

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/>

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Logging In

Step 1: Click "LOG IN".



Step 2: Enter your username and password.

Please log in

Login: [email/username]
Password:
 [remember login [more info](#)]

Problems Signing In?

If you have or

[If you have not yet registered as a volunteer, please click here to register.](#)

Session Cookies must be enabled on your web browser in order to use this web site. [You can test to see if your session cookies are turned on by clicking here.](#)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

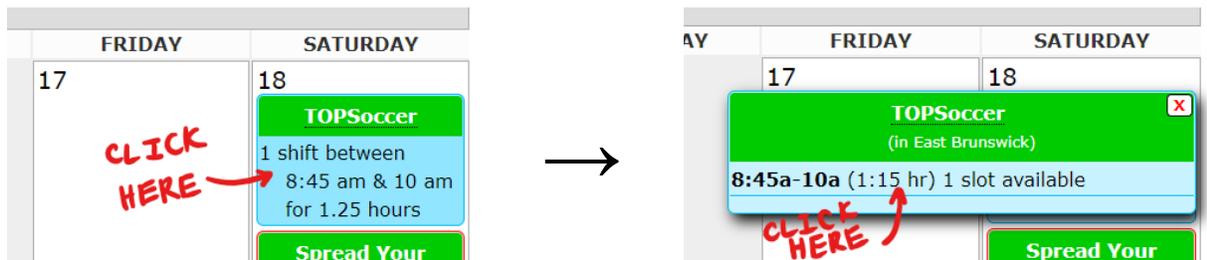
Signing Up For an Event

Step 1: Log into your account.

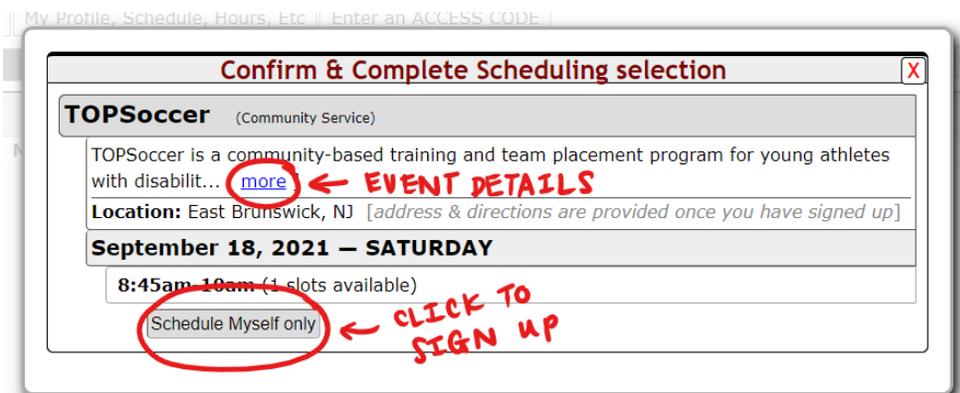
Step 2: Scroll down to the calendar and find the event you want to sign up for. If the box is blue, there are spots available. If the box is red, the event is full and you can no longer sign up. If the box is green, that means you are already signed up for the event.



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.

Log Out My Profile, Schedule, Hours, Etc Enter an ACCESS CODE

ents    Color Legend: AVAILABLE

vice  •NBHA Gift Bag Assembly  •Food Drive-two hours of Community Service-take your photo!  •Hemophilia W

•TOPSoccer

•NBHA Dog Walk-a-thon

September 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				17

CALENDAR *LIST*

September – 2021

September 17, 2021 — FRIDAY

Food Drive-two hours of Community Service-take your photo! (Community Service) [more info](#) East Brunswick, NJ

41 available  in East Brunswick, NJ 

SIGN UP

Hammarskjöld Ice Cream Social (Community Service) [more info](#) East Brunswick, NJ *[address & directions are provided once you have signed up]*

6:30pm to 8:30pm  

this Schedule full

Bowne-Munro Ice Cream Social (Community Service) [more info](#) East Brunswick, NJ *[address & directions are provided once you have signed up]*

6:45pm to 8:45pm  

this Schedule full

September 18, 2021 — SATURDAY

TOPSoccer (Community Service) [more info](#) East Brunswick, NJ *[address & directions are provided once you have signed up]*

8:45am to 10am 1 available  in East Brunswick, NJ 

SIGN UP

Spread Your Wings--EB Arts Coalition Festival (Community Service) [more info](#) East Brunswick, NJ *[address & directions are provided once you have signed up]*

