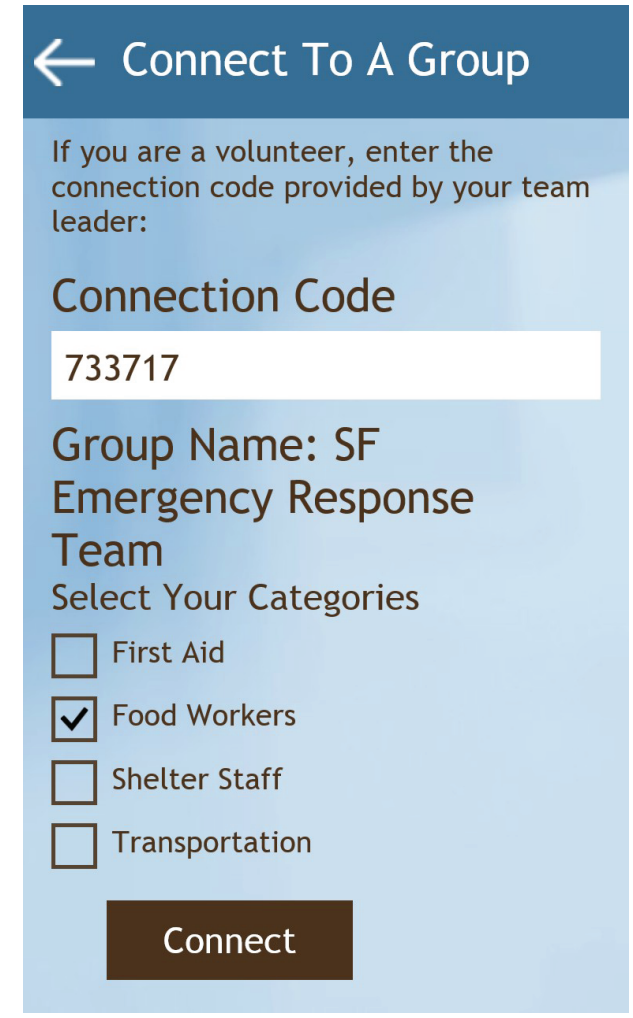
3. CONNECT TO GROUP FROM THE MENU



Select the Group Button

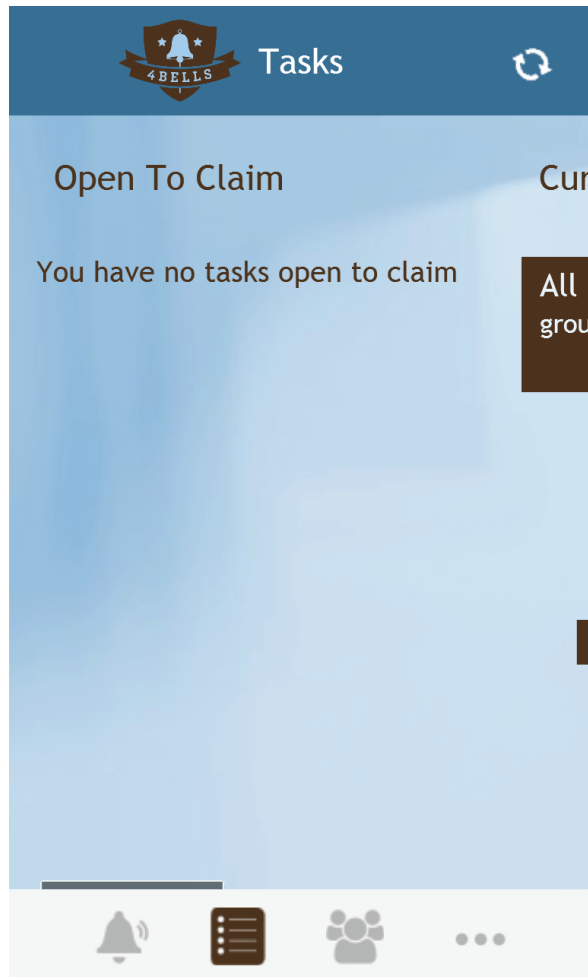


Select Join a Group

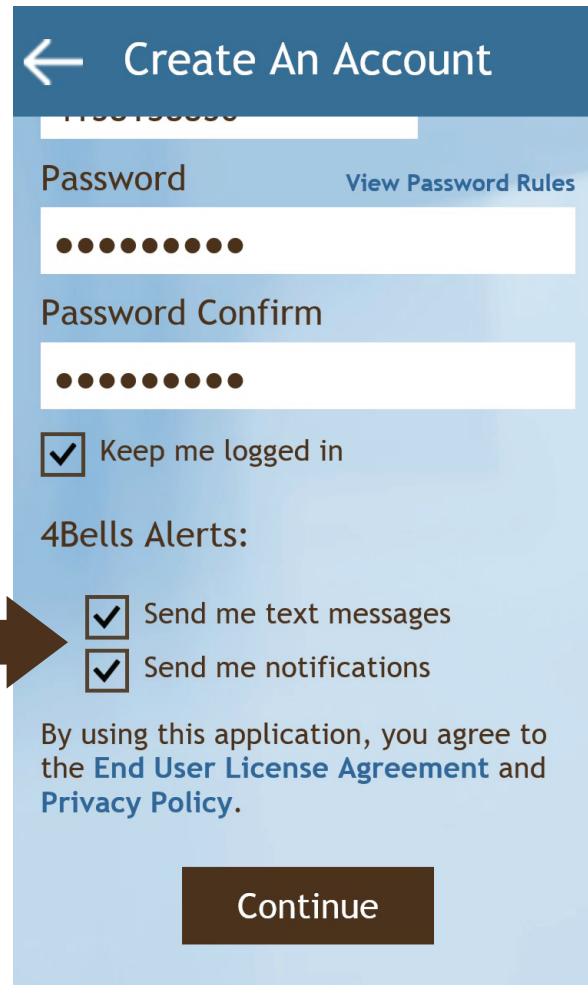


