



BMS

Manage your Preferences

You must specify your general preferences, so we know what days of the week you are available to bake and drive (for pickups and deliveries) and how many times you can bake or drive each month. You can also specify the locations you are able to drive to. This is particularly relevant for our larger or more spread-out chapters, where there is more distance between our recipients.

Specifying your preferences ensures you are not put on the roster for a day you can't do or for more days in a month than you want to do. It also helps us to fill any gaps in the roster with volunteers that have more capacity. For example, you might want to only bake once a month and someone else might want to bake twice a week.

You can mark yourself as available to bake/drive for as many or as few days as you like.

BMS for GBs

My Information

- Personal Details
- Pickup Address
- Postal Address
- Phone Number
- Email Address
- Baking Preferences**
- Driving Preferences**
- Midweek Driving Locations**
- Weekend Driving Locations**
- Leave / Holidays / Unavailability
- Resign From GBB

Baking Preferences

1. Click **My Information > Baking Preferences**.
2. Select a baking availability option for each day of the week:
 - **No** = Please don't roster me for this day!
 - **Morning** = I can be on the roster before 12pm
 - **Afternoon** = I can be on the roster after 12pm
 - **Anytime** = I can bake anytime this day
 - **If need be** = I prefer not to bake this day, but if you get stuck, I can bake if needed
3. Specify how many times in a month you are available to bake.
4. Indicate if you can bake special occasion cakes, such as birthday or wedding cakes.
5. Click the **Save Changes** button.

Driving Preferences

1. Click **My Information > Driving Preferences**.
2. Select a driving availability option for each day of the week:
 - **No** = Please don't roster me for this day!
 - **Morning** = I can drive before 12pm
 - **Afternoon** = I can drive after 12pm
 - **Anytime** = I can drive anytime
 - **If need be** = I prefer not to drive on this day, but if you get stuck, I can drive if needed
3. Specify how many times in a month you are available to drive.
4. Click the **Save Changes** button.

Driving Locations

1. Click **My Information > Midweek Driving Locations**.
2. Specify the areas you can drive to during the week (Monday to Friday).
3. Click the **Save Changes** button.
4. Click **My Information > Weekend Driving Locations**.
5. Specify the areas you can drive to on the weekend (Saturday and Sunday).
6. Click the **Save Changes** button.

Manage your availability

You must inform us, in advance, of when you are not going to be available, and therefore, can't be put on the roster. You can block out any dates you are not available, for example, you can add any holidays that you have planned or let us know if you need time off due to sickness or any other reason.

If you are going to be unavailable for the foreseeable future, you can resign from being a volunteer.

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Note: The action you take on this page temporarily overrides your volunteer preferences. For example, if you specified in your **Baking Preferences** that you are available to bake every Saturday, but you are going away for a week, you can enter this week on the **Holidays/Leave/Unavailability** page, and you won't be rostered for that week. You can add multiple periods of unavailability.

Leave / Holidays / Unavailability

1. Click **My Information > Leave / Holidays / Unavailability**.
2. Click **Add Unavailability**.
3. Enter a description, then select the dates for your period of unavailability.
4. Click the **Save Changes** button.

Your unavailability periods display on the **Holiday / Leave / Unavailability** page. You can update or delete each one, as long as you do it before the availability survey has been sent out.

- To update an unavailability period, click **Update** and edit the dates as required, then click **Save Changes**.
- If your circumstances change and you become available again, click **Delete**, then click **Delete** again to remove the unavailability period from the system.