

Video 7. Using the Assemble app

This cheat sheet explains how volunteers can access Assemble via the apps available for Android and Apple smartphones or tablets.

Installing the Assemble app

The app is available for both Android and Apple devices.

For Android devices

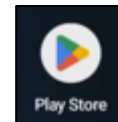
Step 1. On your device, open the 'Play Store' app.
(Hint: From the home screen, swipe upwards from the bottom of the screen to display all of your apps)

Step 2. Press the 'Search' icon at the bottom of the screen.

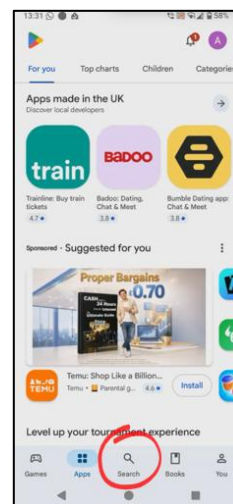
Step 3. In the 'Search Apps & Games' box at the top of the screen, enter "Assemble for Volunteers".

Step 4. You should see the 'Assemble for Volunteers' app from 'Access Assemble' appear. Press the 'Install' button, and then the 'Install' button again.

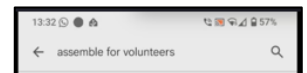
Step 1



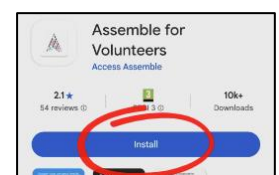
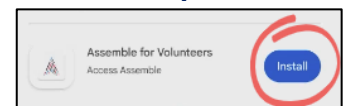
Step 2



Step 3



Step 4



For Apple devices

Step 1. On your device, open the 'App Store' app.

Step 2. In the Search bar at the top of the screen enter "Assemble for Volunteers".

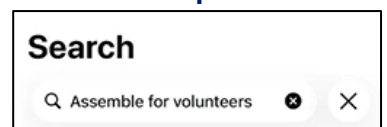
Step 3. You should see the 'Assemble for Volunteers' app from 'DutySheet' appear. Press the 'Get' button.

Step 4. You may be prompted to confirm you want to install the app. Double press the side button to do so.

Step 1



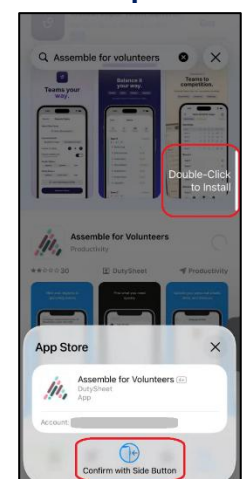
Step 2



Step 3



Step 4



Video 7. Using the Assemble app

Logging into the app

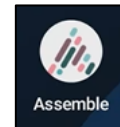
Once installed the triangular Assemble app icon should be added somewhere on your device home screens and to the list of all the apps you have installed.

Step 5. Find the 'Assemble' app icon on your home screen and press it to open the app.

Step 6. Press the blue 'Sign in' button at the bottom of the screen.

Step 7. You may see a message allowing Assemble to use a web browser to sign in, or similar. Press 'Allow' / 'OK' / 'Continue' to allow this.

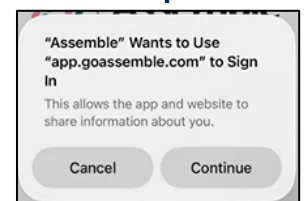
Step 5



Step 6



Step 7



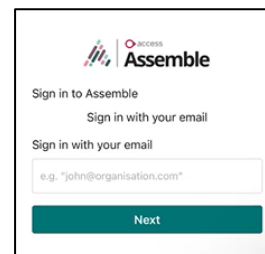
Step 8. Enter your personal email address into the 'Sign in with your email' box and press 'Next'

Step 9. Enter your password into the 'Please enter your password' box and press 'Next'.

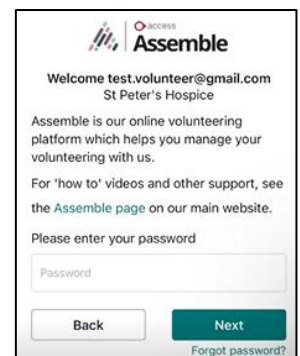
Step 10. You may see messages about allowing Assemble to send notifications and/or access your location. Press 'Allow' or 'Don't Allow' according to your preferences.