Enter Connection Code

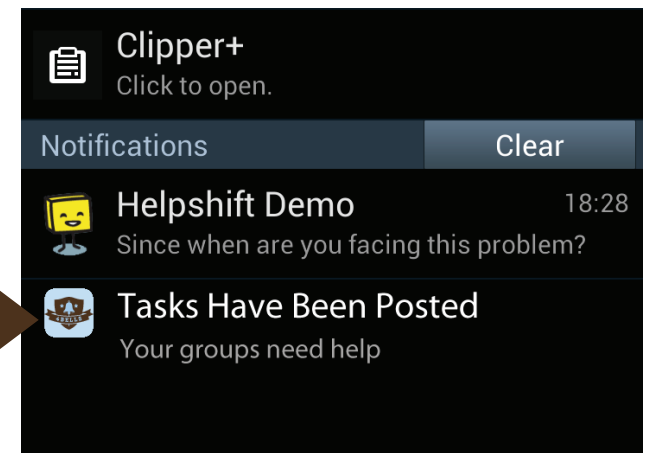
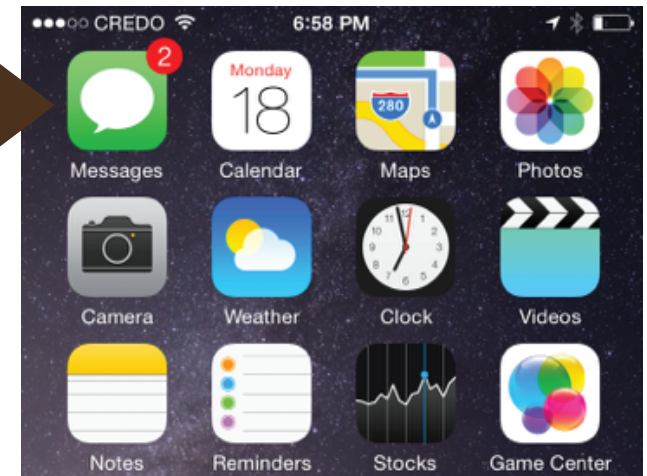
4a. MANAGE/CLAIM TASKS



You've connected but there are no tasks to claim yet. Please wait for notification

