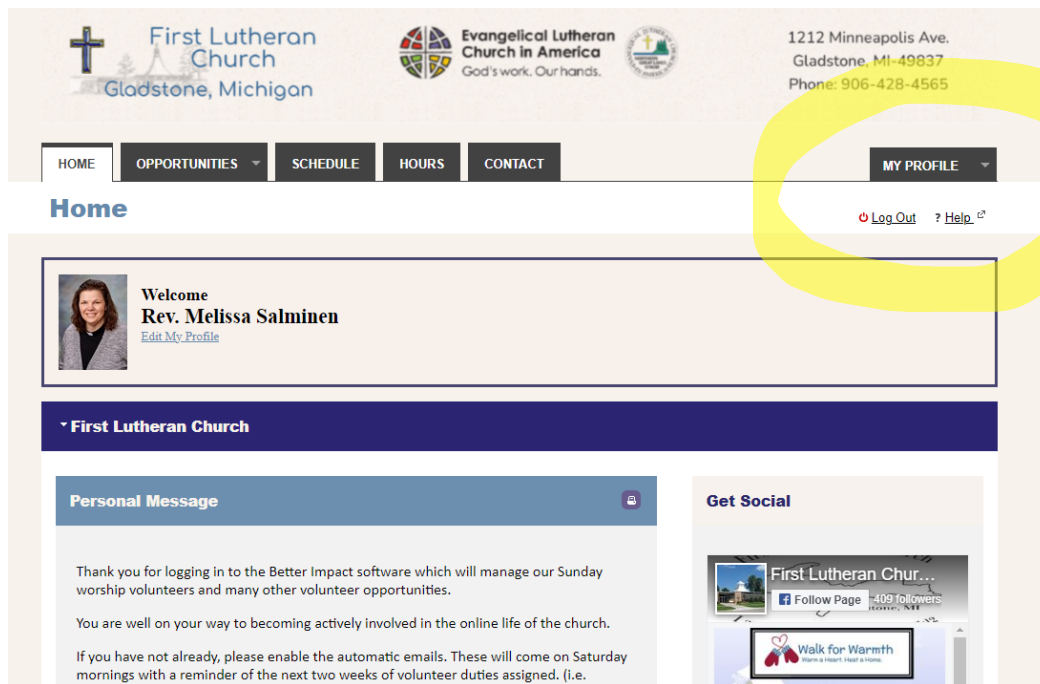


1. Once you receive your username and password, access the website below on your device.

<http://tinyurl.com/47c2fxcx>

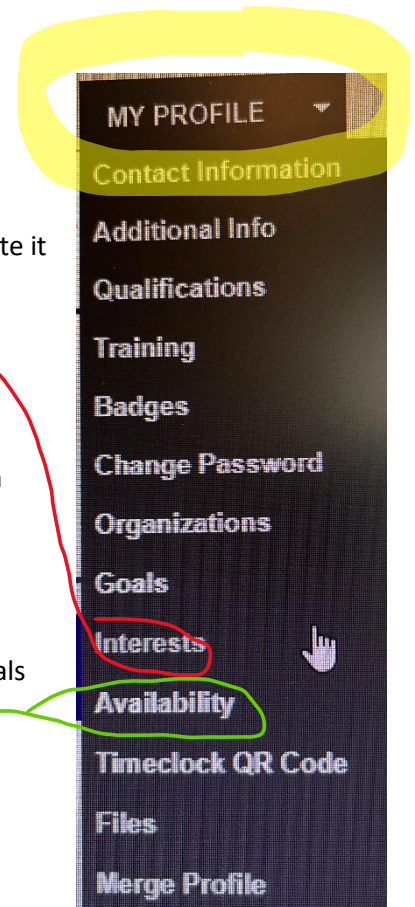
The screenshot shows the login page for MyImpactPage.com. At the top, there is a header with the First Lutheran Church logo, the Evangelical Lutheran Church in America logo, and the church's address: 1212 Minneapolis Ave., Gladstone, MI-49837, Phone: 906-428-4565. Below the header, the page is titled "MyImpactPage.com - Login". There are two main sections: "Login" and "Privacy Policy". The "Login" section has a form with "Username" and "Password" fields. The username is "pec.firstgladstone". There are links for "Forgot your username or password?" and a "Login" button. The "Privacy Policy" section contains text about the visibility of information and a link to the complete privacy policy. At the bottom, it says "MyImpactPage.com" and "Powered By BETTER IMPACT".

