

## **Managing Your Serving**

## **Serve Team Member Perspective**

Once you have a login to myGFC, the Schedules icon is a heart on the left-hand side. You do not need to be logged into the system to manage your serving. When you are notified of a scheduling opportunity it can come as a text message, email, or both. If in a text, it will come with a link to review your schedule. If in an email, it will come with a view and respond button.

If you click in the email on the “View & Respond” it will bring you to a webpage where you can review your assignments & requests. If you click on the link in the text, a mobile browser version will pop-up, with a yellow banner at the top of pending requests.

Click on the assignment and a box will pop-up. From that you will be able to easily see the position name at the top, the service time, and you can click “View Schedule” and view what other volunteers appear on the schedule for that day. You can then manage your assignment by either clicking accept, decline request, or message schedule.

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If you have a vacation coming up or would like to schedule a block of time that you will not be contacted about a serving opportunity, please follow the instructions below, as well as update availability and preferences for yourself or other members of your family.

### **Blockout Dates:**

1. Go to the My Serving tab on the left.
2. Click the gear + pencil icon in the upper right corner.
3. Click on the Blockout Dates tab.
4. Click a date on the calendar. When the box pops up, set the beginning and end dates you desire. You can add a reason if you would like, then click Save.

### **Availability:**

1. Go to the My Serving tab on the left.
2. Click the gear + pencil icon in the upper right corner.
3. Click on the Availability tab.
4. Make your selection under “I am available to serve:” and click Save.

### **Preferences:**

1. Go to the My Serving tab on the left.
2. Click the gear + pencil icon in the upper right corner.
3. You may choose to toggle on to serve with other family members or add a preferred service time, and click Save.