



The VolunteerPlace @ Ruth Eckerd Hall

By UnitedWorth Inc.

Welcome to the The VolunteerPlace @ Ruth Eckerd Hall

This system is focused on the volunteer and has incentives that no other system offers

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Getting Started

The Volunteer Place is used to sign up to work events at all the Ruth Eckerd Hall venues. You will be able to see your schedule of events for which you are assigned, do Scheduled Registration and sign up immediately for events that have already gone through Scheduled Registration and still need volunteers or when a show is added after the Scheduled Registration has already been completed.

Username and Password

The Volunteer Place system can be found at <https://reh.thevolunteerplace.com/>.

Your username will be the email address that you provided to REH. When you have been added to the system, you will receive a Welcome Email with a link to set up your password.

Fill in your password and then fill it in again to make sure you typed it correctly.

Password Reset

Welcome **Margaret (margolsvert@gmail.com)**

Enter your new password below to set your password:

New password*

New password confirmation*

Set password

You have successfully reset your password
You can return to the main page to login

Login

On the login page, enter your email address and password.

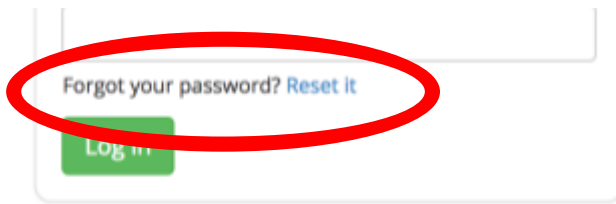
The screenshot displays the Ruth Eckerd Hall website layout. At the top, a dark navigation bar contains the text "RUTH ECKERD HALL HOME CONTACT". Below this, the main content area is divided into three sections:

- Left Section:** A video player titled "The Volunteer Place" with a play button overlay. Below the video is a table with columns for "Event", "Date", "Time", "Location", and "Status".
- Middle Section:** The "THE RUTH ECKERD HALL EXPERIENCE" logo, followed by logos for "CENTRE FOR THE ARTS", "MUSICAL THEATRE", and "MARIAN BOFFMAN". Below the logos is a paragraph: "Ruth Eckerd Hall depends on our volunteers! People who have a love for the arts and share a commitment to excellent customer service, diversity of programming and teamwork will find Ruth Eckerd Hall a rewarding place to volunteer. Become a part of our volunteer family! Our volunteers provide valuable services to create the Ruth Eckerd Hall Experience for our patrons. Whether the assignment is front-of-house with patrons or behind-the-scenes, we need your expertise and smiling face."
- Right Section:** A "Login" form with fields for "Email*" (containing "margolsvert@gmail.com") and "Password*" (containing "*****"). Below the fields are links for "Forgot your password? Reset it" and a "Login" button.

At the bottom of the page, there is a footer with the text "© 2017 Ruth Eckerd Hall - CONFIDENTIAL ALL RIGHTS RESERVED" and a "Report on Issue" button.