2. You will be prompted to change the temporary password you have to another one. Please write it down. If needed, the administrator (Rev. Melissa) can reset your account with a temporary password.
3. Once changed, it will ask you to log in again.
4. This is the home page. You will find messages and our Facebook feed in the main area and links to all times needed.



5. On the right-hand side of the home page is a "My Profile" drop down menu.

- a. Each tab you will need are explained below.
- b. Badges are earned and are just for informational purposes.
- c. You can change your password when you desire, just remember to write it down as the administrators cannot see it.
- d. Interests: These are the areas you are interested in volunteering in at some point during the year.
- e. Availability: This area will allow you to give a general estimate of when you would be able to volunteer. Most of our times right now are on Sunday morning. If you do not choose Sunday Morning, those will be filtered out of your options later on.
- f. Files: This area will have the different descriptions and training materials for the positions along with other information.




6. On the Contact Information page, please scroll to the bottom and select our privacy settings for others to see you as you wish. Also, click on the subscribe to the email updates option. You may also be able to sync it with your electronic calendar if you use one of them. It does not like to work with outlook.

My Profile - Contact Information Log Out ? Help

Contact Information

Access to this section is not allowed due to security settings on your profile.



Remove Photo
Update Photo
Rotate Right
Rotate Left

REV. MELISSA SALMINEN
1212 Minneapolis Ave
Gladstone MI 49837
USA

Privacy Settings

Privacy Settings for the Schedule

☒ I want other volunteers to be able to see my name in the list of scheduled volunteers.
☒ I want my last name included.
☐ I want my photo included.

Save

Subscriptions

EMAIL ⓘ
You are not subscribed to email reminders
☒ Subscribe to Weekly Schedule Reminders

CALENDAR

7. Choose the Interests link on the “My Profile” to access the screen below. Choose the current areas you would be able to help in. These will help to filter volunteer options should you choose to use that feature later on.

Interests

[Log Out](#) [? Help](#)

General Interests

The Holy Spirit has provided you with many gifts. How would you be able to use those gifts within and outside the community of First Lutheran Church?

☐ Select All

☐ Usher

☐ Reader

☐ Communion Assistant

☐ Acolytes

☐ Choir Member

☐ Spring/Fall Clean Up

☐ Committee Member

☐ Bible Study-Wednesday

☐ Bible Study-Zoom

☐ Youth Ministry

☐ Outreach Opportunities-ongoing

☐ Outreach Opportunities-One Time

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8. Choose the Availability link on the “My Profile” to access the screen below. Select the days and times you are typically available. Sunday Mornings are important as our worship activities typically are at that time. But also Wednesday evenings in Advent and Lent are times of worship. Other committees and groups meet on different times. This is NOT a commitment but an opportunity to seek out time to volunteer.

Availability

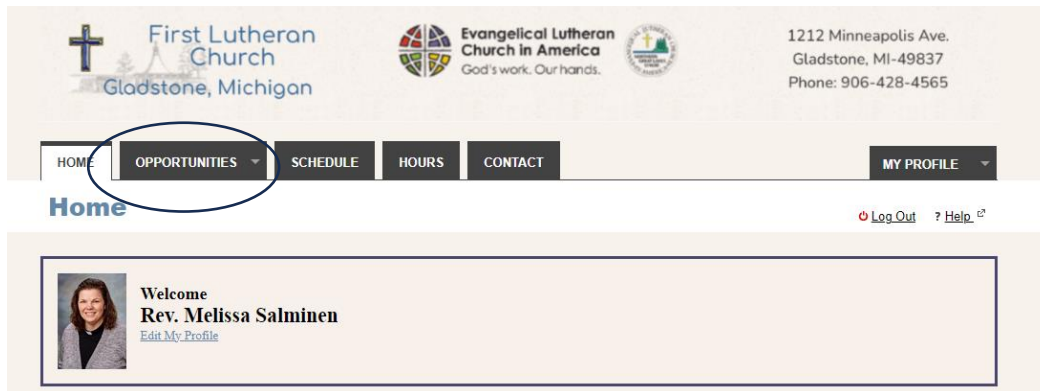
[Log Out](#) [? Help](#)

When Can You Volunteer?

	■ MORNINGS	■ AFTERNOONS	■ EVENINGS	■ NIGHTS
<input type="checkbox"/> Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wednesday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Friday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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9. Once you have your interests and availability, from the Home page, click on the Opportunities Tab. This will bring up the options for a calendar or listing. You will also be able to filter your options. We do not have a large number of volunteer opportunities, so you may not even use the filter option.



