

For a HelpLine Team member to claim a shift on calendar:

NOTE: *You must be an Active Member (current on dues) to be on the HelpLine Team.*

To pay or renew, hover over MEMBERSHIP, click JOIN or RENEW and follow instructions.

Log in

Hover over MEMBERSHIP

Hover over MEMBERS ONLY dropdown

Click HELPLINE CALENDAR

Click on date

select SHIFT - click on dropdown arrow

select LENGTH OF SERVICE (shift)

click NEXT

select one of start time choices

click NEXT

if 1st time on the calendar, click NEW USER

complete requested fields

scroll to end

click BOOK NEW

for subsequent visits to calendar, click EXISTING USER

fill in email

click SEARCH EMAIL

click BOOK NOW

your appointment details will come up

Click DONE

NOTE: *To cancel a shift, need to call/text Nancy Porter, 336.414.2339*