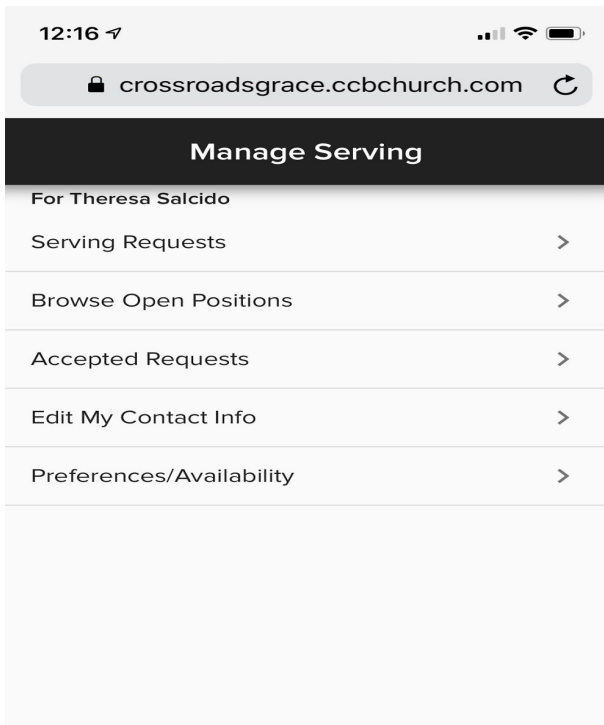
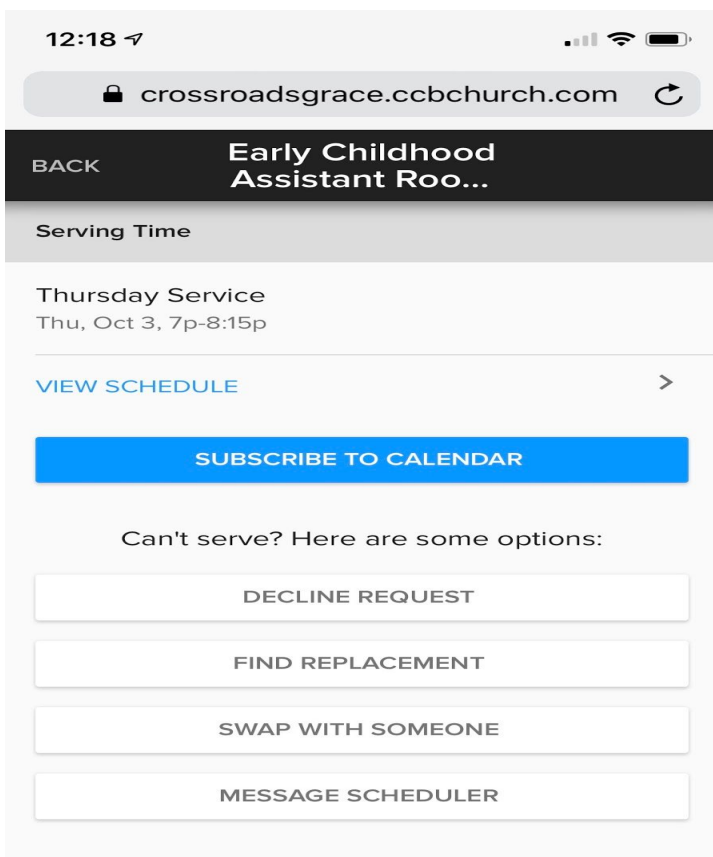


HOW TO VIEW ACCEPTED REQUESTS

You will receive an email from your Coordinator, click on the **Manage My Serving** button.



1. First, click on **ACCEPTED REQUESTS**.
2. Then, click on the assignment you wish to view.



You can then do the following:

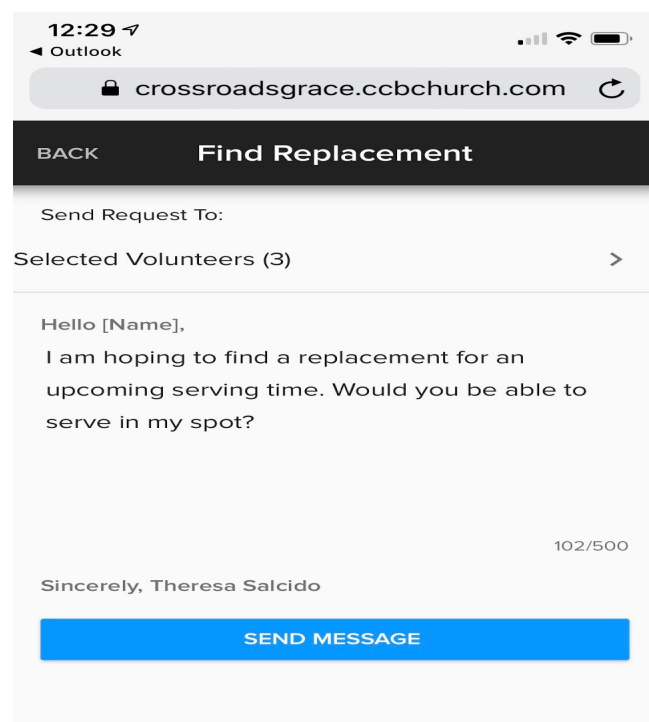
1. Decline Request (**Our Kidz Team will not be utilizing this option as volunteers are required to find their own replacements if they are unable to serve**)
2. Find a replacement
3. Swap
4. Message the scheduler(Your Coordinator)

IF YOU ARE NO LONGER ABLE TO WORK YOUR SCHEDULED SERVICE TIME FOR WHATEVER REASON, YOU WILL HAVE TWO EASY OPTIONS:

1. Find a replacement
- OR-
2. Swap with someone else

HOW TO REQUEST A REPLACEMENT

1. First select accepted requests.
2. Click on **FIND REPLACEMENT**.
3. You can send the request to a single person or select multiple volunteers.
4. You may type a custom message.
5. Lastly, click **SEND MESSAGE** to finalize the request for a replacement.



HOW TO SWAP WITH SOMEONE ELSE

1. First select accepted requests.
2. Click on **SWAP WITH SOMEONE**.
3. Select the assignment that will work best and then click **CONTINUE**.
4. Select a specific volunteer or group of volunteers in that assignment who will be sent the request for a swap.
5. You may type a custom message.
6. Lastly, click **SEND REQUEST** to finalize the request for a swap.

