

FOLLOW THESE STEPS

To create your volunteer trip :

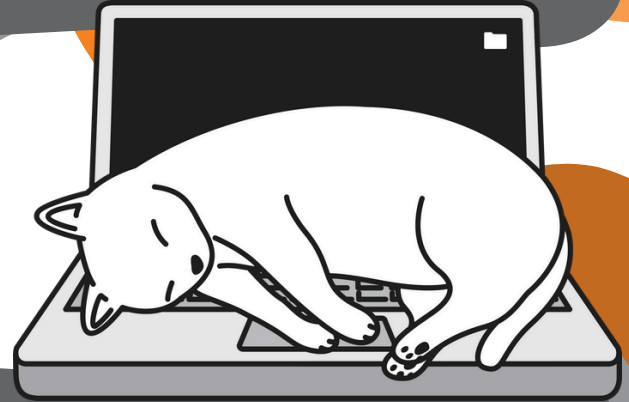
CREATE / LOG INTO YOUR
VOLUNTEER PROFILE AT:

VOLUNTEERS.BESTFRIENDS.ORG



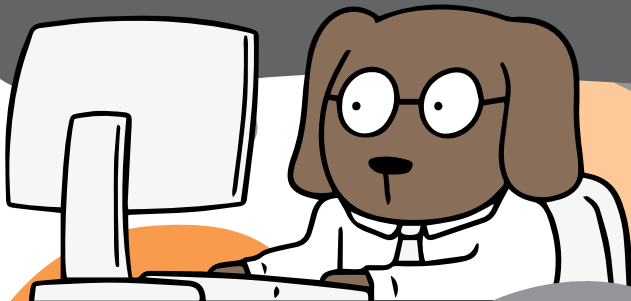
STEP 1:

NAME YOUR TRIP & TELL
US WHO WILL BE
VOLUNTEERING



STEP 2:

SELECT YOUR VOLUNTEER
DATE RANGE & ARRIVAL
DATE



STEP 3:

REGISTER FOR
VOLUNTEER SHIFTS

STEP 4:

REVIEW
ITINERARY

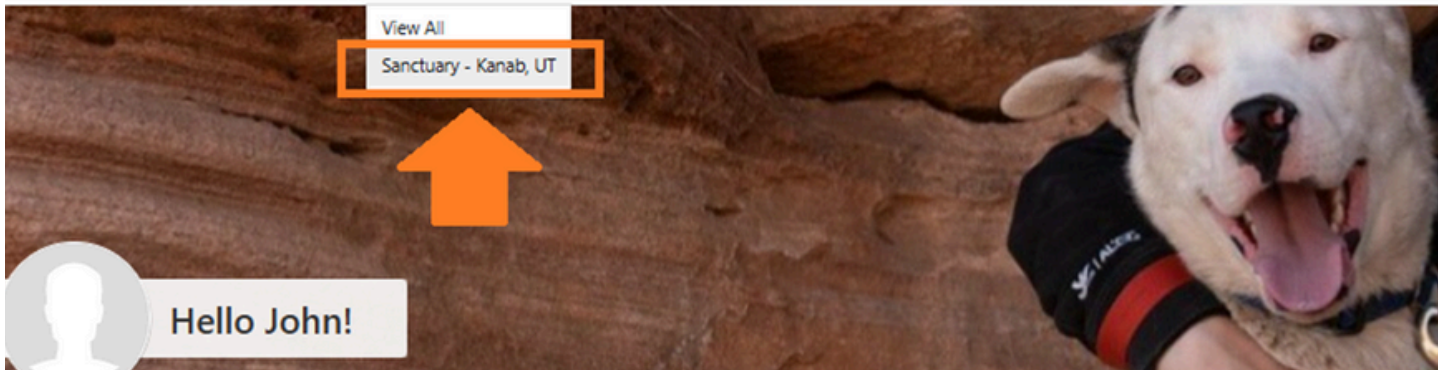


Go to Shift Registration > Sanctuary - Kanab, UT:



John Test -

HOME PROFILE VOLUNTEER INFO SHIFT REGISTRATION



Click on the orange button at the bottom of the page that says **“Create New Trip”**:

We're so glad you'll be helping us Save Them All at the Sanctuary in Kanab, UT!

