

Table Of Contents

Pg 2 - 3... Signing Up a New Account

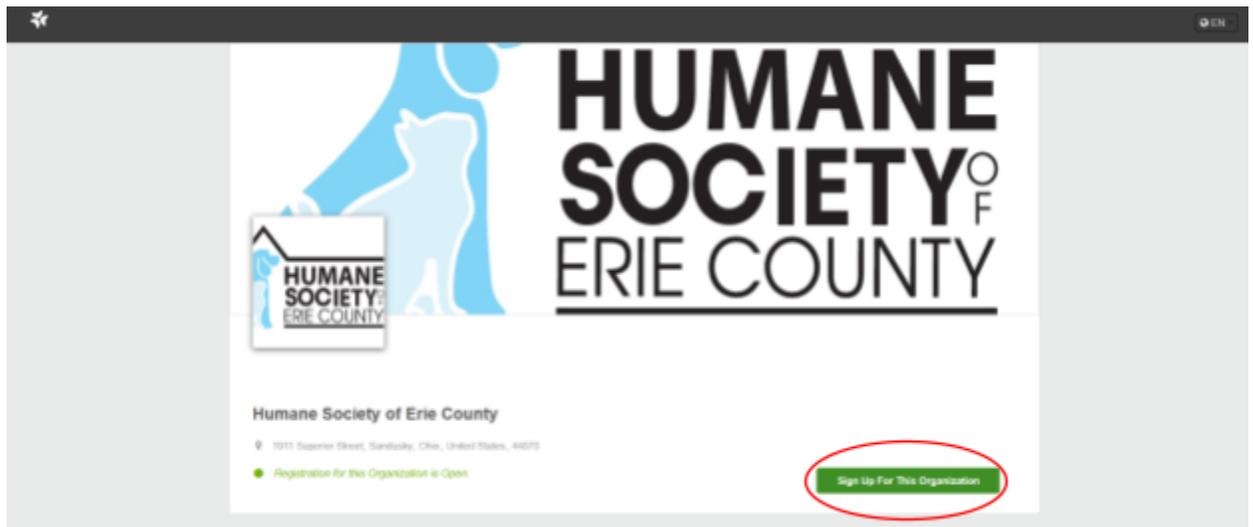
Pg 4 - 8... Signing Up for a Shift

Pg 9 - 10... Canceling/Rescheduling a Shift

Pg 11 - 17... Mobile App Features

Creating a New Account

- 1) Go to the volunteer page on our website and click the button that you see at the bottom, it will take you to our organization home page and will look like this



- 2) Click the green “Sign Up For This Organization Button”
- 3) You will be asked to enter just an email at first but once it you enter yours in it will detect a new email and expand to more fields that should look like this

Humane Society of Erie County

New Volunteer Detected

Welcome! Please fill in the information below to finish creating your account. The email and password you provide can be used to access this Opportunity.

Email mikewazowski@minc.com

First Name

Last Name

Set Password

Password must contain at least 8 characters, 1 uppercase, 1 letter, 1 number, and 1 special character.

Show Password

I have read and accept the [Privacy Policy](#), and agree to receive communications from any Opportunity I apply to or am part of.