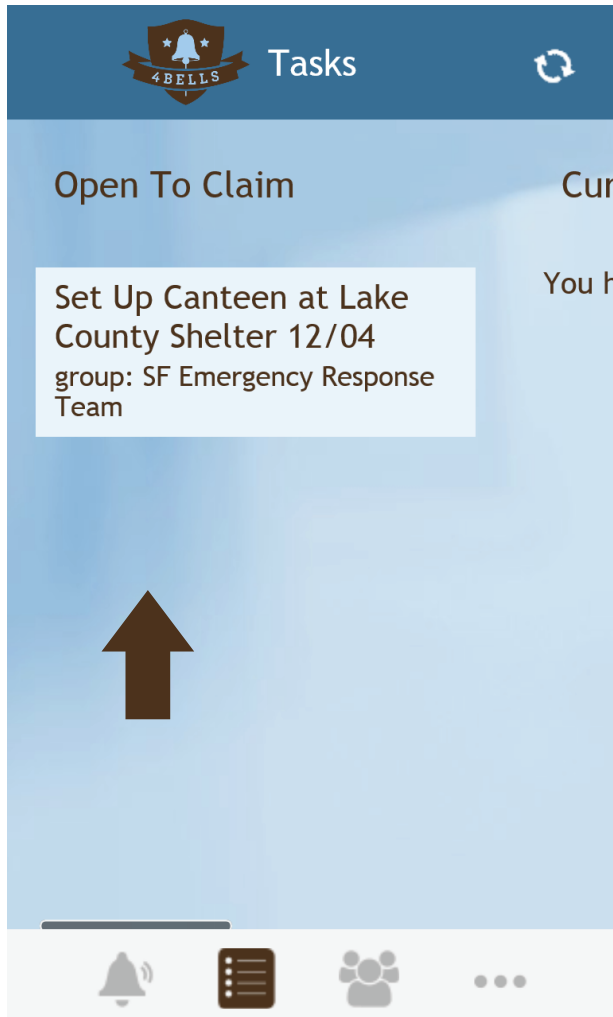


Depending on what you chose you will receive a text or push notification

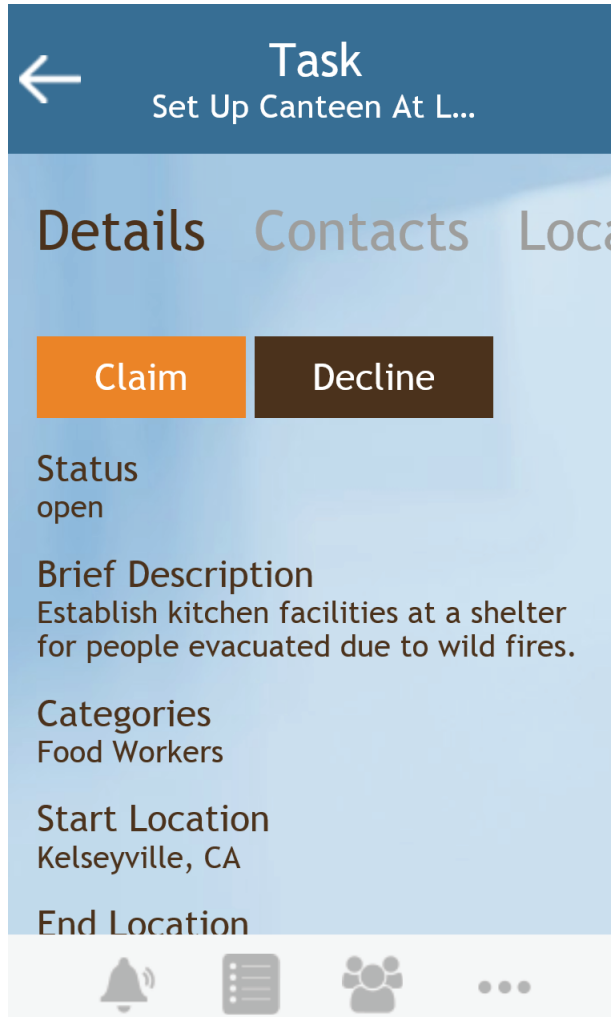


Depending on phone model you will receive text and/or push msgs, unless you remove this permission

