After filling in the necessary information, click "SEND" in the top right corner. This will save your shift details. It's important to remember to click "SEND" to ensure your shift is saved.

Step 6: Confirm Your Shift

To make sure your shift was saved, you can do one of two things:

- Option 1: Check for a notification on the General Posts landing page.
- Option 2: Go back to the Volunteer Calendar and confirm that your shift is visible.

Repeat the steps above for each shift you want to schedule.

Step 7: Remove a Shift

If you need to cancel a shift, here's what you need to do:

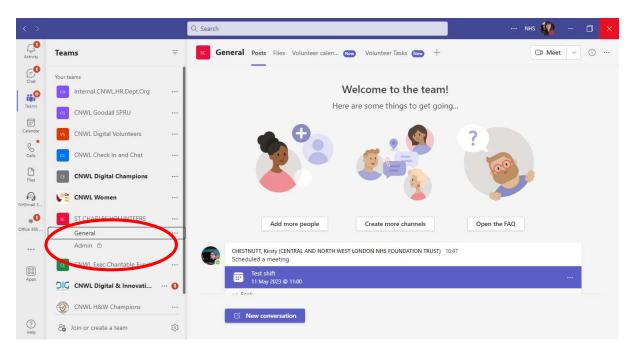
- Go to the Volunteer Calendar.
- Click on the shift you want to cancel.
- Click on "Edit."
- On the next page, select "cancel meeting."
- If necessary, provide a reason for the cancellation.
- Confirm your choice to remove the shift from the schedule.

If you come across any issues or need help scheduling your shifts, please reach out to [email address] for support.

Image version:

St Charles Volunteer Microsoft Team: Adding your shifts on the Volunteer Calendar

1. To find the Volunteer area, log into the Teams app on your PC, or via the web here: [web address] and search for **St Charles Volunteers: General**



2. To book your shift on the rota, once you have logged in you need to go on the top bar and click on "Volunteer Calendar" and "+Add new event"

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VS	CNWL Digital Volunteers					NewVolu		
cc	CNWL Check In and Chat		14			Shift CHESTNI Kirsty		
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V1	CNWL Women		15			WEST LONDON NHS		
sc	ST CHARLES VOLUNTEERS		16			FOUNDA	1	
	General		10					
	Admin 🖞							

- 3. Fill in the information in the box including:
- You name
- Location
- Times you will be there from and to
- And press **SEND** on the top right corner (otherwise the information won't be saved)

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Apps		Type details for this new meeting	

4. To check the information has been saved, you can go to the landing page: **General Posts** and you will see a notification there, or go back to the calendar and check your shift is there.

You will have to repeat this process for every shift