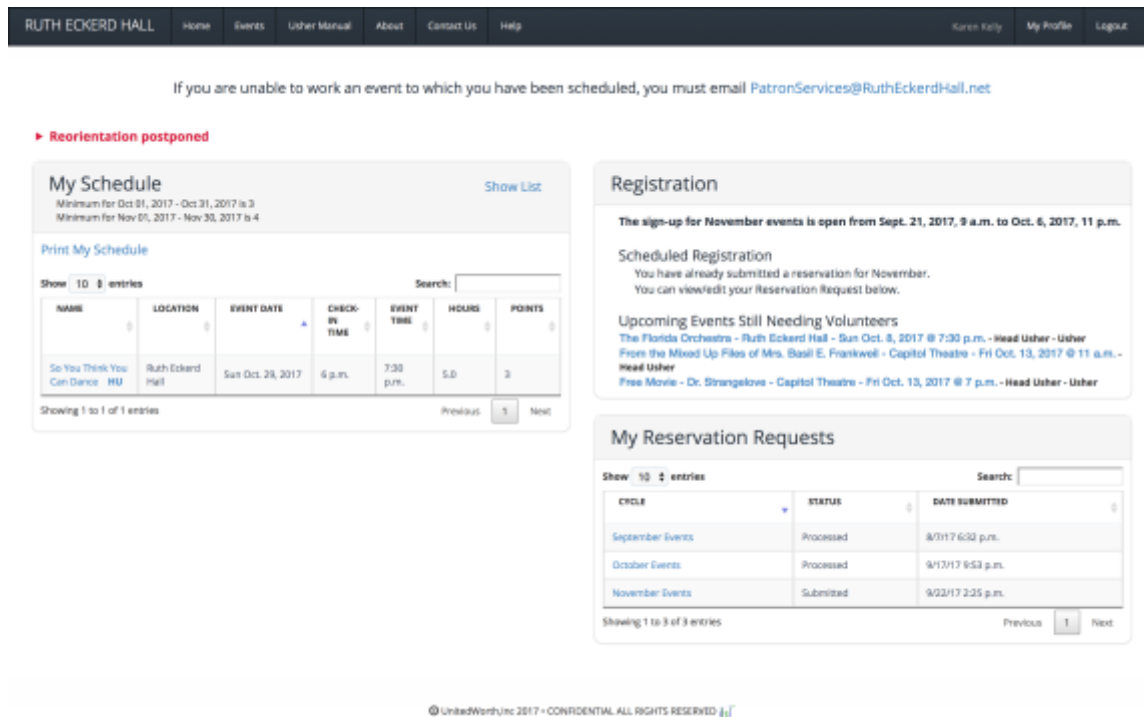
Forgotten Password

If you forgot your password, on the Login page there is a link to reset it.



The Home Page

The Home Page provides you with easy access to the entire application



RUTH ECKERD HALL Home Events Usher Manual About Contact Us Help Karen Early My Profile Logout

If you are unable to work an event to which you have been scheduled, you must email PatronServices@RuthEckerdHall.net

► Reorientation postponed

My Schedule

Minimum for Oct 01, 2017 - Oct 31, 2017 is 3
Minimum for Nov 01, 2017 - Nov 30, 2017 is 4

[Show List](#)

[Print My Schedule](#)

Show 10 entries Search:

NAME	LOCATION	EVENT DATE	CHECK-IN TIME	EVENT TIME	HOURS	POINTS
So You Think You Can Dance - HM	Ruth Eckerd Hall	Sun Oct. 29, 2017	6 p.m.	7:30 p.m.	5.0	3

Showing 1 to 1 of 1 entries Previous 1 Next

Registration

The sign-up for November events is open from Sept. 21, 2017, 9 a.m. to Oct. 6, 2017, 11 p.m.

Scheduled Registration
You have already submitted a reservation for November.
You can view/edit your Reservation Request below.

Upcoming Events Still Needing Volunteers
The Florida Orchestra - Ruth Eckerd Hall - Sun Oct. 8, 2017 @ 7:30 p.m. - [Head Usher - Usher](#)
From the Mixed Up Files of Mrs. Basil E. Frankwell - Capitol Theatre - Fri Oct. 13, 2017 @ 11 a.m. - [Head Usher](#)
Free Movie - Dr. Strangelove - Capitol Theatre - Fri Oct. 13, 2017 @ 7 p.m. - [Head Usher - Usher](#)

My Reservation Requests

Show 10 entries Search:

CIRCLE	STATUS	DATE SUBMITTED
September Events	Processed	8/31/17 6:02 p.m.
October Events	Processed	9/17/17 6:53 p.m.
November Events	Submitted	9/22/17 2:25 p.m.

Showing 1 to 3 of 3 entries Previous 1 Next

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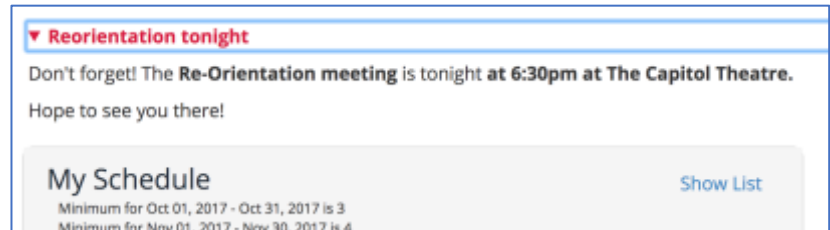
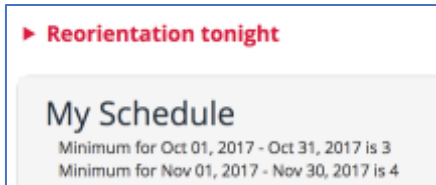
Cancellations reminder

The first thing at the top of the screen is a reminder that if you are unable to work an event for which you have been scheduled, you must email Patron Services. That is a link so you can just click it and it will come up in whatever system you use for email.

If you are not on your own computer or don't use an email program, you can use the Contact Us link in the top navigation bar as well. Using that form sends an email to Patron Services.

News

To keep important information available to you through the application, we have a News feature. When news items are active, they will appear at the top of the Home Page. By default, you will see just the subject with a small triangle pointing to it. Clicking the triangle will expand the news item so that you can see the entire content.