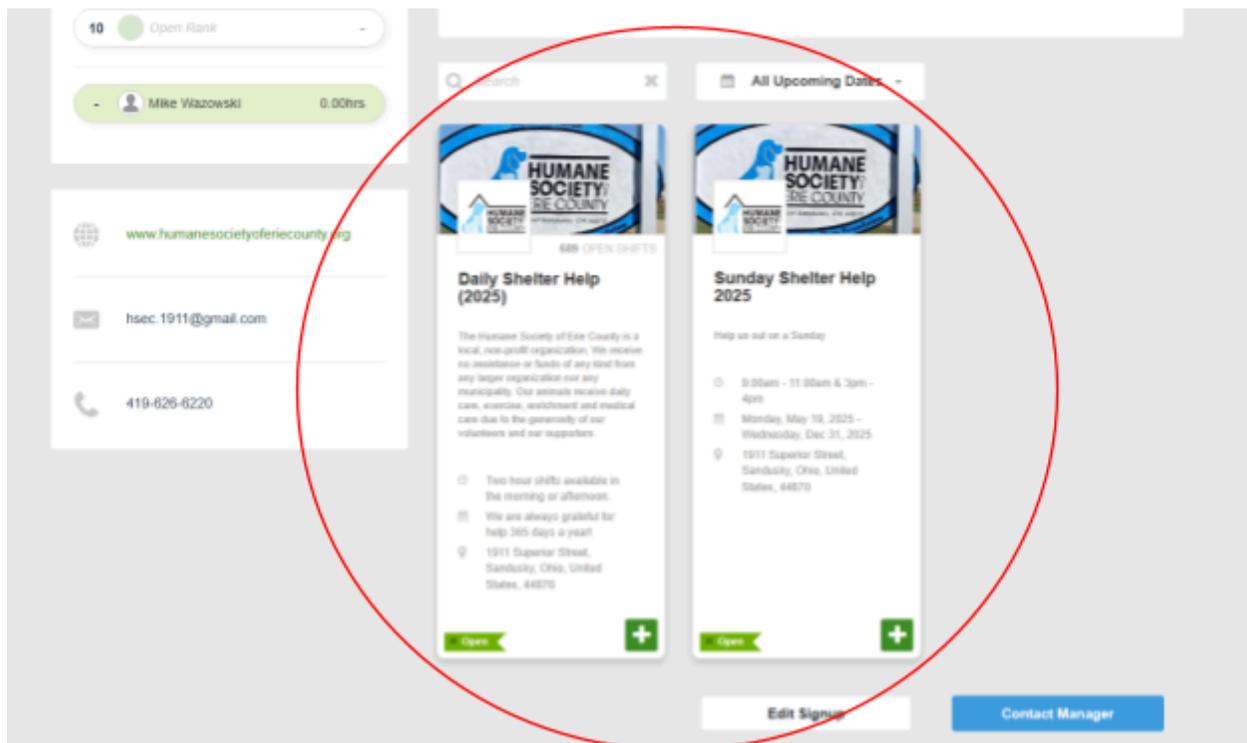
I have read and accept the [Terms & Conditions](#).

I'm not a robot 

- 4) You will then get our organizations personal form, any question that has an red asterisk on it (*) is required to be filled in. Once filled click the next next button at the very bottom right corner of the form.
- 5) The next page is your availability, while this is not needed for you to do it's just another thing that helps us more if we need it, but it can be skipped.
- 6) Once you have done all of the previous steps you will have to wait for us to approve your application (this typically takes 1 - 2 business days)

