

# Altruist makes scheduling your volunteer shifts simple



## How to schedule and manage your volunteer shifts

### 1. Create an Altruist Volunteer Profile

Creating an Altruist Volunteer account allows you to easily sign up for and manage volunteer shifts for any organization that utilizes the Altruist platform. It's completely free, secure, and incredibly simple to get started - all you need is your email address. To find available opportunities, simply visit your organization's website and follow the volunteer links.

### 2. Sign-up for Volunteer Shifts

To begin, explore events and select shifts that match your schedule and preferences. Click the Request Shifts button, review your final selections in the confirmation dialog box, and click Request to send your details to the organization for approval. You will receive confirmation emails with the status of your request.

### 3. Complete any Required Waivers

If you are required to review and sign a waiver, the organization will provide you with a link to access it. It is important to complete the waiver before your shift begins or bring a completed copy with you. Additionally, the waiver will be included in the approval email you receive. Add your approved shift to your calendar and watch your inbox for reminders and next step instructions.

Questions?



Scan to visit  
[help.altruist.dev](https://help.altruist.dev)

