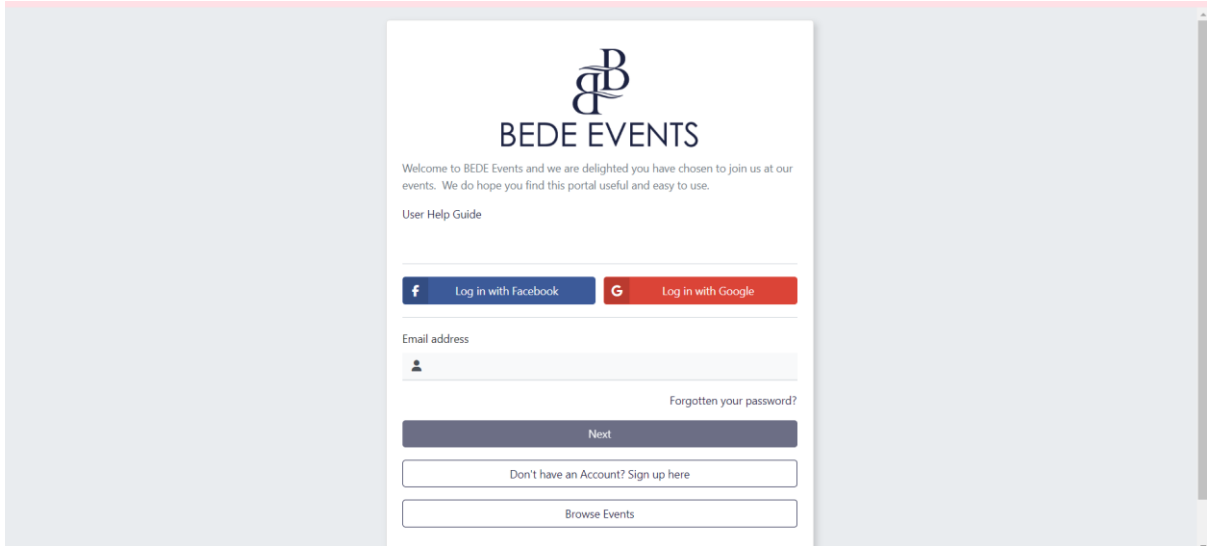


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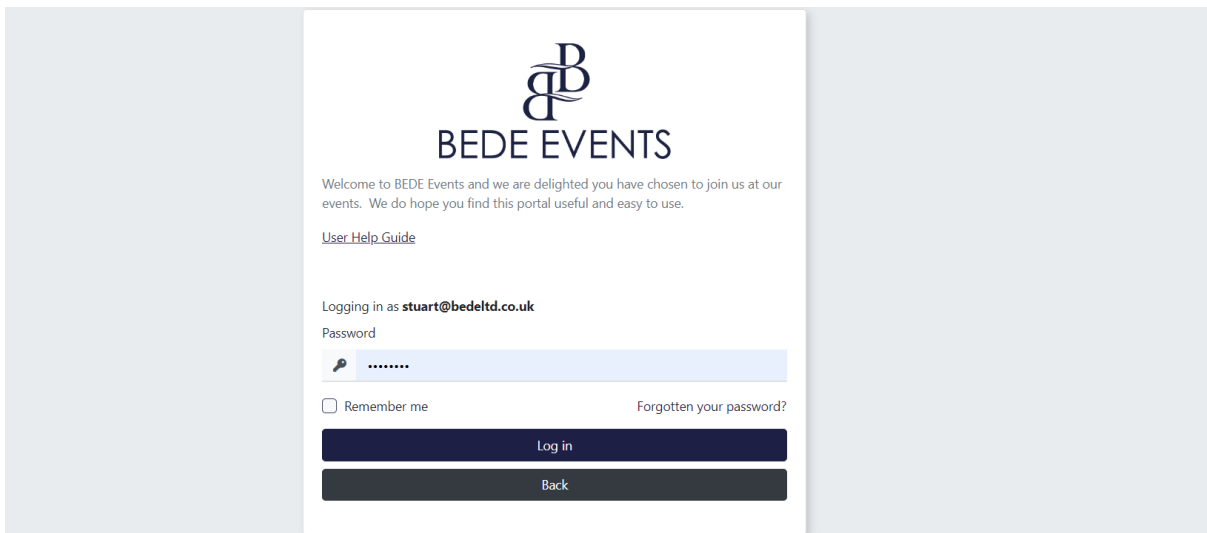
Log in via our web site. <https://bede-events.co.uk/officials/> and click on 'Volunteer Portal Login' button

