VOLGISTICS INSTRUCTIONS

Sign-in for Volunteers

Kiosks are located in the Church and Parish Hall.

Volunteers will enter their SFOA PIN (Personal Identification Number) to get signed in.
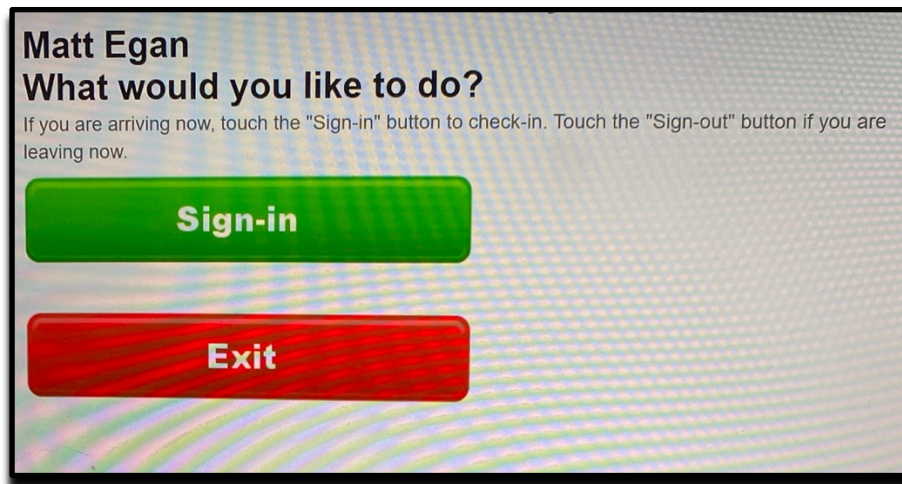

Next you will be prompted to verify if you have the correct record. *If you make a mistake entering your PIN, you can press **NO** button to cancel the sign-in process.*

