TREE LOT SIGN UP NOW AVAILABLE

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The Schedule is now live at www.msocxmas.org

We ask that you sign up for as many shifts as possible.

Instructions for signing up:

- Go the schedule website. The link above or the link on the webste (www.monacosouth.org).
- Each shift time slot shows the required LOT staffing level IN ADDITION TO CASHIER. EACH SHIFT MUST HAVE ONE OCMS MEMBER SIGNED UP AS LEAD.
- On a day you can work at least one 3-hour shift, click on **EDIT**. Shifts begin November 24th. You are allowed to work consecutive shifts and multiple days. We ask that you work at least 8 shifts.
- You will see a **CASHIER:** and then blank space below that. **Cashier spots are reserved for Volunteers who absolutely cannot work the lot and lift trees.** If you are a Cashier, enter your name and phone number.
- Using the arrow key(NOT THE ENTER KEY), drop down below the Cashier and under LEAD or LOT VOLUNTEER, enter your name and phone number.
- **IMPORTANT**: IF THE SHIFT FULLY MANNED TO THE STAFFING LEVEL INDICATED BY(**), DO NOT ADD YOUR NAME. CHOOSE ANOTHER SHIFT OR DAY. DO NOT JUST SHOW UP AT THE LOT WITHOUT FIRST ADDING YOUR NAME TO THE SCHEDULE.
- **IMPORTANT**: ONCE YOU HAVE ADDED YOUR NAME, scroll to the bottom and **CLICK ON SAVE**. RECORD THE DAY AND TIME FOR YOUR PERSONAL CALENDAR. IF YOU **CHANGE YOUR MIND, OR NEED TO GO TO ANOTHER DAY, CLICK CANCEL.**
- **If you sign up, show up.** Always try to arrive 10 minutes early for your shift. If circumstances require you to cancel, **you** are responsible for finding a replacement and updating the schedule.
- Be courteous and helpful to the day managers and other volunteers. Help them recruit workers. **Family and friends are welcome if over 16**. Be sure to put them on the schedule.
- To just view the schedule to see where there are empty slots, click on **view on a day,** or at the end of each row: **VIEW WEEK** or **VIEW WEEKEND**.
- After completing your shift, post your work hours to the Log in the Trailer.

IF YOU NEED HELP TO UPDATE THE ONLINE SCHEDULE, CALL A DAY MANAGER TO DO IT FOR YOU. Day managers are listed on the top row of the schedule.

11-1-2023
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