



World Microbe Forum Staff Volunteer Service Center Instructions

World Microbe Forum – Staff Volunteer Service Center Instructions

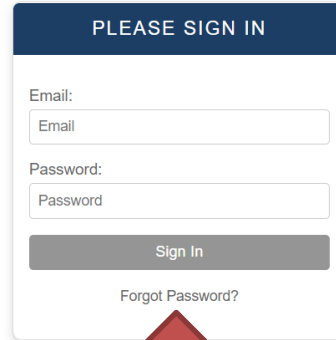
Step 1: After submitting the volunteer form, changes to your schedule may be viewed and updated in the Volunteer Service Center.

[Click here to log into the Volunteer Service Center](#)

Volunteer Service Center

Welcome to the World Microbe Forum Staff Volunteer Service Center. Once you have submitted the **volunteer form**, changes to your schedule may be completed in the Volunteer Service Center through **Tuesday, May 11, 2021**.

If you need assistance, contact the Meetings Team at logistics@asmusa.org.



Note: Click on “Forgot Password” (see above) to receive an email to reset your password.

Volunteer Service Center Password Reset

Please enter the contact email address you provided on your form in the box below and click on Send. You will receive your password shortly thereafter.

Email Address:

Send



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Step 2: After logging in, the Volunteer Service Center will open the “Volunteer Edit Schedule” page which lists the areas, dates and times that you have currently selected. Click on “Add Schedule Time” to select additional opportunities or make updates to your schedule.

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Volunteer Edit Schedule

When making updates to your schedule, please select new volunteer opportunities by clicking “Add Schedule Time” before deleting your original submissions. If you delete all items from your schedule, you will not be able to add new volunteer opportunities in the Volunteer Service Center.

If you require assistance in updating your volunteer schedule, please email logistics@asmusa.org.

#	Date	Start	End	Task	Delete
1	06/20/2021	10:00 AM	12:00 PM	Information Booth - 1	Delete
2	06/20/2021	12:00 PM	3:00 PM	Community Corner - 1	Delete
3	06/20/2021	6:00 PM	8:00 PM	Information Booth - 5	Delete
4	06/22/2021	8:00 AM	10:00 AM	Information Booth - 24	Delete
5	06/22/2021	3:00 PM	6:00 PM	Lounge & Learn - 18	Delete

[Add Schedule Time](#)


IMPORTANT NOTE: The system **will not allow deletion of all volunteer opportunities**. You will first need to add new time slots by clicking “Add Schedule Time” before deleting previously selected volunteer opportunities. If you are no longer able to volunteer, please contact the Meetings Team at logistics@asmusa.org.

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Volunteer Edit Schedule

When making updates to your schedule, please select new volunteer opportunities by clicking “Add Schedule Time” before deleting your original submissions. If you delete all items from your schedule, you will not be able to add new volunteer opportunities in the Volunteer Service Center.

If you require assistance in updating your volunteer schedule, please email logistics@asmusa.org.

 You must at least have one item selected.

#	Date	Start	End	Task	Delete
1	06/22/2021	3:00 PM	6:00 PM	Lounge & Learn - 18	Delete

[Add Schedule Time](#)

Step 3: After clicking on “Add Schedule Time”, a new window will open to display the list of volunteer opportunities. Select the check box next to the opportunity you wish to add. Time slots that are filled are greyed out and will not be selectable. Add or remove time slots from this window and click on the “Save” button.

The screenshot shows a web-based scheduling interface. At the top left is a 'Save' button. Below it is a table with two columns: 'Select' and 'Task'. The table is organized by time slots, which are highlighted in dark blue. The first time slot is '10:00 AM - 12:00 PM', followed by '12:00 PM - 02:00 PM', '12:00 PM - 03:00 PM', '02:00 PM - 04:00 PM', '03:00 PM - 06:00 PM', '04:00 PM - 06:00 PM', and '06:00 PM - 08:00 PM'. Each time slot contains one or more tasks, each with a checkbox in the 'Select' column. Annotations include a red arrow pointing to the 'Save' button, a red arrow labeled 'Open' pointing to the first time slot, and a red arrow labeled 'Filled' pointing to the second time slot.

Select	Task
Sunday, June 20, 2021	
10:00 AM - 12:00 PM	
<input type="checkbox"/>	Information Booth - 1
12:00 PM - 02:00 PM	
<input type="checkbox"/>	Information Booth - 2
12:00 PM - 03:00 PM	
<input type="checkbox"/>	Lounge & Learn - 1
<input type="checkbox"/>	Community Corner - 1
02:00 PM - 04:00 PM	
<input type="checkbox"/>	Information Booth - 3
03:00 PM - 06:00 PM	
<input type="checkbox"/>	Lounge & Learn - 2
<input type="checkbox"/>	Community Corner - 2
04:00 PM - 06:00 PM	
<input type="checkbox"/>	Information Booth - 4
06:00 PM - 08:00 PM	
<input type="checkbox"/>	Information Booth - 5

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Step 4 (optional): Click on “Volunteer Task Availability” to view the open time slots and positions filled by other ASM staff. To add more time slots to your schedule, please click on the “Volunteer Edit Schedule” tab on the side navigation bar to go back to the page where you may add and remove volunteer opportunities.



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Volunteer Task Availability

#	Volunteer	Task
Sunday, June 20, 2021		
10:00 AM - 12:00 PM		
1	Kelly Andrews	Information Booth - 1
12:00 PM - 02:00 PM		
1	First Test	Information Booth - 2
1	Open	Community Corner - 1
1	Open	Lounge & Learn - 1
02:00 PM - 04:00 PM		
1	Open	Information Booth - 3
03:00 PM - 06:00 PM		
1	Open	Community Corner - 2
4	Open	Information Booth - 4

Step 4: Click on “Logout” on the navigation bar to exit the Volunteer Service Center.



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Volunteer Task Availability

#	Volunteer	Task
Sunday, June 20, 2021		
10:00 AM - 12:00 PM		
1	Kelly Andrews	Information Booth - 1
12:00 PM - 02:00 PM		
1	First Test	Information Booth - 2
1	Open	Community Corner - 1