10. If you choose the filter option, you can choose the category (reader, acolyte, etc.) and the start time (service times)

The screenshot shows the 'Filters' section of the website. It includes a text box with instructions: 'Looking for a specific activity that isn't showing on the calendar? It might not be visible in this format. Try checking the [Opportunity List](#) page. Activities that don't have specific dates or times aren't able to be rendered on the calendar and there may also be some activities that are visible to you in the list, but not the calendar.' Below this is a checkbox labeled 'Only include activities that I am qualified for' which is checked. There are three dropdown menus: 'Category' (set to 'Don't Filter'), 'Start Time' (set to 'Don't Filter'), and 'Format' (set to 'Month'). At the bottom, there is a checkbox labeled 'Make these my default filters' which is checked, and a 'Submit' button.

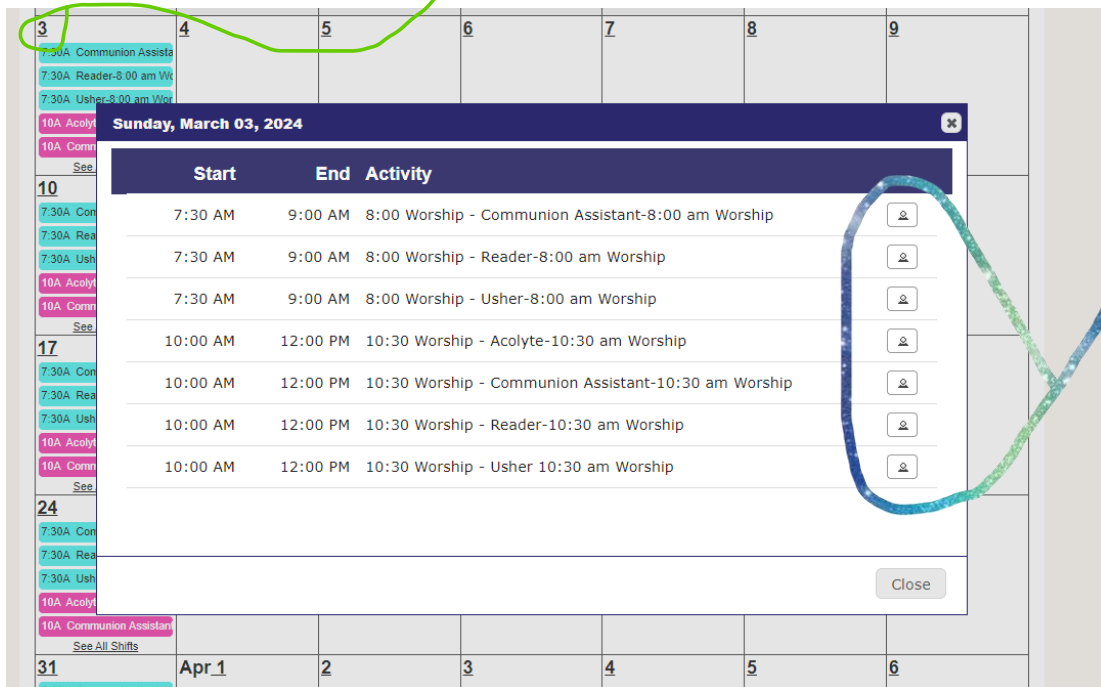
11. The calendar view allows you to see what is open and sign up that way for the volunteer opportunity.

The screenshot shows a calendar view for the period from Friday, January 05, 2024, to Saturday, February 03, 2024. The calendar is organized by days of the week. Volunteer opportunities are listed for the first four days of the month (Jan 7, 14, 21, 28). Each day has a list of activities with their respective times and roles.

