

How to find shifts in MAP

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ON YOUR PC:

If you are using your PC, you can look up shifts either under Opportunity Calendar or under Opportunity List:



CALENDAR VIEW:

This is the easiest way to find and then sign up for the shifts you want:

1. Use the following filters at the top of the page:

Opportunity Calendar Log Out

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

Category

Start Time

Format

☒ Make these my default filters

2. The calendar view will show you ONLY available shifts:

Friday, August 22, 2025 - Saturday, October 4, 2025						
Previous						
Next						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 17	18	19	20	21	22	23
						11:45A Walking Shift - Sat 2P Courthouse Shift - Sat
24	25	26	27	28	29	30
11:45A Courthouse Shift - 11:45A Walking Shift - Sun 2P Walking Shift - Sunday	10A FOR MENTORS & M		3P Queenslon Pottery Tou		2P Courthouse Shift - Frid 2P Walking Shift - Friday 2	11:45A Courthouse Shift - 11:45A Walking Shift - Sat 2P Courthouse Shift - Sat
31	Sep 1	2	3	4	5	6
11:45A Courthouse Shift - 11:45A Walking Shift - Sun 2P Courthouse Shift - Sun	2P Courthouse Shift - Mor				11:45A Courthouse Shift - 2P Courthouse Shift - Frid 2P Walking Shift - Friday 2	11:45A Courthouse Shift - 11:45A Walking Shift - Sat 2P Courthouse Shift - Sat

a. **Legend:**

- Dard Red: Walking
- Brown: Court House
- Pink: Events:
- Dark blue: Site Visits
- Green: Kiosk

b. Click on the shift you want and sign up:

2025 Courthouse Shifts - Courthouse Shift - Friday 11:45 am - 2 pm 11:45 AM - 2:00 PM

2025 Courthouse Shifts

Courthouse Shift - Friday 11:45 am - 2 pm

Friday, September 5, 2025 11:45 AM - 2:00 PM

If you need to cancel this shift **within 48 hours of the start date and time**, please send an email to info@notl-ambassadors.ca using the word "CANCELLATION" in the subject.

Thank you!

This activity generally occurs on

- Friday Afternoon

There are currently 2 of 3 openings available for this shift

[Go to Activity Page](#) [More Like This](#)

Close

Who is Scheduled?

[+ Sign Up](#)

OPPORTUNITY LIST VIEW:

1. Filter activities as follows:

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

SORT By Date Ascending

DISPLAY

☒ Group by category

☒ Collapse categories by default

Check this Click on this

Make these my default filters ☒ Filter Activities

2. Decide what type of shift you need and click on the arrow on the left to expand the category. For example:

Administration

2025 Courthouse Shifts

2025 Walking Shifts

2025 Kiosk Shifts

2025 Events

2025 Community Site Visits

3. Next, decide which date and time you are interested in. In this example, we would like to see availabilities for Saturdays at 11:45 AM. Note that there are 7 openings in the date range shown (Aug. 23rd to Oct. 11th):

ACTIVITY		SHIFTS	START DATE	END DATE
Courthouse Shift - Friday 11:45 am - 2 pm	i	4	22/08/2025	10/10/2025
Courthouse Shift - Friday 2 pm - 4:15 pm	i	7	22/08/2025	10/10/2025
Courthouse Shift - Saturday 11:45 am - 2 pm	i	7	23/08/2025	11/10/2025
Courthouse Shift - Saturday 2 pm - 4:15 pm	i	8	23/08/2025	11/10/2025
Courthouse Shift - Sunday 11:45 am - 2 pm	i	8	24/08/2025	12/10/2025
Courthouse Shift - Sunday 2 pm - 4:15 pm	i	7	24/08/2025	12/10/2025
Courthouse Shift - Monday 2 pm - 4:15 pm	i	1	01/09/2025	01/09/2025

4. Click on the title of the shift to expand the list of available shifts. Select the date on which you'd like to sign up and then click on "Sign up" (note that any shifts in that date range that are unavailable are shown on the list as "Full"):