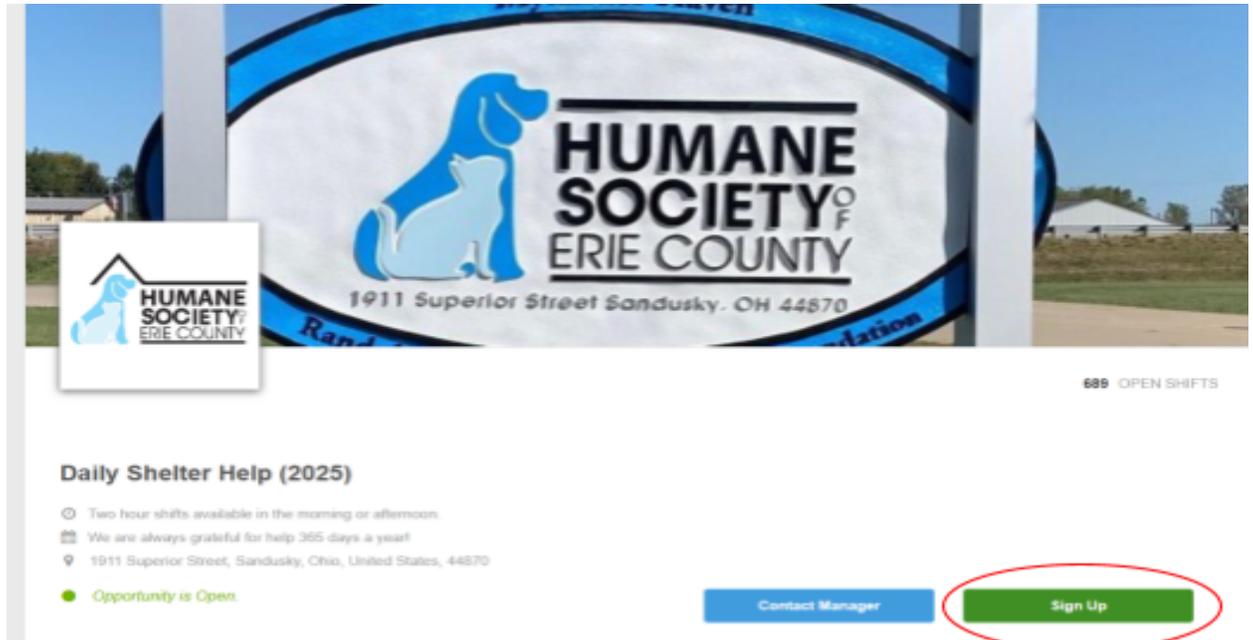
Signing Up for a Shift

1) When you arrive at the main organization page (which can always be reached via the button at the bottom of the volunteer page on our website) you will want to scroll all the way to the bottom where you will see active events and shelter help.



2) Click the banner with the one you plan on being a part of.

3) Once clicked you will see the new page. To signup for shifts click the green “signup button”



4) If you are new to the opportunity/event you will have to fill out a few forms any question that has an red asterisk on it (*) is required to be filled in. However we ask that you fill in all fields that would pertain to you.

5) You will then be asked to sign up for any shifts you want to be a part of, however if you don't want to do so at this time that's ok you can always do it later.

- 6) You will now see all the available shifts, at the top there are a few options if you don't like the layout of them or find it hard to read/understand.
- 7) Each shift will list the details about it including time, place, and date. You can click the shift you want or want to look at for more details or to add the shift to your cart if you plan on taking the shift.
- 8) Once clicked it will expand and if you wish to be apart of that shift click add to cart at the bottom of the card

The screenshot shows a yellow header bar with a white square icon, a shopping cart icon, and the text "Add Shift to Signup Cart". To the right of the header bar, it says "5 OPEN SPOTS" followed by a vertical line and a close icon (X).

Animal Care 1

Help us with tasks that are needed daily- feeding & cleaning cats, feeding & cleaning dogs, dishes & laundry

Humane Society of Erie County

Daily Shelter Help (2025)

8:00 AM - 10:00 AM (2.00 Hours)

