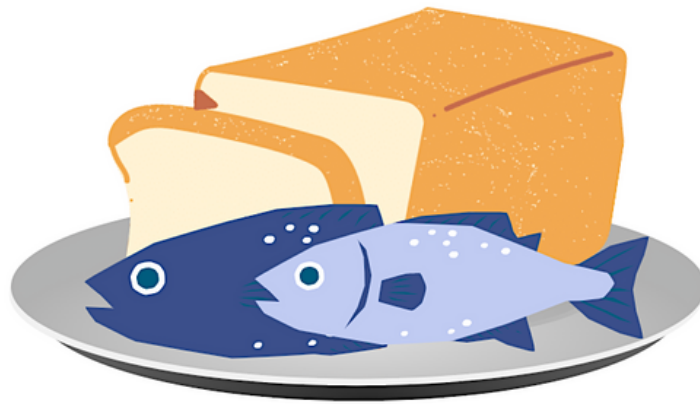


# Enfield Loaves & Fishes

## Volunteer Sign-Up

### Guide



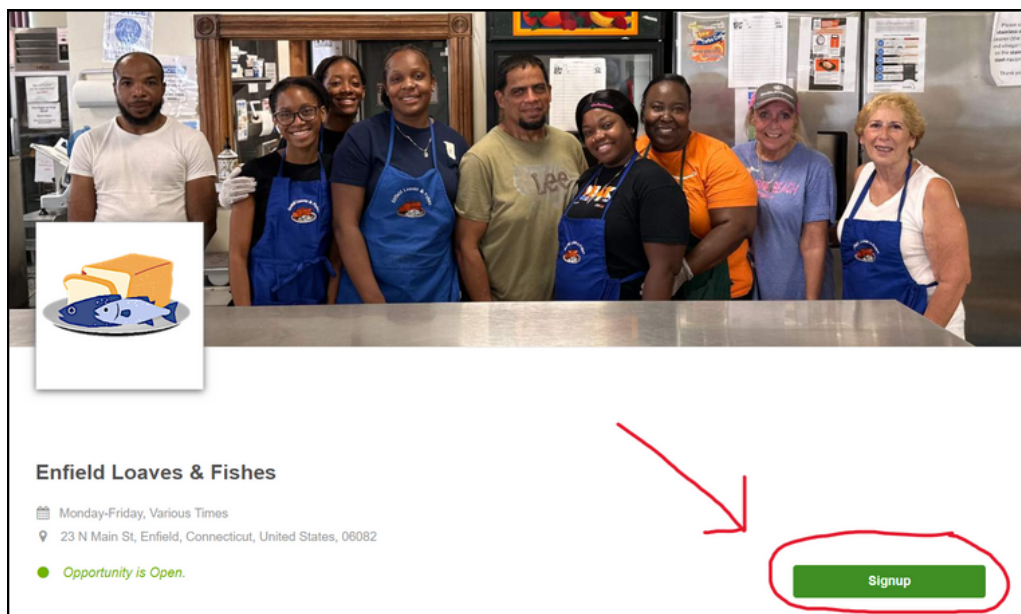
ENFIELD LOAVES AND FISHES  
Established in 1983

# Signing up to Volunteer

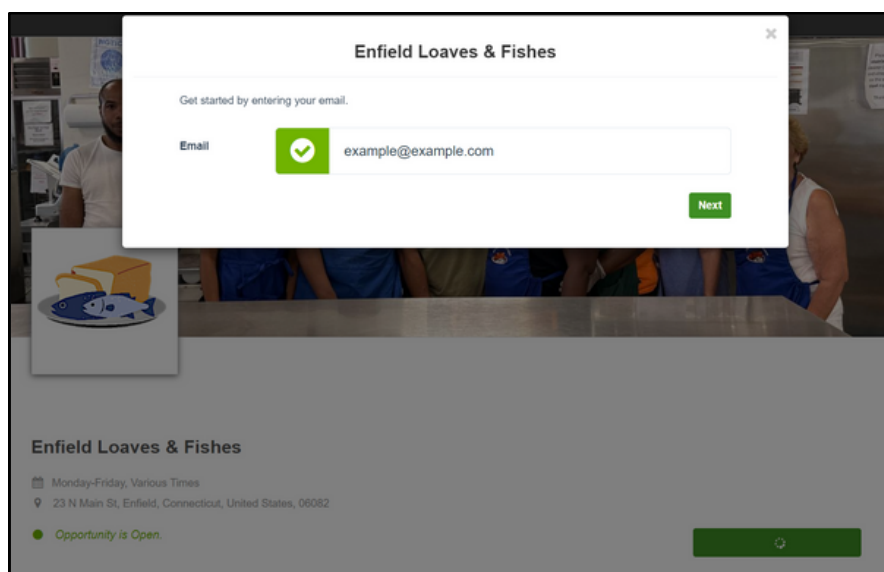
Visit [enfieldloavesandfishes.org/volunteer-opportunities](https://enfieldloavesandfishes.org/volunteer-opportunities) and click the button that says Sign Up.

