

Tips for Using LotsaHelpingHands Web Site for Hospitality Hosts

Here are some tips that you can use to navigate the LotsaHelpingHands web site to schedule yourself for Hospitality Host.

- Once connected to the site, click on the Home tab.
- Click Calendar on the left side of the screen.
Use the right and left arrows to the left of the month name to move from one month to another.
- Click on the date that you want to look at by single clicking on the number in the calendar. That will bring up the Activity and Task Details for that date on the right hand side.
- Under the **Activity and Task Details** you will see the volunteers for that week or **Still Needed**. Note that there is one activity (task) for **Head Host** and five others for the rest of the **Hosts**. Only volunteer for the **Head Host** if you are familiar with all of the responsibilities for doing that.
- To sign up for one of the tasks, click on **View Details**.
- On next screen, click on **Sign Up Now**.
- Then on the next screen, click **Send EMAIL**. This functions as the **SUBMIT** button.
- Then click **OK** on the next screen.

Under the Month Name, there is a pull-down list where you can select other views. If you select the **My Commitments** from this list, it will show you all that you have signed up for.

There doesn't appear to be a way to "un-schedule" yourself. If you need to do this, please send an EM to Tom Gross.