

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:

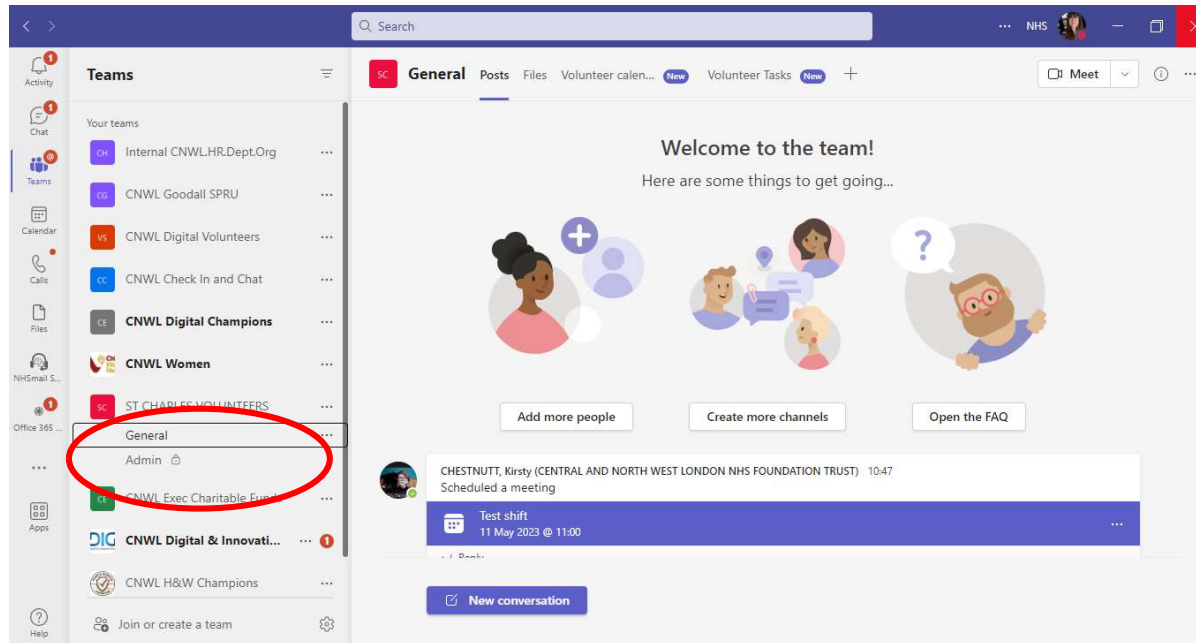
- Go to the Volunteer Calendar.
- Click on the shift you want to cancel.
- Click on **"Edit."**
- On the next page, select **"cancel meeting."**
- If necessary, provide a reason for the cancellation.
- Confirm your choice to remove the shift from the schedule.

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

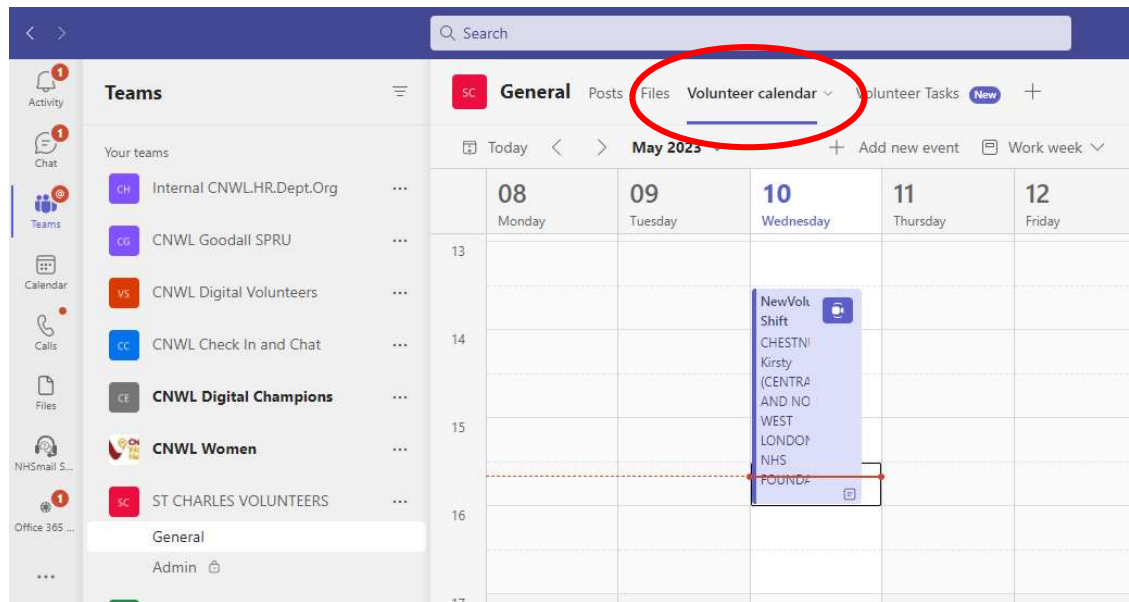
Image version:

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

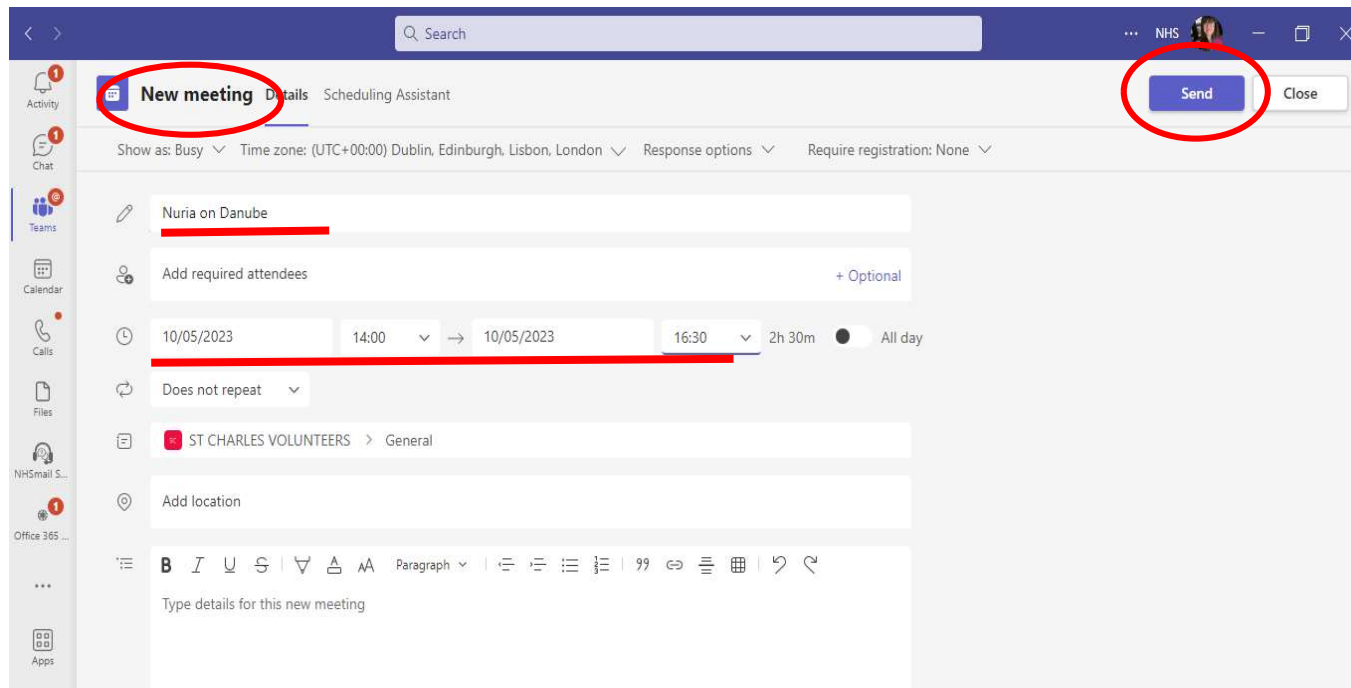
1. To find the Volunteer area, log into the Teams app on your PC, or via the web here: [web address] and search for **St Charles Volunteers: General**



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”**



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)



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