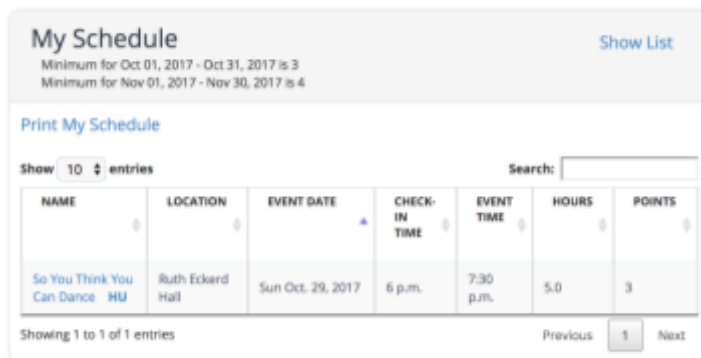


My Schedule

The My Schedule section shows you any shows that you are scheduled for. **If a show is not listed in this section, you ARE NOT scheduled to work it.**

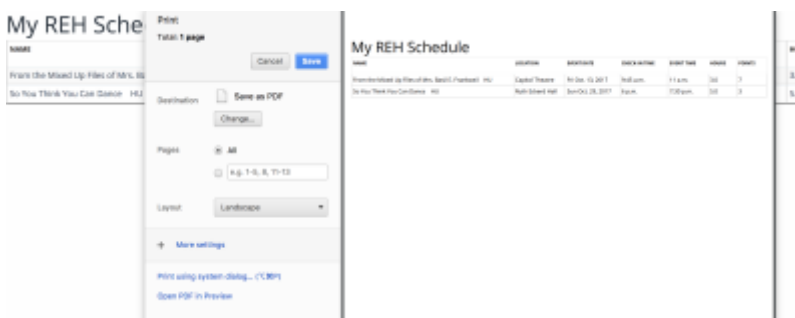
Once you have worked the show, it will no longer appear in My Schedule.

The Minimum for the current month and the next month are listed directly under the heading. If you are scheduled for a large number of events you can sort your Schedule by location or date, or you can use the Search box to find a specific event. The Search function searches all fields in the table so you can search for the name of the show or the venue just by typing it in the Search box.



Clicking on Print My Schedule

Clicking Print My Schedule will pop up a list of the shows you are schedule for and automatically issue the print command.



Scheduled Registration

Scheduled Registration happens monthly and allows you to sign up for shows that will be occurring in 2 months' time.

Cycle definition

The cycle will open on the 3rd Thursday of the month, except for months that have 5 Thursdays. In those months, it will open on the 4th Thursday of the month. It is open for approximately 2 weeks. You can submit your Reservation Request at any time while the cycle is open.

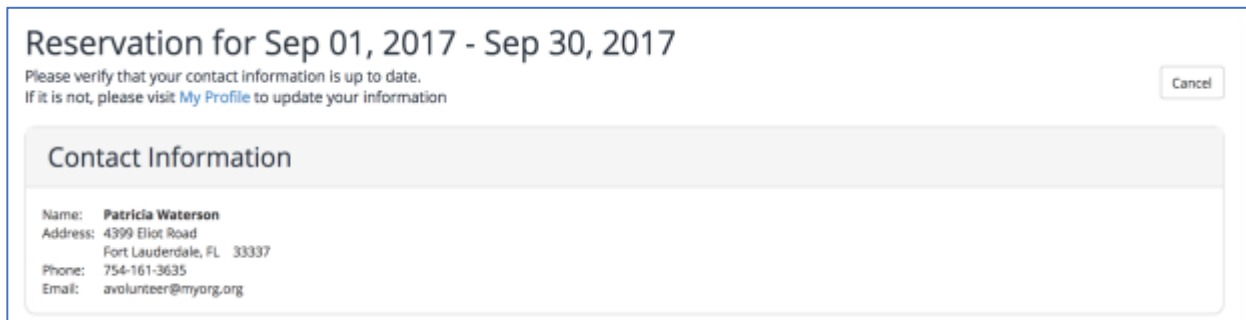
Once you click on the link below Scheduled Registration, such as September Events, you will be taken to the Reservation screen.



Reservation Request

The Reservation screen has 3 sections - Contact Information, General Reservation Information and Reservation Detail.

Contact Information



The top portion of the Reservation presents you with your current Contact Information. This is presented here so that if you have had a change of address or phone number since the last cycle, you can click on My Profile and change the information. If your email changes, you will need to contact patronservices@rutheckerdhall.net so that the email can be changed in the system.

General Reservation Information

General Reservation Information

How many events are you willing to work?

Minimum required for this commitment is 1

Are you able to work additional events/be contacted last minute as a substitute?

Yes, I have some flexibility in this cycle.
If you select this option, you will be added to our calling list for this cycle

Pairing Request

Only assign me and my friend / partner / spouse to the same shows
Please note: If you select this option,
you will ONLY be scheduled for shows that you have both chosen

The middle portion of the reservation has the General Reservation Information.

How many events are you willing to work?

The first question is *How many events are you willing to work?* You are not guaranteed to be assigned to this many, as that is based on availability. The system will try to assign you to this number of shows based on your choices in the Reservation Detail section. You must be willing to work at least the minimum number of required. The minimum required is show directly below the box where you fill in the number of shows you want to work. In the picture above, you will see that for the cycle this is showing, the required minimum is only 1 show. In months during the regular season, this amount is usually 4 or 5.