When you first log into the system, the easiest way to **log in is through your email address:**



The screenshot shows the BEDE EVENTS login page. At the top is the logo, which consists of a stylized 'B' and 'E' intertwined, with 'BEDE EVENTS' written below it. Below the logo is a welcome message: "Welcome to BEDE Events and we are delighted you have chosen to join us at our events. We do hope you find this portal useful and easy to use." There is a link for "User Help Guide". Below this are two buttons: "Log in with Facebook" (blue) and "Log in with Google" (red). Underneath is an "Email address" input field with a person icon on the left. To the right of the input field is a link that says "Forgotten your password?". Below the input field is a "Next" button. At the bottom of the form are two more buttons: "Don't have an Account? Sign up here" and "Browse Events".

Then follow the process and enter your password. If it rejects your password, either retry or ask to reset your password which should send you an email to your inbox, where you can click on the link. **You will need to remember your password!**



The screenshot shows the BEDE EVENTS login page at the password entry stage. It features the same logo and welcome message as the previous screenshot. Below the welcome message is a link for "User Help Guide". The text "Logging in as stuart@bedeltd.co.uk" is displayed above the "Password" input field. The password field is a light blue box with a key icon on the left and a series of dots representing the password. Below the password field is a checkbox labeled "Remember me" and a link that says "Forgotten your password?". At the bottom of the form are two buttons: "Log in" (dark blue) and "Back" (dark grey).

You may be asked to accept the end user agreement, do read if you feel the need, however it does just mean you are consenting to us keeping your data and contacting you with any relevant information in the future.

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Once in the portal you will land on the dashboard. The menu down the side of the screen will take you all the events,

- *Click on National events to take you to all the lower level events.*
- *Click on International events to take you to these.*
- Promoted events, are the next ones that will come up in the calendar.

My profile page has all your details. It is really handy for us if you can fill in as many as possible, but definitely we need your phone number (preferably mobile) and if possible your address, so we know how far you are travelling etc. Entering your age is definitely optional! But can be helpful if you are very young, so we can add you into a relevant role.

Notifications is a copy of all information that has been previously sent to you via email. It might be useful to refer back in needed.

Event history you can see where you have volunteered with us in the past and roles you carried out.

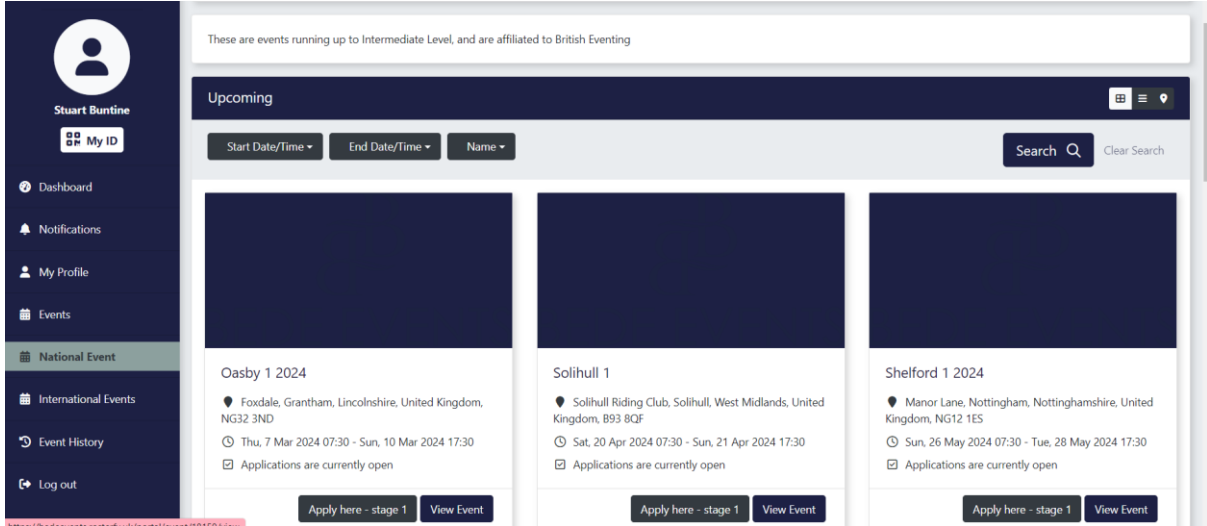
The screenshot displays the Rosterfy user dashboard. On the left is a dark blue sidebar menu with the following items: Dashboard, Notifications, My Profile, Events, National Event, International Events, Event History, and Log out. The top navigation bar is dark blue and contains the user's name 'Stuart Buntine', a 'My ID' button, and a search bar. The main content area is white and features a 'Promoted Events' section. This section includes a filter bar with 'Start Date/Time', 'End Date/Time', and 'Name' dropdowns, and a search bar with a 'Clear Search' button. Below the filter bar are three event cards, each with a dark blue header and a white body containing event details:

