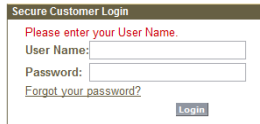


How to log into the HETRA volunteer scheduling portal

1. You will receive an email from Whitney with your new login and temporary password and a link to the portal. Click on the link https://na8.salesforce.com/secure/login_portal.jsp?orgId=00D8000000diZe&portalId=060C000000APJm or go to the HETRA website and click on the link under volunteering.
2. You will reach a page that looks like this:



Secure Customer Login

Please enter your User Name.

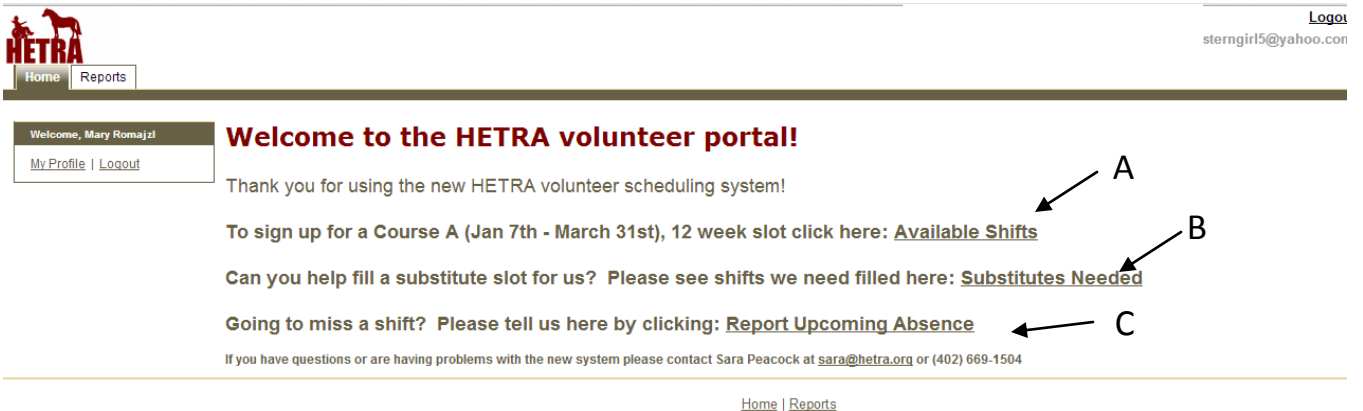
User Name:

Password:

[Forgot your password?](#)

Enter your username and the temporary password that you were assigned in the email you received.

3. After you enter your username and password you will be taken to a screen where you can set your own personalized password.
4. You will then be taken to a screen that looks like this:



Welcome, Mary Romajzl

[My Profile](#) | [Logout](#)

Welcome to the HETRA volunteer portal!

Thank you for using the new HETRA volunteer scheduling system!

To sign up for a Course A (Jan 7th - March 31st), 12 week slot click here: [Available Shifts](#)

Can you help fill a substitute slot for us? Please see shifts we need filled here: [Substitutes Needed](#)

Going to miss a shift? Please tell us here by clicking: [Report Upcoming Absence](#)

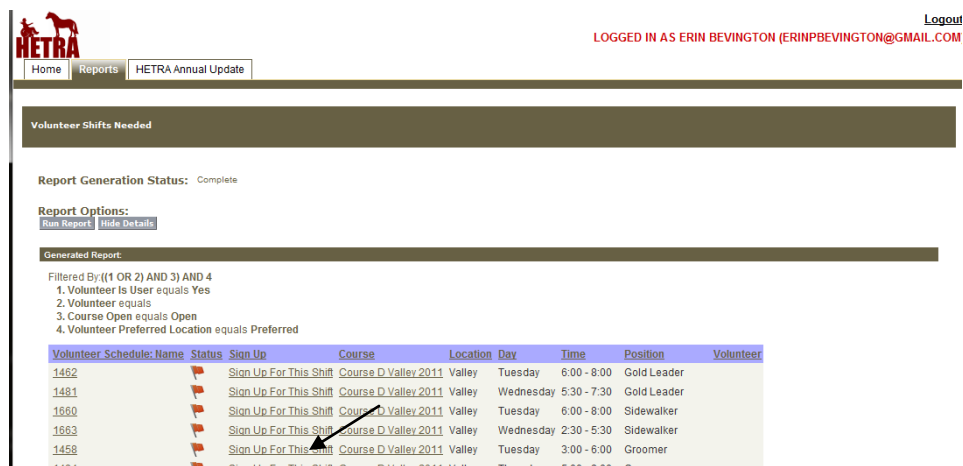
If you have questions or are having problems with the new system please contact Sara Peacock at sara@hetra.org or (402) 669-1504