Or, if viewing these instructions online, [click here](#).

Once you're on the page shown below, click the green sign up button.



Enter your email address in the window that pops up, then click next.

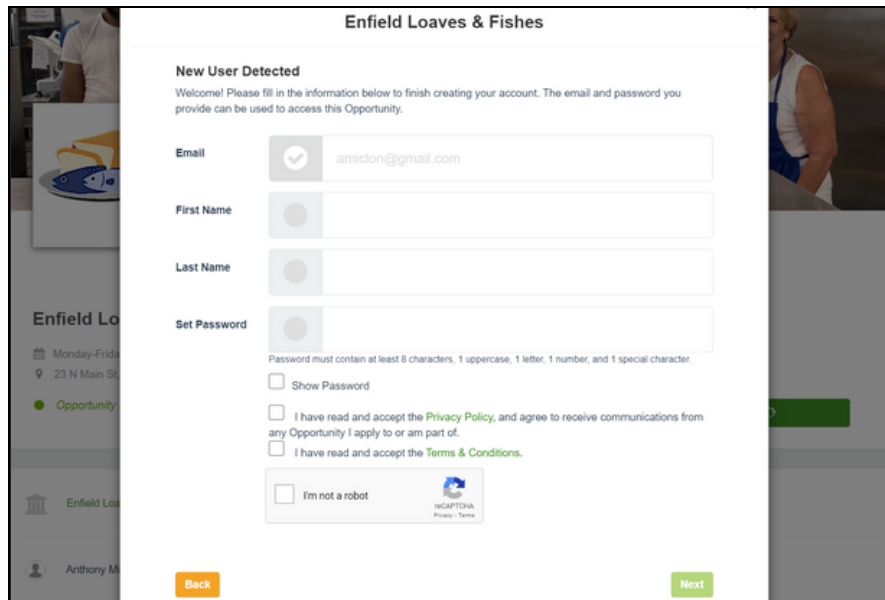


After entering your email address, you will need to create a password. Your password must be at least eight characters long, and must contain:

- at least 1 uppercase letter
- at least one lowercase letter
- at least one number
- at least one special character (such as ! or #)

Example of a password that will work: Bloom2023!

**MAKE SURE TO REMEMBER YOUR PASSWORD - WRITE IT DOWN IN A SAFE PLACE OR IN A NOTE ON YOUR PHONE.**



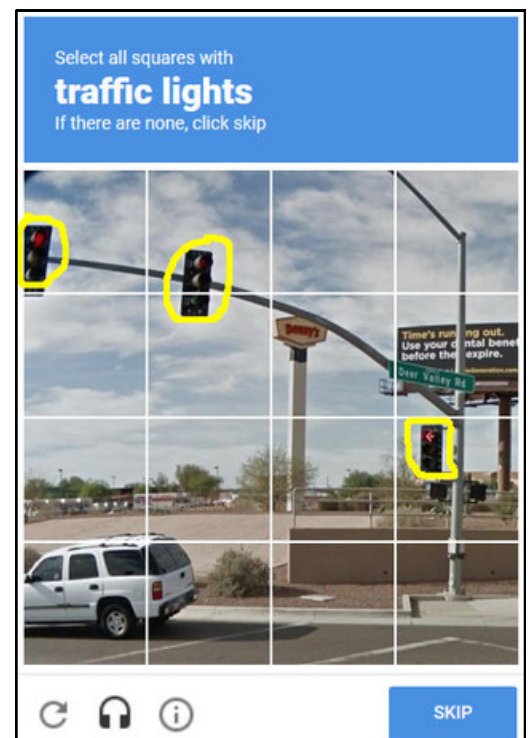
Once you have created your password, check the boxes on the page, including the one that says “I’m not a robot”

It may ask you to solve a puzzle like the one below.

