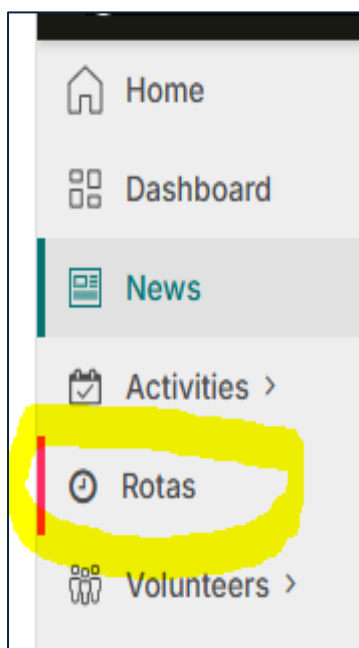


Video 3. Working with your Rota – Via the Web

This cheat sheet explains how to access and update your rota from a web browser and should be used alongside the accompanying video. You can also access your rota from the Assemble App, which is covered separately.

Accessing your Rota(s)

Your volunteer manager will have created an online rota within Assemble, that replaces the paper copies that were previously produced. This will enable the Volunteer Engagement team to analyse trends around volunteer hours, and will provide efficiencies across volunteer management tasks



To view your rota, select **Rota** on the left-hand menu bar. You will only see rota's relevant to you, so if you volunteer across 2 or more locations, you will see all those rotas.

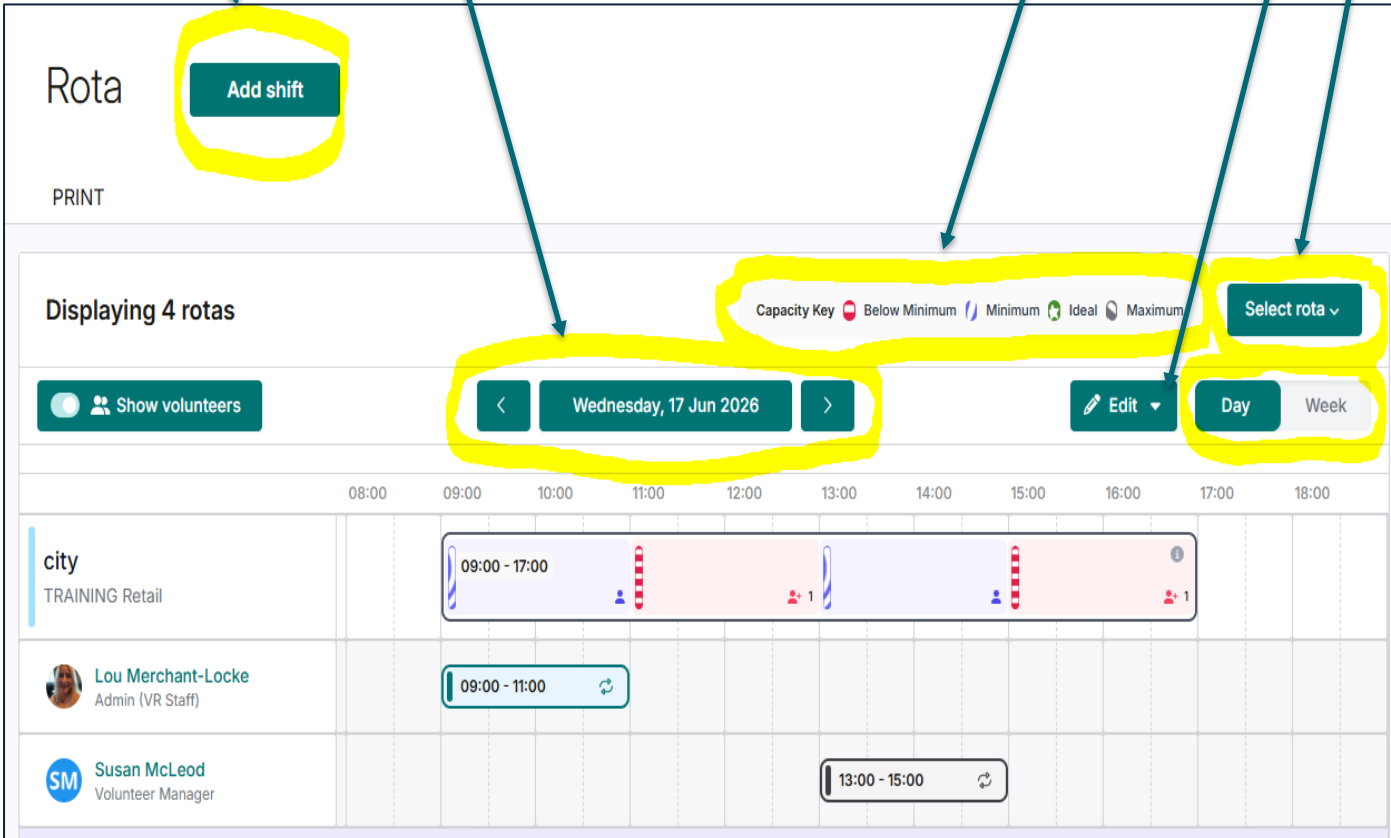
It's important that where possible, you engage with this new process and make any changes to your shifts moving forward, through the Assemble system.