Things to know for creating the best possible volunteer experience:

- You have been assigned a volunteer code called your Sanctuary ID that will be your unique identifier.
- You can schedule your own volunteer time from start to finish.
- If you're coming with a group, you can designate one person to schedule everyone's volunteer time.
- Minors under 18 years of age must be accompanied by an adult while volunteering. Each adult can supervise up to 2 minors during a volunteer shift.

To get started, please decide which option applies to you:

1. I am scheduling volunteer time for myself:

- Click Crea

2. I am schedu

Your Sanctuary ID

Create New Trip

- Each persi
- To get a sanctuary ID, each volunteer must create their own volunteer account (minors accounts must be created by a parent or legal guardian). Once the account is create
- You will need each person's

3. Someone else is scheduling

- Please give the Sanctuary ID
- All changes to your s

If you need help scheduling your volunteer shifts please check out our [Help Page](#) or contact the Sanctuary Volunteer Specialist team at volunteers@bestfriends.org or 435-319-0000.

If someone else is scheduling for you, please give them the ID below.

Sanctuary ID: 1E61JVUT

If you are scheduling yourself and/or others, please click below.

Create New Trip

STEP 1: Name your volunteer trip & tell us who will be volunteering



Step 1: Register Volunteers | Step 2: Submit trip dates & select check-in | Step 3: Schedule Shifts

Step 1: Tell us who will be volunteering at the Sanctuary in Kanab, UT

- Create a name for your trip.
- Confirm if you will be volunteering on this trip.

Trip Name:

Name Your Trip

Yes, I will be volunteering

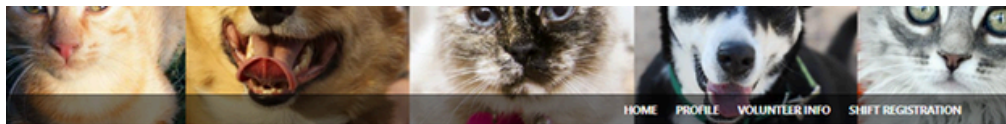
Not volunteering, only scheduling others



Select "Yes" if you will be volunteering

Select "Not Volunteering" if you are ONLY scheduling for others

If you are scheduling additional volunteers, enter their Sanctuary IDs and then click on "add a volunteer."



Step 1: Register Volunteers | Step 2: Submit trip dates & select check-in | Step 3: Schedule Shifts

Step 1: Tell us who will be volunteering at the Sanctuary in Kanab, UT

Add Other Volunteers to your Trip

Name	Minor	Message	Actions
John Test			<input type="button" value="Remove"/>



All names should show up here once the ID's have been added

Proceed to Next Step once all volunteers have been added



NOTES:

- After a minor is added to a trip, the system will require the person scheduling the trip to enter the parent's email address in a pop-up window. The system will then send an email to the parent with a link to the Minor Permission Form, which must be completed and submitted electronically.
- Minors cannot be scheduled to volunteer until the form is completed. (The system will not automatically alert you when a Minor Permission Form is completed, so if you are scheduling someone else's child, be sure to ask the parent to notify you when they submit the form.)

STEP 2: Submit Trip Dates and Select Arrival Date

Step 1: Register Volunteers

Step 2: Submit trip dates & select check-in

Step 3: Schedule Shifts

Step 2: Submit trip dates & select

- Submit the start and end dates for your trip.
- Select Check-in.
- Proceed to Step 3 to select shifts.

- Start Date
- End Date
-

Register for a check-in time on the calendar below.

- After selecting a check-in time, proceed to step 3 to select shifts.

Check-in (Arrival Date)
Tuesday, November 12th from 8:10-8:15 AM

Welcome to Best Friends!
Selecting a Check-in (Arrival Date) is a system requirement to proceed with reserving shifts.
Upon adding this to your schedule, proceed to Step 3 to continue the shift registration process.
No physical, in person "check-in" is required. Go directly to your first shift at your scheduled shift time.