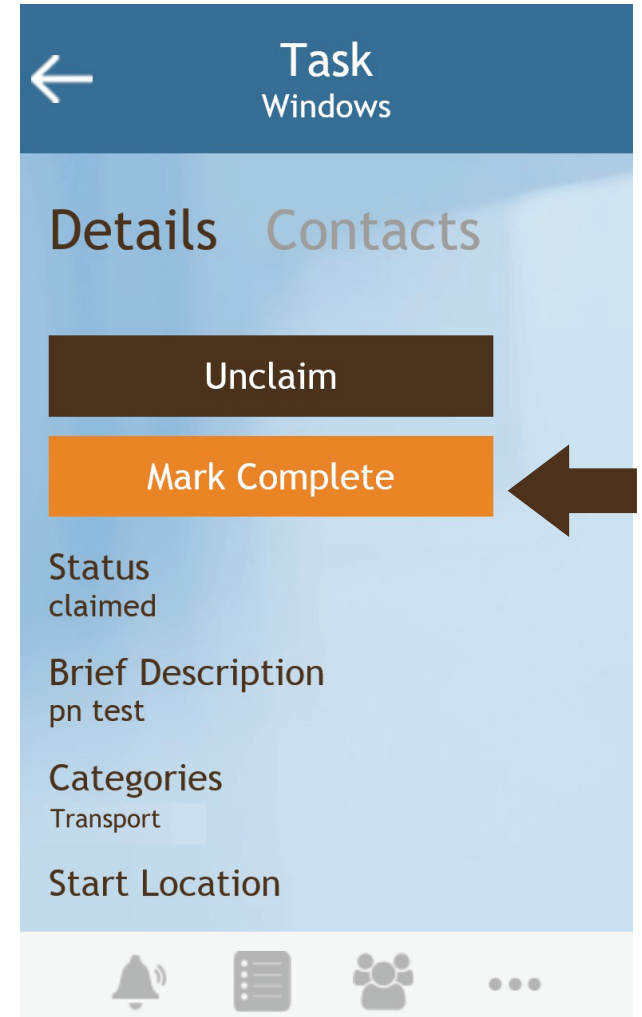
4b. MANAGE/CLAIM TASKS



To claim a task 'tap'
a task from the
'Open to Claim' section

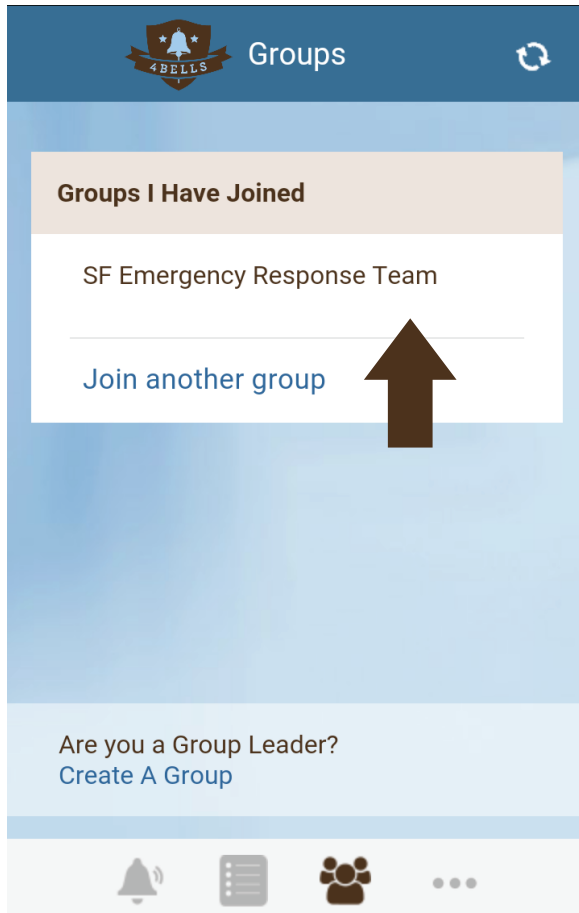


Review details and
claim the task

