

Volunteers Adding Shifts

ONLY group leaders are allowed to delete shifts from any volunteer. If you sign up for a shift and then find you can not work it, the volunteer will need to contact the group leader to have the shift deleted from their profile.

- Log on to: www.volunteer.bratfest.com
- You will need to create a profile and select which group you will be working with.
 - After creating a profile you will need to wait for the Admin to approve you. This can take up to 48 hours.
- Once you have been accepted you will receive an email stating you are allowed to sign up for shifts. Please log in using the username and password you created along with your profile.
- When you are logged in you will see all the EVENTS you are allowed to sign up for.
- You will see the option to sign up by Task or Sign up by Time
- To sign up by task click the down arrow to see each Event open to your group
- Select the Event (ie Brat Fest 2014, Take your Brat to Work Day, Brat Fest Set Up etc)
- After selecting the event you will see the list of tasks that are open for your group
- Select the task you would like to work
- A box will pop up with the available times for that task. You can change the date to see different available times by clicking the drop down arrow.
- To sign up by time select the box that reads “sign up by time”
- Then select the Event you would like to work (ie Brat Fest 2014, Take your Brat to Work Day, Brat Fest Set Up etc)
- Then select the date you would like to work using the drop down arrow
- Next select the time you would like to work using the drop down arrow
- When you find the time you would like select the ADD SHIFT button
 - You have just been assigned to a task. You will receive an email confirming your volunteer time.
- Repeat the following steps if the volunteer is working more than one shift

Available shifts are on a first come, first served basis, if you no longer see available shifts they are either not opened to your group or are filled by other volunteers. Questions or concerns please contact Nicole@bratfest.com

****** Brat Fest reserves the right to cancel or shorten any shift due to but not limited to, inclement weather or lack of customer demand.**