Saturday, June 14, 2025

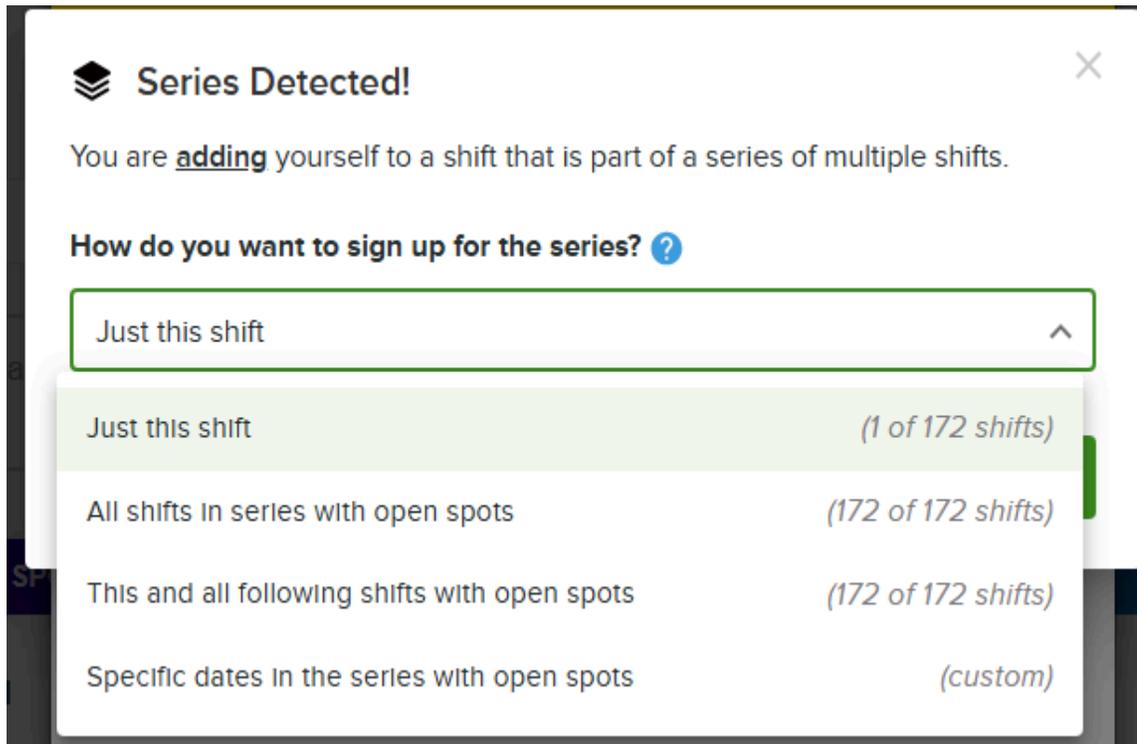
Humane Society of Erie County

1911 Superior Street,
Sandusky, Ohio, United States
44870

AM Shift #1

Add Shift to Signup Cart **Close Window**

9) You will then get a pop up that will look like this



A series is how all the shifts are grouped.

The middle two will sign you up for a ton of shifts and I highly recommend you do NOT do this as some of them are months away and you may have something come up where you have to cancel.

The specific dates one is perfect for if you wanted to sign up for that same shift next week without having to redo a few of the previous steps.

- 10) Once you have all the shifts you would like to sign up for, click the “complete signup” button at the bottom right and you will be all set!

The screenshot displays a mobile application interface for selecting shifts. At the top, there's a header with 'Show all Shifts', 'Filtered Results: 689', and 'Total Shifts: 689'. Below this is a search bar and filter options for 'All Roles', 'All Places', and 'All'. There are also toggle switches for 'Hide Shifts that are FULL', 'Hide Shifts I CANNOT SELECT', and 'Hide Shifts I'm ALREADY ON THE WAITLIST for'. The main content area shows a grid of shift cards. Each card includes a checkmark, the number of open spots, the role 'Animal Care 1', the time slot, the date, the location 'Humane Society of Erie County', and a brief description of the shift. A red circle highlights a '+1 Shift' button and a 'Complete Signup' button at the bottom right of the interface.

Shift Card 1: 4 OPEN SPOTS, Animal Care 1, 2:00 PM - 4:00 PM (2 Hours), Friday, June 13, 2025, Humane Society of Erie County, Weekday Closing Shift, Help with daily shelter closing tasks.

Shift Card 2: 5 OPEN SPOTS, Animal Care 1, 8:00 AM - 10:00 AM (2 Hours), Saturday, June 14, 2025, Humane Society of Erie County, AM Shift #1.

Shift Card 3: 5 OPEN SPOTS, Animal Care 1, 10:00 AM - 12:00 PM (2 Hours), Saturday, June 14, 2025, Humane Society of Erie County, AM Shift #2.

Shift Card 4: 5 OPEN SPOTS, Animal Care 1, 12:00 PM - 2:00 PM (2 Hours), Saturday, June 14, 2025, Humane Society of Erie County, PM Shift #1.

Shift Card 5: 5 OPEN SPOTS, Animal Care 1, 1:00 PM - 3:00 PM (2 Hours), Saturday, June 14, 2025, Humane Society of Erie.

Shift Card 6: 5 OPEN SPOTS, Animal Care 1, 8:00 AM - 10:00 AM (2 Hours), Monday, June 16, 2025, Humane Society of Erie.

Shift Card 7: 5 OPEN SPOTS, Animal Care 1, 10:00 AM - 12:00 PM (2 Hours), Monday, June 16, 2025, Humane Society of Erie.

Shift Card 8: 4 OPEN SPOTS, Animal Care 1, 12:00 PM - 2:00 PM (2 Hours), Monday, June 16, 2025, Humane Society of Erie.

