



MAP – My Ambassador Page is a SELF-SCHEDULING on-line tool

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INTRODUCTION:

To BEGIN: Log on to app.betterimpact.com. Enter your **Username** and **Password**. If you can't remember either please send an email to: info@notl-ambassadors.ca. Please include your full name in the email.

Once you have signed in, you will come to your HOME page.



From the HOME page you are able Sign up for shifts (OPPORTUNITIES), View what shifts you have signed up for (SCHEDULE), Hours you have logged so far (HOURS), View how your hours have been allocated (REPORTS), Contact info (CONTACT) and adjust your profile (MY PROFILE).

MAP PROFILE:

You may adjust your Profile under the **MY PROFILE** tab on the far right of your HOME page. Under the drop down you will able to:

- Change your **Contact Information**
- Change your **Password**
- Select Reference documents under the **File** option
- **MERGE** your profile with another Volunteer Organization that is also using Better Impact as their on-line tool. This will keep your scheduling in sync and prevent duplication of dates and times.

NOTE: When you receive the LINK to **MAP** to create your PROFILE it will ask you where or not you exist on Better Impact. If so, you will login as you usually do and it will automatically MERGE your 2 PROFILES. If not, the MERGE option under MY PROFILE will sync your 2 PROFILES.

Under the **Contact Information** option please update your **Privacy Settings** so that your name appears when your sign up for a shift.

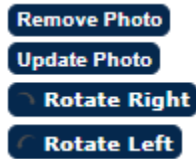
Privacy Settings

Privacy Settings for the Schedule

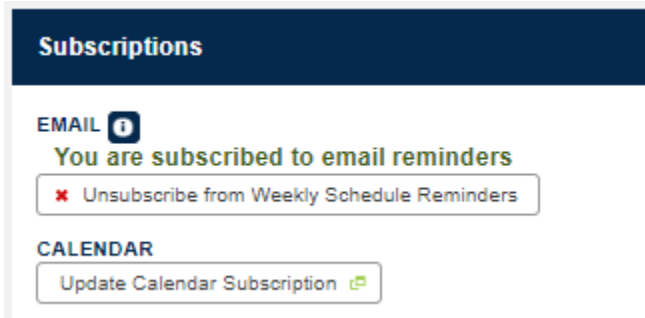
- I want other volunteers to be able to see my name in the list of scheduled volunteers.
- I want my last name included.
- I want my photo included.

Save

You may also add a **Photo** and chose whether or not you wish to have it displayed once you sign up for a shift.



And FINALLY, under the Subscriptions option you request the **MAP** online tool to automatically send you email reminders and if you wish, add them to your on-line Calendar



PART ONE:

There are two ways to sign up for a shift. Both are found under **Opportunities**. **This document will be designed in two parts:** Part One will show you how to sign up under the “Calendar” View and Part Two will show you how to sign up under “List”.



A) OPPORTUNITIES CALENDAR – The Calendar View shows SHIFTS that are available (this is the easiest to use)

Step 1: Click on the **Opportunities Tab** (as shown above) to sign up for a shift. You will see List or Calendar option. **Click on Opportunity Calendar.**

Step 2: Recommended Filters:

Organization: Niagara-on-the-Lake Ambassadors

Category: click on downward arrow – Select Activity (e.g. Training. Ambassador Program 2023, etc.)

Start Time: Ignore

Format: Leave on Month

Click -> Submit

Opportunity Calendar

Log Out Help Switch to Administrator View

Filters

Looking for a specific activity that isn't showing on the calendar? It might not be visible in this format. Try checking the [Opportunity List](#) page. Activities that don't have specific dates or times aren't able to be rendered on the calendar and there may also be some activities that are visible to you in the list, but not the calendar.

Only include activities that I am qualified for

Organization:

Category:

Start Time:

Format:

Make these my default filters

Step 3: You will see the monthly calendar with the **SHIFTS** (Opportunities) for each day. (See picture below). Opportunities are shown in different colours for different categories, such as: Training, Ambassador Program 2023, etc.

