

Hyer Cafeteria

How to sign up to be a new cafeteria volunteer

Volunteer Scheduler Pro (VSP)

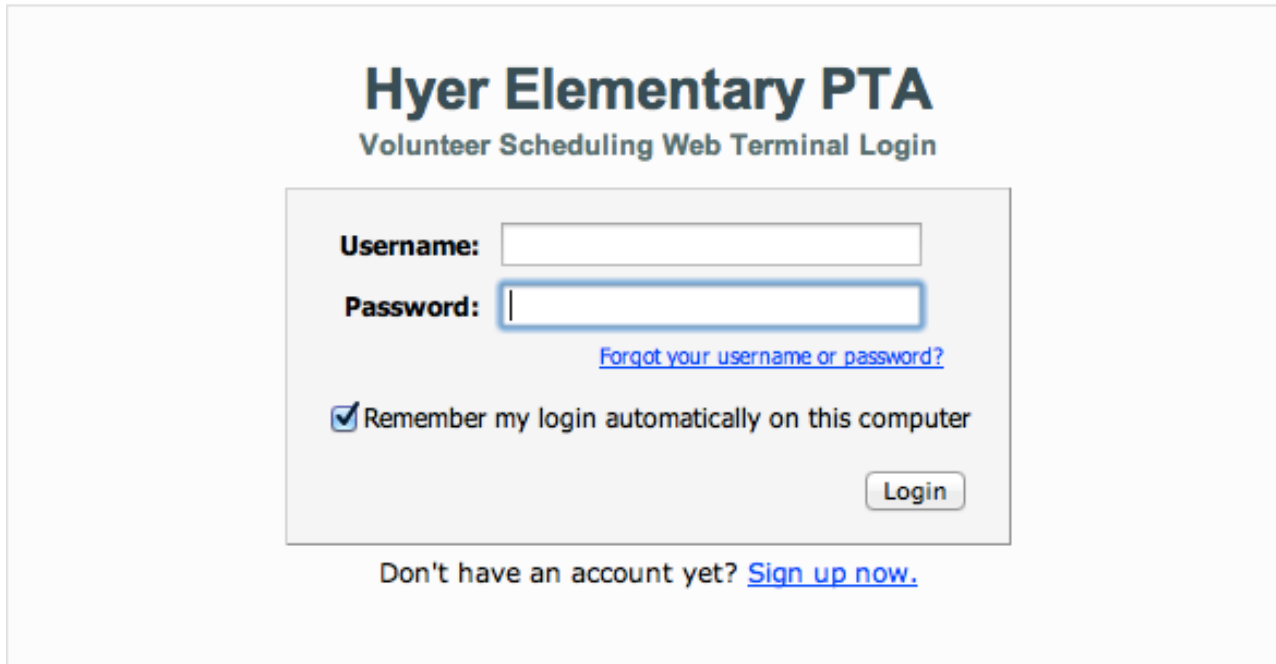
<http://www.rotundasoftware.com/volunteer/hyerpta>

Introduction to VSP

- We are very excited to have VSP as our scheduling software.
 - <http://www.rotundasoftware.com/volunteer/hyerpta>
- How VSP will work
 - The cafeteria volunteer chair will be the administrator on the software
 - Each volunteer will have their own unique log in account to manage their schedule
 - Volunteers will be scheduled based on their preferences and availability
 - A shift is a monthly commitment from 10:30 AM – 12:45 PM i.e. every first Monday of the month
 - There will be 2 cashiers and 7 servers per shift
 - Exceptions will be for volunteers who have made arrangements with the chair to share shifts
 - Day Captains will be in place for each shift to have personal contact with volunteers
 - It is the responsibility of the volunteer to secure a substitute if needed, the system is a tool in finding a sub but does not guarantee a sub.
- A few notes and reminders
 - The system will send you an e-mail 7 days before your shift.
 - 5 days before your shift you will get an e-mail from your day captain
 - If you are in need of a sub in less than 24 hours, you should not count on the system, have a buddy in place to call for emergencies.

