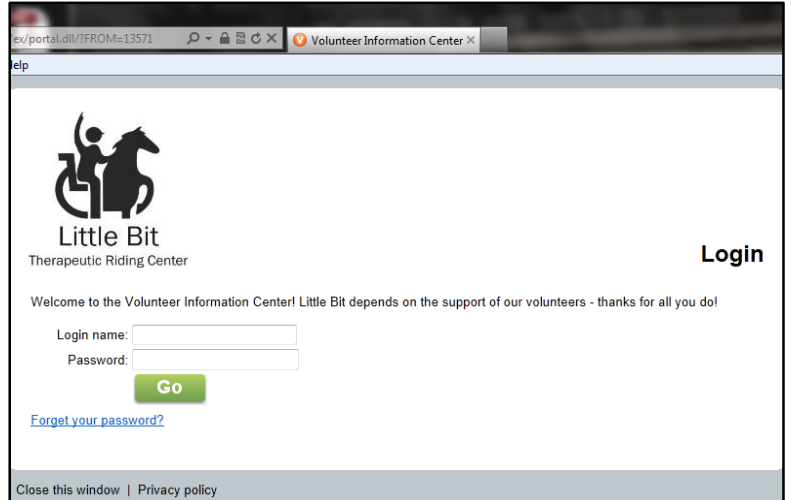
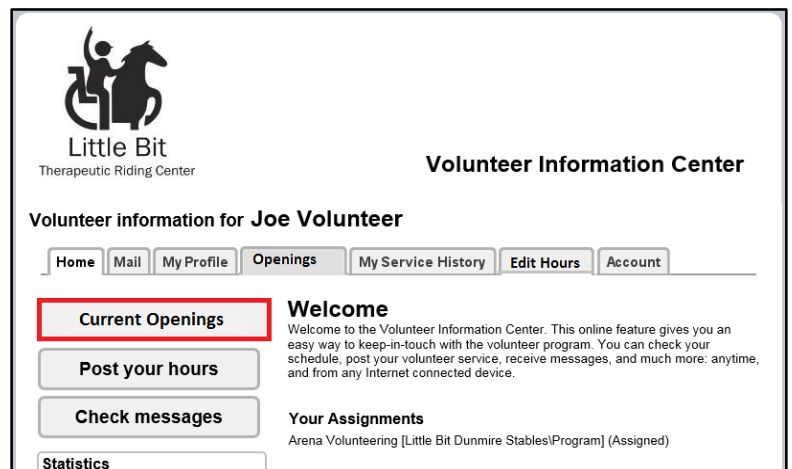


## How to View Upcoming Substitute Opportunities

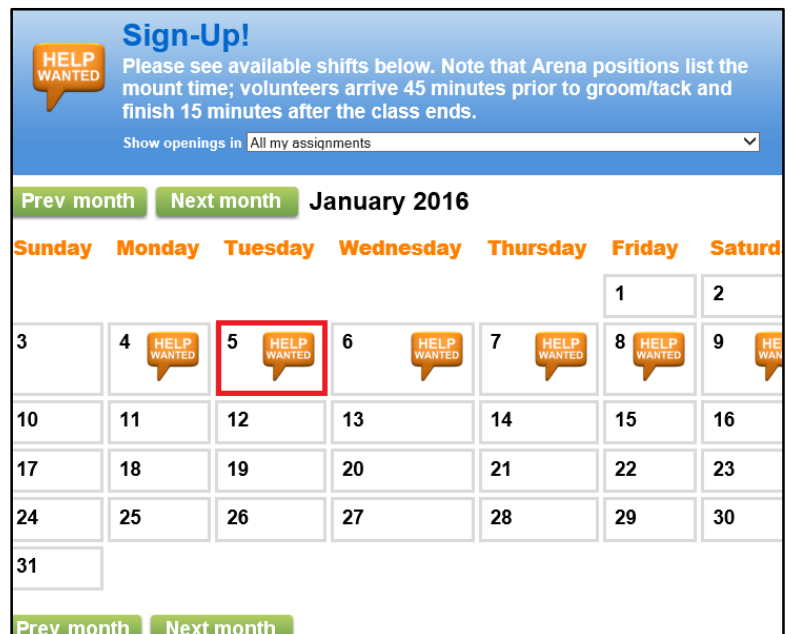
1. Go to your [Volunteer Information Center](#) (link also available on the Current Volunteers section of the website). Your login name is your email. If you do not yet have a password, you will be prompted to reset it at this time. Please also feel free to contact the Volunteer Department for help.



2. This is your Volunteer Information enter!  
Click on **Current Openings**



3. The Calendar shows dates that have openings. Click on a day that says "Help Wanted"



## How to View Upcoming Substitute Opportunities

- View opportunities for that day. Note that class times do not include grooming and tacking. You will need to arrive at least 30 minutes before your scheduled time to prepare for class. Some classes also require a Leader—be careful when picking a shift that you have the required training. If appropriate, click **Schedule Me**.

Home Mail My Profile **Openings** My Service History Edit Hours Account

Schedule for  
**Tuesday, January 5, 2016**

**Schedule**

Arena Volunteering [Description](#)  
10:00 a to 10:30 a Open  
2 volunteers still needed  
Note: HPOT - Sidewalker  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

**HELP WANTED**

Arena Volunteering [Description](#)  
1:30 p to 2:15 p Open  
2 volunteers still needed  
Note: HPOT - Sidewalker  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

**HELP WANTED**


Arena Volunteering [Description](#)  
3:30 p to 4:15 p Open  
1 volunteer still needed  
Note: Adaptive - Sidewalker  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

**HELP WANTED**

**Calendar view**

**Exit**

- Review all information and click **Yes**. You are done!

  
Little Bit  
Therapeutic Riding Center

**Volunteer Information Center**

**Volunteer information for Joe Volunteer**

Home Mail My Profile **Openings** My Service History Edit Hours Account

**Sign-Up!**  
Schedule yourself for volunteer duty.

**You are signing-up to serve:**

Date: Tuesday, January 5, 2016  
Assignment: Arena Volunteering [Little Bit Dunmire Stables\Program]  
Note: HPOT - Sidewalker  
From: 1:30 p  
To: 2:15 p

**Is this correct?**

**Yes** **No**

**Exit**

- If you find you can't make that date, go back to the listing and click **Remove Me**. Please call if you need to cancel within 3 days of the opening.

**Volunteer information for Joe Volunteer**

Home Mail My Profile **Openings** My Service History Edit Hours Account

Schedule for  
**Tuesday, January 5, 2016**

**You are scheduled**

1:30 p to 2:15 p  
Arena Volunteering [Description](#)  
HPOT - Sidewalker  
Can't serve on this date? Click the **Remove me** button to remove yourself from these times **Remove me**

**Schedule**

Arena Volunteering [Description](#)  
10:00 a to 10:30 a Open  
2 volunteers still needed  
Note: HPOT - Sidewalker  
Would you like to serve on this date? Click the **Schedule me** button to schedule yourself here **Schedule me**

**HELP WANTED**

1:30 p to 2:15 p Open