

# A2D2 Website Tutorial

## Registering

1. Go to <http://www.maxwell-guntera2d2.com>
2. Click "Register" at the top left of the webpage
3. Enter all your information

Done!



## Logging In

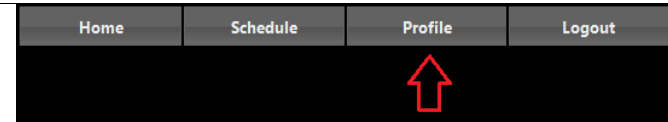
4. Go to <http://www.maxwell-guntera2d2.com>
5. Login with your username and password on the right hand side
6. If you don't remember your password, click "Forgot Password"

Done!

## Adding Volunteer Information

1. Once logged in, click "Profile"
2. Fill in your information
3. Click "Save"

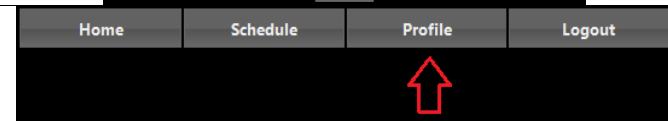
Done!



## Change Password

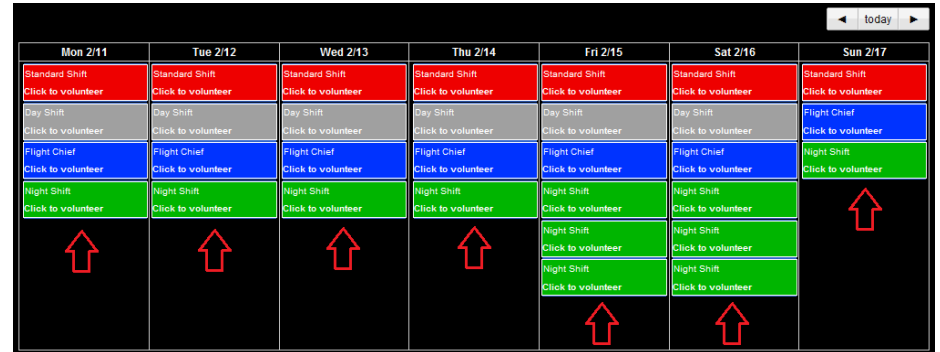
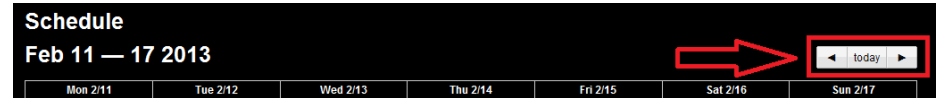
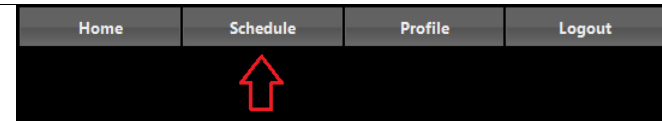
1. Once logged in, click "Profile"
2. Click [Change Password](#) located in-between "Role" and "Save" at the bottom of the webpage

Done!



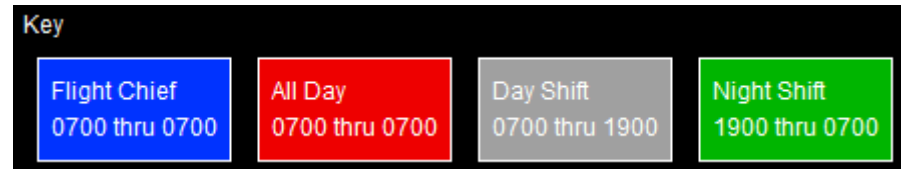
# Volunteering

1. Once logged in, click "Schedule"
2. Ensure you are on the correct week, click the arrows to go backwards or forwards in the calendar
3. Choose a calendar day, shift, and position by clicking an open slot
  - It will say *Click to volunteer* on the slot if open
  - A confirmation will pop up, click "Volunteer"

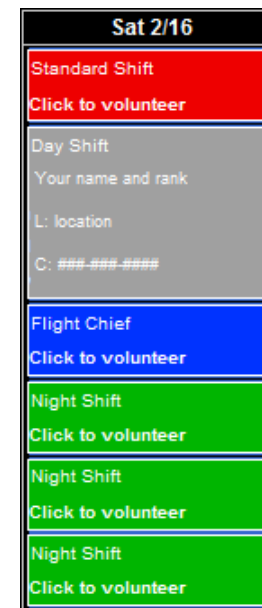


Key (located underneath the calendar on the webpage)

- Flight Chief = Flight Chief
  - Acts as dispatch, answers A2D2 cell phone and calls the driver on shift
- Driver = All Day, Day Shift, Night Shift
  - Receives the call from flight chief, goes to pick the person up



4. Confirm your name should appear on the time slot you chose. Should display your name, rank, location, and phone number. The *Click to volunteer* text disappears.

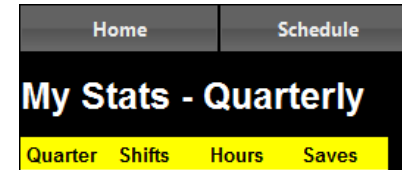
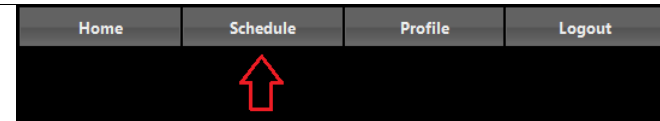


Done!

## View Volunteer Hours

1. Once logged in, click "Schedule"
2. Located right underneath home is "My Stats"
  - Updated automatically
  - Shown as quarterly

Done!



## Cancellations

1. Email [maxwella2d2@gmail.com](mailto:maxwella2d2@gmail.com)
    - Include your name & the time slot you volunteered for
- \*\* Doing this with less than **12** hours until your volunteer shift is liable to put you on the blacklist, with a notification sent to your supervisor
- \*\* Even if you don't include your supervisor in your profile info, we will find out who it is

Done!



Thank you for  
volunteering!