Name	Age*	Message	Action
John Test		This volunteer needs a check-in to continue.	<input type="button" value="Add"/>

< > Nov 10 – 16, 2024 month week

Sun 11/10	Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15	Sat 11/16
		8:10-8:15 AM <input type="button" value="Click to Register"/>	8:10-8:15 AM <input type="button" value="Click to Register"/>	8:10-8:15 AM <input type="button" value="Click to Register"/>	8:10-8:15 AM <input type="button" value="Click to Register"/>	8:10-8:15 AM <input type="button" value="Click to Register"/>
		1:10-1:15 PM <input type="button" value="Click to Register"/>	1:10-1:15 PM <input type="button" value="Click to Register"/>	1:10-1:15 PM <input type="button" value="Click to Register"/>	1:10-1:15 PM <input type="button" value="Click to Register"/>	1:10-1:15 PM <input type="button" value="Click to Register"/>

< Back to Step 1

- Enter the dates of your trip and click “Submit Dates”
- A calendar will now appear, and you will be prompted to select an Arrival Date.
- Click on the date and time you will be arriving to the Sanctuary and then click on “add” under the action section of the pop-up window. Close the pop-up window when everyone in your group is added to the Arrival Date.
- Continue by clicking the “next” button at the bottom of the page.
 - If you need to change your volunteer check-in time or date, you can do so by clicking on the new check-in date and time that you want to switch to and then click the Switch button. You may need to enter new start and end dates for your trip in order for more check-in times to appear.

STEP 3: Schedule Your Shifts

Step 1: Register Volunteers

Step 2: Submit trip dates & select check-in

Step 3: Schedule Shifts

Step 3: Schedule your shifts

- Select shifts below to create your itinerary
- Volunteer shifts may be full in some areas, so there are not any openings for that shift

Search by Animal Areas

Select Some Options

-

Bunny House
Tuesday, November 12th from 8:15-11:30 AM

On any given day, the Bunny House is home to around 90 rabbits and a few guinea pigs, often victims of abandonment, hoarding, or excessive breeding. Some have injuries or special needs. All simply want to be loved.

As a volunteer, you WILL come in contact with hay, dust and other allergens. Minimum age is 8.

Volunteer tasks include:

- sweeping
- mopping
- cleaning
- laundry
- feeding

Volunteers should expect frequent bending to floor level during this shift.

Availability: 4 open slot(s)

Name	Age*	Message	Action
John Test		This shift is available.	<input type="button" value="Add"/>

Sun 11/10	Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14	Fri 11/15
		Adoption Hub (Dogtown/Cat World Experience) 8:15-11:30 AM 4 open slot(s)	Adoption Hub (Dogtown/Cat World Experience) 8:15-11:30 AM 4 open slot(s)	Adoption Hub (Dogtown/Cat World Experience) 8:15-11:30 AM 3 open slot(s)	Adoption Hub (Dogtown/Cat World Experience) 8:15-11:30 AM 4 open slot(s)
		Angels Rest 8:15-11:30 AM 2 open slot(s)	Angels Rest 8:15-11:30 AM 2 open slot(s)	Angels Rest 8:15-11:30 AM 0 open slot(s)	Bunny House 8:15-11:30 AM 3 open slot(s)
		Bunny House 8:15-11:30 AM 4 open slot(s)	Bunny House 8:15-11:30 AM 0 open slot(s)	Bunny House 8:15-11:30 AM 4 open slot(s)	Bunny House 8:15-11:30 AM 0 open slot(s)
		Cat World 8:15-11:30 AM 16 open slot(s)	Cat World 8:15-11:30 AM 13 open slot(s)	Cat World 8:15-11:30 AM 19 open slot(s)	Cat World 8:15-11:30 AM 22 open slot(s)
		Dogtown 8:15-11:00 AM 2 open slot(s)	Dogtown 8:15-11:00 AM 5 open slot(s)	Dogtown 8:15-11:00 AM 1 open slot(s)	Dogtown 8:15-11:00 AM 2 open slot(s)
		(Dogtown HQ) 2:00-4:00 PM 1 open slot(s)	Disability Friendly - PG 2:00-3:00 PM 1 open slot(s)	Wild Friends 1:15-4:00 PM 0 open slot(s)	
			Dogtown Car Outing (Dogtown HQ) 2:00-4:00 PM 3 open slot(s)	Dogtown Car Outing (Dogtown HQ) 1:30-3:30 PM 0 open slot(s)	
				Disability Friendly - PP 2:00-3:00 PM 1 open slot(s)	
				Dogtown Car Outing (Dogtown HQ) 2:00-4:00 PM 3 open slot(s)	