- Volunteers Training Day**: Oxton Village Hall, Main Street, Southwell, Nottinghamshire, United Kingdom, NG25 0SA. Sun, 25 Feb 2024 10:00 - Sun, 25 Feb 2024 15:30. Applications are currently open.
- Oasby 1 2024**: Foxdale, Grantham, Lincolnshire, United Kingdom, NG32 3ND. Thu, 7 Mar 2024 07:30 - Sun, 10 Mar 2024 17:30. Applications are currently open.
- The Eventing Spring Carnival, Thoresby Park 2024**: Newark, Nottinghamshire, United Kingdom, NG22 9EP. Thu, 28 Mar 2024 07:30 - Sun, 31 Mar 2024 19:30. Applications are currently open.

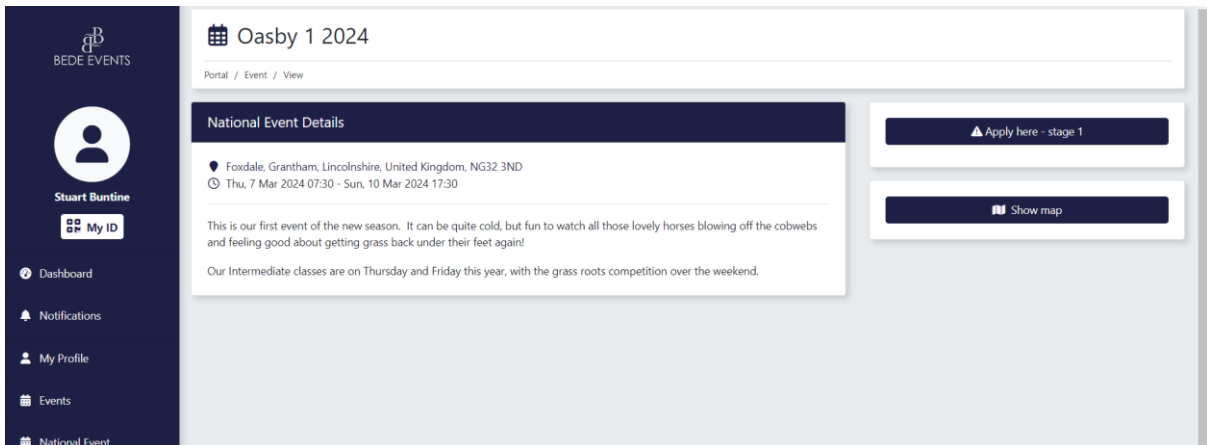
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To apply for an event

