

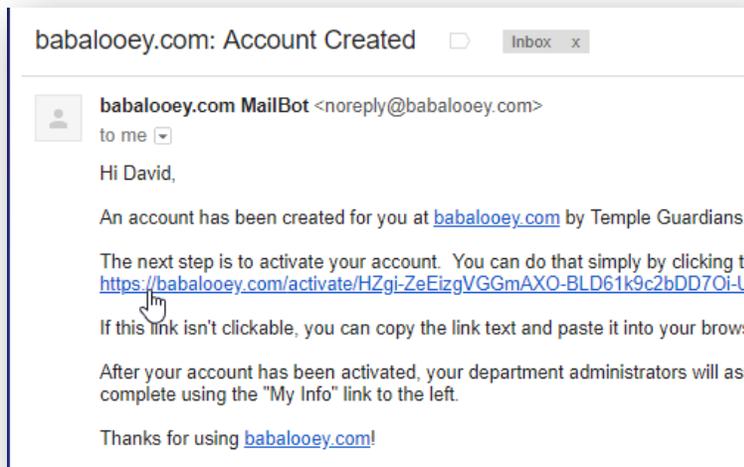
Thank you very much for serving our Burning Man community by holding the sacred space of the Temple as a Temple Guardian.

The philosophy of signing up for shifts is simple:

1. Determine the type of role(s) available to you
2. **Sign up for Training** for that role
3. Look for open shifts for that role, after training occurs, during which you'd like to serve

That's it! The Guardians' Volunteer Coordination team will ensure the shift is available, and will approve your request, or get in touch for further information.

You should receive an e-mail with credentials for Babalooley, our scheduling portal:



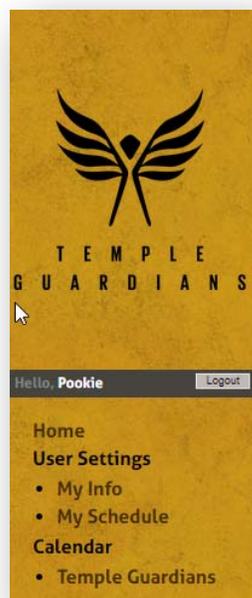
Once you click that link, you'll be taken to the portal and will be asked to sign in, creating your password as you do.



Once you complete this, you're ready, sign in to Babalooey, accept the Terms of Use, and...



- The system reveals calendars ('Calendar' section) for roles that are relevant to you on the left. Just click on one of these to see the current calendar/schedule.



- Training and shifts for roles that are open and available for you to serve in will have a green 'OPEN' next to the role. As a new Guardian, you'll be looking for open shifts under New. You'll see multiple open spots, as multiple Guardians serve during one shift.

- You will need to sign up for training prior to signing up for shifts. Look for an open Training spot. Click on that open spot to request it.

Tue 8/28

Noon - 1:00pm	1:00pm - 2:00pm	8:00pm - 9:30pm
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen

- The status will change from green 'OPEN' to burgundy 'REQUESTED'.

Tue 8/28

Noon - 1:00pm	1:00pm - 2:00pm	8:00pm - 9:30pm
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW TraREQUESTED
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen

- Great! You've now requested training. That means you want to search for an open shift after that training session. As before, find one and click on it to request it. It will change from green OPEN to burgundy REQUESTED.

3:00pm - 7:00pm	3:00pm - 7:00pm
New Guaopen	New Guaopen
New Guaopen	New GuaREQUESTED
New Guaopen	New Guaopen

- You can click on “My Schedule” on the left-hand menu to see what you’ve requested

2018 - I, ROBOT				
Shift Date	Shift Time	Group	Role	Confirmed
Tue 8/28/18	8:00pm - 9:30pm	Temple Guardians	New Guardian Training	NO
Sat 9/1/18	3:00pm - 7:00pm	Temple Guardians	New Temple Guardian	NO

- We aim to confirm your schedule within a couple days of your request. The Volunteer Coordination team will approve your training and temple shifts for you (unless there are issues- such as you’ve signed up only for a shift and no training) and once they do, you can re-check your “My Schedule” and will see that your requests have been confirmed and that the calendar spots on those times will reflect your name in blue.

2018 - I, ROBOT				
Shift Date	Shift Time	Group	Role	Confirmed
Tue 8/28/18	8:00pm - 9:30pm	Temple Guardians	New Guardian Training	YES
Sat 9/1/18	3:00pm - 7:00pm	Temple Guardians	New Temple Guardian	YES

Tue 8/28		
Noon - 1:00pm	1:00pm - 2:00pm	8:00pm - 9:30pm
VET Traiopen	VOI Traiopen	NEW TraPookey
VET Traiopen	VOI Traiopen	NEW Traopen
VET Traiopen	VOI Traiopen	NEW Traopen

3:00pm - 7:00pm
New GuaPookey
New Guaopen
New Guaopen
New Guaopen

- You can look back at the calendar at any time to see OPEN, your approved shifts, and other Guardians who are working that shift with you.
- To remove yourself from confirmed shifts, just click on your name in blue on the calendar and it will remove you from that shift, making it once again OPEN and available for other Guardians to request.