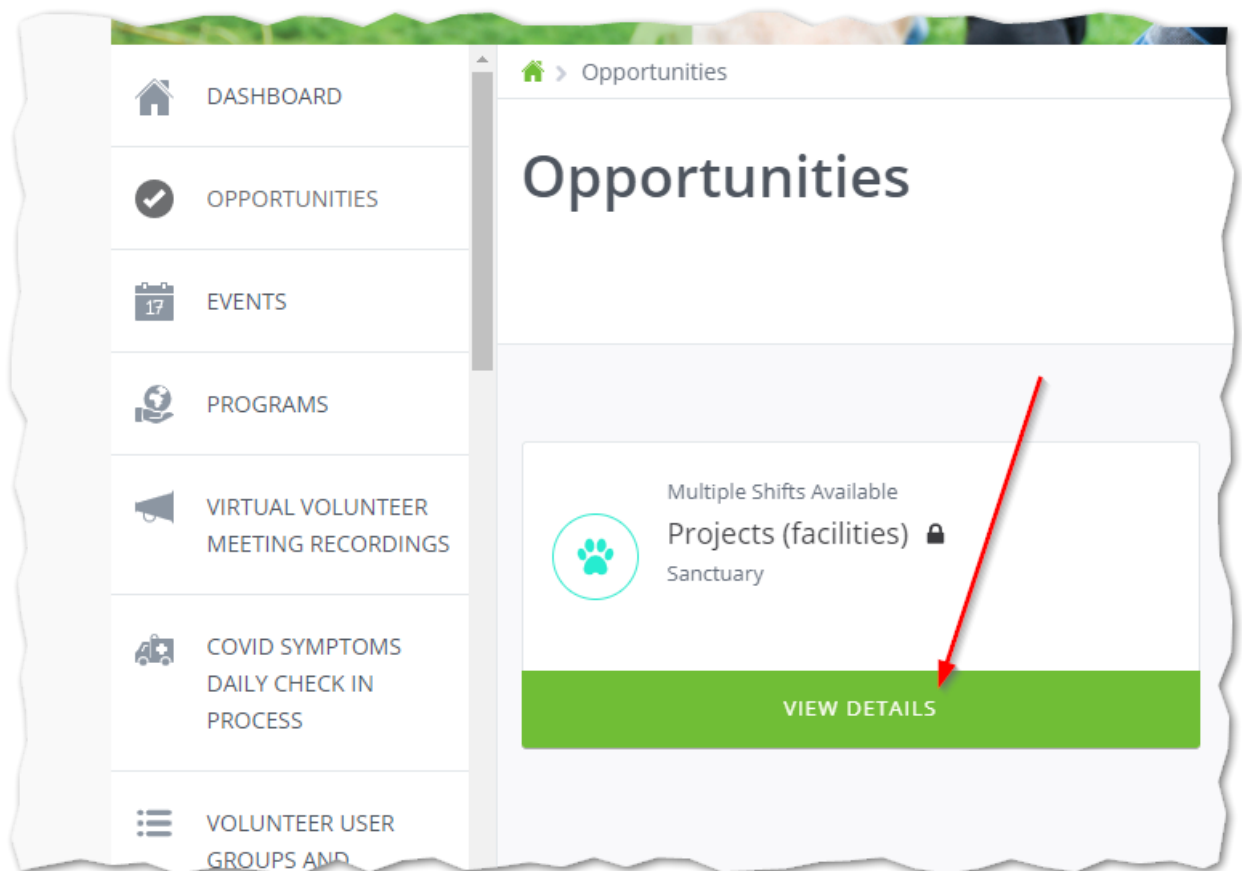# How To Sign Up For Opportunities

Using the Galaxy Digital Volunteer Software

1. Click on Opportunities in the left hand navigation menu. Then click on View Details for the opportunity you want to sign up for.

2. Click Respond Individually on the date you want to sign up for. NOTE: there must be an open spot in order for you to sign up. You can see the open spots in the column just to the left of the Respond Individually column.

🏠 > Opportunities > Projects (facilities)

Projects (facilities) 🔒

Description

Help get tasks around the sanctuary completed! Examples: landscaping, weeding, cleaning, enrichment, deep cleaning, gardening, food bank inventory, etc. There's a whole host of things to be done and we need your help!!

If you have a bad back, cannot do heavy lifting, be on your feet for a long time, etc., please let Jen know and we will make every effort to accommodate you.

Shifts

👤 RESPOND

BEGINS	DURATION	OPEN SPOTS	RESPOND
Fri Feb 5, 2021 @ 10:00am to 1:00pm	3.00 hours	1 of 4	RESPOND INDIVIDUALLY
Sat Feb 6, 2021 @ 10:00am to 1:00pm	3.00 hours	1 of 12	RESPOND INDIVIDUALLY
Tue Feb 9, 2021 @ 10:00am to 1:00pm	3.00 hours	3 of 4	RESPOND INDIVIDUALLY

3. Make sure the date you want has a checkmark in the box to the left of the date. You can also check or uncheck more boxes from this screen. NOTE: make sure you hit Submit Opportunity Response at the bottom or your sign up will not be completed.