[Home](#) | [Reports](#)

[Logout](#)
sterngirl5@yahoo.com

5. There are 4 important tasks you will be able to do in the new system.

A. Sign up for an available 12 week permanent volunteer slot - Click on Available shifts and you will be taken to a screen that looks like this:



[Home](#) | [Reports](#) | [HETRA Annual Update](#)

[Logout](#)
LOGGED IN AS ERIN BEVINGTON (ERINPBEVINGTON@GMAIL.COM)

Volunteer Shifts Needed

Report Generation Status: Complete

Report Options:
[Run Report](#) | [Hide Details](#)

Generated Report:

Filtered By: (1 OR 2) AND 3) AND 4

1. Volunteer Is User equals Yes
2. Volunteer equals
3. Course Open equals Open
4. Volunteer Preferred Location equals Preferred

Volunteer	Schedule	Name	Status	Sign Up	Course	Location	Day	Time	Position	Volunteer
1462				Sign Up For This Shift	Course D Valley 2011	Valley	Tuesday	6:00 - 8:00	Gold Leader	
1481				Sign Up For This Shift	Course D Valley 2011	Valley	Wednesday	5:30 - 7:30	Gold Leader	
1660				Sign Up For This Shift	Course D Valley 2011	Valley	Tuesday	6:00 - 8:00	Sidewalker	
1663				Sign Up For This Shift	Course D Valley 2011	Valley	Wednesday	2:30 - 5:30	Sidewalker	
1458				Sign Up For This Shift	Course D Valley 2011	Valley	Tuesday	3:00 - 6:00	Groomer	
1484				Sign Up For This Shift	Course D Valley 2011	Valley	Thursday	5:00 - 8:00	Groomer	

Only slots that you are qualified for at your preferred location will show up on this list. Scroll through the list and find the slot you would like to sign up for. You can sort the list by each category, for example if you would like to sort the list by day click “Day”. Once you have found the slot you would like to sign up for click on the “sign up for this shift” button. Once you have done this you will see your name next to the shift you have signed up for.

Volunteer Shifts Needed

Report Generation Status: Complete

Report Options:
[Run Report](#) [Hide Details](#)

Generated Report:

Filtered By: ((1 OR 2) AND 3) AND 4
 1. Volunteer Is User equals Yes
 2. Volunteer equals
 3. Course Open equals Open
 4. Volunteer Preferred Location equals Preferred

Volunteer Schedule Name	Status	Sign Up	Course	Location	Day	Time	Position	Volunteer
1462	-	Sign Up For This Shift	Course D Vallev 2011	Valley	Tuesday	6:00 - 8:00	Gold Leader	Erin Bevington
1674		Sign Up For This Shift	Course C Vallev 2011	Valley	Monday	4:15 - 7:00	Schedule Keeper	
1648		Sign Up For This Shift	Course D Vallev 2011	Valley	Saturday	11:00 - 1:30	Schedule Keeper	
1495		Sign Up For This Shift	Course D Vallev 2011	Valley	Saturday	8:30 - 11:00	Schedule Keeper	
1490		Sign Up For This Shift	Course D Vallev 2011	Valley	Sunday	12:00 - 4:00	Schedule Keeper	
1486		Sign Up For This Shift	Course D Vallev 2011	Valley	Thursday	5:00 - 8:00	Schedule Keeper	
1479		Sign Up For This Shift	Course D Vallev 2011	Valley	Wednesday	5:30 - 7:30	Schedule Keeper	

B. Signing up for a Substitute Slot - To do this click on the “Substitutes Needed” link on the home screen. You will be taken to a screen that looks like this:

Substitutes Needed

Report Generation Status: Complete

Report Options:
[Run Report](#) [Hide Details](#)

Generated Report:

Filtered By: ((1 OR 2) AND 3) AND 4
 1. Volunteer Is User equals Yes
 2. Volunteer Is User equals Not Specified
 3. Course Open equals Open
 4. Volunteer Preferred Location equals Preferred

