To Sign Up To Be a Volunteer

1. Open the Volunteer Page on the Broadway Rose website. To access this page, go to www.broadwayrose.org/volunteer You should get a screen that looks like this:

![Volunteer Page Screenshot](image)

2. Scroll down to the bottom of this page and you will see a **RED “Sign up” Button.** Click this button
3. Fill out the requested information!

4. Fill out the application form, check the “I Agree” box and click the “Continue” button at the bottom of the application. You will be redirected to a confirmation screen:
5. You will be taken to a screen thanking you for signing up:

![Volunteer Application Form](image)

6. You will automatically receive an email like the one shown below, explaining that your application has been received and that you will receive more information soon.

```
To: tyler@broadwayrose.org

Hello!

Thank you for your interest in volunteering for Broadway Rose Theatre Company! We will review your volunteer application shortly.

Once accepted, here are the next steps:

1. An email containing your volunteer login name and password information will be emailed to the electronic address you provided on your application form.
2. Use this information to log into your volunteer account located on the Broadway Rose Theatre Company website: http://www.broadwayrose.org/volunteer
3. Start signing up for events!
4. Questions? Please give us a call at the Box Office at 503.620.5262.

Thank you very much!

Beth Moore
Patron Services Manager
Broadway Rose Theatre Company
```

7. Within 1-2 days of your submission, once your application has been reviewed, you will receive a second email. This email will contain your login information and a link to where you can login to your volunteer account. (If you don't see this email, please check your “junk” or “spam” folder.)

```
To: tyler@broadwayrose.org

Hello!

Below is the Broadway Rose Theatre volunteer account information you requested. Use the link below to access your account at the Broadway Rose Theatre volunteer information center (V-Net). Please note, the following link will expire within 24 hours so we encourage you to reset your password immediately.

Your login name is: tyler@broadwayrose.org

Follow the URL to reset your password: https://www.volgistics.com/vw/seeдж/过程?

If you would like, you may change your volunteer password. To change your password:

2. Once on the volunteer page, scroll to the bottom and log into the Volunteer Information Center using the login name and password that appeared above.
3. Select the "Account" tab.
4. Follow the instructions that appear on the Account tab to change your password.

Questions? Please call our Box Office at 503.620.5262.

Thank you very much!

Beth Moore Jones
Patron Services Manager
Broadway Rose Theatre Company
```
To Schedule a Shift!

1. **Broadway Rose will send you an email notifying you when performance volunteer shifts become available.** The email will look something like this and will have a link for you to click.

   ![VolunteerMail@volgistics.com on behalf of Tyler Kubat <volunteer@broadwayrose.org>
   Sign ups are now available for Company!](image)

   To: Tyler Kubat

   Dear performance volunteers,

   Thank you all for your wonderful help during our 2016 season. There were 5,035 hours logged between 283 volunteers this past year, an amount which thrills and delights us in ways we cannot possibly express in words. From all of us at Broadway Rose, we want to extend our most sincere gratitude for all you have done for this theatre and our community.

   On that great note, Happy New Year and welcome to our 2017 season of Spellbinding Musicals! Our first production is the modern musical masterpiece, Company

   Sign up now to volunteer for performances of Company, running January 26th to February 26th. You can sign up through our website at

   [www.broadwayrose.org/volunteer](http://www.broadwayrose.org/volunteer)

   Sign-ups are on a first come, first serve basis. At this time, we would encourage you to please only sign up for 1 or 2 shifts. We would like to give as many of our volunteer as much opportunity to enjoy the show as possible. If openings are still available after all our volunteers have been given a chance to get involved, you can expect another email from me letting you know!

   There are a few days in particular that we know we need some extra help with:

   - The evening of February 2nd
   - The evening of February 9th
   - The afternoon of February 12th
   - The afternoon of February 23rd

   If you are available on any of the above times, please consider signing up for those shifts in particular.

   Remember that Company is at our New Stage Theatre off of Grant Avenue in Tigard.

   As always, I am happy to answer any questions you might have. We'll see you in the lobby soon!

   Tyler Kubat
   Patron Services Assistant Manager & Volunteer Coordinator
   Broadway Rose Theatre Company

2. **When you click the link in the email you will be directed to the Broadway Rose Volunteer Page. Scroll to the bottom of the page and click the yellow “Login” button.**
3. You will be redirected to the Volunteer Login Page. Enter the username and password from the email you received after your application was processed.

![Login Page]

4. Enter your login information and you will be directed to your volunteer home screen.

![Home Screen]
5. Click on the My Schedules Tab and you will see a calendar. Dates where volunteers are needed will have a “Help Wanted” icon on them. Dates where you have already scheduled yourself will show the details of your scheduled shift. You can navigate the calendar using the “Prev Month” and “Next Month” buttons.

6. If you would like to schedule yourself for a shift, click on the help wanted icon. You will be redirected to the screen below. You can see how many volunteers are still needed for the shift as well as the names of volunteers who have already signed up for that date (if they chose to make this information public). To sign up for this shift click the “Schedule Me” button.
7. After clicking “Schedule Me” you will see a screen outlining all of the details of the shift you have selected. To confirm this scheduled shift click the “Yes” button.

8. After clicking “Yes” you will see a screen thanking you for signing up. If you click continue you will be redirected back to the calendar where you will now be able to see the shift you just signed up for.
9. If for some reason you need to cancel a shift you have scheduled, you can do this online up to 72 hours before your scheduled shift. To do so, return to the calendar and click on the shift you would like to cancel, you will then see the screen shown below. To cancel your shift, click the “Remove Me” button.

![Calendar view screen showing how to remove a shift](image)

10. In the case of an emergency: If you must cancel within 72 hours of your scheduled shift, you must call the Box Office at 503-620-5262 or the Administrative line at 503-603-9862 and speak with someone at the Broadway Rose. We also recommend emailing volunteer@broadwayrose.org so we have the most chance

11. You can exit your Volunteer Account at any time by simply clicking the “Exit” button located on many of the Volunteer Profile tabs.

![Volunteer account screen with exit button](image)

Scroll down on the homepage until you see the exit button.
12. You may return to your volunteer account at any time to check your schedule, see BRTC news and see new volunteer shift openings. Just head back to the volunteer page on the Broadway Rose website and click the “Login” button as outlined in steps 2-4 of this Guide.