Step 11. Once you see the Assemble home screen with 'Hello [Your Name]' at the top, you have successfully logged into the app. 🎉👏

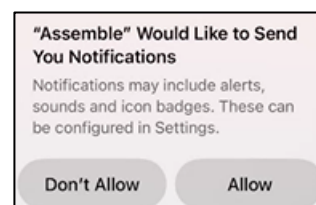
Step 8



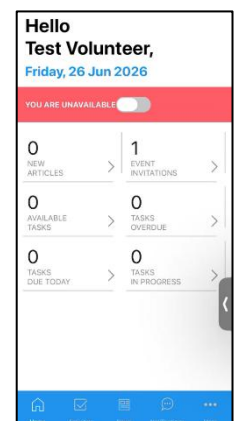
Step 9



Step 10



Step 11



If you experience problems logging in to the app, you may need to reset your password. See the separate 'Accessing Assemble via the web' cheat sheet for instructions on how to do this.

If you continue to have problems logging into the app even after resetting your password, please contact your volunteer manager or the Volunteer Engagement Team – volunteer@stpetershospice.org.

Video 7. Using the Assemble app

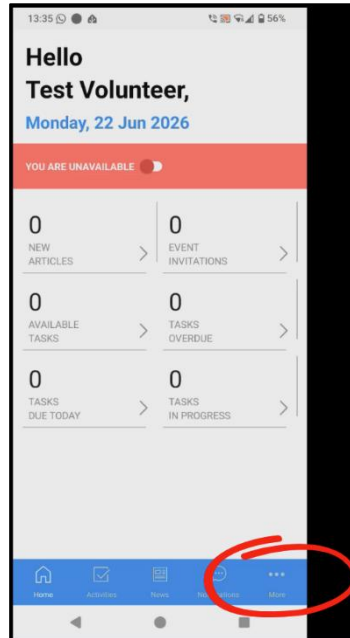
Updating your profile information

You can review and update the information we hold about you in the profile section of the app.

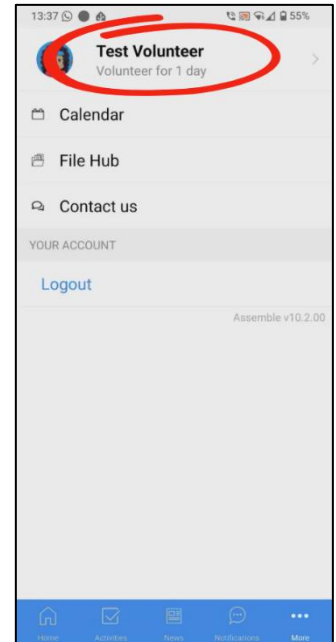
Step 12. From the Assemble home screen, press the (...) More icon on the bottom right.

Step 13. Press on [Your Name] displayed at the top of the screen.

Step 12



Step 13

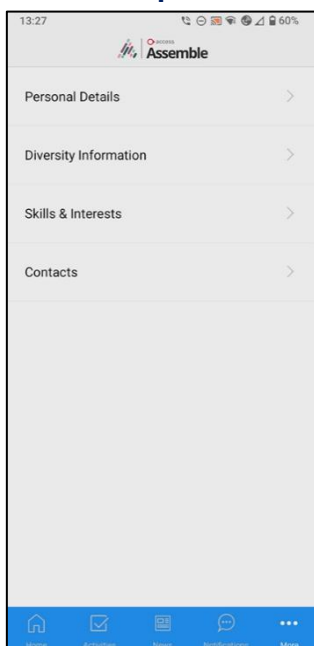


Step 14. Your profile information is split into different sections. Press on the one you want to review.

