

How to FIND & SCHEDULE A VOLUNTEER SHIFT

STEP 1

Log In
lic.volunteermatrix.com

STEP 3

SELECT A SHIFT:

Click a color header to expand a list

① Each slot shows #spots available, or full

STEP 5

Confirm your shift:
Choose Schedule myself only

① If part of a group, select only if scheduling/cancelling for group

STEP 7

Click
"Complete Scheduling"

STEP 2

SEARCH FOR A SHIFT

Use dropdown to search by category or city,

or

Use "Find" field:

- Enter # of slots
- Choose category/location
- Pick start date & search range
- Click Go

or

Scroll the color-coded calendar to browse options.

STEP 4

Click your desired slot

STEP 6

Optional:
Add more dates
Check box to get notified of future shifts

YOU'RE ALL SET!

A confirmation message will appear.

BECAUSE IT TAKES MORE THAN FOOD TO FEED THE HUNGRY



NEED HELP?



Lauren Maresca
Volunteer Coordinator



licvolunteer@licares.org



631.582.3663 EXT. 122