

## Registering a Team:

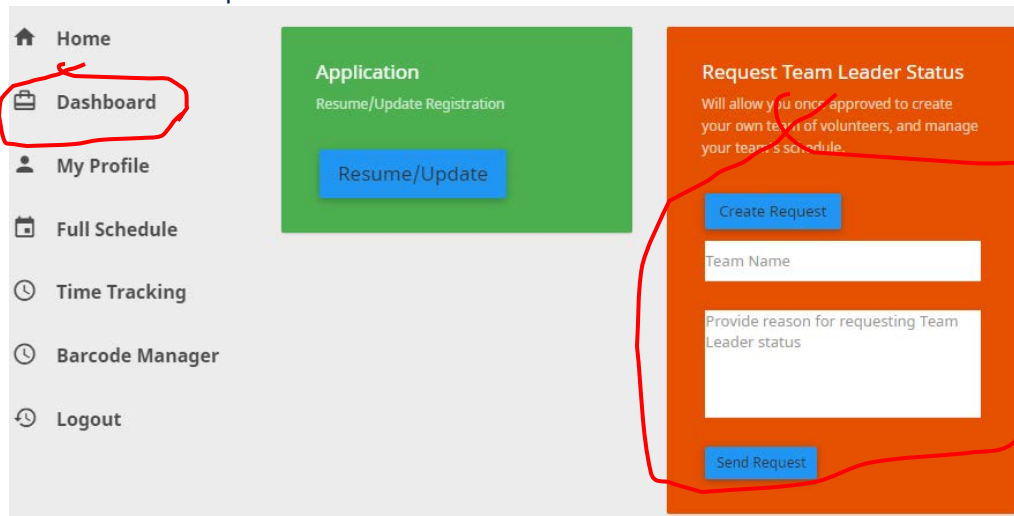
All info and links below are on our website: <https://stvinnysbistro.org/get-involved/>

**Team Leader** – A volunteer who coordinates a team of five to eight volunteers that serve a meal shift in our kitchen. We allow up to 8 volunteers per meal shift, however, you can have as many Team Members as you desire. Organizations that have more than 8 volunteers may choose to create several Teams, eg. Judes Team 1 & Judes Team 2. The responsibilities included scheduling, coordinating your Team, coordinating kitchen tasks, and assisting our Chefs.

**Team Member** – A volunteer who welcomes and serves meals to our homeless guests. Other responsibilities included supporting our chefs and kitchen staff with light meal prep, serving meals, and clean up.

### Here are the basic steps:

1. Select a Team Leader to register a Team. You can create more than one Team if necessary.
2. Go to your “Dashboard.” Request Team Leader Status by clicking on “Create Request.” Enter your Team Name. Click on “Send Request.”



The screenshot shows a web interface with a sidebar menu on the left containing: Home, Dashboard (circled in red), My Profile, Full Schedule, Time Tracking, Barcode Manager, and Logout. The main content area has two panels. The left panel is green and titled 'Application' with the subtitle 'Resume/Update Registration' and a blue 'Resume/Update' button. The right panel is orange and titled 'Request Team Leader Status' with the subtitle 'Will allow you once approved to create your own team of volunteers, and manage your team's schedule.' It contains a blue 'Create Request' button, a white input field for 'Team Name', a white text area for 'Provide reason for requesting Team Leader status', and a blue 'Send Request' button. A red circle highlights the 'Create Request' button, the 'Team Name' field, the text area, and the 'Send Request' button.

3. Within 24 hours you will receive an email stating your Team has been approved. Follow the instructions in the email to begin inviting other registrants to be part of your Team.
4. To schedule a meal shift, login to your account: <https://volunteer.stvinnysbistro.org/login> Go to your Dashboard, select “Full Schedule.” Click on a calendar date and follow the instructions.
5. You can schedule 1 day per month or 1 day each quarter? Scheduling is done by logging in and clicking on a future date under “Full Schedule.”
6. After scheduling a meal shift, you will receive an email with a link to obtain a **map and volunteer instructions**.

Please refer to our website for more details. Many Blessings!

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