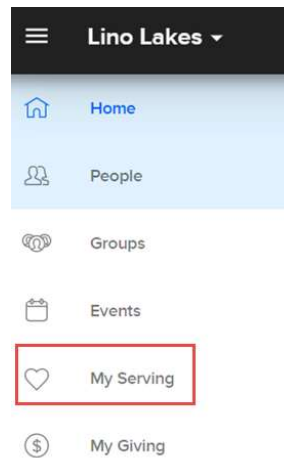


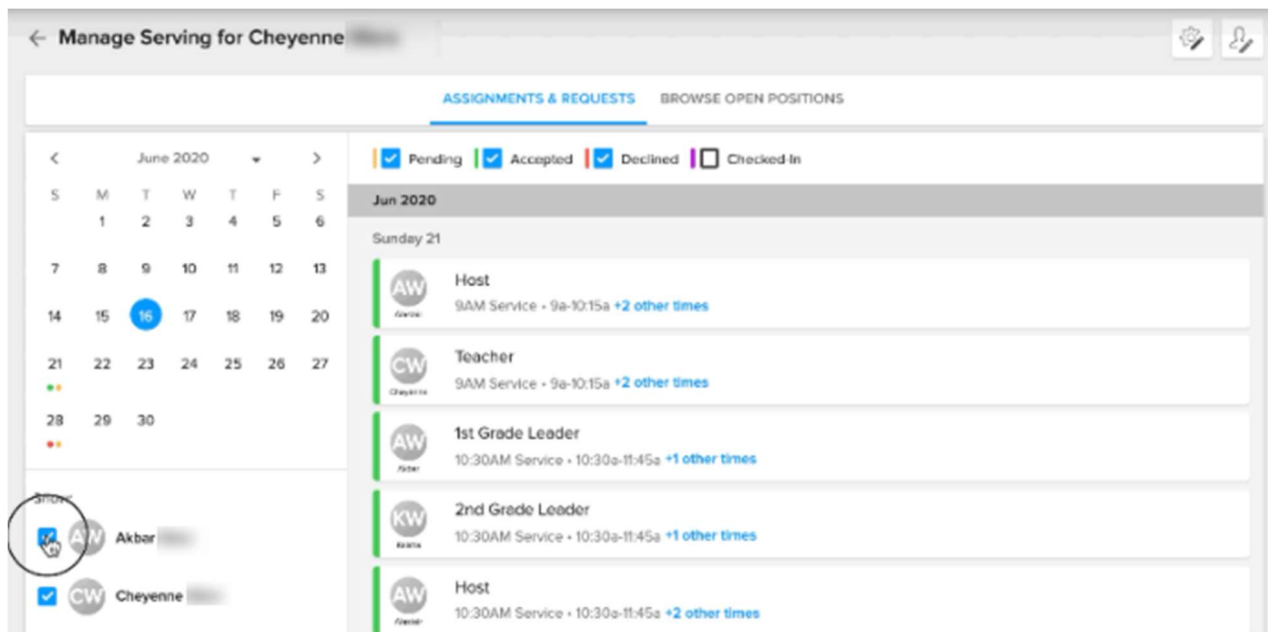


How to Manage Your Schedule as a Volunteer

1. Log on to the MyEBC portal (<https://myebc.ccbchurch.com/goto/login>)
2. Click on My Serving in the left navigation.



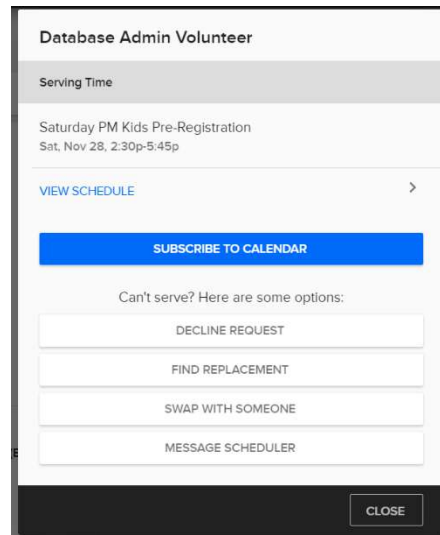
3. This will take you to your serving calendar. Here you can see your serving assignments & browse open positions. If you are the primary or secondary member in the family, you can also see your family's serving schedule at the same time by checking the boxes under the calendar.





How to Manage Your Schedule as a Volunteer

- Click on an upcoming request to see actions you can take on it.



- Need to Decline your Serving Time?** We realize conflicts occur, so if you are not able to serve, you can select 'Decline Request' to notify your leader that you will not be there. With the impact of your role in mind, please make sure you complete this step to ensure we can fill your spot and have a full team ready to serve our guests.

- Click on 'Browse Open Positions' at the top to see available volunteer slots. Click on the slot you're interested in to see details and to take it if you'd like. Jump in wherever you can!