Follow the instructions, and select the appropriate images, as pictured below.

Once you have selected the images, the SKIP button will switch to a NEXT button.

When you’ve selected all the correct images, click NEXT, and then click the green Next button to continue.



Fill out the boxes with your information - scroll to the bottom of the page to see all of the fields. If a question has a small red star next to it, that means it is mandatory.

Make sure to read the message below closely before checking the box - if you don't see any roles on the next page, that is ok. Just continue past it by clicking next.

If, on the next screens, there are no roles or shifts available at this time, your application requires manual approval. Please continue clicking "Next," and then "Go Home" once your information is complete. A member of staff will reach out to you with further instructions.

**Please note: It may take a moment for roles to load. Wait for the page to say that there are no roles available before clicking through.**

**If you see roles listed on the next page, you are required to select at least two before continuing. Selecting them does not mean you will be required to work those shifts. If you do not pick at least two on this screen, you will not be able to view or sign up for any shifts at all.**

### Roles

Step 2 of 4

The minimum number of roles you must select is 2  
The maximum number of roles you can select is 3


✔ You have selected enough Roles

Total Roles Selected: 3 Roles

Dishwasher	<input checked="" type="checkbox"/>
Prep	<input checked="" type="checkbox"/>
Serving	<input checked="" type="checkbox"/>

