

Scheduler Walkthrough

Purpose

- The Meals on Wheels scheduler is for all volunteers to use after completion of their first volunteer shift. It is not required, but it is highly recommended that all recurring volunteers become familiar with how to use the scheduler
- Seek out the Volunteer Department team by email, phone or in-person contact for any questions regarding the scheduler

Scheduler Link:

<https://mowwm.mowscheduler.com/>

How to Use the Meals on Wheels Scheduler

- 1.) **Login:** Create your own unique login and password from the link sent to you by the Volunteer Department

The screenshot shows the login interface for the Meals on Wheels scheduler. The page title is "Meals on Wheels". The main heading is "Staff and Volunteer Users". There are three input fields: "Username" with the text "JohnDoe1", "Password" with the text "yourPassword", and a "Remember me?" checkbox. Below the password field is a "Sign In" button and a link that says "Help! I forgot my password...". Three yellow callout boxes with arrows point to specific elements: the top box points to the login form area and says "volunteers and staff log in from the same form, volunteers are automatically directed to the Volunteer Portal after signing in"; the middle box points to the password field and says "allow access from this device for up to 15 days without need to re-enter password"; the bottom box points to the "Remember me?" checkbox and says "users w/ valid email address can reset their own password".

2.) **Your Profile:** navigate and view shift details, cancel a current shift.

volunteer portal has different navigation options than staff Interface

this menu item is shown only if volunteer is a member of a Volunteer Group

navigate to Help, My Account, logout

cancel a shift

view shift details

text note and file attachments at the job and shift (specific date) levels

signups that were not auto-approved and not yet manually approved

shift details and cancel icons

Calendar
your confirmed and canceled assignments

Color Legend: Weekly, Monthly, Custom, One-time, Time off, No Shift

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2 D: route 11 delivery Canceled	3	4	5	6
7	8	9 D: route 11 delivery	10	11 D: route 11 delivery	12	13
14 Time Off	15 Time Off	16 Time Off	17 Time Off	18 Time Off	19	20
21	22	23	24	25	26	27
28	29	30	31			

3.) **Help Wanted Page:** a way to see where we need extra hands.

volunteer can set preference for Job Groups filter in the My Account section

click to view Job details or sign up for Job

view details or sign up for future one-time event

the volunteer portal version of the Help Wanted page is almost identical to the public version

click to view individual jobs in Kitchen group

Upcoming Events

July 2022

- Jul 27: Casino Night Fundraiser
- Jul 30: Food Pantry

August 2022

- Aug 4: Pledge-A-Thon Phone Bank 1
- Aug 5: Pledge-A-Thon Phone Bank 2
- Aug 23: Mulligans for Meals

September 2022

- Sep 9: Senior Health Fair

October 2022

- Oct 10: More than a Meal Luncheon

Job	Sunday 07/17/2022	Monday 07/18/2022	Tuesday 07/19/2022	Wednesday 07/20/2022	Thursday 07/21/2022	Friday 07/22/2022	Saturday 07/23/2022
East Side 2 open shifts						2	
route 1 delivery - portion of Southwest quadrant of city, near Community Health ...more...						Driver	
route 5 delivery - east of university, including Washington Heights						Driver	
Kitchen 1 open shift					1		