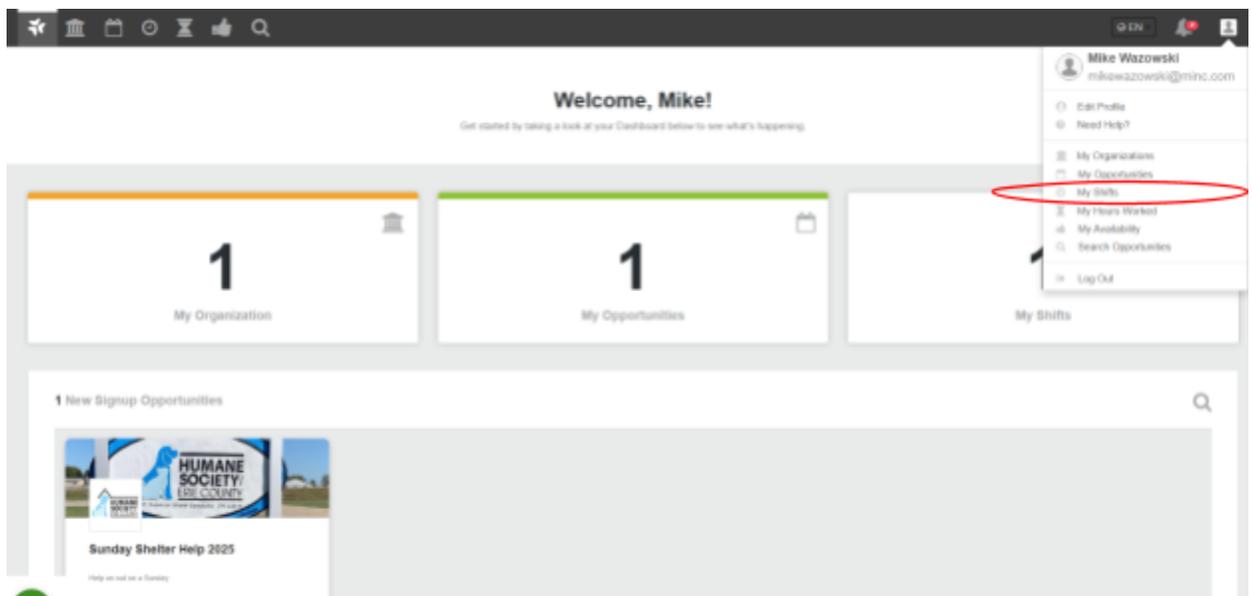
Buttons: +1 Shift, Complete Signup, Back.

Footer: Daily Shelter Help (2025), Step 2 of 3.

Canceling/Rescheduling a Shift

It's ok if you have to cancel or reschedule a shift as we understand that sometimes things in life just pop up and are more urgent.

- 1) From any page in Bloomerang Volunteer you can click the profile icon in the top right and get a dropdown menu, click “my shifts”

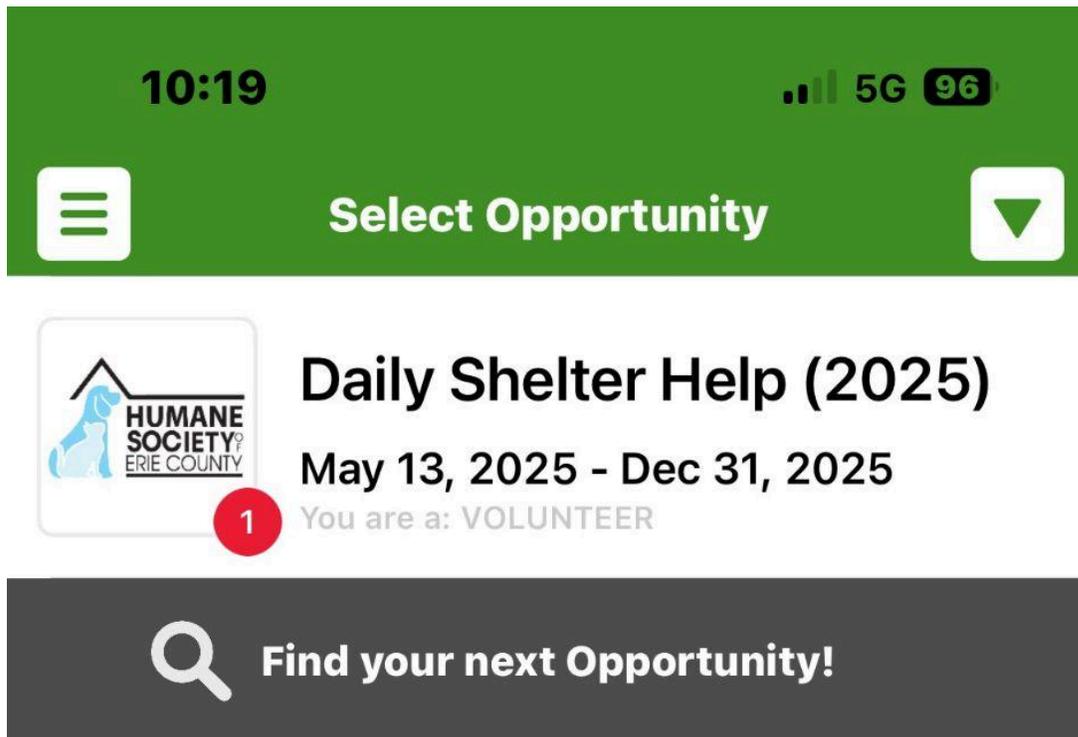


- 2) You will now have a page of all of your shifts that you are signed up for, locate the one that you want to modify and click on it

