



## Setting Your Availability

Search

Welcome  
**Sam**  
[Go to my profile](#)

- 1) Log onto SPEPconnect
- 2) From the home page, click on the link that say "Go to my profile." It will be directly under your name.

### My Groups (1)

Entire Church Group

- 3) From your profile, there are list of actions over on the right. Please click on "Adjust availability to serve."

### Actions

Download vCard

### Profile Settings

[Edit profile](#)

[Adjust availability to serve](#)

[Set communication prefs](#)

[Change](#)

[username/password](#)

[Update privacy](#)

### Family

[Edit family profile](#)

September 2013 today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Unavailable						
15	16	17	18	19	20	21
Unavailable						
22	23	24	25	26	27	28
Unavailable						
29	30	1	2	3	4	5

I'm Finished

4) This will bring you to a calendar. If you know that you will be out of town on certain days and therefore unable to serve, you can click on those days and you will be marked unavailable. If you will be going on vacation for an extended period of time, you can drop your mouse on the first day – and then drag it to your last day. You will see a bar that says "unavailable" show up. Once that bar is in place, no group leader will be able to schedule you for service. Don't forget to click on the "I'm Finished" at the bottom of the calendar to save those dates in the system.

- 5) To set your "overall availability", click on "General Availability on the bar above the calendar.

## Severna Park Evangelical Presbyterian

[Home](#) [Groups](#) [Calendar](#) [Messages](#) [People](#) [More](#)

[Block Out Dates](#) [Scheduling Requests](#) [General Availability](#)




- 6) Under the heading "Overall Availability" – you can choose how many times per month you serve in all your groups put together. (So if you were a greeter and a nursery worker, you might say 2 or 3 times total.)
- 7) Then under "Group Availability" you can choose specific groups and indicate your availability for each group. Below you will see that this person is willing to serve twice a month as a greeter and only wants to volunteer on the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> weeks of the month. You can also choose your preferred services to volunteer.
  - The positions that you hold are listed below these check boxes. If you have held more than one position in a group, you can indicate your preference.

Block Out Dates | Scheduling Requests | **General Availability**

**Overall Availability**

Overall Frequency      Across all groups I am willing to serve **2** times/month

**Group Availability**

 **Greeters**

For this group I am willing to serve **2** times/month on the following weeks:

Week 1    Week 2    Week 3    Week 4    Week 5

I am available to serve at the following service(s):

Sunday 9:30am  
 Sunday 11:00am  
 Sunday 6:00pm

**Position**  
Wingman

Cancel or **Save**

8) Don't forget to click on "Save" to put everything into the system!

By filling all these things out, the person making the schedule will be better able to schedule you when you are available, as well as, when you prefer! Please take the time to set your availability and keep it up to date so that you won't have to find a substitute.

Need help signing on for the first time? [First time login](#)

Ready to try it out? [SPEPconnect login](#)