✔ You have selected enough Roles

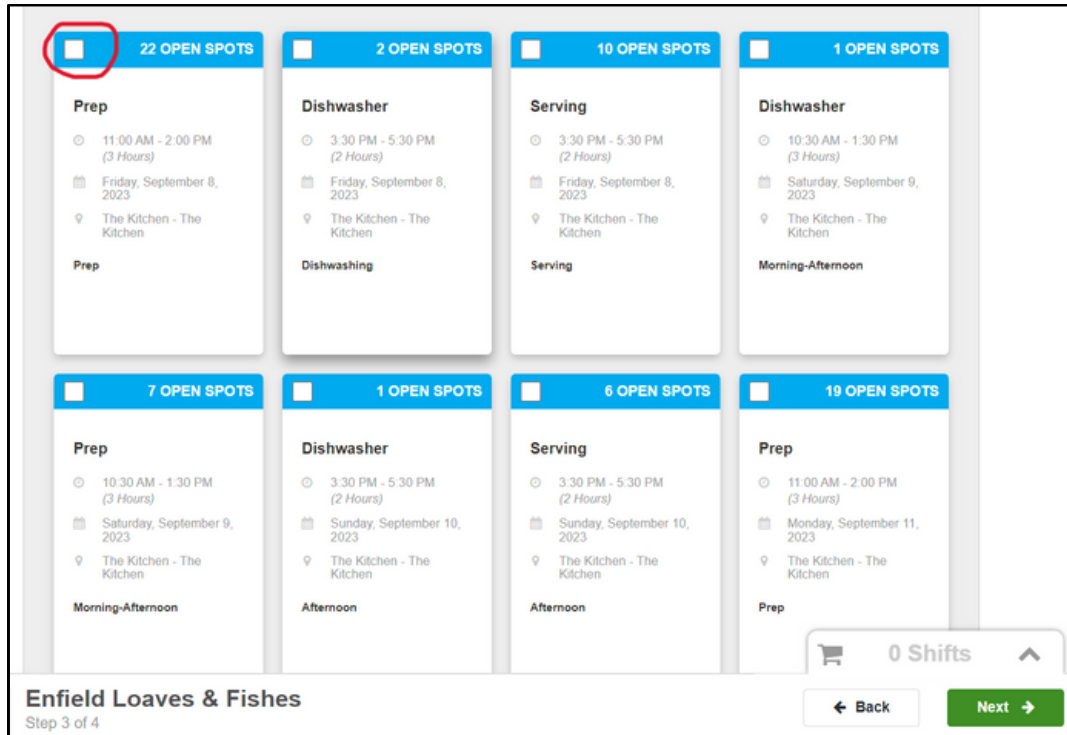
Total Roles Selected: 3 Roles

 **Enfield Loaves & Fishes**  
Step 2 of 4

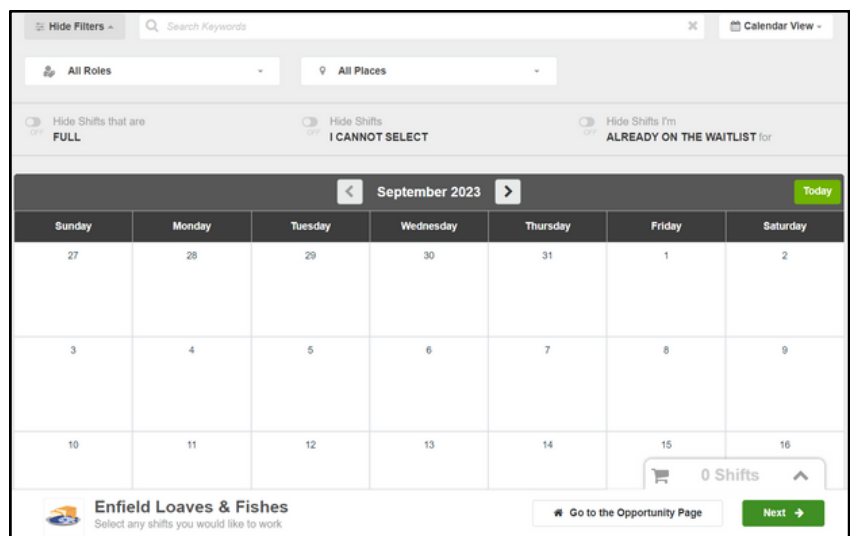
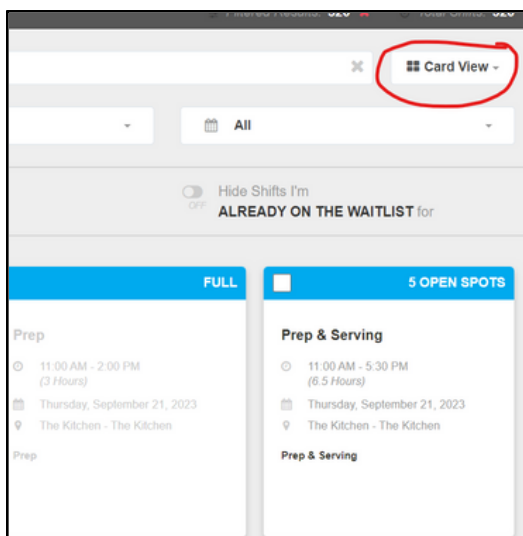
[← Back](#) [Next Step →](#)

On the next screen, you will be able to see every open spot that is currently open. To select a shift, click the check box in the corner and it will be added to your shopping cart at the bottom.