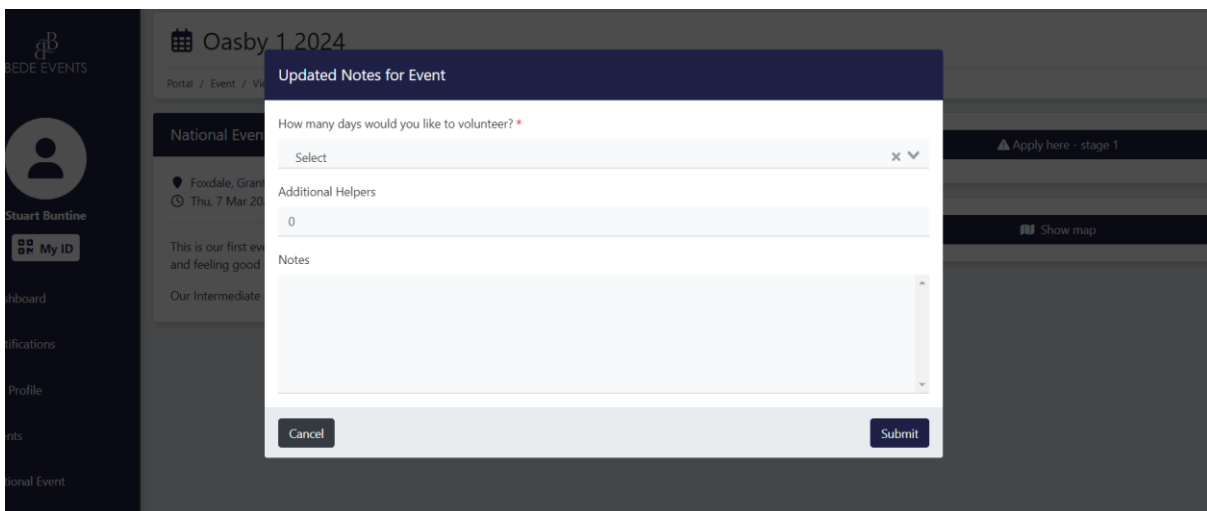
Click on the event **or** apply stage 1 button **re name button to Apply here**



Then click apply stage 1 again

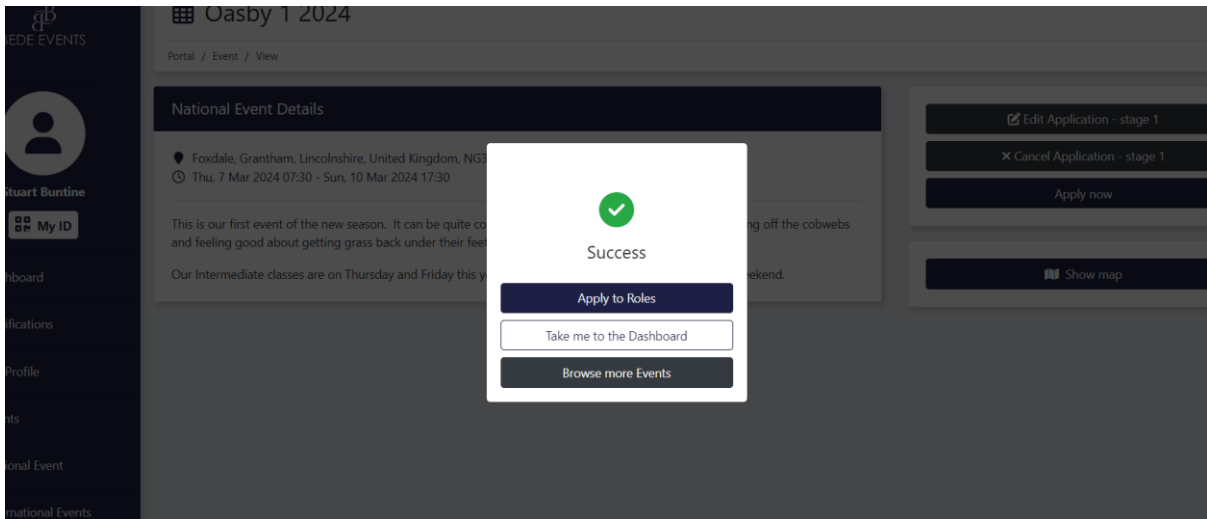


This brings up the option to add notes, and allocate how many days you would like to come and if you are bringing anyone with you. Then press submit