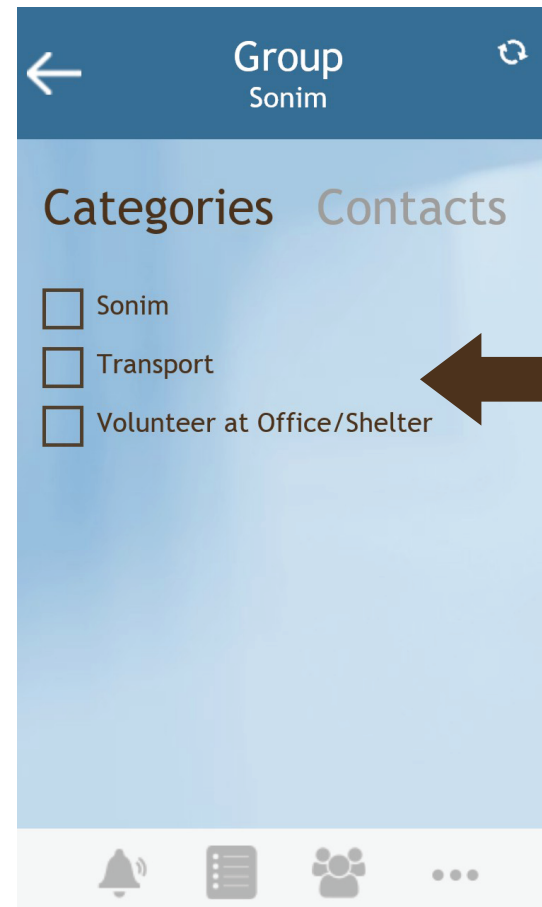


Mark the task complete to
notify your team leader

MANAGE CATEGORIES

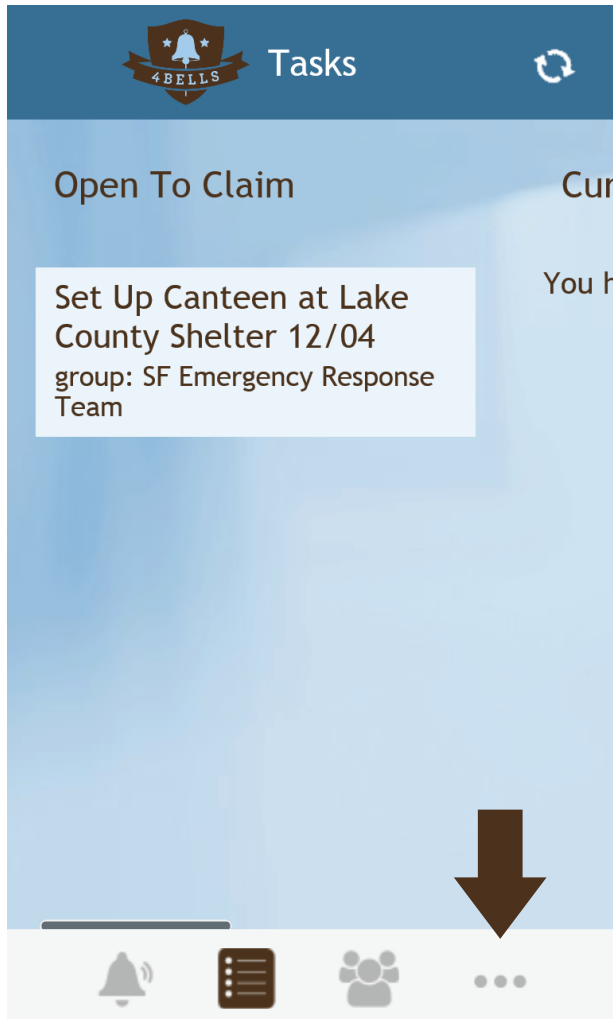


Tap on group name

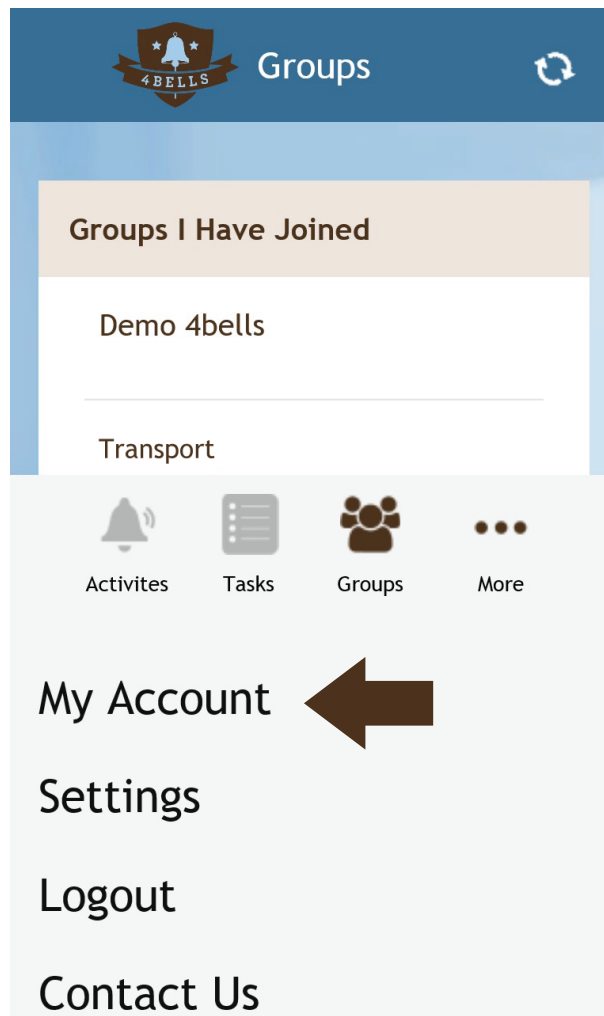


