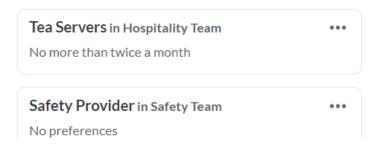
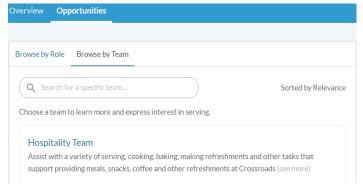


Serving Interests



Role Preferences





Express Your Interest

Hospitality Team

Assist with a variety of serving, cooking, baking, making refreshments and other tasks that support providing meals, snacks, coffee and other refreshments at (see more)





Login to your myRealm account and click on the **Serving Tab** on the left. You can then see a page with Overview and Opportunities.

Serving Profile – Here you can select the days that you are available to serve by clicking on the 3 dots to the left. You can also list the dates you are not available.

Skills and Interests- click on the blue tab to complete two menus that help identify what skills you would like to share and what areas you would like to serve in.

Role Preference - click on the three dots and you can edit the frequency with which you would like to serve in the roles you have been assigned to.

Your Assignments – listed here are the dates, times, serving team and location of upcoming serving assignments. Click on the blue date and it well take you to the details of the assignment

Opportunities – If you are not signed up to serve on a team or in a role, you can search through all available opportunities either by Team or by Role that is needed. Click on the blue text and it will take you to the page to express your interest.



Time for Tea Schedule

TEA SERVERS Hospitality Tean

Sunday, March 13, 2022

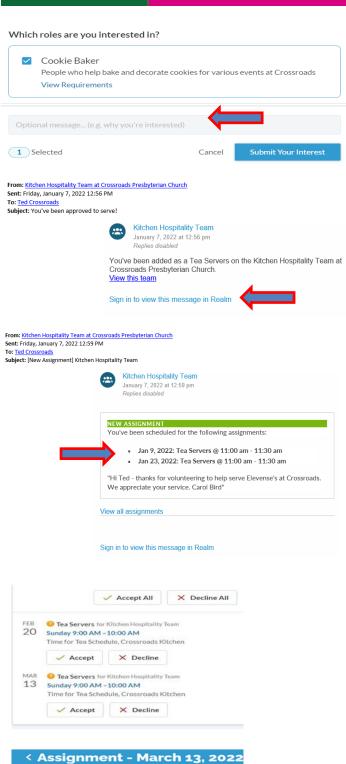
9:00 AM-10:00 AM

Crossroads Kitchen

✓ Accepted × Decline

→ Find a Replacement

Serving Interests



Express Your Interest — Once you find something that is interesting, view any requirements, write a note in the blue line below if you like and then submit to the Team leaders for review.

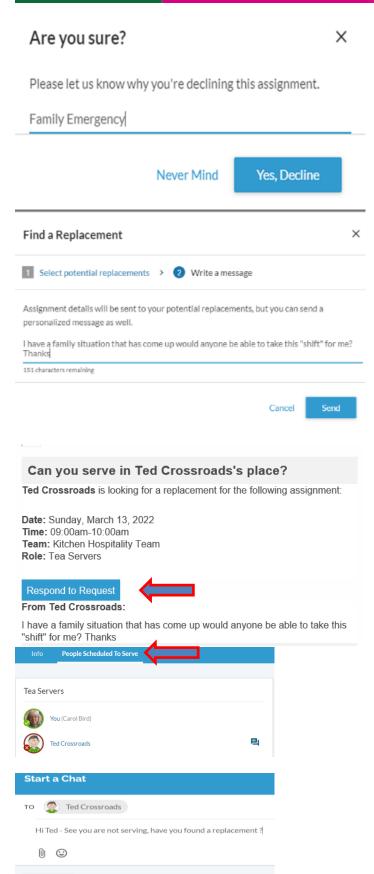
Serving Team/Role Approval: You will receive a confirmation email and can login to your myRealm account to see more information.

Scheduled: When you have been assigned new serving opportunities on a schedule, you will receive an email confirmation. Login to your myRealm and tap on the Serving tab.

Accepted – When you are scheduled for an event in you serving team and role, you will be able to select 'Accept'or 'Decline'. If you have accepted and need to change your assignment. Click on the dates and then 'Find a Replacement'.



Serving Interests



Find a Replacement - Click on Decline and you will be asked to confirm, you can add a reason here if you wish. On the next screen you can write a message and then send. This message will go to all other people in the Serving Team.

Replacements: If a team member is looking for someone to take an assignment, you may receive this notification. Click 'Respond to Request' if you can help.

Under your **Serving Opportunity** you can also check who else is serving and you can message them by clicking the chat box.