Once you confirm your identity, then press the **SIGN-IN** button to continue with the sign-in process.
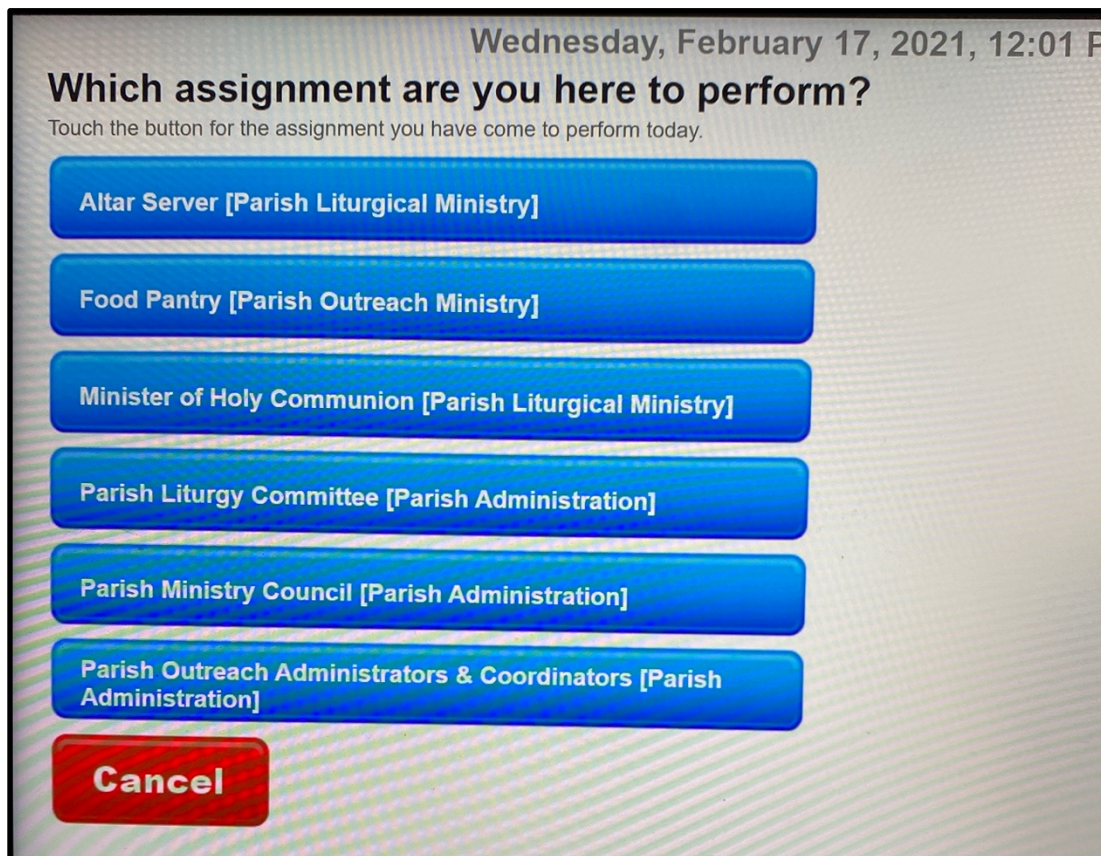
If you are a volunteer within more than one Ministry, you will be asked to choose the assignment which you are serving in.
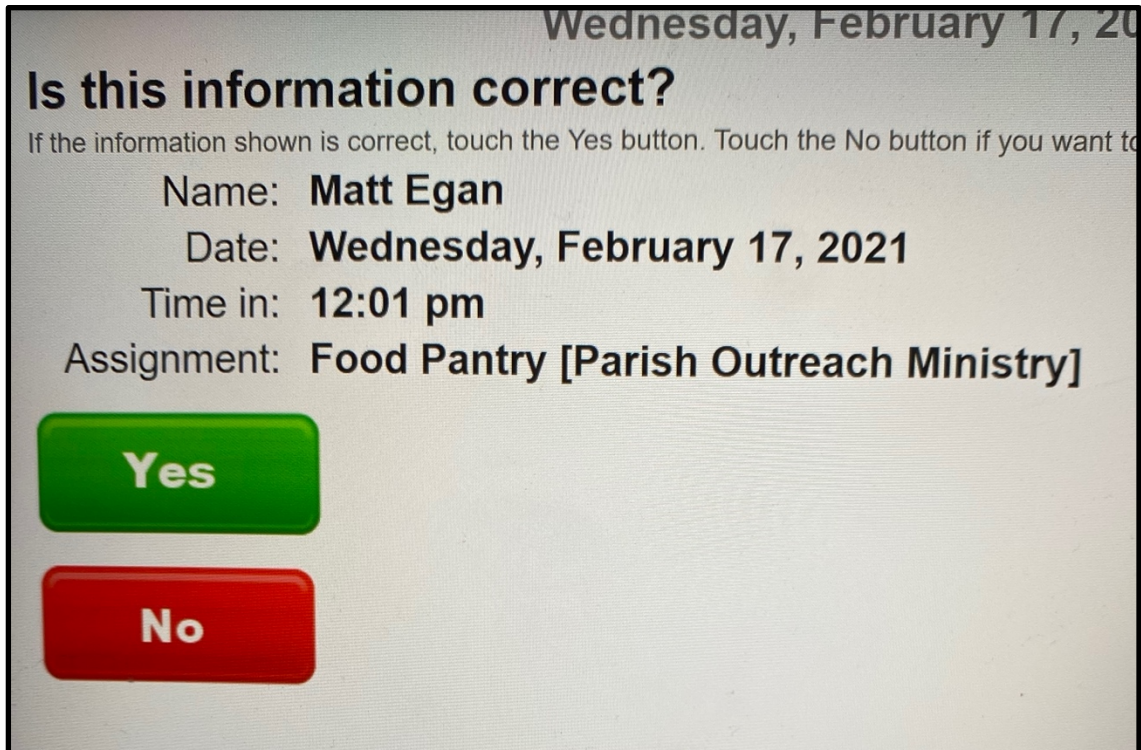
After you make your selection, a confirmation screen will appear (in case you made a mistake during sign-in). Review the entry and if everything is correct, select **YES**. If not, select **NO** and you will be asked to start over.
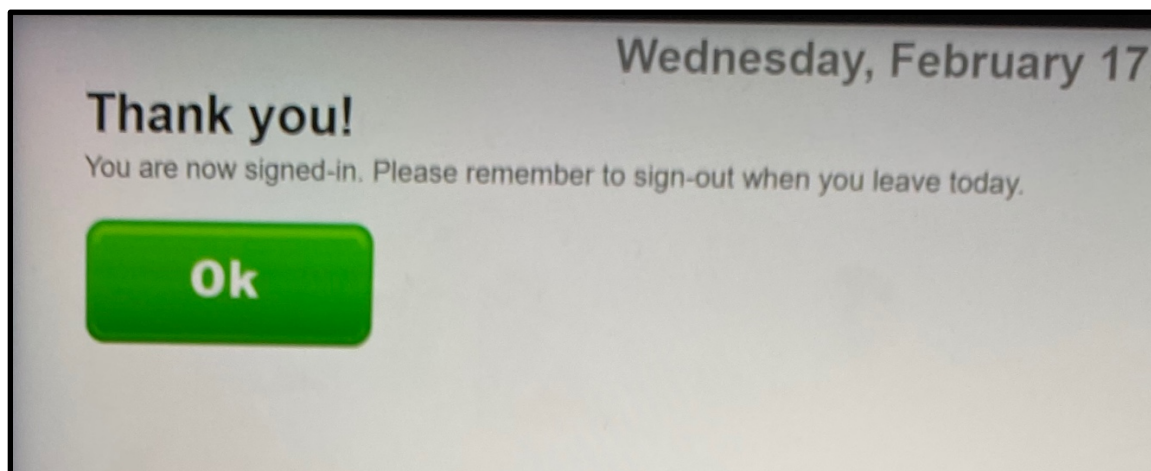
Once you confirm your selection, you will receive a confirmation thanking you for signing in, select **OK**.

Sign-Out or Switching Assignments

Sign-Out

The system is set up to sign you out automatically after two hours. ***YOU DO NOT NEED TO SIGN OUT*** upon leaving.

IMPORTANT NOTE: You are finished with the sign-in process UNLESS you are serving in more than one Ministry for that day. If you are serving in another Ministry within two hours (before the system has logged you out) then you will want to follow the instructions for "Switching Assignments" below. If you are serving in another Ministry after the system has logged you out, you will just sign-in again.

Switching Assignments

You may serve in more than one assignment or position in a day. For example, if you are a Daily Reader or Sacristan and also work in Outreach at the Food Pantry, you will sign-in to your first assignment as shown above. When you are ready to move to the next assignment, enter your PIN, confirm your identity, and press the **SWITCH ASSIGNMENTS** button. This will sign you out of the first assignment and bring you to a screen where you can sign-in to the second assignment.