Select categories appropriate to you

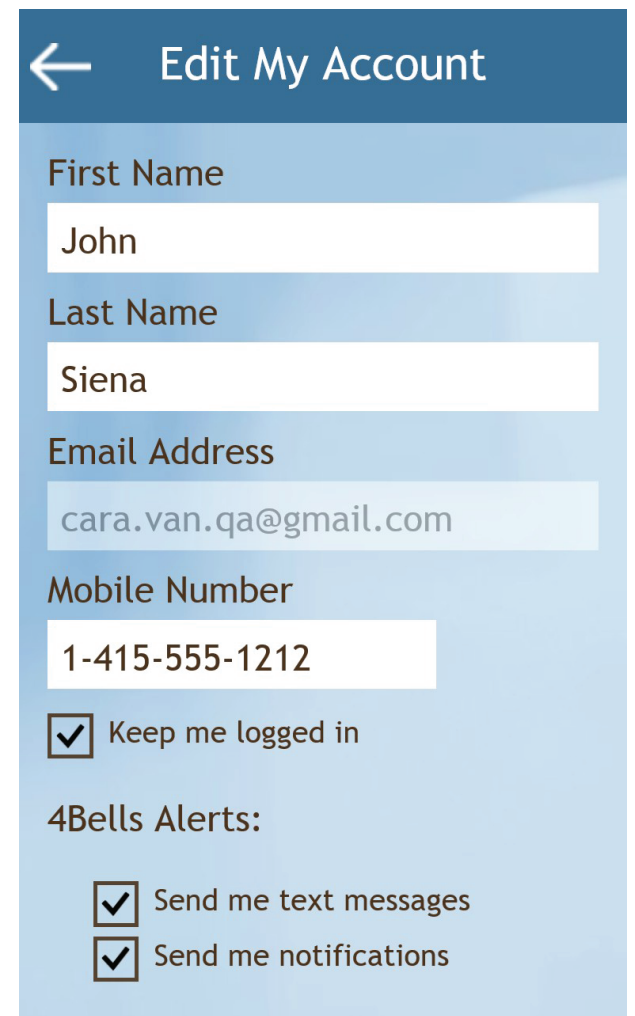
MANAGE MY ACCOUNT



Tap on menu icon



Tap on My Account



RESOURCES FOR MORE SUPPORT ONLINE

Support Page

<http://support.4bells.org/>