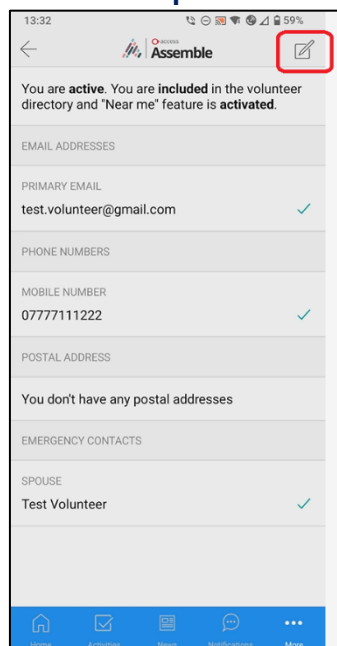
Step 15. If you want to change any of the information, press on the 'Edit' icon on the top right of the screen.

Step 16. Make the changes you need to, and then press the 'Save' icon on the top right of the screen.

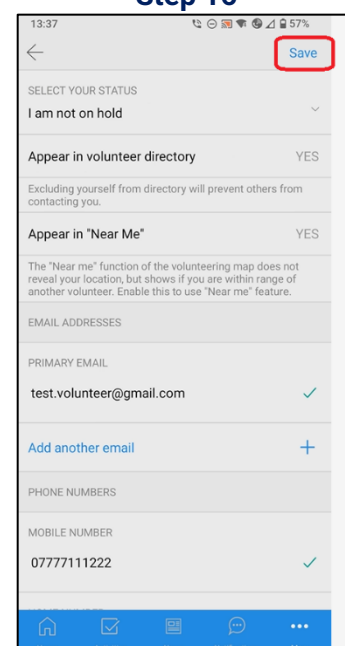
Step 14



Step 15



Step 16



Video 7. Using the Assemble app

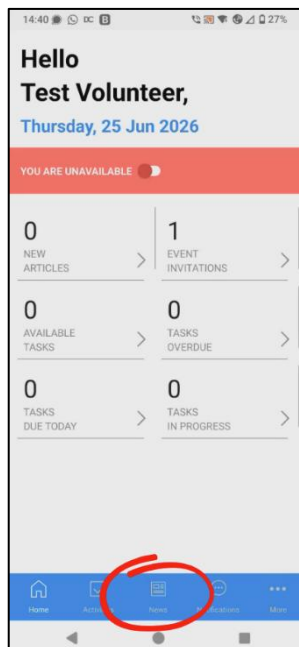
Browsing news

You can browse the latest news articles from teams around St Peter's Hospice in the News section.

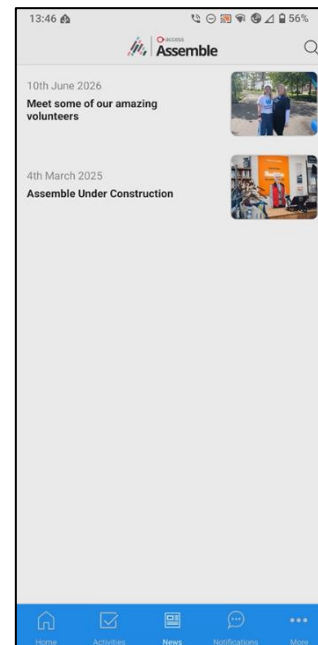
Step 17. From the Assemble home screen, press the 'News' icon at the bottom of the screen.

Step 18. Press on the article you want to read to display it.

Step 17



Step 18



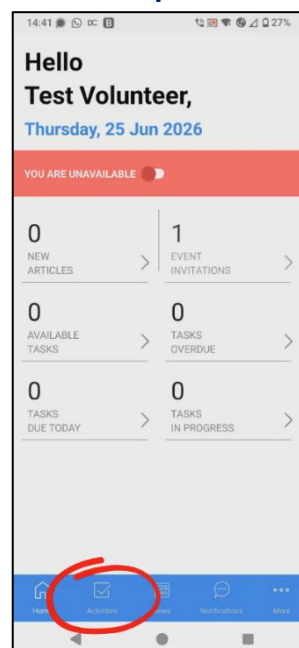
Signing up to events

Events that are available for you to sign up to are shown in the Activities section of the app.