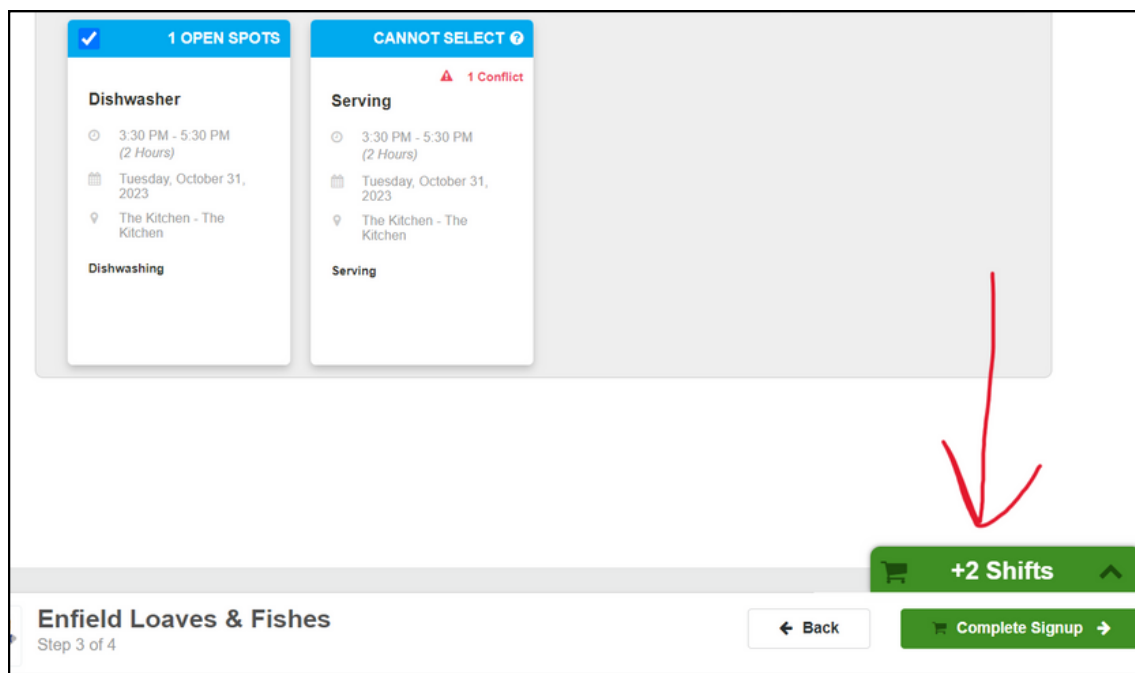
If a shift has a message on it saying there is a conflict and you can't sign up, it just means that you selected another shift happening at the same time. The dates and times of each shift are listed in the details of each box.



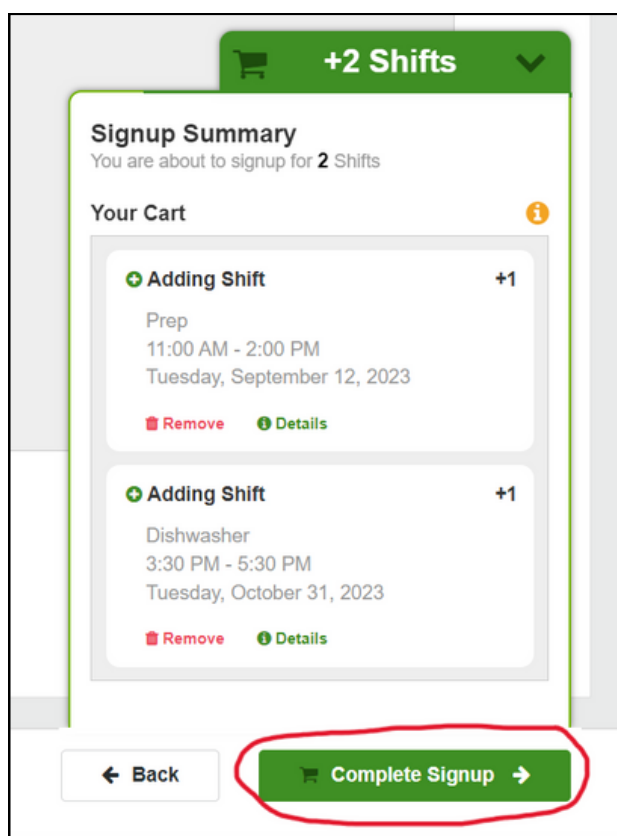
By clicking the button that says “Card View”, you can change the page to Calendar View, as shown below. Most people find this easier to use than Card View.