< Back to Step 2

Continued on Next Page >

STEP 3: Schedule Your Shifts (CONTINUED)

- Each volunteer area is listed in a blue box. The dark blue section of each box includes the name of the area, and the light blue section shows the shift duration and how many volunteer slots are available for registration.
- Volunteer shifts are color coded:
 - Blue means there are no volunteers in your group currently registered for that shift. If there are enough slots available for your group, sign up!
 - Green means at least one member of your group is registered for that shift.
- If you click on a blue shift in the calendar that has available slots, you can register for that shift in the window that pops up. If you would like to sign up for that shift, click "Add" under the action section of the pop-up window.
- Once you have scheduled your shifts you can then click the "Review Itinerary" button to see your schedule.
 - This will show each volunteers' volunteer schedule for their time here at the Sanctuary. It will also give you the option to email everyone their schedule or print your complete itinerary.
 - Schedules are subject to revision by the Sanctuary Volunteer Engagement Team. You will be contacted for any necessary adjustments to your itinerary.

STEP 4: Review Itinerary

Step 1: Register Volunteers

Step 2: Submit trip dates & select check-in

Step 3: Schedule Shifts

Here is your itinerary.

Congratulations, you are all set to volunteer at the Best Friends Sanctuary in Kanab, UT! Please take a moment to review your volunteer schedule. You can print or email your schedule using the buttons below. [Click here to add, remove or switch volunteer shifts.](#) We and our wonderful furry friends look forward to your visit!

This section shows the name of the volunteer and what shifts they are currently registered for.

The Check-in location for each shift is listed in the "Locations" section.

Volunteer(s) Itinerary Help

Here is where you can print your itinerary and email it to other volunteers.

You can email the complete itinerary to an individual by clicking the "Email" button to the right of their name or use the "Email All" button at the bottom to send the itinerary to everyone.

Itinerary for Sanctuary Volunteering (August 1, 2025 through August 16, 2025)

Name	Date & Time	Shifts	Locations	Itinerary	Email
John Test	08-01-25 8:10 AM	Check-in (Arrival Date)		Close	Email
	• 08-01-25 8:15 AM	• Dogtown	• Dogtown Headquarters		
	• 08-01-25 1:15 PM	• Cat World	• Cat World Headquarters		
	• 08-02-25 8:15 AM	• Bunny House	• Bunny House Headquarters		
	• 08-02-25 1:15 PM	• Horse Haven	• Horse Haven Headquarters		
	• 08-03-25 8:15 AM	• Parrot Garden	• Parrot Garden Headquarters		
	• 08-03-25 1:15 PM	• Dogtown Experience: Roxy's Room	• Welcome Center		
	• 08-05-25 8:15 AM	• Piggy Paradise	• Piggy Paradise Headquarters		
	• 08-06-25 8:15 AM	• Wild Friends	• Wild Friends Headquarters		

Print Email All Close All

Modify schedule I'm done!

Click here to send an email of the itinerary to a specific volunteer.

Click here to print itinerary or email everyone in your group the itinerary.

Click here once you are done reviewing your itinerary

Click here to go back to Step 3 and modify your trip

- ## NOTES:
- You do not need to report anywhere for your arrival date. You will report directly to the Headquarters area of each shift at your scheduled start time. The "Locations" section of your itinerary will tell you where to check in.
 - Please arrive on time to your shift. If you arrive early, please wait in your car or outside of the Headquarters area until the appropriate check-in time. If you will be late, please notify the Volunteer Engagement Team at (435) 319-0622.