First Time Use

- Go to <http://www.rotundasoftware.com/volunteer/hyerpta>
- Click link “[sign up now](#)” to create your username & password



Hyer Elementary PTA
Volunteer Scheduling Web Terminal Login

Username:

Password:

[Forgot your username or password?](#)

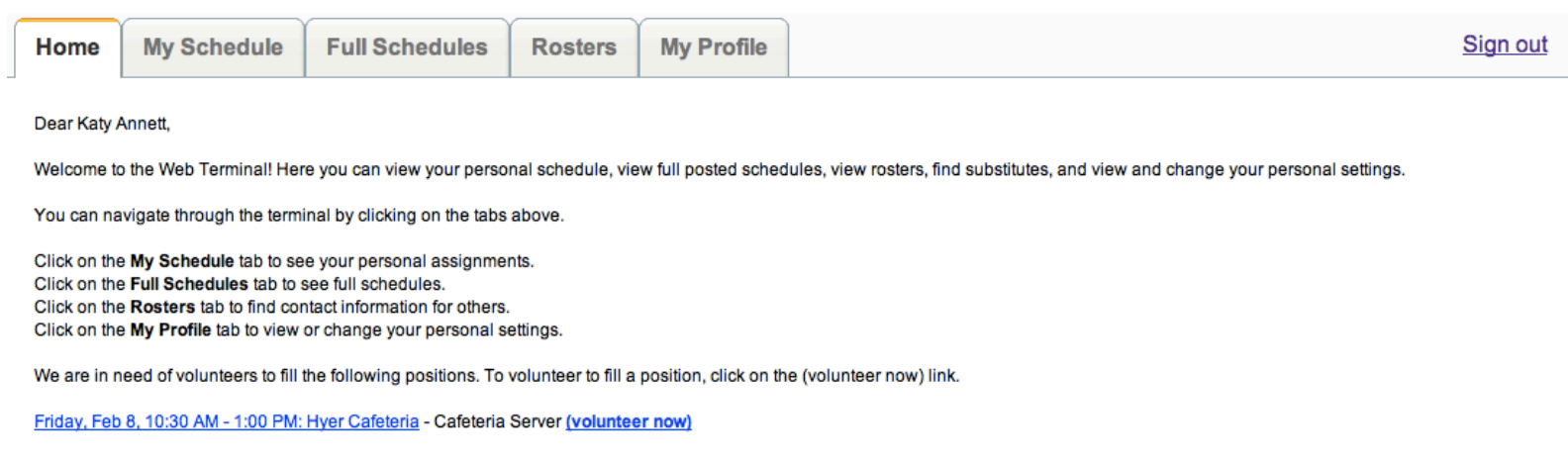
Remember my login automatically on this computer

Login

Don't have an account yet? [Sign up now.](#)

Home Tab

- Here you will see how to navigate through web site.
- You will also see upcoming volunteer needs



The screenshot shows a web terminal interface with a navigation bar at the top. The navigation bar contains five tabs: "Home", "My Schedule", "Full Schedules", "Rosters", and "My Profile". The "Home" tab is currently selected and highlighted with an orange underline. To the right of the tabs is a "Sign out" link. Below the navigation bar, the main content area displays a personalized welcome message for "Katy Annett". The message includes instructions on how to use the terminal and a list of upcoming volunteer needs, with a link to "volunteer now" for a specific position.

Home My Schedule Full Schedules Rosters My Profile [Sign out](#)

Dear Katy Annett,

Welcome to the Web Terminal! Here you can view your personal schedule, view full posted schedules, view rosters, find substitutes, and view and change your personal settings.

You can navigate through the terminal by clicking on the tabs above.

Click on the **My Schedule** tab to see your personal assignments.
Click on the **Full Schedules** tab to see full schedules.
Click on the **Rosters** tab to find contact information for others.
Click on the **My Profile** tab to view or change your personal settings.

We are in need of volunteers to fill the following positions. To volunteer to fill a position, click on the (volunteer now) link.

