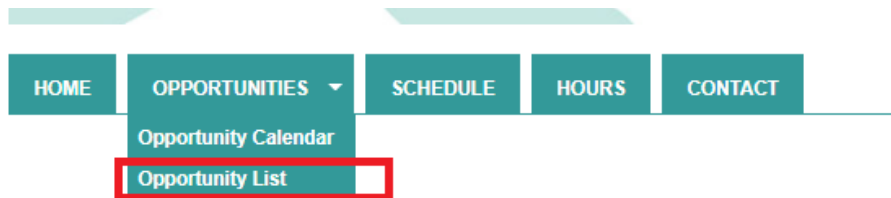


Shelter Week 2022

Booking an Induction Session

(Web Browser Version)

1. [Log into the My Impact Application](#)
2. **Book Your Induction**
 - a. From the **Opportunities** tab, select **Opportunities List**



- b. Scroll down and click on which type of induction you wish to attend, either an In-Person (to be held on 26/11/2022) or the Self-Service Induction which you can watch at home. (You are only required to book **one** type of inductions).

Please note that there will only be **one** in-person induction session this year.

ACTIVITY	SHIFTS	START DATE	END DATE
In-Person Induction at St Catherine of Siena Catholic Primary School	1	26/11/2022	26/11/2022
Self Service Induction to Watch at Home	1		

- c. **In-Person Induction**

If you have selected the In-Person **induction**, Click the **Sign-Up** button to book a place at the session on 26/11/2022 at our new Venue, St Catherine's. Further details of the location of St Catherine's is also shown on this screen.

DATE	START	END	OVERLAP	ACTIONS
Saturday, 26 November 2022	09:30	12:00		+ Sign Up

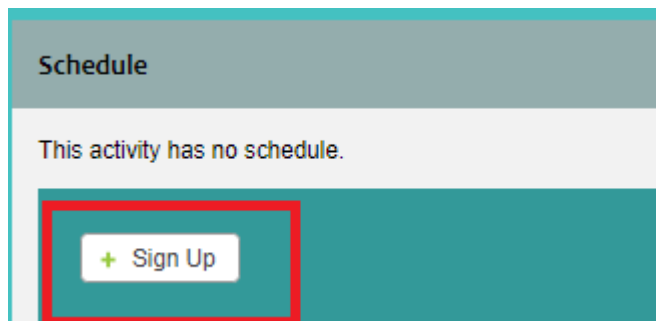
Note that the start time of the In-Person induction is 30 mins before the actual induction starts to allow for arrival and registration.

Once the induction has been booked, the + Sign-Up button will change to show **Sign-Up Confirmed**.

DATE	START	END	OVERLAP	ACTIONS
Saturday, 26 November 2022	09:30	12:00		Scheduled - Confirmed

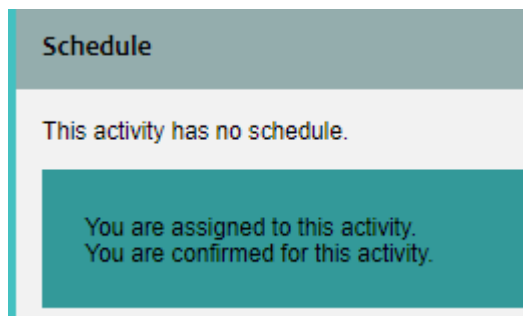
d. Self-Service Induction

If you have selected the **Self-Service**, Click the **Sign-Up** button to register



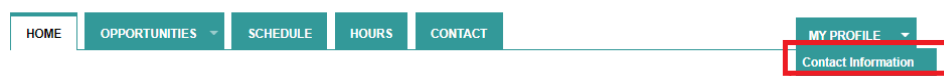
You will be emailed subsequently with a link to download and view the Self-Service Induction at your leisure.

once you have registered, the screen will change to show that your registration is assigned and confirmed .



3. Ensure Your personal details are up to date.

- From the **My Profile** tab, choose **Contact Information**



- 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.**

c. Click **Save** once you have updated any information required

4. Update your skills, emergency contact information and let us know if you will be affected by the clean air zone charge and would like transport if it can be provided

a. From the **My Profile** tab, choose **Additional Information**

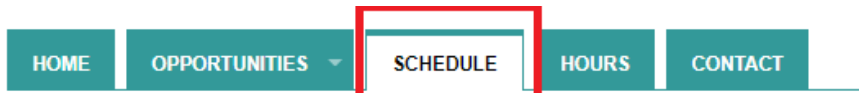


b. Update any information as required.

c. Click **Save** once you have updated any information required



Viewing Your Induction Booking and Any Additional Information (such as location) or Cancelling an Induction

d. Click the **Schedule** tab.




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

(In-Person Induction)

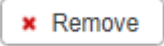
ACTIVITY	DATE	START	END	ACTIONS
Induction Sessions - In-Person Induction at St Catherine of Siena Catholic Primary School	Sat 26/11/2022	09:30	12:00	  Remove

(Self-Service Induction)

ACTIVITY	DATE	START	END	ACTIONS
Induction Sessions - Self Service Induction to Watch at Home	Flexible Schedule			  Remove

f. To view additional information regarding that induction, click the  icon.

It is suggested that you check this again a few days before the induction is due to take place for any updated information or guidance.

- g. To **Cancel** an induction, click  next to the induction listed and click **Remove** again on the confirmation screen that pops up.
- h. To change the type 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 induction to free this up for another Volunteer to book.