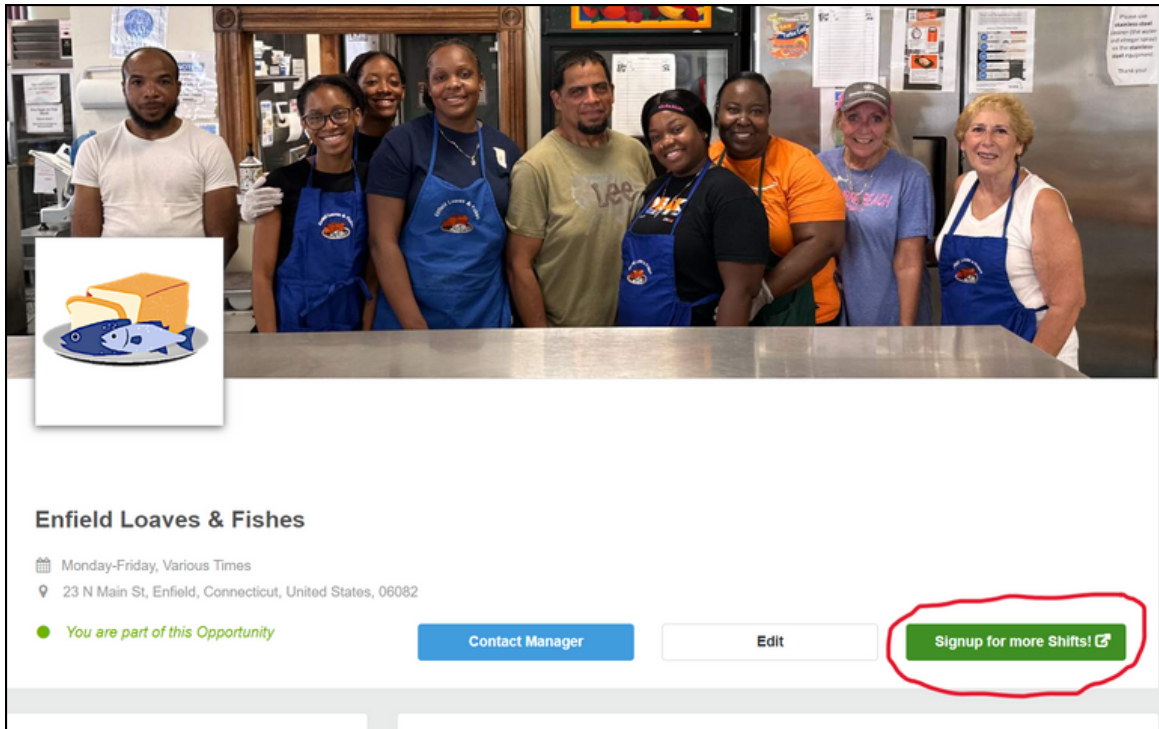
When you are finished, click the large green box at the bottom with the amount of shifts listed. Double check your selections by clicking on the bigger green button, as indicated below.



After you have double checked your shifts, click the button that says “Complete Signup”



**You are now on the schedule for each shift you selected! You can sign up for more at any time by returning to the home page and clicking “Signup for more Shifts!”**



### **Signing up for more shifts**

**1. Visit our page.**

**a. [www.enfieldloavesandfishes.org](http://www.enfieldloavesandfishes.org)**

**i. Click Volunteer Opportunities**

**ii. Click “Sign Up”**

**2. Click the button that says Sign Up, and enter your email address**

**3. Enter the password you created when you initially signed up**

**4. Click the green button that says “Signup for more Shifts!”**

**5. This will bring you to the page where you can select shifts.**

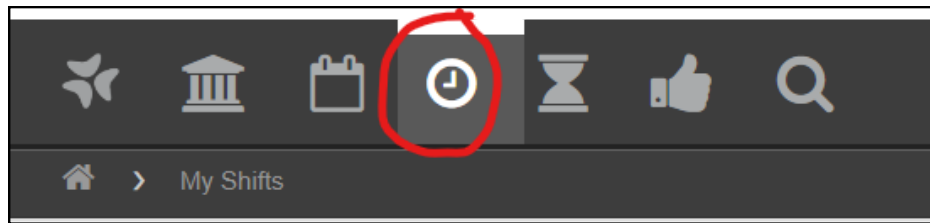
**6. Make sure to double check the shifts you have before you confirm them!**



