

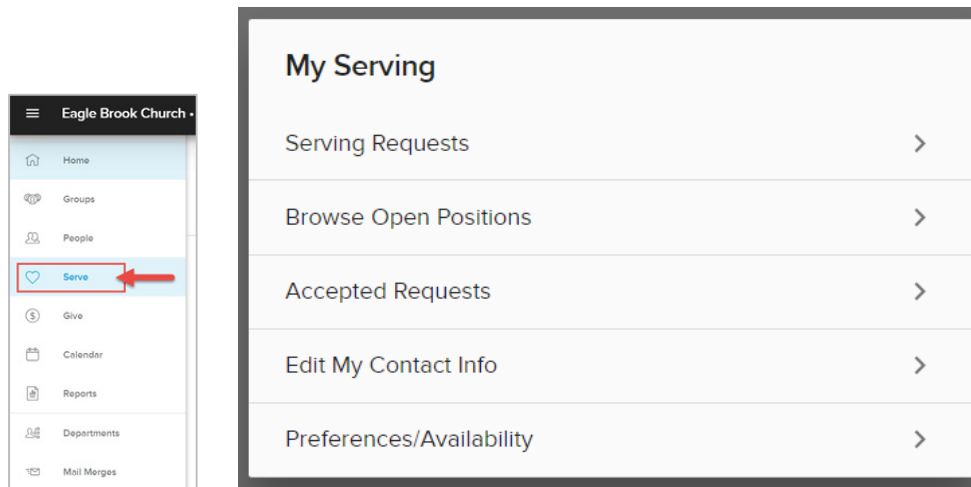
Serve

Managing your schedule as a volunteer

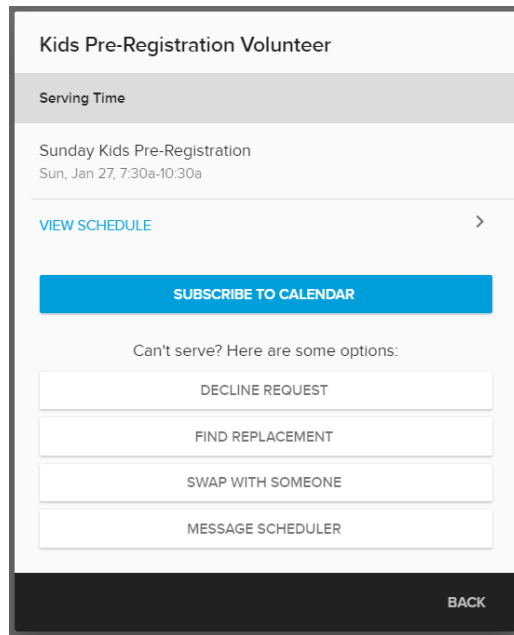
In our mission to reach people for Christ, we want to create an amazing guest experience to everyone who comes through our doors each weekend at Eagle Brook Church. We are only able to accomplish this because of the thousands of volunteers who have committed to serve each month. MyEBC is a tool that helps you stay connected to your serving team and schedule.

Here are a few quick steps to access your serving information in MyEBC.

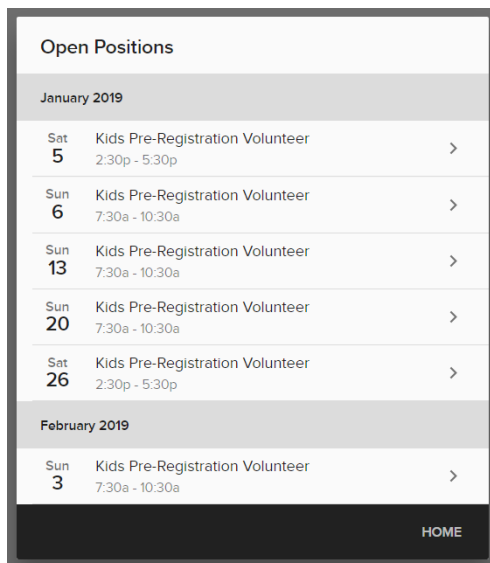
1. Log on to the MyEBC portal (<https://myebc.ccbchurch.com/goto/login>)
2. Click on Serve in the left navigation. This will route you to a smaller control window that will offer all needed options to manage your serving preferences and schedule.



3. Features in the "My Serving" management box
 - I. **Serving Requests**- You've committed to the day/time that works for you to serve, so we automatically set you as "Accepted" for your serving role on the schedule each month. So, the Serving Requests screen will always show "Looks a bit empty", but this is where you can click "View Upcoming Schedule" to see what your serving week looks like and who you are scheduled to serve with.
 - II. **Accepted Requests**- Any serving shift that you are set to serve for will show up here. Regularly scheduled serving times will show up here, and any other serving shift you have picked up. Regular serving schedules are created about 3 weeks before the month begins. Clicking in to the serving time will give you other options to manage this shift, you can: Decline Request, Find Replacement, Swap with Someone, and Message Scheduler.
 - **Need to Decline your Serving Time?** We realize conflicts occur, so If you are not able to serve, you can go to Serving Time and select the **DECLINE REQUEST** option to notify your lead and scheduler that you will not be there. With the impact of your role in mind, please make sure you complete this step to ensure we know to fill your spot and have a full team ready to serve our guests.



- III. **Browse Open Positions-** This is the place you can go to pick up a serving shift on the schedule! You are part of a larger serving team, beyond the week you serve. The best way to serve our guests well and support each other on your broader team is to fill in for each other. Any role listed here is an open spot that needs to be filled so we can have full teams for that serving time slot. Jump in wherever and whenever you can! Click on the time slot and “Take Opportunity”.



- IV. **Edit My Contact Info-** Update your email address and phone number here.
- V. **Preferences/Availability-** Availability gives you the option to block out dates if you cannot serve. If you know you will be on vacation in the coming months and need to block out your availability, you can do that in the Availability tab, but we also encourage you to connect with your team lead so they know you will be away. Try to pick up a shift on a different weekend if you can, using “Browse Open Positions”.