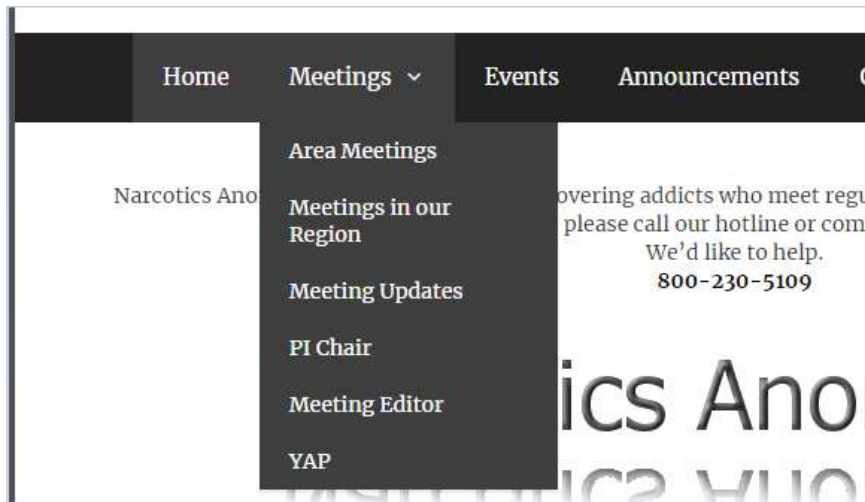


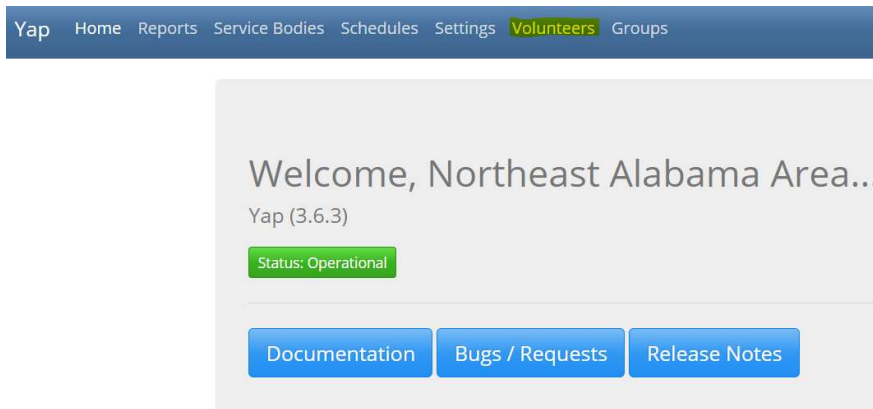
Changing volunteers for an Area Phone Line

The Yap link can be found under the Meetings menu

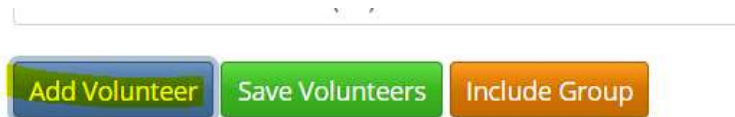


Enter the username and password

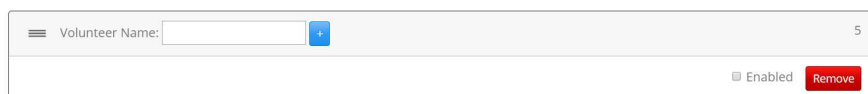
Click on the Volunteers link at the top of the page



Click add the Volunteer button at the top of the page



The new field will appear at the bottom of the current volunteer list



Enter the name of the volunteer you're adding into the text field labeled Volunteer Name. Click the plus sign beside it to enter the phone number. Select the appropriate Gender.

Volunteer Name:

New Volunteer Name

+

Phone Number:

256-555-1234

Gender:

Unassigned ▾

Responder:

Unassigned ▾

Shifts

Add Shift

Add 7 Day Shifts

Add 24/7 Shifts

Remove All Shifts

Click the Add 24/7 Shifts button and choose the default America/Chicago Time Zone.

Select Time Zone For 24/7 Shifts

Time Zone:

America/Chicago ▾

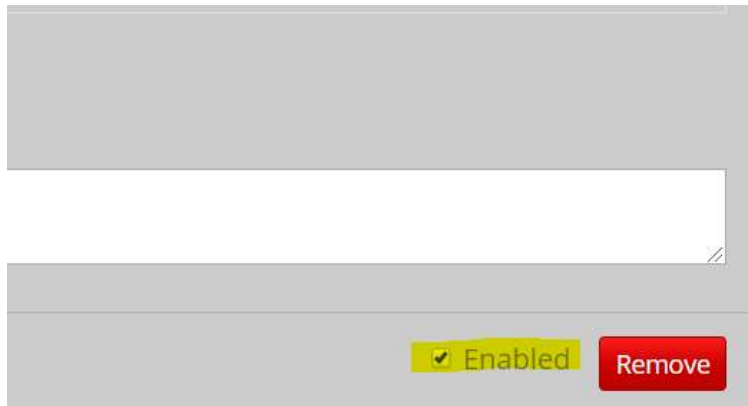
Type:

Phone ▾

Close

Select

At the bottom of the page select Enable.



A screenshot of a form interface. At the bottom right, there is a yellow button with a checkmark and the text "Enabled", and a red button with the text "Remove".

Clicking the minus (-) sign beside the Volunteer name field will close the Volunteer info.



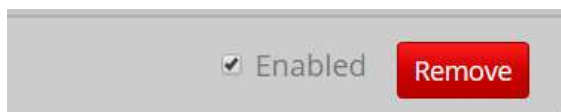
A screenshot of a form interface. It shows a label "Volunteer Name:" followed by a text input field containing "Volunteer Name". To the right of the input field is a blue button with a minus sign (-). A yellow arrow points to this button.

Click the Save Volunteers button at the top of the page to save the entries and commit the changes.



A screenshot of three buttons arranged horizontally. From left to right: a blue button labeled "Add Volunteer", a green button labeled "Save Volunteers", and an orange button labeled "Include Group".

To remove a Volunteer, click the Remove button or untick the Enabled button to leave them there for future commitments.



A screenshot of a form interface. It shows a checkbox with a checkmark and the text "Enabled", and a red button with the text "Remove".