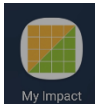


Shelter Week 2022

Booking an Induction Session

(Mobile App Version)

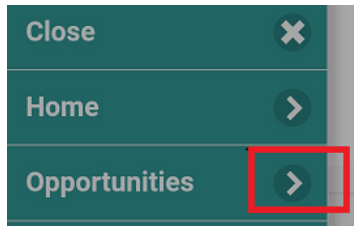
The My Impact mobile app is available for download from your App Store



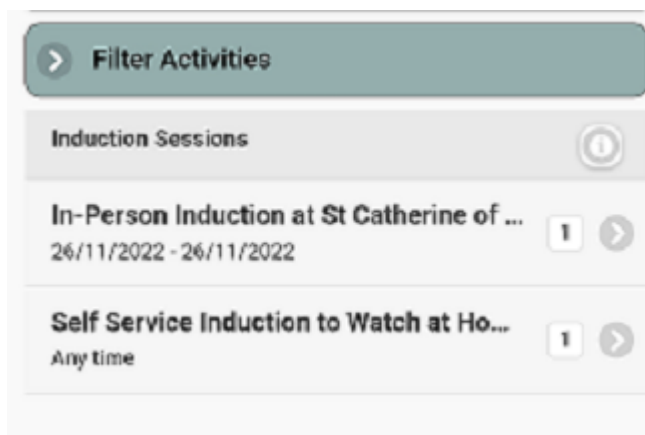
1. Open the My Impact App and Log Into your account.

2. **Book Your Induction**

a. Tap the **Menu button**  and choose Opportunities



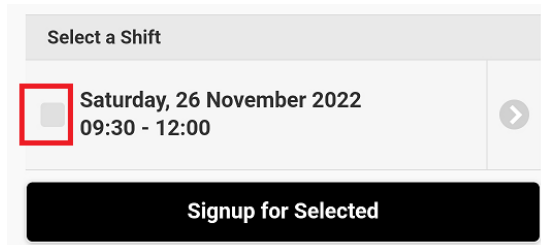
b. Scroll down and select the type of induction you wish to attend, either In-Person at our new venue St Catherine's or Self-Service which you can watch at home. (You only have to book/register for **one** type of induction)




c. To select an induction, tap on  against the required induction type.

d. In-Person Induction

Tick the box to the left of the induction date and then tap **Signup for Selected**.

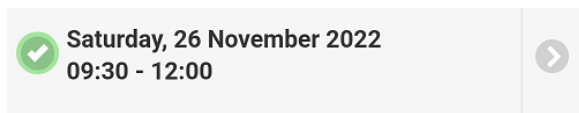



Select a Shift

<input type="checkbox"/>	Saturday, 26 November 2022 09:30 - 12:00	
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Signup for Selected

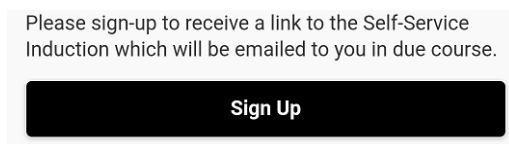
Once you have booked the In-Person induction, a green tick will show against the induction date to confirm you have booked that induction.



<input checked="" type="checkbox"/>	Saturday, 26 November 2022 09:30 - 12:00	
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e. Self Service Induction

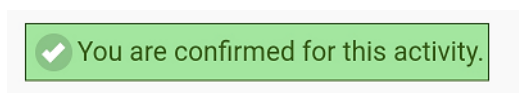
Simply tap **Sign Up**



Please sign-up to receive a link to the Self-Service Induction which will be emailed to you in due course.

Sign Up

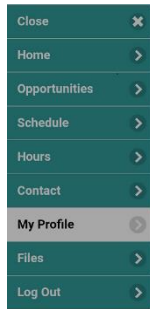
Once you have registered for the Self-Service induction the screen will update to show your confirm registration



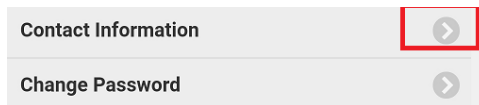
You are confirmed for this activity.

3. Ensure Your personal details are up to date.

a. Tap the **Menu button**  and choose **My Profile**



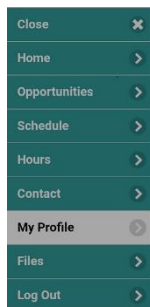
Then choose **Contact Information**



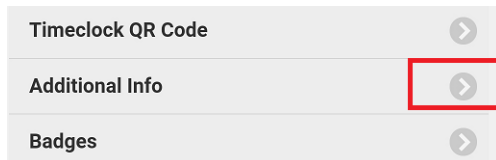
- b. Check your personal details and update any information where necessary. **It is important that your email address and contact telephone number(s) are up to date for Covid test and trace requirements.**
- c. Tap **Save** once you have updated any information required

4. Update your skills, and emergency contact information

- a. Click the **Menu button**  and choose **My Profile**



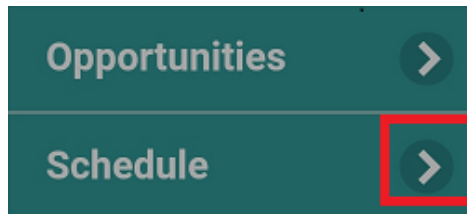
Then choose **Additional Info**



- b. Update any information as required.
- c. Tap **Save** once you have updated any information required

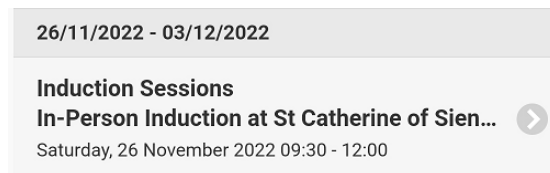
5. **Viewing You Induction Booking and Any Additional Information (such as location or zoom connection details) or Cancelling an Induction**

- a. Tap the **Menu button**  and choose Opportunities

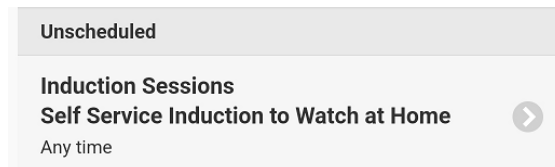



- b. The induction you have booked will show in the **Activities** list.

(In-Person Induction)



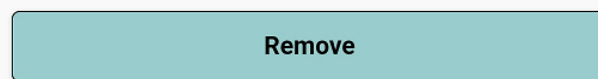
(Self Service Induction)



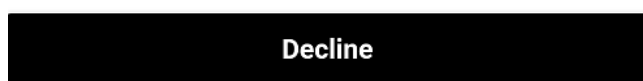
- c. For additional information regarding that induction tap 

It is recommended that you check this again a few days before the induction is due to take place for any updated information or guidance. For the In-Person induction this tab also provides information how to find St Catherine's

- d. To **Cancel** an induction, tap on  against the induction listed and tap



Then tap





- e. To change the date of an induction you have booked, first **Cancel** the existing booking as detailed above and then **Book** a new induction as per step 2. Please ensure you do Cancel especially if you are not attending the In-Person to free this up for another Volunteer to book.