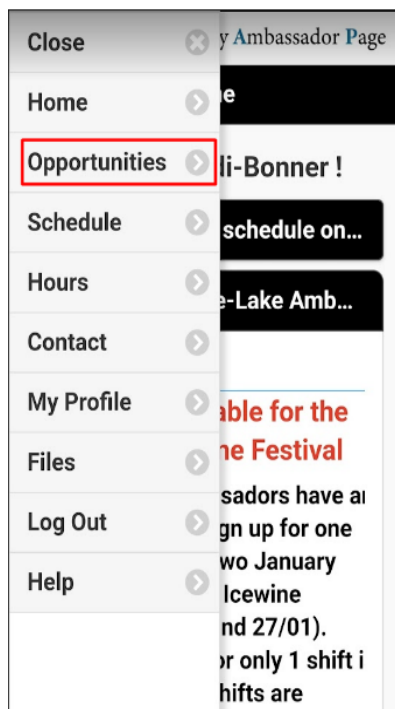
DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS	
Saturday, August 23, 2025	11:45 AM	2:00 PM		0 / 3		Full	
Saturday, August 30, 2025	11:45 AM	2:00 PM		3 / 3		+ Sign Up	<input type="checkbox"/>
Saturday, September 6, 2025	11:45 AM	2:00 PM		2 / 3		+ Sign Up	<input type="checkbox"/>
Saturday, September 13, 2025	11:45 AM	2:00 PM		3 / 3		+ Sign Up	<input type="checkbox"/>
Saturday, September 20, 2025	11:45 AM	2:00 PM		2 / 3		+ Sign Up	<input type="checkbox"/>
Saturday, September 27, 2025	11:45 AM	2:00 PM		2 / 3		+ Sign Up	<input type="checkbox"/>
Saturday, October 4, 2025	11:45 AM	2:00 PM		1 / 3		+ Sign Up	<input type="checkbox"/>
Saturday, October 11, 2025	11:45 AM	2:00 PM		2 / 3		+ Sign Up	<input type="checkbox"/>
							Select All <input type="checkbox"/>

That's it.

ON YOUR PHONE

Next, we will take a look at how to sign up on your phone. Note that the phone app does not have a Calendar view and, therefore, is a bit less straightforward.

1. Navigate to the left-hand Menu and click on "Opportunities:



2. In the Filter fields at the top, make sure you have everything set up this way:

Niagara-on-the-La...

Filter Activities

☐ Only include activities that I am qualified for

☒ Include activities with no openings

Include activities for which I am currently

☐ Generally Available

☐ Signed Up

☐ Scheduled

☐ On the backup list

☒ Group by category

Sort

By Date Ascending

☒ Make these my default filters

Filter

Click on Filter

3. Once you have filtered the shifts as above, you will see the TYPES of shifts available. Let's say you are interested in Kiosk shifts on a Friday at 2 PM. To see what is available in the date range indicated (Aug. 22nd to Oct. 10th), click on the shift type or the arrow to the right as shown below (note that it shows only 2 shifts available in that entire date range):

2025 Courthouse Shifts
Courthouse Shift - Friday 11:45 am - 2... 4

2025 Kiosk Shifts
Kiosk Shift - Friday 11:45 am - 2 pm 0

2025 Walking Shifts
Walking Shift - Friday 11:45 am - 2 pm 3

2025 Courthouse Shifts
Courthouse Shift - Friday 2 pm - 4:15 ... 7

2025 Kiosk Shifts
Kiosk Shift - Friday 2 pm - 4 pm 2

2025 Walking Shifts
Walking Shift - Friday 2 pm - 4 pm 6

2025 Courthouse Shifts
Courthouse Shift - Saturday 11:45 am ... 7

2025 Kiosk Shifts
Kiosk Shift - Saturday 11:45 am - 2 pm 4

4. When you expand the Friday Kiosk shifts, you will see the fill list of shifts available for the dates indicated. You will see that only the October 3rd and October 10th shifts are available for sign up. You can go ahead and sign up in the usual way.