Your volunteer manager will have set up the rota and populated all of your regular shift patterns, so you only need to amend, add or delete shifts as and when required.

Video 3. Working with your Rota – Via the Web

Your rota will be displayed as below. It may look complicated, but it is very simple to view and navigate.

- You can view your rota both in a '**day or week**' view, depending on what you prefer.
- You can use the **date field** to move forwards and backwards to different days.
- The colour-coded key shows you instantly, whether the rota time slot/shift is below minimum, at minimum, ideal or maximum capacity i.e. in terms of the number of volunteers already in at that time. This helps you to make informed decisions
- You can add a shift by clicking on the button below or by simply clicking into the day itself.
- And you can move between 1 or more rota if you have them by **select rota**



The screenshot shows the Rota management interface. Key elements are annotated with yellow circles and arrows:

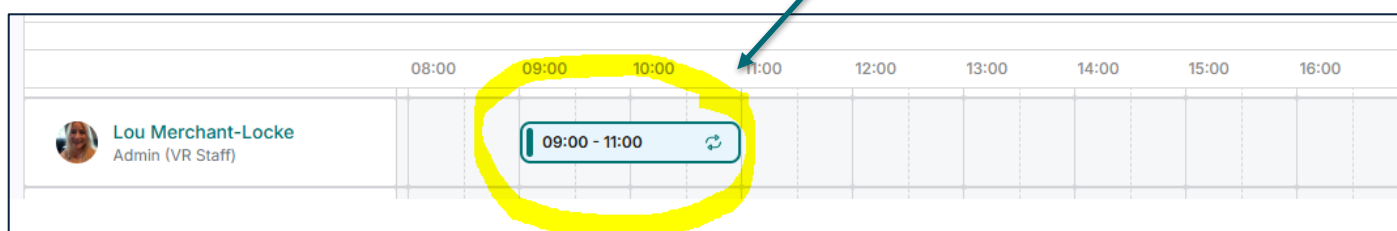
- Add shift**: A button in the top left corner.
- PRINT**: A link below the 'Add shift' button.
- Displaying 4 rotas**: A header for the main content area.
- Capacity Key**: A legend showing color-coded boxes for 'Below Minimum' (red), 'Minimum' (blue), 'Ideal' (green), and 'Maximum' (grey).
- Select rota**: A dropdown menu button.
- Show volunteers**: A toggle button.
- Wednesday, 17 Jun 2026**: A date field with navigation arrows.
- Edit**: A button with a dropdown arrow.
- Day** and **Week**: View toggle buttons.

The main grid displays a time slot from 08:00 to 18:00. A shift for 'city TRAINING Retail' is shown from 09:00 to 17:00, with a capacity of 1. Other shifts are shown for 'Lou Merchant-Locke Admin (VR Staff)' (09:00 - 11:00) and 'Susan McLeod Volunteer Manager' (13:00 - 15:00).

Video 3. Working with your Rota – Via the Web

Adding or amending a shift

Remember - your volunteer manager will set you up with your 'usual' shifts that you undertake, but you can add or amend a shift at any time, simply by clicking into any of your shifts on the rota.



You get the option to amend or delete just this one, or all the repeating shifts, if it is a permanent change. You can then either amend the time or delete if necessary. That then notifies your volunteer manager that you have made a change. **But** we recommend that you still let your manager know if you have made a last-minute change, just so that they do not worry, or reach out.

They will only receive notifications once an hour within Assemble, and they must be logged in to Assemble to see them, so it is always best to inform them where you can.

