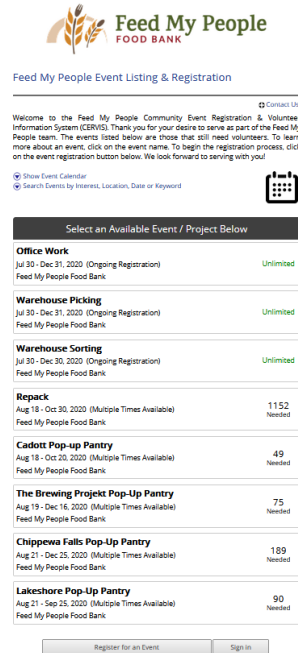**FEED MY PEOPLE FOOD BANK VOLUNTEERS:**

Sign-up with our new volunteer software

CERVIS, a volunteer software program, allows you to view and sign-up for available shifts, cancel shifts, receive reminder emails & more! Flip through the document for instructions on how to get going with Cervis.

Reach out to Sara Gibson, Volunteer Coordinator with any questions or concerns about the new software.
sara@fmpfoodbank.org
715.835.9415 ext 101

Creating a New Volunteer Profile

- Click on the Cervis link sent to you by the Volunteer Coordinator. The link will bring you to a page listing available shifts for Feed My People.

- Clicking on an event will provide you with more information about the shift.
- Repacking shifts are what we call 'typical' volunteer shifts.
- After clicking on 'Repack' you will see all of the available time slots.

Creating a New Volunteer Profile

- Once you have found a shift you want to sign-up for, click on the GREEN 'Sign-up' button.
- You will be directed to a sign-in screen. Type your Email Address & First Name in the appropriate boxes and click 'Next'. The software will detect that you are a new user and direct you to fill out a Volunteer Profile.

Creating a New Volunteer Profile

- After a profile is completed, you will be brought back to the shift sign-up sheet. Sign up for a shift (or more if you'd like). You will be alerted that your registration was complete.
- Note: After you have created your profile, Cervis will email you a temporary password. When you login for the first time, use the temporary password sent to you. You will then be prompted to create your own password.

Feed My People FOOD BANK

🏠   Volunteer Portal Menu ▾   👤

Feed My People Event Registration

✅ **Volunteer Registered Successfully.**
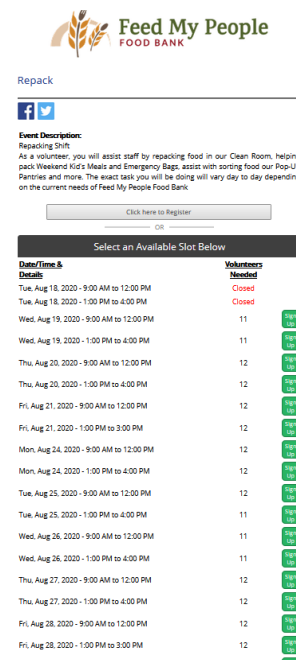
Please check your E-mail for a registration confirmation message. If you would like to register for an additional opportunity, please select an event from the "Select an Available Event" section below or click "Portal Home" for more options.
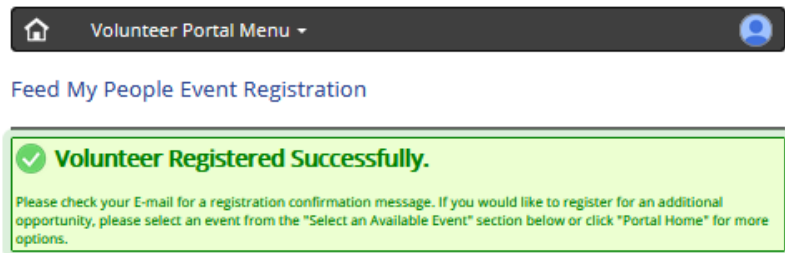
Cervis has an app as well that you can access from your smartphone & tablet!

Accessing Your Volunteer Portal

- After logging in, you will be brought to your Volunteer Portal Home Page. From here you can do a variety of things.
  - Register for more volunteer shifts
  - View registered shifts
  - Cancel Upcoming shifts
  - Update volunteer profile
  - & more

Feed My People
FOOD BANK

🏠 Volunteer Portal Menu ▾   👤

Volunteer Portal Home

Registration Management

📇 Register / Apply for an Upcoming Opportunity

👁 View or Cancel Registration for an Upcoming Opportunity

🔘 Record or Update Service Project Activity

Profile Management

👤 Add Additional Volunteer to my Profile

👥 View or Update Volunteer Profile Information

Report Management

👁 View or Print Volunteer Activity History

Account Management

🔒 Change Password

Canceling a Shift

- If you need to cancel a shift, click on 'View or Cancel Registration for an Upcoming Opportunity.' Select the shift(s) you would like to cancel and click on the 'Cancel selected event registration(s)' button.

Signing Up as a Family

- If your entire family likes to volunteer, Cervis has an easy way to sign up for shifts as a family
- Each family member will need their own profile account
  - You can add family members to your profile so the accounts are linked
- From your Volunteer Portal click on 'Add Additional Volunteer to my Profile' found under Profile Management
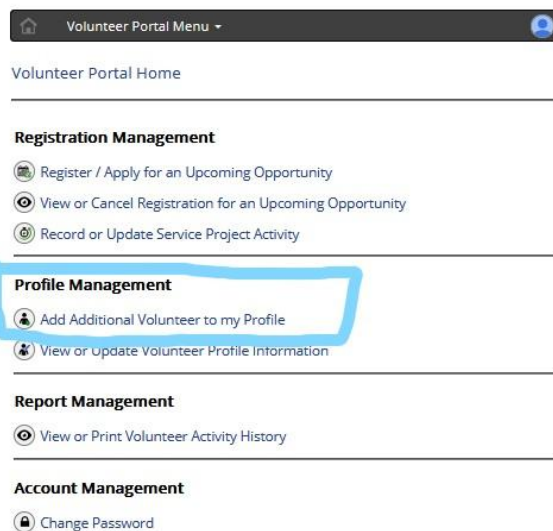
- Cervis will automatically fill in some of the information on the form. Repeat this process as needed for your family
- When signing up for shifts, Cervis will ask you to select which family member you are signing up

Questions? Concerns?

This is a big change for FMP and our Volunteers. We hope these changes will make the volunteer experience even more enjoyable for you.

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If you have any questions or concerns, please do not hesitate to reach out to Sara Gibson, Volunteer Coordinator. sara@fmpfoodbank.org 715.835.9415 ext 101