

User Guide to Signing up for Volunteer Shifts at WSCP

Login using your Username & Password using this link <https://bit.ly/3lf0Sd6> or go to wscpantry.org and click on the Volunteer tab. Select 'Active Volunteers Sign In'.



MyImpactPage.com - Login

Login

Username Uppercase and lowercase letters, numbers, and underscores are allowed. No spaces or special characters. Uppercase letters are not case sensitive.

Password Uppercase and lowercase letters, numbers, and underscores are allowed. No spaces or special characters. Passwords are case sensitive.

[Forgot your username or password?](#)

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Click LOGIN and a screen opens with tabs at the top. The OPPORTUNITIES tab will provide access to the calendar of volunteer shifts. Users will be able to select OPPORTUNITY CALENDAR or OPPORTUNITY LIST.

The logo for West Suburban Community Pantry features a stylized orange and green fruit icon to the left of the text "WEST SUBURBAN community pantry".

HOME **OPPORTUNITIES** SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Home [Log Out](#) [Help](#)

Welcome Colleen Loftus
[Edit My Profile](#)

VOLUNTEER HOURS		
This Week	This Year	Lifetime
0	0	238

West Suburban Community Pantry

News

SAFETY FIRST! Please close box cutters after use and be alert to plastic or anything others could trip on. Let's work together to keep the pantry safe. Thank you!

Mission Statement

Get Social

Share this

A small screenshot of a Facebook page for West Suburban Community Pantry showing a "Like Page" button and "2.2K likes".

The OPPORTUNITY CALENDAR allows users to search on a category (for instance the Virtual Food Pantry, Shopping Services or Off-Site Partners). Users can also filter by week or start time.

pantry

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Opportunity Calendar Log Out ? Help

Filters

Looking for a specific activity that isn't showing on the calendar? It might not be visible in this format. Try checking the [Opportunity List](#) page. Activities that don't have specific dates or times aren't able to be rendered on the calendar and there may also be some activities that are visible to you in the list, but not the calendar.

Only include activities that I am qualified for

Category: Don't Filter

Start Time: Don't Filter

Format: Month

Make these my default filters Submit

Tuesday, March 15, 2022 - Saturday, April 02, 2022 Next

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 13	14	15 8A Shopping Services 8A Process Individual Dop 11:30A Shopping Services 12P Sorting/stocking 3P High School Student S	16 8A Process Individual Dop 8A Sorting/stocking 9A Process NIFB Truck 11:45A Distribution 12P Sorting/stocking See All Shifts	17 8A Customer Check In 8A Front Desk Greeter 8A Shopping Services 8A Process Individual Dop See All Shifts	18 8A Process Individual Dop 8A Sorting/stocking 8:45A Distribution 10A Sorting/stocking 12P Sorting/stocking See All Shifts	19 8A Customer Check In 12P General Pantry Assist
20	21	22	23	24	25	26

For example, filter by the category of 'Shopping Services' and only opportunities for Shopping Services on Monday, Tuesday, Thursday, and Saturday will be visible.

Only include activities that I am qualified for

Category: Pantry Shopping

Start Time: Don't Filter

Format: Month

Make these my default filters Submit

Don't see the activity you are looking for? It might not be showing because of your filter settings. Try adjusting your filter selections.

Tuesday, March 15, 2022 - Saturday, April 02, 2022 Next

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 13	14	15 8A Shopping Services 11:30A Shopping Servk	16	17 8A Customer Check In 8A Front Desk Greeter 8A Shopping Services 5P Customer Check In 5P Front Desk Greeter	18	19 8A Customer Check In
20	21 10A Customer Check In 10A Front Desk Greeter 10A Shopping Services	22 11:30A Shopping Services	23	24 8A Front Desk Greeter 8A Shopping Services 5P Customer Check In	25	26 8A Customer Check In
27	28 10A Customer Check In 10A Shopping Services	29 8A Customer Check In 8A Shopping Services 11:30A Shopping Services	30	31 8A Customer Check In 8A Front Desk Greeter 8A Shopping Services 5P Customer Check In	Apr 1	2 8A Customer Check In 8A Front Desk Greeter 8A Shopping Services

Click on a shift time on a date to see details about that shift and how many openings remain.

Only include activities that I am qualified for

Category: Pantry Shopping

Start Time: Don't Filter

Format: Month

Pantry Shopping - Shopping Services 8:00 AM - 12:00 PM

Pantry Shopping Shopping Services

Thursday, March 17, 2022 8:00 AM - 12:00 PM

Assist clients shop the aisles of the Pantry, load cars, receive products.

This activity generally occurs on

- Tuesday Morning
- Saturday Morning

There are currently 5 of 10 openings available for this shift

[Go to Activity Page](#) [More Like This](#)

[Close](#) [+ Sign Up](#)

Click Sign Up to add this shift to your schedule or Close to look for another shift. Open the SCHEDULE tab to see a list of assigned shifts.

WEST SUBURBAN community pantry

HOME OPPORTUNITIES **SCHEDULE** HOURS REPORTS CONTACT MY PROFILE

Opportunity Calendar

[Log Out](#) [Help](#)

Filters

Looking for a specific activity that isn't showing on the calendar? It might not be visible in this format. ✕ Try checking the [Opportunity List](#) page. Activities that don't have specific dates or times aren't able to be rendered on the calendar and there may also be some activities that are visible to you in the list, but not the calendar.