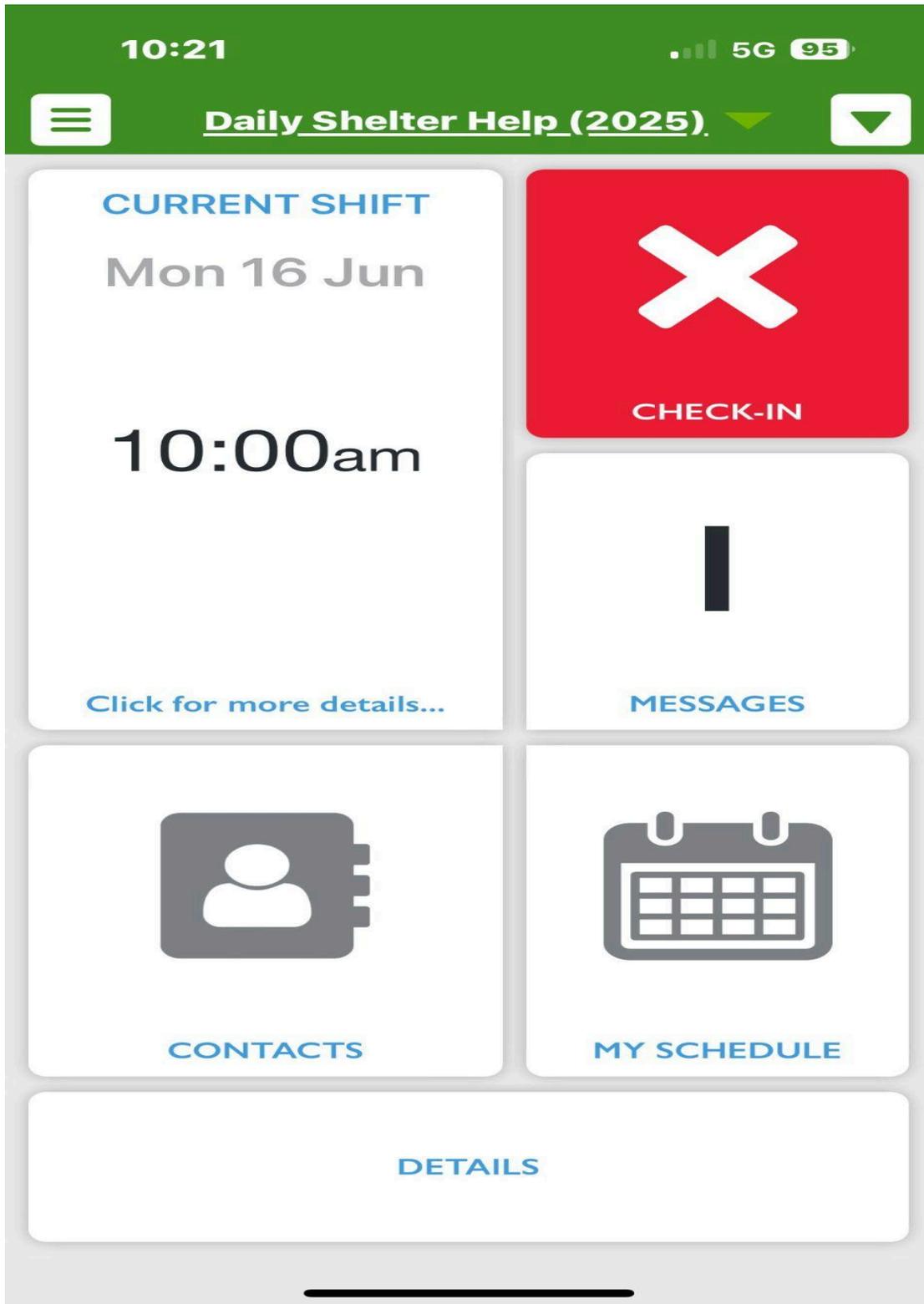
- 3) Click the red trashcan icon on the card to remove yourself from the shift. You will get a prompt asking if you are 100% sure you want to do it, click yes again.
- 4) You are now removed and don't have to worry about contacting us as this will automatically send us an email saying you have done so.