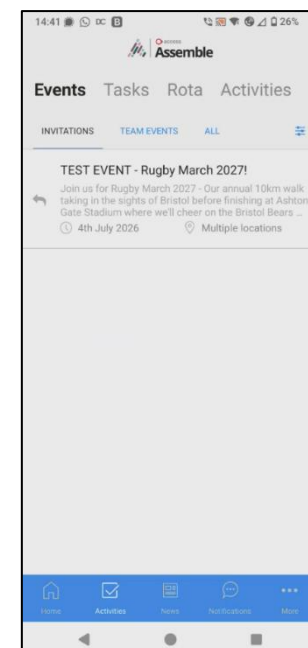
Step 19. From the Assemble home screen, press the 'Activities' icon at the bottom of the screen.

Step 20. Press on the event you are interested in to display it.

Step 19



Step 20



Video 7. Using the Assemble app

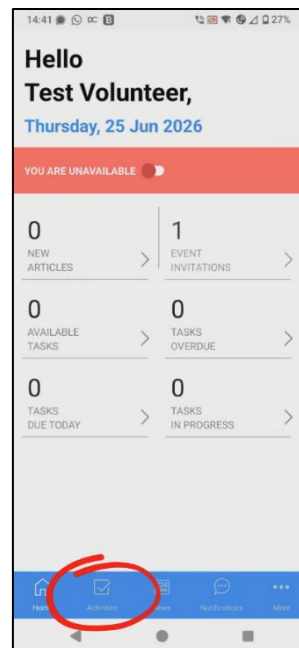
Managing your rota shifts

If your team uses an Assemble rota to manage volunteer shifts, you can review and amend your shifts in the Activities section of the app.

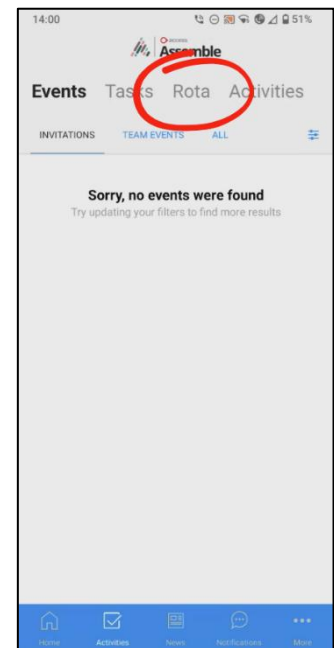
Step 21. From the Assemble home screen, press the 'Activities' icon at the bottom of the screen.

Step 22. Press on the 'Rota' tab towards the top of the screen.

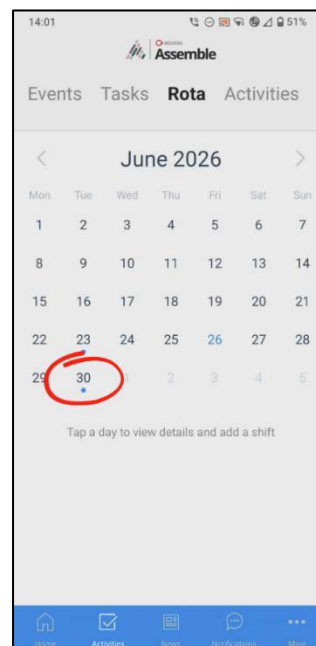
Step 21



Step 22



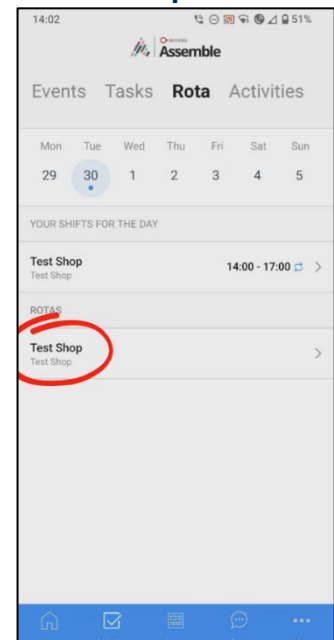
Step 23



Step 23. On the calendar view, any date on which you already have shifts scheduled is indicated by a dot. Press on a specific date to open up details of that date.

Step 24. Press on the title of the rota to show more details.

