ReStore Volunteer Calendar
Access and Use
Accessing and Using the ReStore Volunteer Calendar

To use the ReStore Volunteer Calendar, you will first need a Google account and authorized access. If you are not currently a user of Google services (Gmail or other Google service) you will need to register (create a Google account) your email address with Google. You can create a Google account with any valid email address.

• How do I obtain authorized access to the ReStore Volunteer Calendar?
  • Sign up to be a ReStore Volunteer
  • Then, check your email. You should see a notification email with the Subject line: restore@habitatcalaveras.org has shared a calendar with you

• How to create a Google account to register your non-Gmail email address (non-Gmail user)
  See Slide# 12
Accessing and Using Restore Volunteer Calendar

To access the ReStore Volunteer Calendar, open a web browser and navigate to a location via one of the following 3-methods:

• From the Habitat for Humanity Calaveras website home page at:
  
  http://www.habitatcalaveras.org

  (go to: slide# 4)

  OR

• Go directly to the ReStore Volunteer Calendar via the Habitat for Humanity Calaveras website at:
  
  http://www.habitatcalaveras.org/restore/#volunteer-calendar

  (go to: slide# 5)

  OR

• Via your existing Google Account
  
  www.google.com

Note: Supported browsers – Google Chrome, Microsoft Edge (Windows10), Internet Explorer. Always use the latest version available.
On the Habitat for Humanity Calaveras website home page:

- Click on the ReStore drop-down menu
- Click on VOLUNTEER CALENDAR
Accessing Restore Volunteer Calendar

• Select the Google Calendar icon in the lower right corner
• Skip to slide #6
Accessing Restore Volunteer Calendar

From the Google home page, click on the Google App menu icon in the upper right corner

• Select Calendar icon
Accessing Restore Volunteer Calendar

On the Google Choose an account and Welcome screens.

- Select your email account.
- Log in using your Google account credentials.

Note: If you are already logged into your Google account you will not be directed to login again. You will go directly to Google Calendar.
Using ReStore Volunteer Calendar

Once you have successfully logged into your Google account you can begin using the ReStore Volunteer Calendar to schedule or change a ReStore volunteer reservation.

Please note the following usage guidelines:

• Only schedule or change your own volunteer reservation days/times
• Do not alter reservation days/times belonging to other volunteers
• Please provide at least 24-hr notification if you need to change a reservation day/time
  • Send an email to ReStore@habitatcalaveras.org or call the ReStore at 209-754-3234
Using ReStore Volunteer Calendar

- If you have been authorized to use the Habitat Volunteer Calendar, you will see the **Restore Calendar** for selection under **My calendars**.
- To display the **ReStore Calendar**, check this box in the left navigation panel.
- Uncheck any other calendars
- **Tip:** Select **Month** in the upper right corner drop-down menu to view all available days/times for a given month.
To add a volunteer reservation event to the calendar, click on the desired day.

In the event window, type in your first and last name.

Click on the start time and select a time.

Click on the end time and select a time and duration.

Click Save.

Using ReStore Volunteer Calendar
Using ReStore Volunteer Calendar

- Your saved volunteer reservation event will now appear on the ReStore Volunteer Calendar.
- If you need to make changes to an event, double click on the event in the calendar and make the desired changes. Be sure to click **Save**.
- To Delete an event, right click on the event and select **Delete**
How to create a Google Account
How to create a Google Account
(registers your non-Gmail email address with Google)

Non-Gmail users can still use some of Google Services, such as Google Calendar and YouTube, however, you will need to register your non-Gmail email address with Google by creating a Google account. You can create a Google account with any valid email address (does not require use of Gmail or a Gmail email address).

- Open an internet browser and navigate to Google Home page: www.google.com
How to create a Google Account

On the Google home page

- Click the **Sign in** button in the top right corner.
How to create a Google Account

On the Sign in page

- Select Create account
How to create a Google Account

- Select For myself
How to create a Google Account

On the Create your Google Account page

- Select Use my current email address instead
On the Create your Google Account page

- Fill in the following fields:
  - First name
  - Last name
  - Your email address *(existing non-Gmail email address)*
  - Password

- Click Next
How to create a Google Account

- Check your email to retrieve the verification code and enter it in the Enter code box
- Select Verify
How to create a Google Account

- Complete the form fields
- Click Next
How to create a Google Account

- Click the down arrow (blue button) or scroll to the end of Privacy and Terms
How to create a Google Account

- Click I agree
- At this point you are finished with registering your email with Google.
- To access the Restore Volunteer Calendar, follow the instructions starting on slide #2.