



SCHEDULING ASSISTANCE

Thank you for your willingness to share your time with us during ArtPrize! To make the process easier and more organized for you, this year we are using an online scheduling system.

To sign yourself up for volunteering shifts:

1. Sign in to your volunteer account.

- Go to artprize.org/volunteer and click on “Volunteer Sign In” in the orange box at the center of the page
** Do not use the Sign In at the top corner of the page.
This signs you in for voting, not your volunteer scheduling.
- This will bring you to your log in page.
- Enter your username (email) and password. You should have received an automated password in an email from us when you signed up for volunteering. You’ll want to change that to something easier to remember once you get into your account.

2. Click on the tab labeled “My Schedule.”

- This brings you to a calendar.

3. Click on the “Help Wanted” sign on the date that you want to volunteer.

- This pulls up a list of all the volunteer shifts available.
- You will be able to see who else has signed up for shifts.

4. Click on any orange “Schedule Me” sign for available shifts to add yourself to the schedule

- Confirm the shift you’ve asked for by clicking the orange “Yes” button at the bottom of the next page.
- Click “Continue” to be brought back to the calendar and find more opportunities!
- If you do not see the “Schedule Me” button, it means the shifts for that position on that specific day are full. Please look to another day or position for open shifts.

To remove yourself from a shift:

Remember: you will be sent a schedule reminder 48 hours before your shift. You may change your schedule any time prior to this point, but **you may not change your shift after you have been sent this reminder.**

1. Return to the “My Schedule” tab.

2. Click on the date you are scheduled.

- At the top you will see your personal schedule, below that will be the full schedule of all volunteers.

3. Click “Remove Me” from the shift you can no longer fill.

4. Be sure to find another shift you are interested in filling instead!

If you have any questions, please let us know at volunteer@artprize.org. We’re here to help!