11am to 1pm  

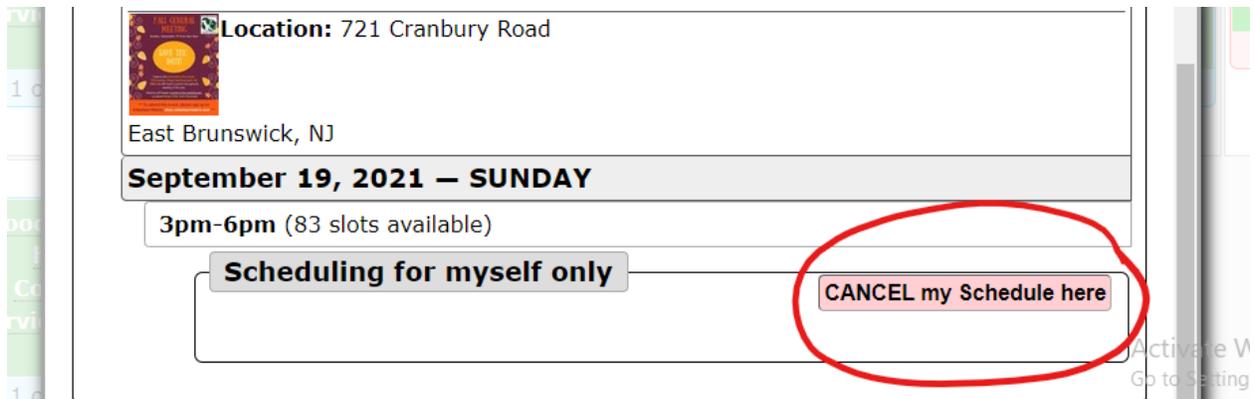
Activate Windows
Go to Settings to activate Windows

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."

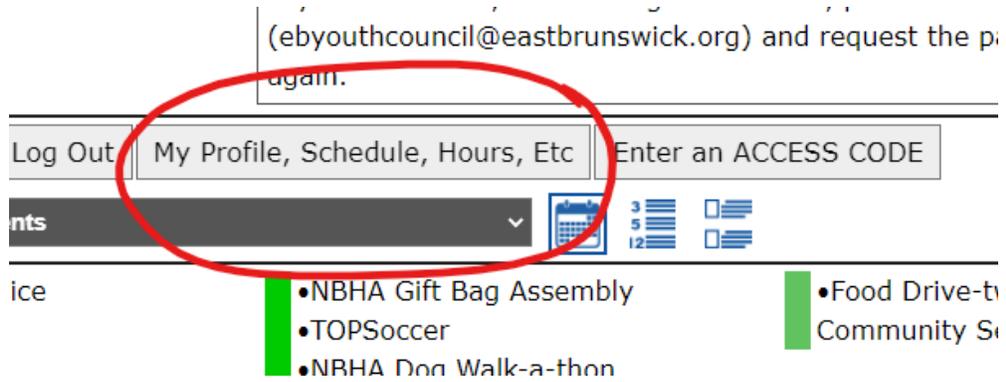


Step 2: Scroll down and click "CANCEL my Schedule here" to cancel the event.

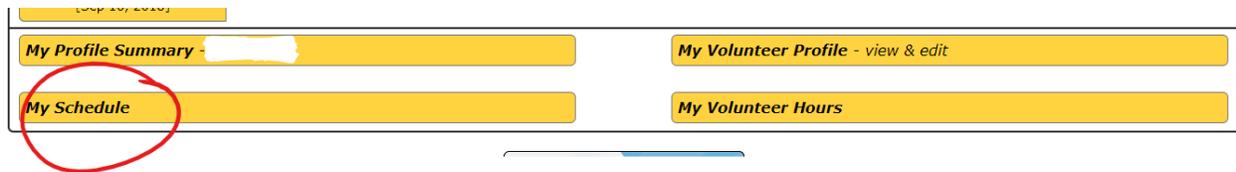


Finding Your Schedule

Step 1: Click "My Profile, Schedule, Hours, Etc".

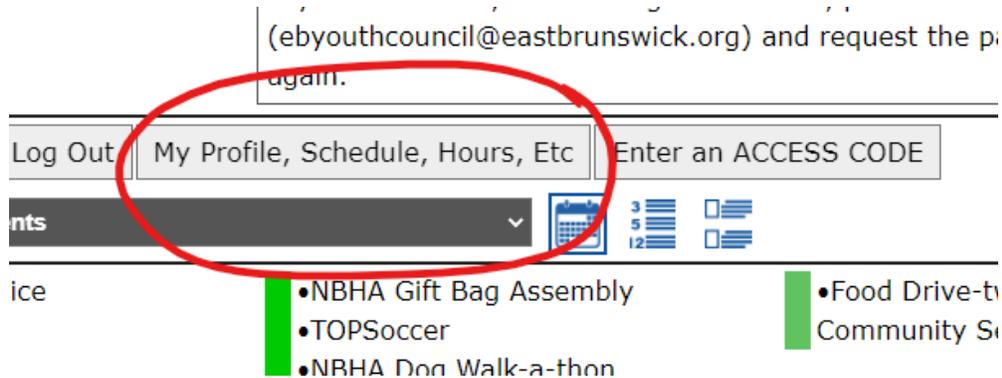


Step 2: Click "My Schedule".

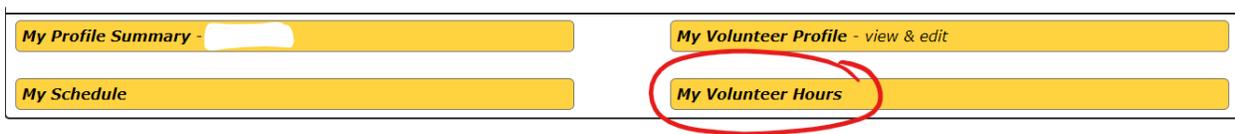


Checking Your Volunteer Hours/Event History

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.