Are you able to work additional events/be contact last minute as a substitute?

The next question is just to help us know who has some flexibility in their schedule during the cycle. This will simply move your name to the top of the call list when we are still looking for volunteers in the days before the show.

Pairing Request

Pairing Request is a unique and important feature. This feature allows you to request to only work when someone else is working.

How is works

To ensure that you always work the same events as someone else, check the box under Pairing Request that says 'Only assign me and my friend / partner / spouse to the same shows' next to it.

Pairing Request

Only assign me and my friend / partner / spouse to the same shows
Please note: If you select this option,
you will ONLY be scheduled for shows that you have both chosen

When you check this box, a drop down list will appear that will allow you to select the person that you want to be paired with.

Pairing Request

Only assign me and my friend / partner / spouse to the same shows

Please note: if you select this option,
you will ONLY be scheduled for shows that you have both chosen

Name of Other Volunteer

By checking this box and selecting a partner, you will only be assigned to shows that your partner is assigned to. **NOTE:** This is a one-way selection. Unless your partner makes the same pairing request for you also, they are still free to work other shows to which you are not assigned. To improve being assigned, you should put your shows in the same order so that the system will try to assign them in the same order. The assignment is still based on priority and availability. If the pairing request is bi-directional (both of you submitted a pairing request), you will be assigned to shows at the same time to ensure that you are only assigned to shows that both of you can work.

Reservation Detail

The Reservation Detail is where you are making your request for the specific events that you would like to work.

Reservation Detail

You should choose at least 2-3 more events than the number you are willing to work.
This will help ensure you get assigned to the number of events you are willing to work as some may be full or otherwise unavailable.

[Print list of events](#)

Show 10 entries Search:

ROLES	CHOICE	SUBCHOICE	EVENT	EVENT LOCATION	POINTS	BONUS POINTS	HOURS	EVENT DATE	EVENT CHECK-IN	EVENT TIME
Any	1	-----	Tin Allen	Ruth Eckerd Hall	2	0	5.0	Thu Nov. 16, 2017	6:30 p.m.	8 p.m.
Any	2	-----	Thunder from Down Under	Capitol Theatre	5	0	5.0	Wed Nov. 22, 2017	5:30 p.m.	7 p.m.
Any	3	-----	Shelby Lynne & Allison Moorer	Capitol Theatre	3	0	5.0	Sat Nov. 4, 2017	6:30 p.m.	8 p.m.
Any	4	-----	Gavin DeGraw	Capitol Theatre	3	0	5.0	Fri Nov. 3, 2017	6:30 p.m.	8 p.m.
Any	5	-----	Randy Newman	Capitol Theatre	3	0	5.0	Sun Nov. 19, 2017	6:30 p.m.	8 p.m.
Any		-----	Buckingham McVie	Ruth Eckerd Hall	5	0	5.0	Thu Nov. 9, 2017	6 p.m.	7:30 p.m.
Any		-----	Celtic Thunder Symphony Tour	Ruth Eckerd Hall	3	0	5.0	Fri Nov. 17, 2017	6:30 p.m.	8 p.m.
Any		-----	Collective Soul	Capitol Theatre	5	0	5.0	Fri Nov. 10, 2017	6:30 p.m.	8 p.m.
Any		-----	Dave Koz 20th Aniv. Christmas	Ruth Eckerd Hall	3	0	5.0	Wed Nov. 29, 2017	6 p.m.	7:30 p.m.
Any		-----	John McLaughlin & Jimmy Herring	Ruth Eckerd Hall	5	0	5.0	Sat Nov. 25, 2017	6:30 p.m.	8 p.m.

Showing 1 to 10 of 26 entries First Previous 1 2 3 Next Last

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Roles

If you are not a Head Usher, you will **not** see the Roles column in the Reservation Detail grid. The Roles column has a selection box that allows Head Ushers to choose:

Any – indicates you are willing to work as Head Usher or Usher to work the show

Head Usher – indicates you only want to work as a Head Usher for this show.

Usher – indicates that you only want to work as an Usher for this show.

Choice and SubChoice

The Choice column is where you will put your choices, numbering beginning at 1 of which shows you would be willing to work. You need to submit at minimum 2-3 (possibly even more) to ensure that you are assigned to the number of shows that you want to work. **It is highly recommended that you submit choices for all shows that you could possibly work so that if your lower numbered choices are full, you will still be assigned to shows that you know you can work, in order to meet your minimum.**

You are only required to put numbers in the Choice column and all show requests will be considered for assignment based on the order of your choices.

You will not be assigned to shows that are conflicting with each other. Meaning, if your first choice is for a show on Sept. 17 at 8:00pm, and you are assigned to that, and your third choice is also on Sept. 17 at 8:00 at a different venue, you will **not** be assigned to the third choice because it is in conflict with a show to which you are already assigned.