Only include activities that I am qualified for

Category: Pantry Shopping

Start Time: Don't Filter

From the 'Schedule' tab users can 1. Subscribe to notifications to remind them about shifts 2. Get more information about a shift 3. Send the shift to their Outlook/Google/Apple calendar 4. Print a calendar of all assigned shifts.

The screenshot shows the 'community pantry' website's 'Schedule' page. The navigation bar includes 'HOME', 'OPPORTUNITIES', 'SCHEDULE', 'HOURS', 'REPORTS', 'CONTACT', and 'MY PROFILE'. The 'Schedule' section has a 'Log Out' and 'Help' link. Below is a 'Filters' section with date pickers for 'From' and 'To' (both set to 03/17/2022) and a 'Filter Shifts' button. A text box states: 'To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).' Below this is a table of activities:

ACTIVITY	DATE	START	END	ACTIONS
Pantry Shopping - Shopping Services	Thu 3/17/2022	8:00 AM	12:00 PM	Add to Calendar Select All

Annotations include: 'Click here to subscribe to weekly shift reminders' pointing to the text box; 'More info about this shift' pointing to an information icon in the table; and 'Click to open Add to Calendar' pointing to the 'Add to Calendar' link in the table. Below the table is a 'Monthly Calendar Schedule' section with 'Paper Size' (Letter Landscape (11" x 8.5")) and 'Start Date' (03/01/2022) dropdowns, and 'Download Calendar' and 'View Calendar' buttons. A modal window titled 'Add to Calendar' is open, showing links for 'Add to Calendar', 'Add to Google Calendar', and 'Add to Yahoo Calendar', with a 'Close' button. The footer contains 'Get the My Impact app', 'Site Map', and 'Powered By BETTER IMPACT'.

You can update all information via the MY PROFILE tab. To sign up for notifications about administrative tasks, senior delivery, and other volunteer opportunities, click 'Interests' from the drop-down menu.

The screenshot shows the West Suburban Community Pantry website interface. At the top is the logo with the text "WEST SUBURBAN community pantry". Below the logo is a navigation bar with buttons for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. The "SCHEDULE" button is active, and the page title is "Schedule".

Below the navigation bar is a "Filters" section with date pickers for "From" and "To" (both set to 03/17/2022) and a "Filter Shifts" button. Below the filters is a message: "To subscribe to weekly reminder emails or subscribe to a calendar feed visit your contact information page." Below this is a table with columns: ACTIVITY, DATE, START, END, and ACTIONS. The table contains one row: "Pantry Shopping - Shopping Services" with a date of "Thu 3/17/2022", start time of "8:00 AM", and end time of "12:00 PM". An information icon (i) is next to the activity name. A red star is placed over the "ACTIONS" column header, and a red circle highlights the "Interests" option in the "MY PROFILE" dropdown menu.

The "MY PROFILE" dropdown menu includes the following options: Contact Information, Additional Info, Qualifications, Training, Badges, Change Password, Organizations, Goals, Interests (highlighted), Availability, Timeclock QR Code, Files, and Merge Profile.

At the bottom of the page is a "Monthly Calendar Schedule" section.

Click to get more information about each item. Selecting an item doesn't commit the user to completing this task, it just notifies them when volunteer opportunities in this area become available.

The screenshot shows the "Interests" page on the West Suburban Community Pantry website. At the top is the logo with the text "WEST SUBURBAN community pantry". Below the logo is a navigation bar with buttons for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. The "MY PROFILE" button is active, and the page title is "Interests".

Below the navigation bar is a "Log Out" button and a "Help" link. Below this is a "Interests" section with a list of checkboxes and information icons (i):

- Select All
- Donation Pickups (i)
- Customer service (i)
- Sorting donations & stocking the pantry (i)
- Senior Delivery (i)
- Virtual Food Pantry (i)
- Special Events (i)
- Fundraising
- Community Outreach (i)
- Administrative/Clerical help (i)
- Assisting with kids/family programming (i)

At the bottom of the interest list are "Cancel" and "Save" buttons.

At the bottom of the page are links for "Get the My Impact app" and "Site Map", and a "Powered By" logo for "BETTER IMPACT".

CANCELLING A SHIFT

Volunteers can remove themselves up to 48 hours prior to the start of a shift. To do this, login to the volunteer profile and click the 'Schedule' tab. If the Remove button isn't available, email Colleen cloftus@wscpantry.org to cancel your shift.



HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Schedule

Log Out ? Help

Filters

From 04/14/2022 To 04/14/2022 Filter Shifts

Remove yourself up to 48 hours prior to a shift. If the remove button isn't available email Colleen to cancel.

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ACTIVITY	DATE	START	END	ACTIONS
Virtual Food Pantry (VFP) - Pick and Pack	Thu 4/14/2022	9:00 AM	11:00 AM	<input type="button" value="x Remove"/>

Select All

Monthly Calendar Schedule

Paper Size Letter Landscape (11" x 8.5")

Start Date 04/01/2022