[Friday, Feb 8, 10:30 AM - 1:00 PM: Hyer Cafeteria](#) - Cafeteria Server ([volunteer now](#))

My Profile Tab

- Here you will enter your personal information
- Make sure e-mail and cell phone are correct. This is how you will receive notification from the software and your Day Captain
- You must click **submit** at bottom of page to process any changes.

Home My Schedule Full Schedules Rosters **My Profile** [Sign out](#)

Here are the personal settings that we have on file for you. If you'd like to change this information you may do so using the controls below. We will review your submission and accommodate any preference changes in the next schedule as best we can. Please remember that you **must click the Submit button at the bottom of this page** for your request to be processed.

General Information

First name: Last name:
Title:
Phone: Cell:
Address:
Email:
Comments:
 Make me inactive for now (so that I am not scheduled at all)
 Email me reminders days before my scheduled dates
[Change my login password...](#)

Available jobs

Supply Room Volunteer
Teacher Workroom Volunteer
Day Captain/ Server

[Add >>](#)
[<< Remove](#)

Click "<< Remove" if you aren't interested in performing this job.

My Jobs

Cafeteria Server (substitute only)
Cafeteria Cashier
Day Captain/ Cashier

I only want to sub in this job

Available locations

All locations already selected.

[Add >>](#)
[<< Remove](#)

Locations at which I can volunteer

Hyer Cafeteria
Teacher Workroom
Supply Shop

Managing My Profile: Available Jobs & Locations

- Here you can designate your jobs and locations
- Use this to add and remove jobs and locations.
- To be a substitute check the “I only want to sub in this job” box, this can be done separately for each job.

Available jobs Supply Room Volunteer Teacher Workroom Volunteer Day Captain/ Server	<input type="button" value="Add >>"/> <input type="button" value="<< Remove"/> Click "<< Remove" if you aren't interested in performing this job.	My Jobs Cafeteria Server (substitute only) Cafeteria Cashier Day Captain/ Cashier <input type="checkbox"/> I only want to sub in this job
Available locations All locations already selected.	<input type="button" value="Add >>"/> <input type="button" value="<< Remove"/>	Locations at which I can volunteer Hyer Cafeteria Teacher Workroom Supply Shop

Managing My Profile: Shift preferences & availability

- On the My Profile tab you can customize your preferences & availability
- Click the Add button to add shifts to your preference
- If you have Unavailable times, you work every Monday, you will be able to add that to your profile. You will no longer receive e-mails for sub requests on days you declare unavailable.

Shift preferences

No shift preferences chosen. If you wish to choose some click "Add..." now.

Add...

Remove



Schedule me **only** at the shifts in this list

(Please make sure to click the "Submit" button at the bottom of this page when finished.)

Unavailable dates / times

No unavailable times declared. If you wish to declare some, click "Add..." now

Add...

Remove

Managing My Profile: Notes and changes

- Here you can send a note to the volunteer chair
- You must click submit changes to process any changes you have made to your profile

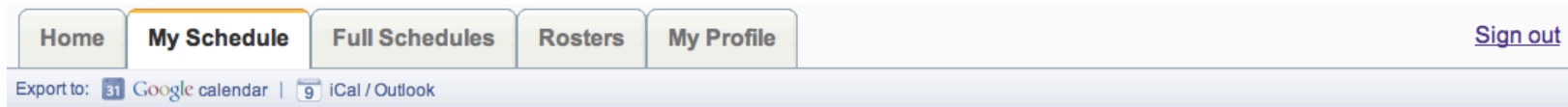
Additional notes / comments to submit with this profile change form

Please make sure to click this "Submit" button when finished.

Submit

My Schedule Tab

- Here you can manage your upcoming shifts
- If you need to request a sub, click the “[request sub](#)” link next to your shift.
 - ***Please let your day captain know you are requesting a sub.***
- If you want to volunteer for an opening, click “[volunteer now](#)” link next to shift.



You are scheduled to serve at the following times.