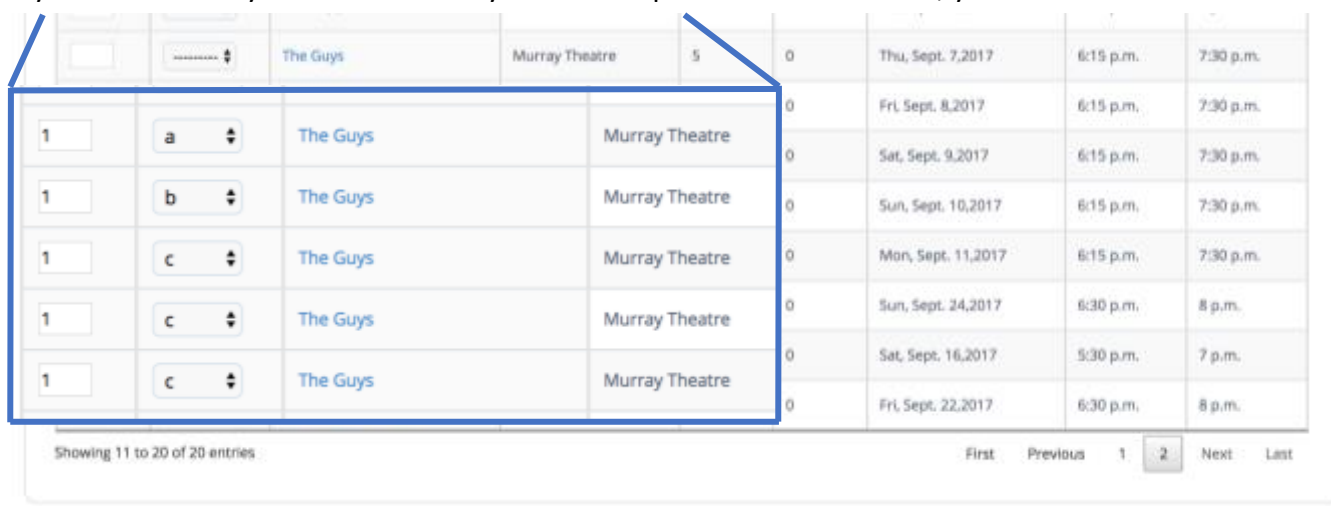
The **SubChoice** field is used for you to signify that you want to work 1 of but not all of the shows that have the same Choice number but different SubChoices (a,b, or c). You can give up to 3 shows the same Choice number and then give them a subchoice in order of a,b,c.

There are 2 primary scenarios when this functionality would be used.

- 1) There are multiple instances of the same shows. You definitely want to work one of them, and you don't care which one, but you don't want to work more than one of them.

Example: There is are multiple shows for The Guys at the Murry Theatre. You only want to work one of them. You would set up the choices as follows:

If you can work any of the dates and you have no preference which one, you would use:



Choice	SubChoice	Show	Venue	Count	Date	Start Time	End Time
		The Guys	Murray Theatre	5	0	Thu, Sept. 7, 2017	6:15 p.m. - 7:30 p.m.
1	a	The Guys	Murray Theatre	0	0	Fri, Sept. 8, 2017	6:15 p.m. - 7:30 p.m.
1	b	The Guys	Murray Theatre	0	0	Sat, Sept. 9, 2017	6:15 p.m. - 7:30 p.m.
1	c	The Guys	Murray Theatre	0	0	Sun, Sept. 10, 2017	6:15 p.m. - 7:30 p.m.
1	c	The Guys	Murray Theatre	0	0	Mon, Sept. 11, 2017	6:15 p.m. - 7:30 p.m.
1	c	The Guys	Murray Theatre	0	0	Sun, Sept. 24, 2017	6:30 p.m. - 8 p.m.
1	c	The Guys	Murray Theatre	0	0	Sat, Sept. 16, 2017	5:30 p.m. - 7 p.m.
1	c	The Guys	Murray Theatre	0	0	Fri, Sept. 22, 2017	6:30 p.m. - 8 p.m.

Showing 11 to 20 of 20 entries

First Previous 1 2 Next Last

The system will try to assign the Choice 1, Subchoice 'a' show first.

If it can be assigned, it will be and the remainder will be ignored.

If it can't be assigned, the process will work its way down the list in numerical/alphabetical order until one is assigned (and will ignore the remainder) or until none can be assigned.

If you can only work 3 of the dates, you could use:

Choice	SubChoice	Event	Event Location	Points	Bonus Points	Hours	Event Date	Event Check-in	Event Time
		The Guys	Murray Theatre	5	0		Thu, Sept. 7, 2017	6:15 p.m.	7:30 p.m.
1	a	The Guys	Murray Theatre				Fri, Sept. 8, 2017	6:15 p.m.	7:30 p.m.
		The Guys	Murray Theatre				Sat, Sept. 9, 2017	6:15 p.m.	7:30 p.m.
1	c	The Guys	Murray Theatre				Sun, Sept. 10, 2017	6:15 p.m.	7:30 p.m.
		The Guys	Murray Theatre				Mon, Sept. 11, 2017	6:15 p.m.	7:30 p.m.
		The Guys	Murray Theatre				Sun, Sept. 24, 2017	6:30 p.m.	8 p.m.
1	b	The Guys	Murray Theatre				Sat, Sept. 16, 2017	5:30 p.m.	7 p.m.
		The Guys	Murray Theatre				Fri, Sept. 22, 2017	6:30 p.m.	8 p.m.

