## How to get to Bloomerang training videos:

Below is the opportunity page for Manatee Ambassadors.



If you click on your profile icon in the top right corner, this dropdown will be displayed.

0	Edit Profile
0	Need Help?
Ì	My Organizations
<b>**</b>	My Opportunities
0	My Shifts
X	My Hours Worked
	My Availability
Q	Search Opportunities
•	Log Out

Click on the "Need Help" button and it will take you to the page below.



6

Clicking on the green icon labelled "Bloomerang Learning." You will then be prompted to select if you are an "administrator" or a "Volunteer." Click Volunteer and it will bring you to a YouTube page with videos that may be able to help you.

## **Picking up Shifts:**

Clicking on the calendar icon on the Bloomerang page will take you to all the opportunities you have signed up for.



You have 1 Upcoming Opportunity!



If you click on the Manatee Ambassadors icon, it will take you back to the Manatee Ambassadors page.



It will show a "Preview" of the shifts, but you will not be able to click on these to sign up. In order to sign up for shifts, you must click the green button labelled "Signup for more Shifts"

Hide Shifts that are	Hide Shifts	Hide Shift	Is I'm Y ON THE WAITLIST for
1 OPEN SPOTS	2 OPEN SPOTS	2 OPEN SPOTS	1 OPEN SPOTS
Manatee Ambassador Volunteer	Manatee Ambassador Volunteer	Manatee Ambassador Volunteer	Manatee Ambassador Volunteer
9.00 AM - 12:00 PM (7 Hours)     Saturday, April 26, 2025     WSRE Jean & Paul Amos Studio at Pensacola State College     Rev Malaboto Das Mohantear	12.00 PM -2.30 PM (2.5 Hours)     Saturday April 26, 2025     WSRE Jean & Paul Arnos Studio at Pensacola Statis College View more defacilis about		9.00 AM - 11:30 AM (2.2 Hourn)           Sunday, April 27, 2025         9           9         Baylew Path - Pensacola, FL           Tabling: Bayview
De my Heighbor Day Volunteer	this Shift		
2 OPEN SPOTS	this Shaft and Details	2 OPEN SPOTS	1 OPEN SPOTS
2 OPEN SPOTS Manatee Ambassador Volunteer	O Details     2 OPEN SPOTS Manatee Ambassador Volunteer	2 OPEN SPOTS Manatee Ambassador Volunteer	1 OPEN SPOTS Manatee Ambassador Volunteer
2 OPEN SPOTS     800 AM - 1100 AM     (2 Hours)	Operation         2 open sports           Manatee Ambassador Volunteer         • 1100 AM - 130 PM (/2 Floor)	2 OPEN SPOTS  Manatee Ambassador Volunteer      6.30 AM - 900 AM     (2.5 Runs)	1 OPEN SPOTS  Manatee Ambassador Volunteer     990 AM -11:30 AM     (2 5 Floura)

It will then take you to this page where you can check and uncheck boxes for specific shifts, adding them to your "cart."



Clicking that green "Complete Signup" button will allow you to check out and sign up for those shifts in your cart.