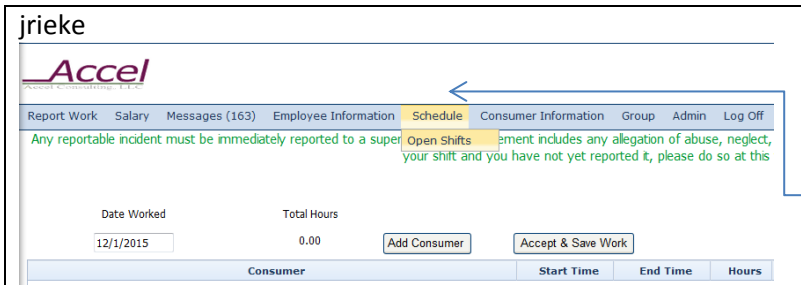
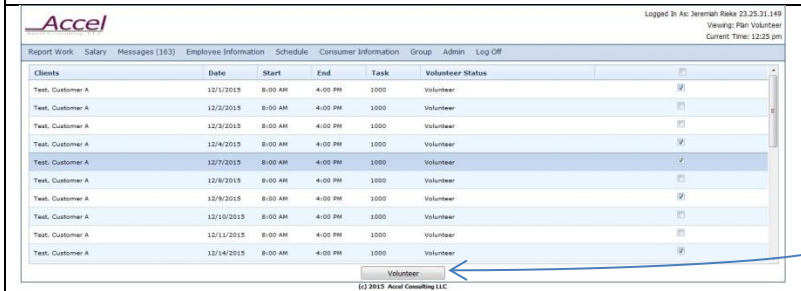


Process for picking up Volunteer shifts on Accel Trax



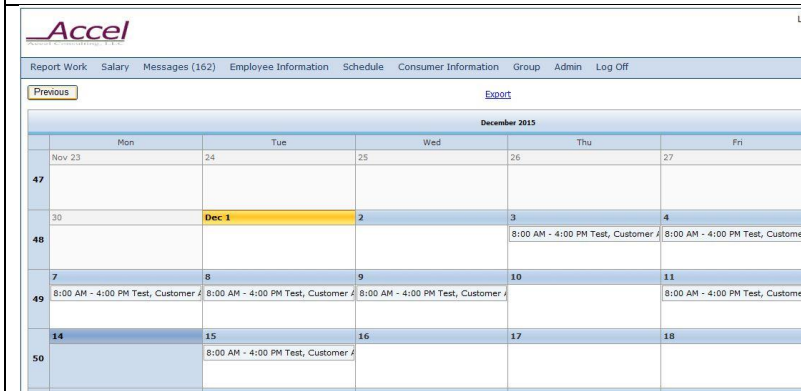
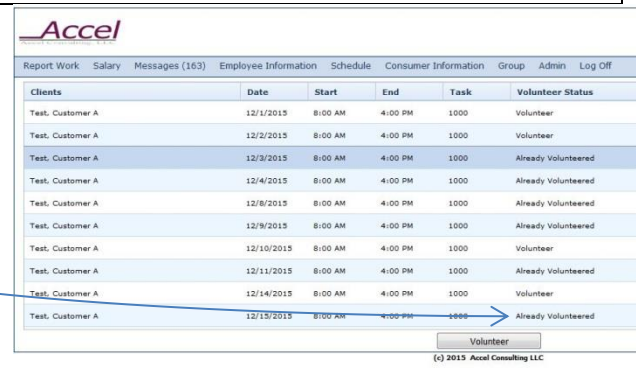
Once you log into Accel Trax hover your mouse over "Schedule" and select "Open Shifts" from the drop down.

This will open a new screen that will show you the shifts that are available for you to volunteer for.



Click in the box next to the shift you wish to pick up. This will place a check mark in the box. Once you have selected the shifts you wish to work, click on the "Volunteer" button at the bottom of the page.

Shifts that you have already volunteered to pick up will be displayed as "Already Volunteered" and you will not be allowed to select those shifts again.



If you are selected from the list of volunteers you will be sent a message on Accel Trax and the new shift will show up on your schedule. You can review your schedule by selecting the "Schedule" tab at the top of the page.