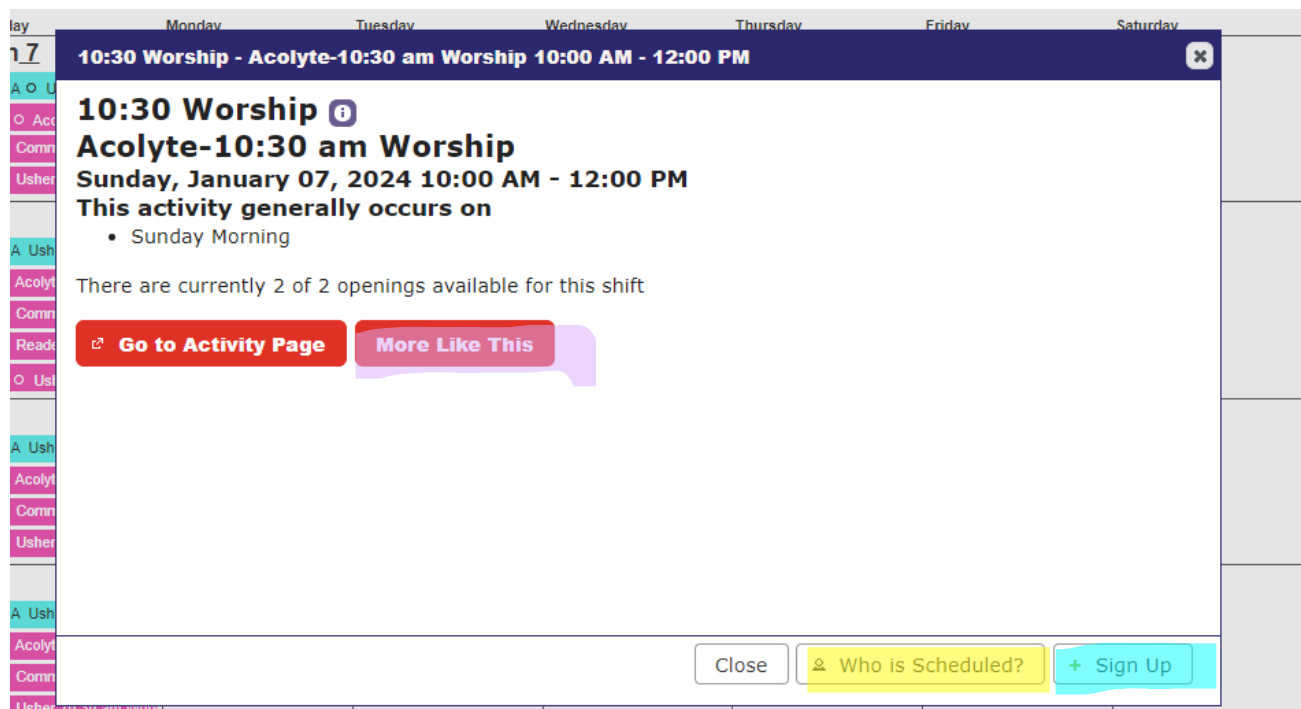
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 31	Jan 1	2	3	4	5	6
7 7:30A Usher-8:00 am Wor 10A Acolyte-10:30 am W 10A Communion Assistant 10A Usher 10:30 am W	8	9	10	11	12	13
14 7:30A Usher-8:00 am Wor 10A Acolyte-10:30 am W 10A Communion Assistant 10A Reader-10:30 am W 10A Usher 10:30 am W	15	16	17	18	19	20
21 7:30A Usher-8:00 am Wor 10A Acolyte-10:30 am W 10A Communion Assistant 10A Usher 10:30 am W	22	23	24	25	26	27
28 7:30A Usher-8:00 am Wor 10A Acolyte-10:30 am W 10A Communion Assistant 10A Usher 10:30 am W	29	30	31	Feb 1	2	3

12. To Sign Up

- a. If you click on the number of the date, a box will pop up with a listing. You can see if anyone is signed up or assigned for that role.



- b. To sign up,
 - i. On the date, click on the listing (Acolyte-10:30 am Worship)
 - ii. A pop up box will appear.
 - iii. You can see who is scheduled OR
 - iv. If you click the sign-up button on the lower right, you will be assigned to that role for the Sunday.
 1. If you are inclined to do two roles a Sunday (typically reader/communion assistant) there may need an additional step. Contact CEC Rev. Mellissa if you need help.
 - v. If you click the red "More Like This" button, a listing of all the open slots for that role will appear. You may sign up for as many as you would like.



13. After you have signed up, go to the Schedule Tab and you will see the screen below. You can set a date to filter your shifts, if you would like a print out. You can print a list or a calendar. The times you signed up for will be listed in the middle where it says “You have no scheduled assigned between the dates specified”.

Schedule Log Out Help

Filters

From To **Filter Shifts**

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ACTIVITY	DATE	START	END	WHO?	ACTIONS	
You have no scheduled activity assignments between the dates specified.						
						Select All <input type="checkbox"/>

Monthly Calendar Schedule

Paper Size

Start Date

Download Calendar **View Calendar**

14. If you need any assistance, on the Contact tab, you can email CEC Rev. Melissa Salminen at any time. She will respond as she is able to help you out.

Contact Log Out

Send an Email

TO ☐ Rev. Melissa Salminen (First Lutheran Church) ☐ Welcome & Outreach (First Lutheran Church)

SUBJECT

MESSAGE

ATTACHMENTS **Browse**

Send Email