Mobile App Features

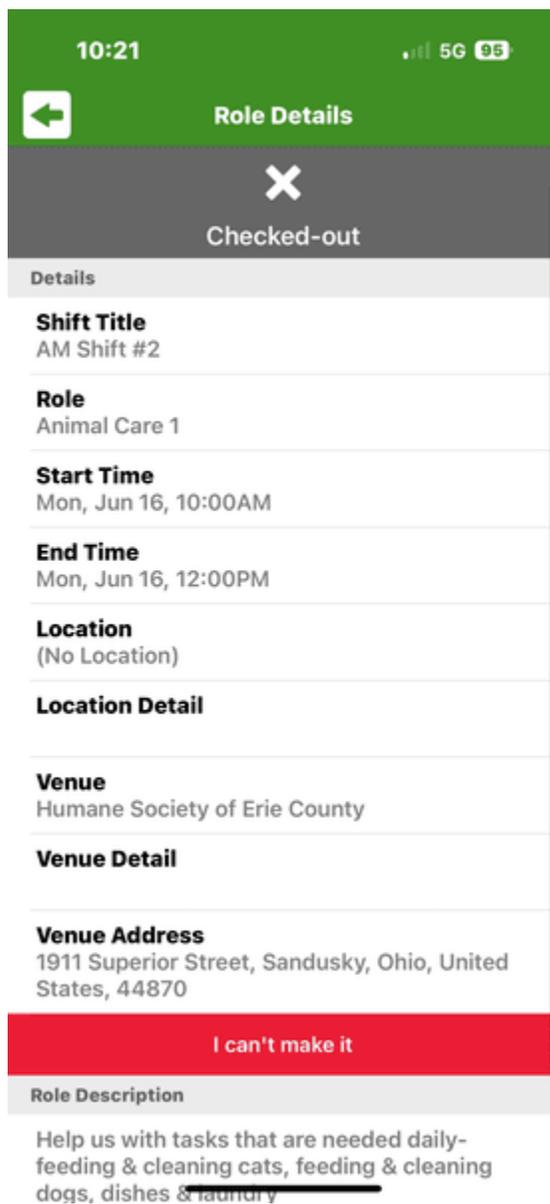
When you have been approved for our organization and sign up for one of our opportunities it will show up. Tap on the opportunity you want to view to go to its page.



