EBYC Volunteer Matrix Guide

Need some assistance navigating Volunteer Matrix? Check out this guide for help! If you click on a topic in the Table of Contents, the bookmark will take you to the corresponding page in the document. Zoom in to see the pictures more clearly.

**Link to Volunteer Matrix:** [https://ebyc.volunteermatrix.com/](https://ebyc.volunteermatrix.com/)

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Logging In

**Step 1:** Click “LOG IN”.

![Login page](image)

**Step 2:** Enter your username and password.

![Login page](image)
Signing Up For an Event

**Step 1:** Log into your account.

**Step 2:** Scroll down to the calendar and find the event you want to sign up for. If the box is blue, there are spots available. If the box is red, the event is full and you can no longer sign up. If the box is green, that means you are already signed up for the event.

**Step 3:** If the event has spots available, click on the box, and you’ll see a pop-up telling you the time of the event and the number of slots available. Click on that box.

**Step 4:** Click “more” to see event details. Click “Schedule Myself only” to sign up.
Once you’ve signed up for an event, you’ll receive a confirmation email. You will also receive a reminder email two days before the event with all of the details you’ll need (date, time, location, etc.).

**TIP:** You can change your view from Calendar View to List View if you’d prefer.
Canceling an Event

**Step 1:** Click on the box of the event you’re signed up for. You’ll end up at a page that says, “Review & Edit your Schedule.”

**Step 2:** Scroll down and click “CANCEL my Schedule here” to cancel the event.
Finding Your Schedule

**Step 1:** Click “My Profile, Schedule, Hours, Etc”.

![Image of a website interface with options for accessing schedule and other profile details]

**Step 2:** Click “My Schedule”.

![Image of a website interface listing volunteer activities including NBHA Gift Bag Assembly, TOPSoccer, and NRHA Dog Walk-a-thon]
Checking Your Volunteer Hours/Event History

**Step 1:** Click “My Profile, Schedule, Hours, Etc”.

**Step 2:** Click “My Volunteer Hours”.

Next to “Lifetime Hrs” you’ll see the total number of hours you’ve served as a Youth Council member. You can also find yearly and monthly hour totals. There is a link you can click in order to find a list of all Youth Council events you’ve ever attended. Use this when filling out timesheets towards the end of the school year.