# Using Bloomerang

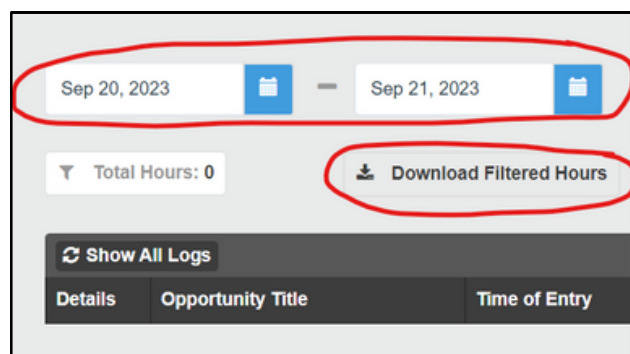
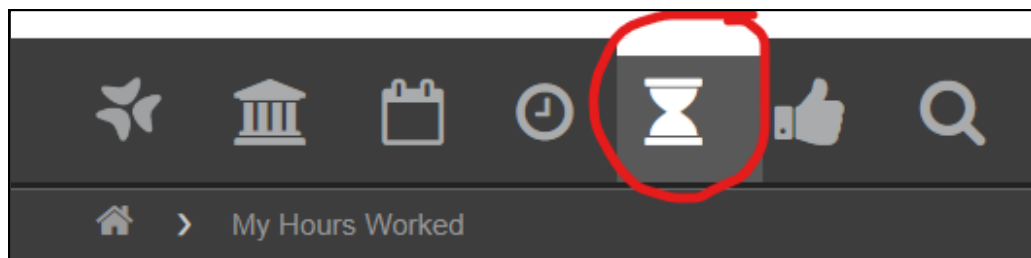
## Viewing your current shifts

1. Click on the clock button in the upper left corner of the screen
2. You will now be able to view all of the shifts you have currently signed up for



## Viewing the hours you've logged

1. Click the hourglass in the upper left corner of the screen
2. You can now see all the hours you have worked.
3. For a log of your hours, click "Download Filtered Hours"
4. You can also see how many hours you have worked in a specific time frame by setting the start and end date.





# Clocking In and Out of Your Shifts

## Signing in at the Kitchen Kiosk

1. The touchscreen kiosk at Loaves & Fishes operates just like the touchscreen keyboard on your phone.
2. Tap the box that says Enter Email, and use the keyboard to enter your email address. Double check for typos.
3. Tap the box that says Password, and enter the password you created when you first signed up
  - a. Remember, passwords are case sensitive - make sure you have the right uppercase and lowercase letters in the right spots.
4. Click Log In
5. The shifts you are signed up for are listed here. Find today's shift, and tap Clock In.

## Signing out at the Kitchen Kiosk

1. Repeat steps 1-4 under Signing in at the Kitchen Kiosk
2. Find the shift you are checked in on, and tap Check Out

# Clocking In and Out of Your Shifts

## Signing in On the App

1. Open Bloomerang Volunteer on your phone. Read the section titled Downloading the App if you haven't put the app on your phone yet.
2. When you first open the app, it will ask you for your email and password (the one you created the first time). Type those in the corresponding boxes and log in.
3. On the next screen, tap on Enfield Loaves & Fishes.
4. Tap the red button in the upper right corner.
5. Find and tap on today's shift.
6. Tap the red x. It will turn into a green circle with a check mark - this means you are checked in and your hours are being logged.

## Signing out On the App

1. Repeat steps 1-3 under Signing in on the App
2. Tap the green button in the upper right corner
3. Find and tap on today's shift
4. Tap the green circle. It will turn back into a red x, which means you are now checked out

# Downloading the App

The Bloomerang Volunteer app makes it easy to use the scheduling tool right on your phone. To download it, follow the steps below.

1. Open your phone. If you're using an iPhone, find the App Store icon. If you're on an Android, find the Google Play Store icon. Both are shown below.
2. In the search bar, type in Bloomerang Volunteer and click enter.
3. Select the Bloomerang Volunteer App. The icon is shown below.
4. On iPhone, tap the button that says GET. On Android, click the button that says Install.
5. Your phone may ask you for a password or code to install the app. This will be your phone password, not your Bloomerang password.
6. The app is now on your phone! Find and tap the Bloomerang Volunteer Icon on your phone's home screen, and follow the instructions listed in the "Checking in and out of your shifts" section.



App Store



Google Play Store



Bloomerang Volunteer  
App Icon