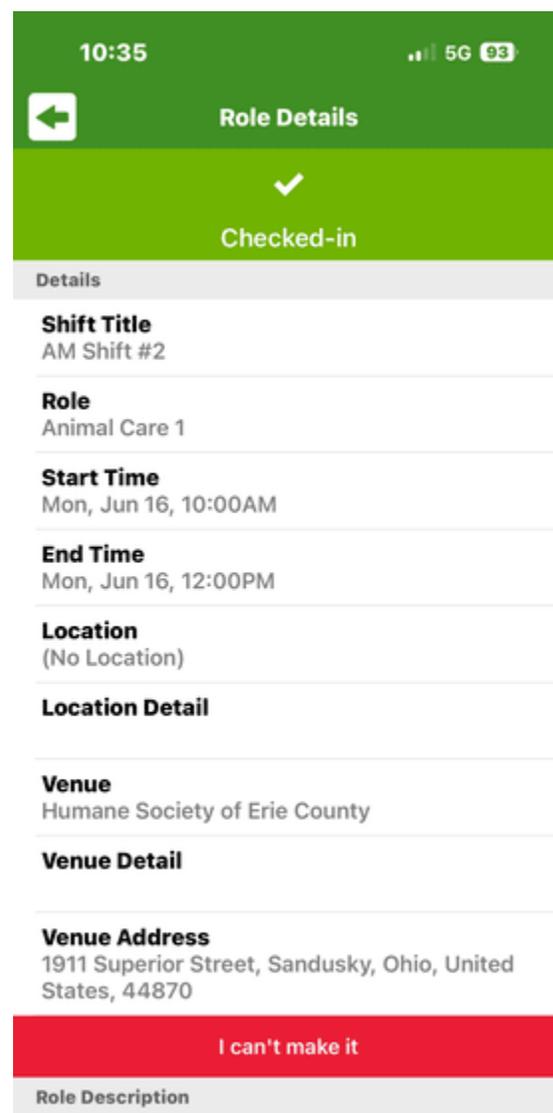
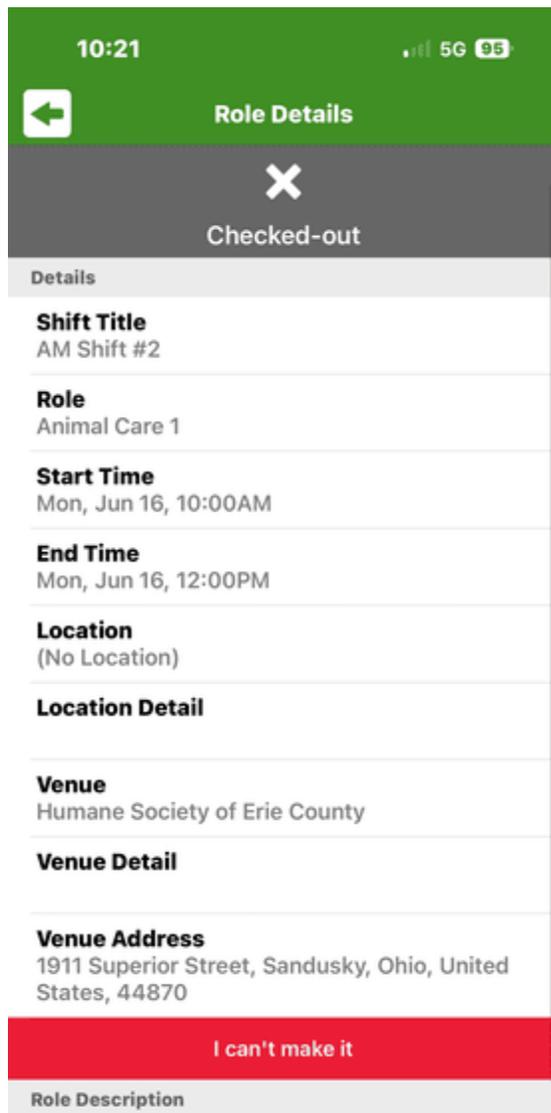
Below is the page you should see when you select an opportunity.



1) The current shift tab will show you all the details about the shift that you are currently working similar to the details page when you signed up for the shift



2) The check in/out tab will allow you to check in for any current shift instead of the login kiosk. Just make sure that you see a green check mark displayed before you close out of the app.



Role Description

Help us with tasks that are needed daily-feeding & cleaning cats, feeding & cleaning dogs, dishes & laundry

Role Description

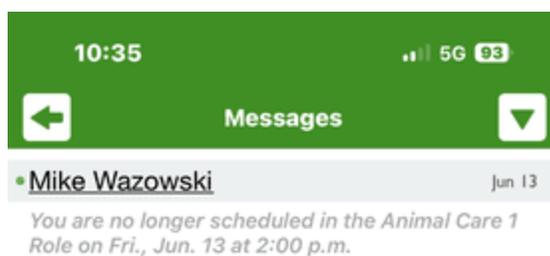
Help us with tasks that are needed daily-feeding & cleaning cats, feeding & cleaning dogs, dishes & laundry

3) The messages will have any message a advisor may send out.

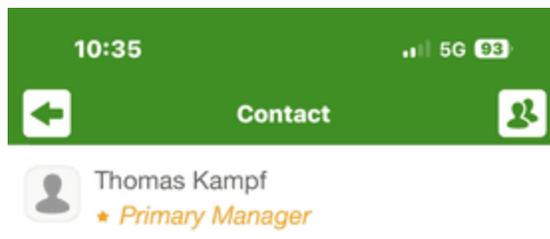
An example could be in the event of a sever weather situation

where it would be unsafe to travel to the shelter, you would get a

message saying not to come in.



4) The contacts tab will list out the advisor(s) contact information should you have any question about the opportunity.



5) The my schedule tab will show you all of the shift you are signed up for ONLY in that opportunity