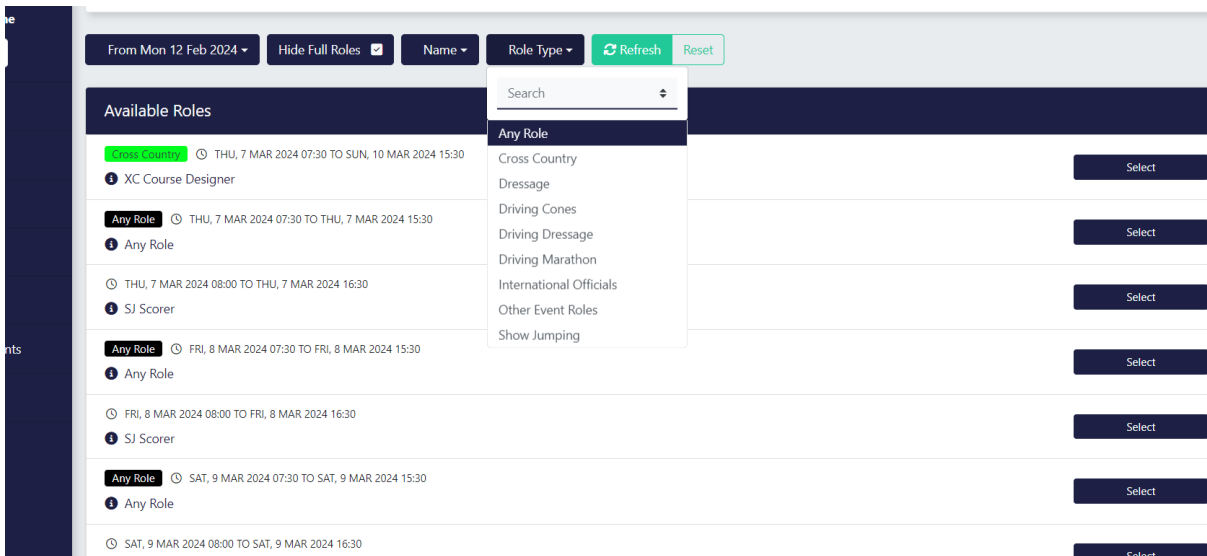
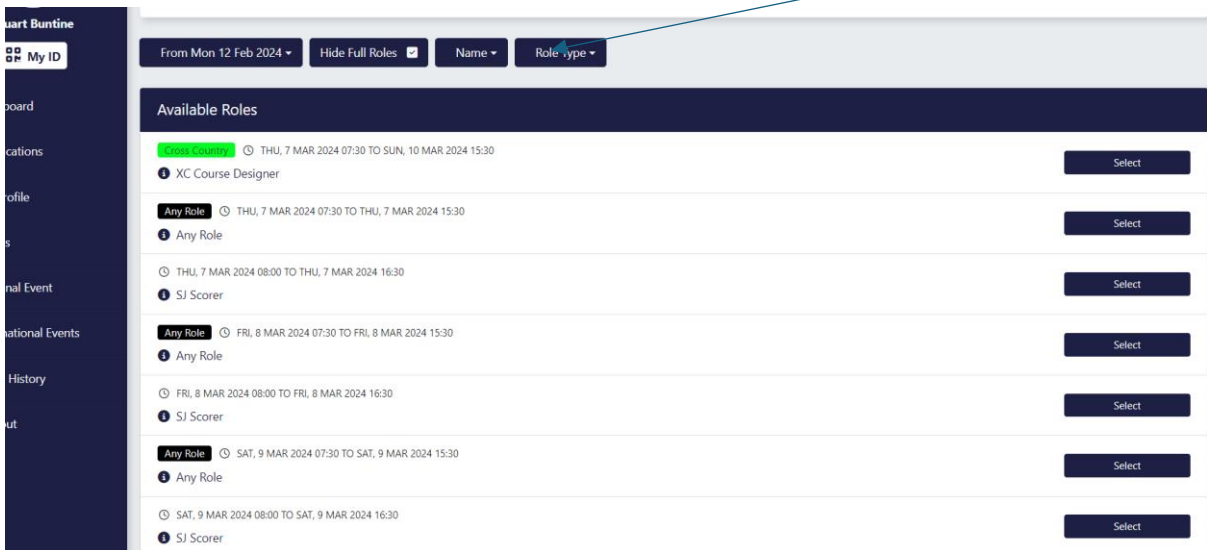
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This then brings up another window where you click on apply to roles. You need to click on that to get to the next stage.