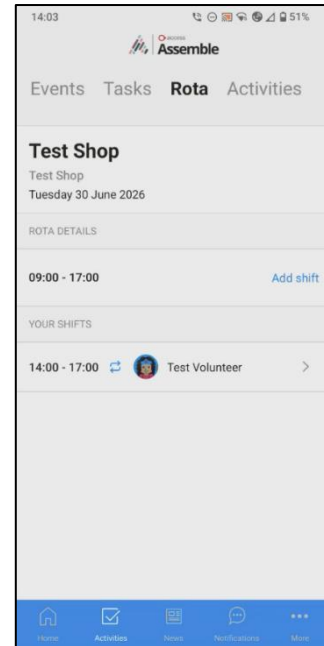
Step 24



Video 7. Using the Assemble app

Step 25

Step 25. The start and end times of the rota on that day are shown at the top, and any shifts already scheduled are shown below.

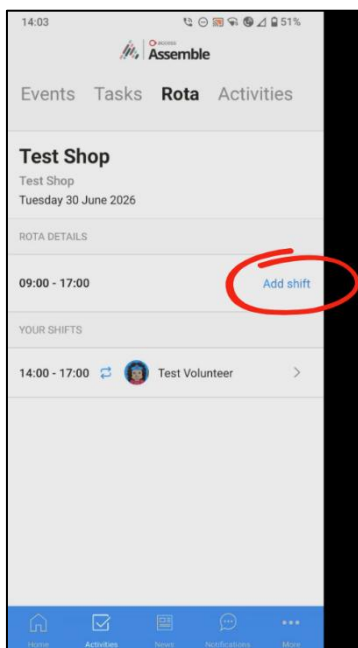


Adding a new shift

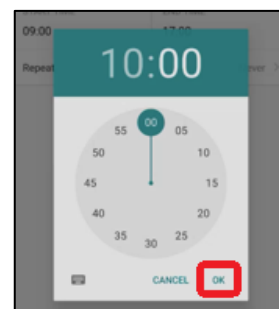
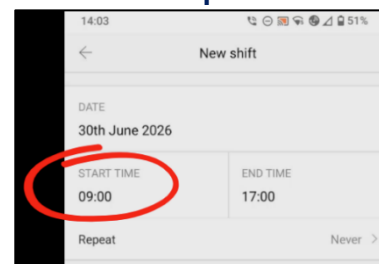
Step 26. Press 'Add shift' on the right-hand side.

Step 27. Check the date is correct, and then press on the Start Time and End Time, and adjust them to the times desired, using the 24-hour clock.

Step 26



Step 27

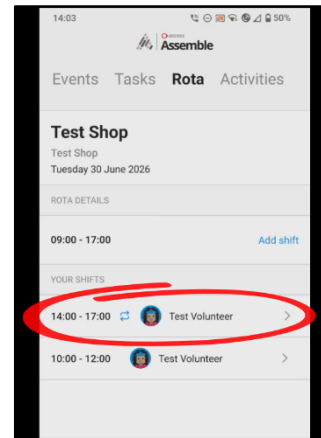


Video 7. Using the Assemble app

Changing and deleting shifts

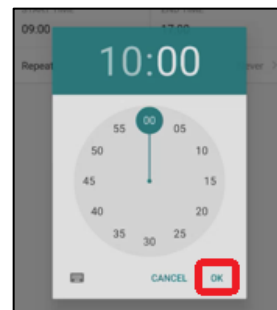
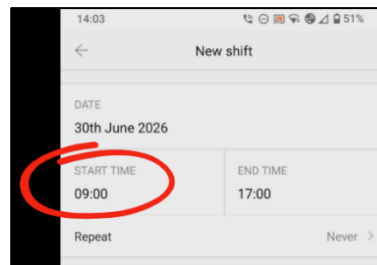
Step 28. Press on the shift you want to delete or change.

Step 28



Step 29. (To make changes) Press on the Start Time and End Time, and adjust them to the times desired, using the 24-hour clock. Then press the 'Update shift' button at the bottom of the screen.

Step 29



Step 30. (To delete) Press on the red 'Delete shift' text in the middle of the screen.

Step 30