[Friday, Mar 15, 10:30 AM - 1:00 PM: Hyer Cafeteria](#) - Cafeteria Cashier ([request sub](#))

[Friday, Apr 19, 10:30 AM - 1:00 PM: Hyer Cafeteria](#) - Cafeteria Cashier ([request sub](#))

If you can't serve at one of your scheduled times, it is very important that you find a substitute ahead of time to take your place. You can make a sub request by clicking on one of the ([request sub](#)) links above.

Substitute requests have been made at the following times. To volunteer to fill a position, click on the ([volunteer now](#)) link.

[Friday, Jan 18, 10:30 AM - 1:00 PM: Hyer Cafeteria](#) - Cafeteria Server ([volunteer now](#))

Sub requested by: Meredith Porter

Comments: I will be out of the country. Can anyone take my slot? Thanks!

[Friday, Jan 18, 10:30 AM - 1:00 PM: Hyer Cafeteria](#) - Cafeteria Server ([volunteer now](#))

Sub requested by: Carol Williamson

Comments: I have a trial for work that starts January 14 and will not be able to make cafeteria duty on Friday, 1/18. I split my shift (with Amanda Gardner) so you don't have to be there until 11:30. Let me know if you can help me out!

[Friday, Feb 15, 10:30 AM - 1:00 PM: Hyer Cafeteria](#) - Cafeteria Server ([volunteer now](#))

Sub requested by: Tammy Ha

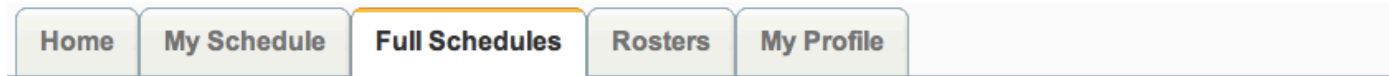
Comments: will be out pf town, happy to trade

[Friday, May 31, 10:30 AM - 1:00 PM: Hyer Cafeteria](#) - Cafeteria Server ([volunteer now](#))

Sub requested by: Karen Krasovec

Comments: I would love to switch with someone, since it is my last child's 4th grade graduation picnic at the same time and day. I can take a X-mas or Thanksgiving shift around holiday break. I know it's the last day of school, but can't miss the 4th Grade Graduation event. Thanks, Karen Krasovec

Full Schedule Tab



Here are the complete schedules.

August 27 - May 31

Monday, August 27

[Mon, 7:30 AM - 8:15 AM](#)

[Volunteer now](#)

[Volunteer now](#)

Supply Room Volunteer

Supply Room Volunteer

[Mon, 8:30 AM - 2:00 PM](#)

[Volunteer now](#)

Teacher Workroom Volunteer

[Mon, 10:30 AM - 1:00 PM](#)

Katie Aldrich
Anne Cannon
Ann Hardaway
Karin Shoffner
Julie Slear
Kelly Valenta
Susan Worrel
Andrea Cozby

Cafeteria Server
Cafeteria Server
Cafeteria Server
Cafeteria Server
Cafeteria Server
Cafeteria Server
Cafeteria Server
Cafeteria Cashier

- Here you can volunteer for open positions by clicking on the blue “[volunteer now](#)”

Full Schedule Tab

- After you click on “volunteer now” you will be given a box like this, click “Volunteer now” to confirm your new assignment
- You will receive an e-mail confirmation once your shift has been assigned.
- If you do not see any positions available that work with your schedule, you may choose to be a substitute for each job (please refer to “Managing My Profile” slide

Volunteer for this unfilled position

Position: Friday, Aug 31, 10:30 AM - 1:00 PM: Hyer Cafeteria as Cafeteria Server

Comments:

Thank You!

- Thank you for volunteering in the cafeteria we appreciate that you are committing your time to volunteer at Hyer.
- You will receive confirmation of your shift before school starts.
- If you have any questions please contact Catherine Sweet at cafequestions@hyerpta.org
- The website again is
 - <http://www.rotundasoftware.com/volunteer/hyerpta>