

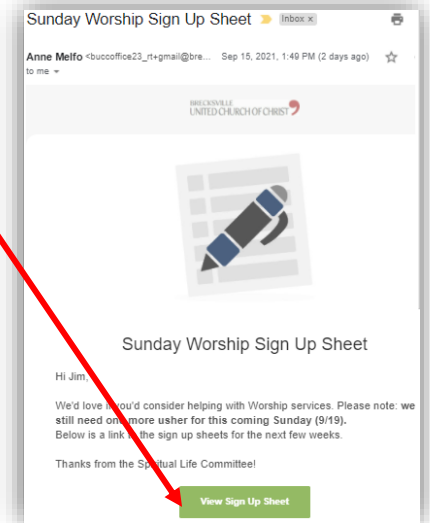
## Signing Up to Help with Sunday Worship

With our new church membership software, signing up to help with BUCC Church Services should be “a Breeze”. Here are some instructions to explain how the Virtual Signup Sheet works.

In summary:

1. Every week or so, Anne Melfo, our Office Manager sends out an email with a link to the virtual signup sheet for the coming weeks.
2. Clicking on the link (which is tailored just for you) takes you into the signup sheet
3. You can scroll through the different roles, seeing who is signed up for each week.
4. You can click on any open date and signup.
5. You can also click on any date with your name on it to opt out of that week.
6. Then press [Submit] to record your changes.
7. You can use that same link as many times as you like.

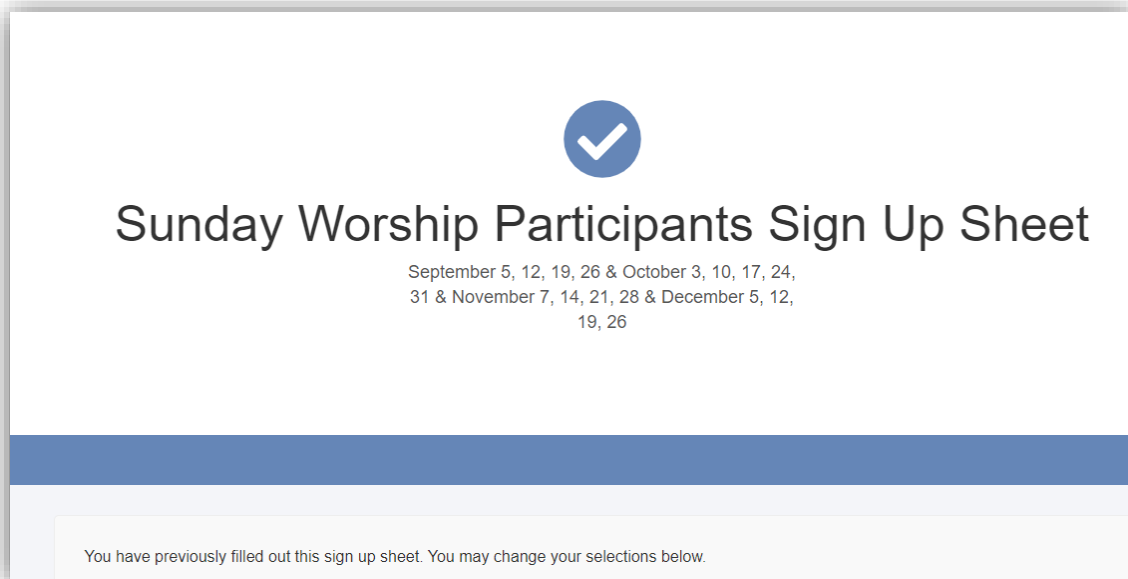
Below are some screen shots to see, in detail how it works.



### **Email from the Church Office:**

The email will come from [buccoffice23\\_rt+gmail@breezechms.com](mailto:buccoffice23_rt+gmail@breezechms.com), which you may need to add to your contact list, so the email does not go into spam. The subject will always be “Sunday Worship Sign Up Sheet”.

### **Initial view of the signup sheet:**



**Scroll Down to find the role you want:**

Date	Day	Time	Status	Current Volunteers
Sep 19	Sun	10am	2 of 2 filled (Solid Blue)	Jim Duffy, Marge Culver
Sep 26	Sun	10am	1 of 2 filled	Marge Culver
Oct 3	Sun	10am	2 of 2 filled	Nancy Stella, Marge Culver
Oct 10	Sun	10am	1 of 2 filled	Marge Culver
Oct 17	Sun	10am	2 of 2 filled	Marge Culver, Jon Thompson
Oct 24	Sun	10am	1 of 2 filled	Marge Culver
Oct 31	Sun	10am	0 of 2 filled	

As seen, on a computer, the list shows 4+ dates across. The **solid (blue) color dates** mean you have already signed up, a **bold date** means that at least one opening exists. If the date is **grayed out**, it means that all positions have been filled. Usually, you will be able to see who is on the list. *Note: on a smart phone, you see a long list that is 1 date wide.*

**Select the dates and roles you want:**

Date	Day	Time	Status	Current Volunteers
Sep 19	Sun	10am	1 of 2 filled	Evelyn Seager
Sep 26	Sun	10am	2 of 2 filled	Evelyn Seager, Sue Stenzel
Oct 3	Sun	10am	0 of 2 filled	

Clicking on a date will “sign you up” and make it **solid (blue)**. If you need to cancel, just click on a date you have signed up and it “toggles” back to “open”

Date	Day	Time	Status	Current Volunteers
Sep 19	Sun	10am	1 of 2 filled	Evelyn Seager
Sep 26	Sun	10am	2 of 2 filled	Evelyn Seager, Sue Stenzel
Oct 3	Sun	10am	1 of 2 filled (Solid Blue)	

Sign up for as many dates as you want. When you are done, press the [Submit] button to record your changes.



*The button will show the number of slots you committed.*

You can return to the signup sheet as often as you like.

Finally, if all this fails, you can always contact Anne Melfo at the Office, or Betsey Wilson and they can sign you up.