In this scenario, the process will try first to assign to the September 7 show, then the September 11 show and finally the September 9 show if the first 2 were not available.

- Perhaps you usually work at the smaller venues but you want to work a show at Ruth Eckerd Hall. There are a couple you are willing to work but you only want to work one of them.

Choice	SubChoice	Event	Event Location	Points	Bonus Points	Hours	Event Date	Event Check-in	Event Time
1	b	The Florida Orchestra	Ruth Eckerd Hall			5.0	Sun Nov. 5, 2017	6 p.m.	7:30 p.m.
		Buckingham McVie	Ruth Eckerd Hall			5.0	Thu Nov. 9, 2017	6 p.m.	7:30 p.m.
		Buckingham McVie	Ruth Eckerd Hall			5.0	Sat Nov. 11, 2017	6:30 p.m.	8 p.m.
1	c	PRIMUS	Ruth Eckerd Hall			5.0	Thu Nov. 16, 2017	6:30 p.m.	8 p.m.
1	a	Tim Allen	Ruth Eckerd Hall			5.0	Fri Nov. 17, 2017	6:30 p.m.	8 p.m.
		Celtic Thunder Symphony Tour	Ruth Eckerd Hall			5.0	Sun Nov. 19, 2017	6 p.m.	7:30 p.m.
		Celtic Thunder Symphony Tour	Ruth Eckerd Hall			5.0	Fri Nov. 24, 2017	6:30 p.m.	8 p.m.
1	c	The Florida Orchestra	Ruth Eckerd Hall			5.0	Sat Nov. 25, 2017	6:30 p.m.	8 p.m.

Sorting and Searching

Other than Choice and SubChoice, all other fields on the Reservation Detail are read only fields for reference only. You can sort on any field in the Reservation detail except the SubChoice. It is sorted along with the Choice field. Sorting is done by clicking on the column header. When the grid is being sorted on a column, there is a blue arrow icon and it is pointing in the direction the data is being sorted. When the column isn't being sorted, you will see a small up and a small down arrow icon in the column headers and they will be grey (showing inactive).

To sort by more than one column at a time, click the first column you want to sort by. Then while holding down the Shift key click another column heading. This will cause the grid to be sorted on both fields in the order that you clicked on them.

Print List of Events

Clicking on Print List of Events will bring up another page with all the same data that is the Reservation Detail table – except the Role column for the Head Ushers. It will print in whatever order you have the events sorted. So make sure you sort the list the way you want it before you choose Print List of Events.

EVENT	VENUE	DATE	START TIME	END TIME
The Florida Orchestra	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Backlight Moore	Walt Disney Hall	11/01/17	7:30 pm	9:30 pm
PRISMUS	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Tim Allen	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Celtic Thunder! Symphony Tour	Walt Disney Hall	11/01/17	7:30 pm	9:30 pm
The Florida Orchestra	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Rodrigo y Gabriela	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
John McLaughlin & Jimmy Herring	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
The Brian Setzer Orchestra	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Dave Koz 20th Anniversary Christmas	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Night of the Living Dead	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Night of the Living Dead	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Night of the Living Dead	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Night of the Living Dead	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Rager Day	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Rager Day	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Mulla	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Sommy Nagai	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Gavin DeGraw	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Shelby Lynne & Alison Moore	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Collective Soul	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Ozomatli	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Wizards of Winter	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Miles Davis Electric Band	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Randy Newman	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm
Thunder from Down Under	Walt Disney Hall	11/01/17	8:00 pm	10:30 pm

Show List

The Show List link here brings up the same 'Sandy' version of the event list that is available via my schedule. It is important to note that any shows added after Sandy loads the file into TVP will **not** be reflected in Sandy's list but will be printed if you use Print List of Events.

The Point System

The Point System is an incentive based system where points are awarded to a volunteer once a show has been worked. Points value for a show will range from 1-5 points. Bonus points are sometimes awarded for shows that are not as popular as an incentive for ushers to volunteer for them. The Points and Bonus Points are shown on the Reservation Detail so that you can choose shows with higher points or bonus points if you want to.

Note: Sometimes Sandy will offer more bonus points as we get closer to a show actually occurring and there are still volunteers needed. All ushers who work that show will get the bonus points advertised.

How assignments are made for Scheduled Registration

Assignments are made based on the Point system. Each show has a point (and possibly bonus point) value. This information is provided when you submit a reservation or sign up directly via open registration. After a show is over, an Attendance process runs that awards the Points, and Bonus Points if there are any, to the volunteers Points Total.

