

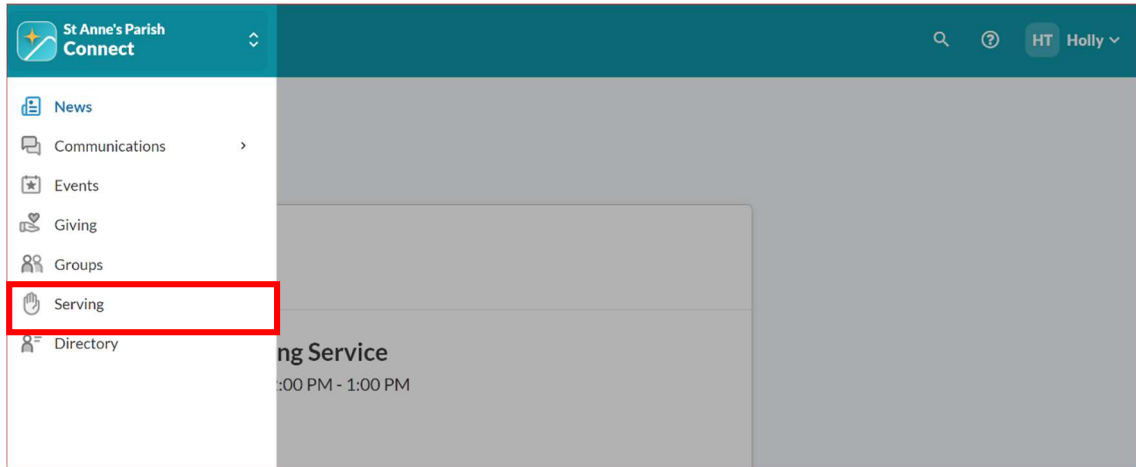


# St Anne's Realm Documentation

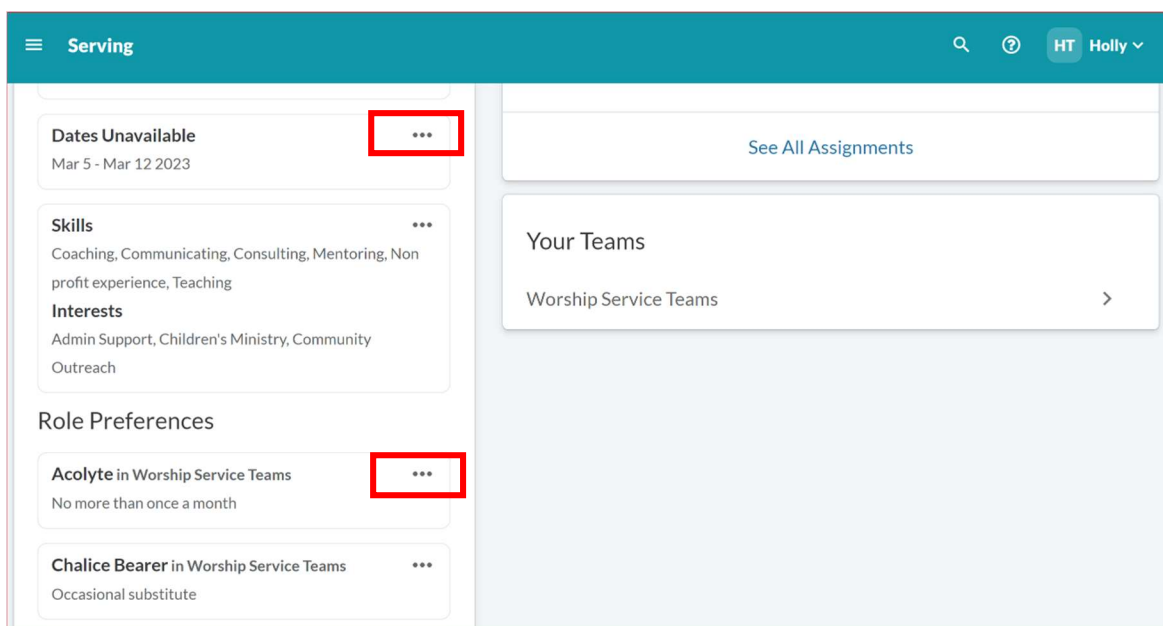
## How do I add my volunteer preferences in Realm?

Setting your preferences tells your team leaders how often you are available and how you want to be scheduled with your family.

1. In the top-left corner, click your ministry hub then click **Serving**.



2. In the Serving window, you can update your **Dates Unavailable** or modify your **Roles Preferences** by clicking on the menu bar represented by these 3 dots **...** next to each of these options. Once you click on the 3 dots or menu, click on **Edit** to update your personal preferences.





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3. Follow these steps for setting Role Preferences:
  - a. Select a preference from the **How often can you serve in this role?** drop-down menu.
  - b. If you have a preference for serving or not serving with another family member, select the option, then select the family member from the drop-down menu.
  - c. Click **Save**.
4. Follow these steps for identify Dates Unavailable:
  - a. Select the Days you are available by clicking appropriate boxes
  - b. Click on the menu bar or 3 dots **...** then Edit to add specific dates that you are not available
  - c. Click **Save**.

**Availability** ×

**Days I'm Available**

Sun  Mon  Tues  Wed  Thu  Fri  Sat

**Dates I'm Unavailable**

Mar 5, 2023 to Mar 12, 2023 **...**

[Add date\(s\)](#)

\*\*Setting dates unavailable is very helpful to the Serving Team Leaders when they complete/verify scheduling for all services.