

# JFS VolunteerHub: How to View Your Schedules Shifts

## Step 1:

Visit [JFSDallas.VolunteerHub.com](http://JFSDallas.VolunteerHub.com) or you can access the portal by visiting our website at [JFSDallas.org/Volunteer](http://JFSDallas.org/Volunteer). Click the yellow "Sign In" button in the top right corner of the screen and sign in using the username and password you've created.

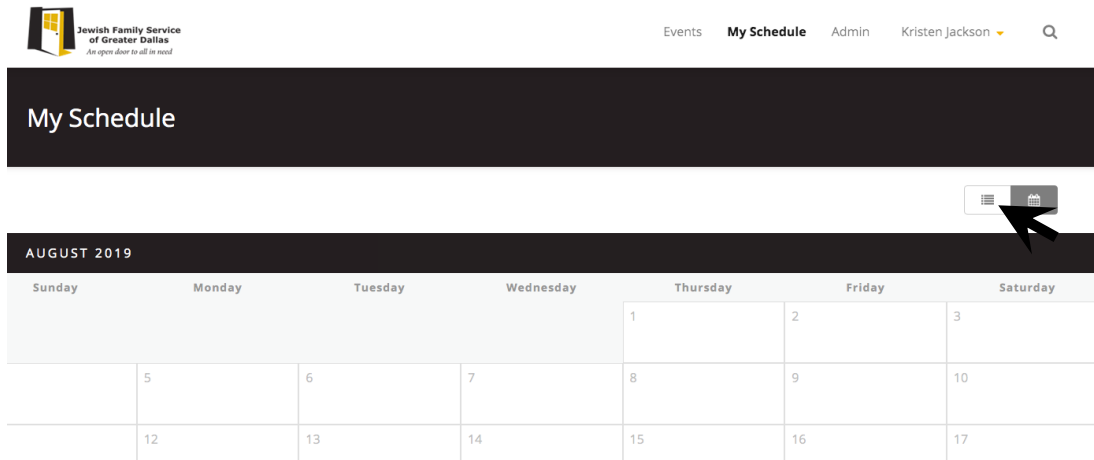
## Step 2:

Click "My Schedule" in the top right-hand corner of the screen.



## Step 3:

You will now be viewing your schedule in calendar form. To view your schedule in a list, click the list icon next to the calendar icon in the upper right-hand corner of the calendar.



You'll now be viewing the events you've signed up for in a list format. To switch back to calendar view, click the calendar icon.