When the assignment process is run, it attempts to assign users in reverse order of points (most points first) and then in order of 'LifeTime Hours'. 'LifeTime Hours' were brought over from VicNet. This

means that if 2 volunteers have the same amount of points, the volunteer who has overall worked the most hours will be assigned first.

To ensure that newer volunteers aren't shut out from getting any of their choices, the scheduling process makes two passes to complete the scheduling. In the first pass, volunteers are assigned up to the minimum required number of shows for the cycle. Once everyone has been assigned (or attempted to assign) the minimum number, the process takes a second pass and this time tries to schedule the remainder of an usher's requested shows by person until all choices have been processed.

Upcoming Events Still Needing Volunteers

Upcoming Events Still Needing Volunteers

[The Florida Orchestra - Ruth Eckerd Hall - Sun Oct. 8, 2017 @ 7:30 p.m. - Head Usher - Usher](#)
[From the Mixed Up Files of Mrs. Basil E. Frankweil - Capitol Theatre - Fri Oct. 13, 2017 @ 11 a.m. - Head Usher](#)
[Free Movie - Dr. Strangelove - Capitol Theatre - Fri Oct. 13, 2017 @ 7 p.m. - Head Usher - Usher](#)

Upcoming events still needing volunteers represents shows that went through the scheduling process and still need volunteers OR the show was added to the system after the scheduling process for that time period was completed. For these shows you can sign up and be assigned immediately. Shows will only appear on your home page if there is still a need for ushers and you are eligible. Being eligible means you are in a role that is still needed. If you are not a head usher and only head ushers are still needed, the show will not appear for you to sign up.

To make it a little easier for everyone, the link now indicates if there is an User or Head Usher position available.

To sign up for an event, simply click the link of the show you want to work.

RUTH ECKERD HALL Home Events About Contact Us Favorite Musicians My Profile Logout

Rick Springfield - Aug. 15, 2017, 8 p.m.

Check-in Time: 6:30 p.m.
Length of commitment: 4 hours 0 min
Description:
Rick Springfield

Usher openings available: 13
By clicking the button below you are confirming that you are available and able to work this event

Head Usher openings available: 3
By clicking the button below you are confirming that you are available and able to work this event

[Sign me up!](#) [Sign me up!](#)

If you are not a Head Usher, you will only see the option on the left. To sign up simply click the *Sign Me Up!* Button and you will be assigned immediately and returned to the Home Page

You have been successfully scheduled to Rick Springfield.

Melissa Manchester	Capitol Theatre	Sat Aug. 5, 2017	8 p.m.	6:30 p.m.
Tommy Emmanuel	Capitol Theatre	Mon Aug. 7, 2017	8 p.m.	6:30 p.m.
Rick Springfield	Capitol Theatre	Tue Aug. 15, 2017	8 p.m.	6:30 p.m.
John Mellencamp	Ruth Eckerd Hall	Sun Aug. 20, 2017	8 p.m.	6:30 p.m.
Joshua Bell	Capitol Theatre	Thu Aug. 24, 2017	8 p.m.	6:30 p.m.

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Previous **1** Next

My Reservation Requests

Once you have entered a Reservation Request it will appear in the My Reservation Requests section of the Home Page. While the scheduling cycle is still open, you can click on the reservation request, and it will take you in and allow you to edit it and re-submit it.

My Reservation Requests

Show entries Search:

CYCLE	STATUS	DATE SUBMITTED
September Events	Submitted	7/31/17 3:23 p.m.
August Events	Processed	7/20/17 7:37 a.m.

Showing 1 to 2 of 2 entries Previous Next

Once the scheduling cycle is closed, you will be able to see a Read-Only version so that you can see what choices you made.

RUTH ECKERD HALL [Home](#) [Events](#) [About](#) [Contact Us](#) Patricia Waterson [My Profile](#) [Logout](#)

Reservation for Aug 01, 2017 - Aug 31, 2017

Patricia Waterson [Return](#)

General Reservation Information

How many shows are you willing to work?
4
Minimum required for this cycle was 4

Are you able to work additional shows/be contacted last minute as a substitute?
No