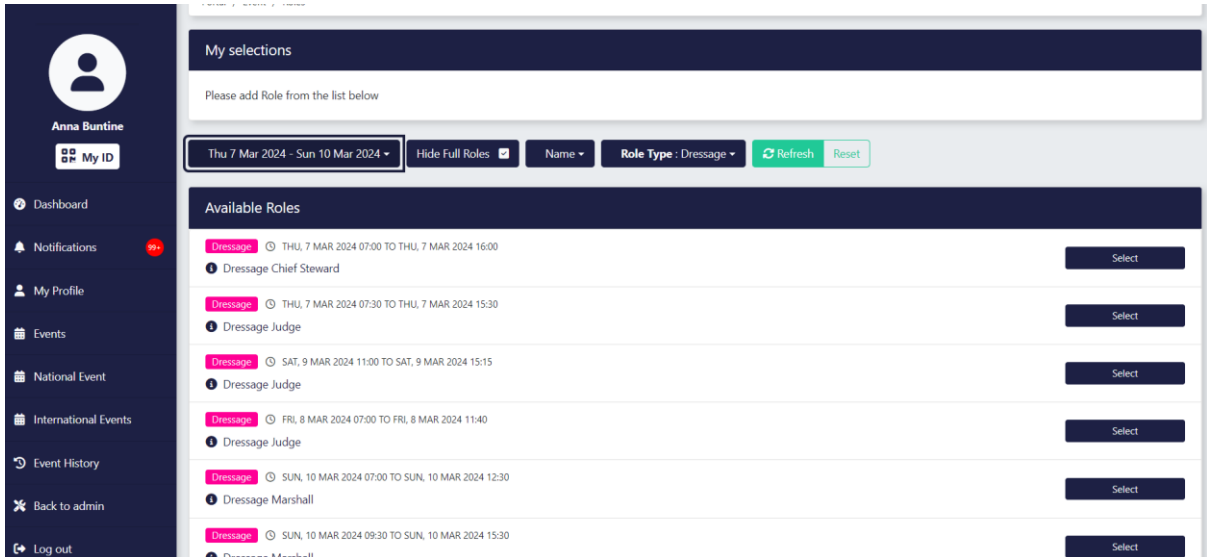
This then brings up a fairly random list of roles! To sort this into areas you would like to help use the filters at the top

Use this filter

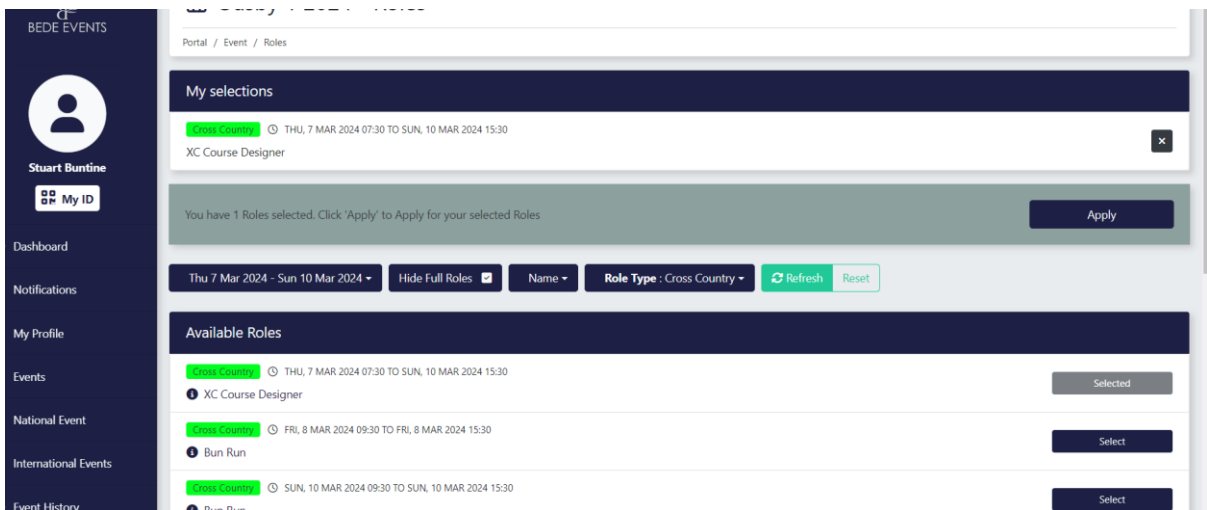


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Once you have selected your preferred area, click the refresh button and it should bring up only roles in that area. You can also filter by date, for example you can search for 7th March to 7th March to see only that day. You will always need to press refresh after each change of filter. There is also an “any role” key should you be happy to do most things!



You then click on the select button next to the role and it will come up at the top of the page under ‘My Selection’. Then click apply, and it will add your interest for that role.



You can apply to several roles in one go, just select each role you wish to volunteer to do, you can then press the apply button on the screen above once, rather than each time!

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