

Basic instructions for using the Three Rings rota system

There is help available in Three Rings (See 'Viewing the help screens' below) so these notes are not intended to be full documentation but simply to get you started.

To login

- Go to www.3r.org.uk (or click on the link sent with your username)
- Enter the username you were sent (will be the same as the one you use to log into the members area on the true food site)
- Enter your password and click 'login'. The first time you login you will have to use the temporary one sent to you with your username and you will be prompted to change it to something more memorable.

Verifying your email address

Once you are logged in please verify your email address. This allows you to control what emails you receive but also means you can reset your own password if you forget it. To verify your email -

- Click on your user name in the top right hand corner of the screen (next to 'log out')
- Under 'Contact' next to your email address there will be a red box with 'x not verified', click on this red box.
- A box will pop-up, and if you click Verify my email, an e-mail will be sent to your e-mail address. To complete the process, go to your e-mail account and click the link in the e-mail address that Three Rings sent you.

Viewing the help screens

Once you have logged in to Three Rings there are help screens available

- Click on the 'Help' icon in the top right hand corner of the screen.
- Click on the 'Read Documentation' box it will display help about the screen you are in.
- To get out of the help screen use the back button on your browser or click on the 'rota' tab at the top of the screen to go back to the rota.

Signing up on the rota

- Click on 'rota' at the top of the screen
- You will see the current week displayed with day of the week along the top and time down the lefthand side
- Find the slot you want to fill and click on [sign-up]
- A box will pop up asking 'Are you sure you would like to sign up to this shift?' click on 'yes' to confirm
- If you want to sign up for a longer shift then choose the next time slot and click on [sign up] again.

Signing up for recurring shifts

- Follow the steps above but before you click on 'yes' click on the little box that says 'Tick to sign up a series of recurring shifts'
- Click on 'yes' and you will be taken to a page showing the shift you chose for every week for the next year.
- Scroll down to the bottom of the page and click on the down arrow symbol next to the word 'none'.
- This gives you the option to choose 'single' i.e. you will be signing up to do the same shift every week, 'other' you will be signing up to do the same shift every other week, '3rd' every third week etc.
- If you know already that there are some weeks you can't do then find them in the list and click on the little box next to it to remove the tick.
- Click on the 'Sign up' box at the bottom of the page.
- You might want to make a note in your diary to rebook more shifts before the year ends.

Removing yourself from a shift

You won't be able to remove yourself from a shift on the current day. If you find you can't make your shift today please ring the shop to warn them.

To remove yourself from a shift in the future

- Click on 'rota' at the top of the screen
- Find the shift you want to remove yourself from
- Click on your name
- A box will pop up, click on 'pull yourself out of the shift'
- Don't forget if you are signed up for two or more hours you will need to pull out of each shift.

Customising the look of the rota

You can customise the rota to show only the shifts that you are interested in. In the top left of the rota screen all the shift types are listed and you can click in the little box next to them to show or hide them. For example you might only want to show 'pack-up' shifts. You can click on 'save default' and then next time you login it will only show you the shifts you have chosen. You can click on the boxes at anytime to redisplay the shift types you have hidden.

The default time period shown on the rota is a week but you can change that by clicking on the down arrow in the top right of the rota next to 'week view' and then choosing one of the other options.