Pairing Request
No

Comment:
None

Reservation Detail

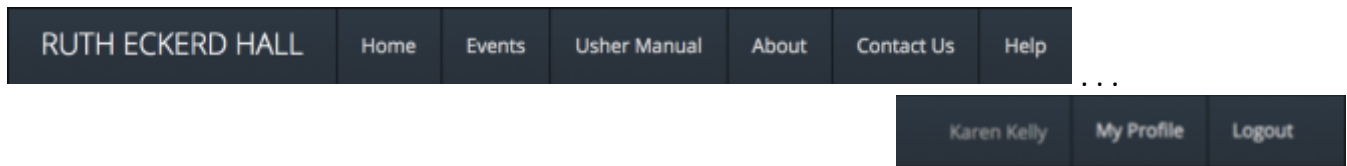
CHOICE	SUB-CHOICE	EVENT	EVENT LOCATION	EVENT DATE	EVENT TIME
1		TPO	Ruth Eckerd Hall	Aug. 1, 2017	8 p.m.
2		A Night with Janis Joplin	Ruth Eckerd Hall	Aug. 3, 2017	8 p.m.
3		Tommy Emmanuel	Capitol Theatre	Aug. 7, 2017	8 p.m.
4		Melissa Manchester	Capitol Theatre	Aug. 5, 2017	8 p.m.
5		Bela Fleck/Wigall Washburn	Capitol Theatre	Aug. 8, 2017	8 p.m.
6		Paul Anka	Ruth Eckerd Hall	Aug. 7, 2017	8 p.m.

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[Report an Issue](#)

The Navigation Bar



The Navigation Bar stays consistently at the top of the page and allows you to quickly navigate to various places in the application.

Left hand side

RUTH ECKERD HALL – clicking here will take you out to the login page. You won't need to login again. But if you want a refresher viewing of the video. This is how you can get there once you are logged in.

Home – This button will take you back to the home screen regardless of where you are in the application.

Events – Clicking here will open a page that allows you to look at all current and future events in the system

Usher Manual – Clicking here will bring up the Usher Manual in another browser window.

About – Takes you to a page that provides a little more information about the program at Ruth Eckerd Hall.

Contact Us – Clicking here will take you to a page that will allow you to quickly send us an email if you need help with anything regarding the application.

Right Hand Side

Your name – to assure you that you are logged into the correct account

My Profile – Allows you to view and edit your profile as well as see your Service History-shows worked

Logout – logs you out of the system.

My Profile

My Profile allows you to view and edit your Profile which has 3 tabs of information – Personal Info, General Information and Emergency Contact Info.

Personal Info

Personal info includes Name, Gender, Birth Month and Birth Day (we don't care about the year!) and Address.

My Profile

[View Service History](#)[Change Password](#)

Personal Info

Contact Information

Emergency Contact Info

E-mail Address*

If you need to change your email, please contact your administrator so that we can validate your email address

First name*

Last name*

Preferred name

Gender*

Birth month*

Birth day*

Address*

City*

State*

Zip Code*

Contact Information

My Profile

[View Service History](#)[Change Password](#)

Personal Info

Contact Information

Emergency Contact Info

Mobile phone*

 Allow text

Home phone

Preferred contact method*

Choose an image file to upload

 No file chosen

Keep it small. Max. 2MB

Contact Information includes phone numbers, preferred contact method, whether we can text you and it allows you to add a photo of yourself.

Please Note: when you add a photo, it will not show up until you have saved your Profile. So if you have any missing information, you will need to add your photo again as it will not be saved.

Emergency Contact Information

It is important that we have an emergency contact for you in case something happens while you are volunteering and we need to get in touch with someone for you.

My Profile

[View Service History](#)

[Change Password](#)

[Personal Info](#) [Contact Information](#) [Emergency Contact Info](#)

Emergency contact first name*	Emergency contact last name*	Relationship*
<input type="text" value="Susan"/>	<input type="text" value="Wheeler"/>	<input type="text" value="Friend"/>
Emergency contact phone*		
<input type="text" value="(801) 802-0704"/>		
Emergency contact address		
<input type="text" value="573 Westerfield Hill"/>		
Emergency contact city	EC State	Zip Code
<input type="text" value="Helena"/>	<input type="text" value="Montana"/>	<input type="text" value="59623"/>

[Save](#) [Cancel](#)

We require that you provide a first and last name, relationship and phone number for your contact. We will also collect address information if you want to provide it.

View Service History

The View Service History Button is available in My Profile. Your Service History shows the shows you worked as well as any adjustments or initial loads that were done.

Service History for Karen Kelly						
EVENT	EVENT DATE	HOURS WORKED	POINTS AWARDED	BONUS POINTS AWARDED	POSITION	COMMENT
Delta Rae - 09/03/2017, 08:00 PM - Capitol Theatre	Sept. 3, 2017	5.0	5	0	West A-M	
Tiffany Haddish - 09/01/2017, 07:00 PM - Capitol Theatre	Sept. 1, 2017	5.0	10	10	Head Usher-1	
Initial Load from Volgistics - Life Hours - 07/20/2017, 07:00 PM - Ruth Eckerd Hall	July 20, 2017	313.5	0	0	N/A	
Grand Totals		323	15	10		
		Total Points	25			

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

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Change Password

Change Password is also available in My Profile and allows you to change your password by providing your current password and creating a new one.

Password Change

Old password*

New password*

New password confirmation*

[Change password](#) [Cancel](#)

Forgot your password? [Reset it](#)

If you can't remember your current password, you can use the Reset link at the bottom of the panel.