HETRA Volunteer Schedule ID	Sign Up	Course	Location	Position	Day	Date	Time	Volunteer
HVS-801	One Time Shift Substitute	Course C - Omaha 2011	Omaha	-	-	9/11/2011	12:00 - 4:00	
HVS-1232	One Time Shift Substitute	Course C - Valley 2011	Valley	Groomer	Monday	9/12/2011	4:30 - 8:15	Erin Bevington
HVS-810	One Time Shift Substitute	Course C - Omaha 2011	Omaha	Blue Leader	Monday	9/12/2011	3:00 - 6:00	Erin Bevington
HVS-1624	One Time Shift Substitute	Erik test 2	Omaha	Groomer	Monday	1/2/2012	8:30 - 11:00	
HVS-1618	One Time Shift Substitute	Erik test 2	Omaha	Groomer	Monday	12/26/2011	8:30 - 11:00	
HVS-1612	One Time Shift Substitute	Erik test 2	Omaha	Groomer	Monday	12/19/2011	8:30 - 11:00	
HVS-1606	One Time Shift Substitute	Erik test 2	Omaha	Groomer	Monday	12/12/2011	8:30 - 11:00	
HVS-1600	One Time Shift Substitute	Erik test 2	Omaha	Groomer	Monday	12/5/2011	8:30 - 11:00	

Again you can click on the title of each column to sort the options. Once you find a slot you would like to sign up for click on the link “One Time Shift Substitute”. You will then see your name next to that shift.

C. How to report an absence - You will also be able to notify HETRA of any days you will not be able to make it to your scheduled shift. Click on the “Report Upcoming Absence” link on the home page and you will be taken to a page that looks like this:

My Permanent Shifts

Report Generation Status: Complete

Report Options:
[Run Report](#) [Hide Details](#)

Generated Report:

Filtered By:
 Volunteer Is User equals Yes
 AND Course Open equals Open

Volunteer Schedule Name	Absence	Course	Location	Day	Time	Position	Volunteer
2636	Report Upcoming Absence	Course C - Omaha 2011	Omaha	Thursday	3:00 - 6:00	Groomer	Erin Bevington
2611	Report Upcoming Absence	Course C - Valley 2011	Valley	Sunday	12:00 - 4:00	Groomer	Erin Bevington
2586	Report Upcoming Absence	Course C - Valley 2011	Valley	Saturday	8:30 - 11:00	Groomer	Erin Bevington
1753	Report Upcoming Absence	Course C - Omaha 2011	Omaha	Wednesday	3:00 - 6:00	Groomer	Erin Bevington
1361	Report Upcoming Absence	Course C - Omaha 2011	Omaha	Tuesday	4:30 - 8:15	Groomer	Erin Bevington
1342	Report Upcoming Absence	Course C - Valley 2011	Valley	Monday	4:30 - 8:15	Groomer	Erin Bevington
2403	Report Upcoming Absence	Course C - Omaha 2011	Omaha	Sunday	12:00 - 4:00	Blue Leader	Erin Bevington
1356	Report Upcoming Absence	Course C - Omaha 2011	Omaha	Monday	3:00 - 6:00	Blue Leader	Erin Bevington
Grand Totals (8 records)							

This will pull up all the permanent shifts that you have signed up for. To cancel an individual session click on the “Report Upcoming Absence” link next to the shift you need to cancel for. You will be taken to a screen that looks like this:

The screenshot shows a web application interface for HETRA. At the top left is the HETRA logo. The top right shows the user is logged in as ERIN BEVINGTON (ERIN@HETRA.ORG) and provides a Force.com Sandbox ID: FBDDEV01. Below the logo are navigation links: Home, Reports, and HETRA Annual Update. A user profile box on the left says "Welcome, Erin Bevington" and includes links for "My Profile" and "Logout". The main content area is titled "Volunteer Absence Edit" and "New Volunteer Absence". It features a sub-header "Volunteer Absence Edit" with buttons for "Save", "Save & New", and "Cancel". Below this is an "Information" section with a "Required Information" indicator. The form contains several fields: "Volunteer" (text input with "Erin Bevington" and a search icon), "Date To Be Missed" (calendar icon with "9/11/2011"), "Volunteer Schedule" (text input with "2636" and a search icon), and "Cancel Remaining Dates" (checkbox). A "Reason To Be Missed" text area is also present. At the bottom of the form are "Save", "Save & New", and "Cancel" buttons. A footer navigation bar at the bottom of the page contains "Home | Reports | HETRA Annual Update".

Enter the date and reason for your absence and then hit save. If for some reason you are not going to be able to fulfill your commitment to this 12 week shift you can check the cancel remaining dates check box.

6. If you have any problems getting into the system, or if you have any questions please contact Erin Bevington at erin@hetra.org or (402) 677-5986.

Thank you for using the HETRA Volunteer Scheduling System!