Organization:

Category:

Start Time:

Format:

Make these my default filters

Wednesday, April 19, 2023 - Saturday, June 3, 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 16	17	18	19 1:00P - 2023 Training/One	20	21	22
23	24	25 1:30P - 2023 Training/One	26	27 9:30A - 2023 Training/One	28	29
30	May 1 9:30A - 2023 Training/One	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Jun 1	2	3

NOTE: IF the shift is **available**, it will be **displayed**
 IF the shift is **full**, it will **NOT be visible** on the Opportunities Calendar view

Step 4: To select your shift, go to the date that you want and click on the **LISTING**.

Step 5: A **Box will Pop Up** (see below) with information listed about that day.

Training - 2023 Training/ Orientation ZOOM Session | Wednesday, April 19 | 1:30 to 2:30 pm

[← Back to Activity List](#) [Log Out](#) [? Help](#) [Switch to Administrator View](#)

Activity Details

ZOOM session to launch to the new Ambassador season for 2023.

- Time: 1:30 pm to 2:30 pm

If you need to cancel within 24 hours of the start date, please contact Kim Mustill at 289-868-9072 or send an email to info@notl-ambassadors.ca.

This activity generally occurs on

- Wednesday Afternoon

[+ Add me to the back-up list in case you ever need extras](#)

Share this [f](#) [t](#) [+](#)

At the bottom **Right** of the **Box**, there is: **+ Sign-Up** -> Click button if this listing is one that you want to sign up for

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS
Wednesday, April 19, 2023	1:30 PM	2:30 PM		60 / 60		+ Sign Up <input type="checkbox"/>

The Page will Refresh with **green box** on upper Right of the screen and it will say: **“Thank you for Signing Up. You have been Automatically Assigned”**

The green box will disappear, but You are **Booked!**

B) View your Scheduled shifts

1. Log on to app.betterimpact.com (if you are not logged in already)

To view your scheduled shifts, click on the SCHEDULE tab



Schedule

2. All scheduled shifts will be listed including those at other Volunteer organizations. If you want to know which volunteers will be working with you on the same shift, select the button to the right of the end time for the shift.

Niagara-on-the-Lake Ambassadors Training - 2023 Training/ Orientation ZOOM Session | Wednesday, April 19 [1:30 to 2:30 pm] Wed 19/04/2023 1:30 PM 2:30 PM [Remove]

The button to the right of the **x Remove** button will allow you to add the Ambassador shift to your **own personal online calendar** on your device (e.g., phone, computer).

3. See the button to the right of the **x Remove** to sync with your calendar.

Niagara-on-the-Lake Ambassadors Training - 2023 Training/ Orientation ZOOM Session | Wednesday, April 19 [1:30 to 2:30 pm] Wed 19/04/2023 1:30 PM 2:30 PM [Remove] **[Add to Calendar]**

Select the Calendar you use:

Add to Calendar [Close]

- [Add to Calendar](#)
- [Add to Google Calendar](#)
- [Add to Yahoo Calendar](#)

Close

C) Removing Yourself from shifts

If you need to Cancel your Opportunity (Shift), Click on the SCHEDULE tab

Click **x Remove** button beside the shift you wish to cancel (as shown below).

Niagara-on-the-Lake Ambassadors Training - 2023 Training/ Orientation ZOOM Session | Wednesday, April 19 [1:30 to 2:30 pm] Wed 19/04/2023 1:30 PM 2:30 PM [Remove]

NOTE: you can remove yourself from a shift up to **48 hours prior to your scheduled shift**. Within 48 hours, the system will not allow you to cancel, so you will need to call/email the Ambassador Link representative info@notl-ambassadors.ca.

PART TWO:

D) Opportunities List View:

Step 1: Click on **Opportunities Tab** -> Click **Opportunity List**

Step 2: Recommended Filters:

Filter - Select: Only include Activities I am qualified for

Sort - Activity Name -> **Click downward arrow** -> CHANGE to: By Date Ascending

Display - Select -> Group by category

You have the option of making these your default filters.

Click -> **Filter Activities**

Looking to volunteer on a specific day? Try the new [Opportunity Calendar!](#) This new page lets you find opportunities on a calendar to easily find activities on the days you are available to help!

FILTERS

Only include activities that I am qualified for
 Only include activities that have openings available

Include activities for which I am currently
 Generally Available Signed Up Scheduled On the backup list

ORGANIZATION [Niagara-on-the-Lake Ambassadors](#)

SORT [Activity Name](#)

DISPLAY
 Group by category
 Collapse categories by default

Make these my default filters **Filter Activities**

Step 3:

Scroll down the **purple banners of Categories**

Scroll down to **Your Activity of choice (e.g., Training, Ambassador Program 2023, etc.)** -> **Click on white triangle** to the left of the category

ACTIVITY	SHIFTS	START DATE	END DATE
Other-Administration	0		

ACTIVITY	SHIFTS	START DATE	END DATE
2023 Training! Orientation ZOOM Session Wednesday, April 19 11:30 to 2:30 pm	1	19/04/2023	19/04/2023

ACTIVITY	SHIFTS	START DATE	END DATE
Other-Training Administration	1		

Step 4: You will see **ACTIVITY** which lists all the Opportunities for Training or Ambassador Shifts or Events **written in blue**

IF the shift is available, the shift will **NOT** have a **“0”** under **SHIFTS**

IF the shift is **full** it **WILL** have a **“0”** under **SHIFTS** and will **NOT** let you signup

Scroll down to the **date** (Opportunity) you want. Click on the opportunity and a page as shown below will appear.

Training - 2023 Training/ Orientation ZOOM Session | Wednesday, April 19 | 1:30 to 2:30 pm

[← Back to Activity List](#) [Log Out](#) [? Help](#) [Switch to Administrator View](#)

Activity Details

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This activity generally occurs on

- Wednesday Afternoon

[+](#) Add me to the back-up list in case you ever need extras

Share this [f](#) [t](#) [+](#)

Step 5: Scroll down to **Date** with the Opportunity listed
-> Click **+ Sign Up** button

As with picking shifts on the Calendar View, a **green box** will appear on upper Right of the screen:

“Thank you for Signing Up. You have been Automatically Assigned”
and the Listing will change to “Scheduled – Confirmed”

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS
Wednesday, April 19, 2023	1:30 PM	2:30 PM		60 / 60		Scheduled - Confirmed

You can **also** see your CONFIRMED booking by scrolling to the top of page -> **Select Schedule**

E) Removing Yourself from Shifts

The procedure is the same as previous page1 —> please see **C) Removing Yourself from Shifts (Page 6)**

F) MAP Back-up List.

If an Opportunity (shift) is **booked** and you are available in case of a cancellation, **MAP** provides a **Back-up List**.

Activity Details

ZOOM session to launch to the new Ambassador season for 2023.

- Time: 1:30 pm to 2:30 pm

If you need to cancel within 24 hours of the start date, please contact Kim Mustill at 289-868-9072 or send an email to info@notl-ambassadors.ca.

This activity generally occurs on

- Wednesday Afternoon

[+ Add me to the back-up list in case you ever need extras](#)

To **signup**, Select the **Opportunities List View** (**NOT** Opportunities Calendar)

Go through **Steps 1 to 4** of the **Opportunities List View**

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Opportunities

[Log Out](#) [? Help](#) [Switch to Administrator View](#)

Filter Activities

Looking to volunteer on a specific day? Try the new [Opportunity Calendar](#)! This new page lets you find opportunities on a calendar to easily find activities on the days you are available to help!

FILTERS

Only include activities that I am qualified for

Only include activities that have openings available

Include activities for which I am currently

Generally Available Signed Up Scheduled On the backup list

ORGANIZATION [Niagara-on-the-Lake Ambassadors](#)

SORT [Activity Name](#)

DISPLAY

Group by category

Collapse categories by default

Make these my default filters [Filter Activities](#)

When you see the **date** (Opportunity) you want, it will show as: **Shifts 0** -> but **click on it anyway!**

Page Refreshes & you will see **Activity Details** -> box with **+ Add me to the Back-up List** -> click

G) Cancellation List.

The Ambassador Link representative will also continue to have a **CANCELLATION LIST**. *Please note you should be within 15-20 mins from the NOTL court house.*

If you would like to be added to the Cancellation List, please let them know and the best phone # to reach you.