



BMS

User Guide

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Overview

The BMS (Bitch Management System) is a self-service tool that you, as a Good Bitches Baking (GBB) volunteer, use to keep your personal information and volunteering preferences up-to-date, participate in the roster and view your chapter information.

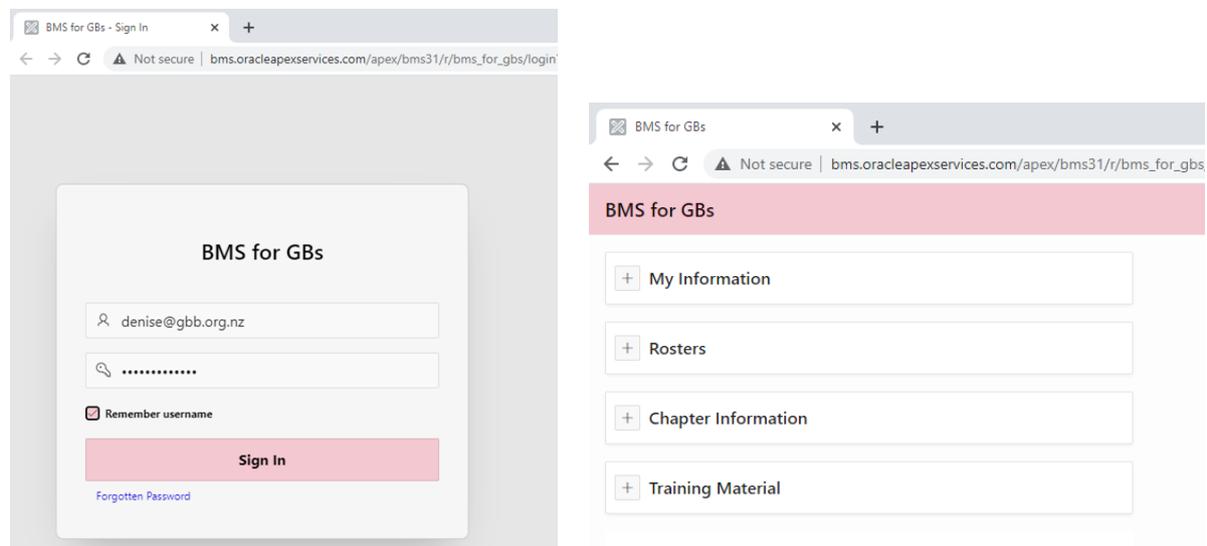
The BMS makes our Roster Bitches' lives much easier, as they can easily see who can bake and/or deliver baked moments of kindness to our eager recipients at any given time. Not everyone who bakes will be able to drive, and vice versa, and that's ok! But it's important that we know what you can do, so that we can build a roster that matches your preferences with our needs.

The roster is built by the system, based on the volunteers that are available each day, and when the available volunteers last baked. This ensures we give all our volunteers a chance to share the love! Keep in mind that you might not be rostered on all the days that you are available.

Log in

To log in to the BMS, open an internet browser window on your computer or smart phone, then enter the URL: https://bms.oracleapexservices.com/apex/bms33/r/bms_for_gbs/

Tip: Save this URL as a favourite or bookmark, for easy access next time.



On the **Home** page, is the menu you use to get around the BMS. The four menu items are: My Information, Rosters, Chapter Information and Training Information. Click each menu item to view its pages.

Note: When you first log in to the BMS, you should review your information that is already in the database, then make any necessary changes, and add any missing details.

Manage your details

It's really important that we have your most up to date details in our database, so that we can get in touch with you, if we need to. For example, we might need to let you know about something unexpected that has come up, inform you of last-minute changes, or simply check something with you. Also, we don't want our drivers heading to the wrong house!

Note: Some details might already be added for you, so you should check them for accuracy and make any necessary corrections, then add any missing details.

BMS for GBs

My Information

Personal Details
Pickup Address
Postal Address
Phone Number
Email Address
Baking Preferences

Personal Details

1. Click **My Information > Personal Details**.
2. Click in the relevant box, then enter your details.

Note: You must enter your date of birth in the format DD-MMM-YYYY.

3. Click the **Save Changes** button.

Pickup Address

1. Click **My Information > Pickup Address**.
2. Enter the address of where your box of baking needs to be picked up from.
3. (Optional) Enter pick-up notes, such as:
 - 2nd house down the drive, red door
 - We have a dog, but he will be inside
 - Please come down the drive, as the front door is at the back
4. Click the **Save Changes** button.

Postal Address

1. Click **My Information > Postal Address**.
2. Enter the address for where you receive your mail (this might be the same as your pickup address).
3. Click the **Save Changes** button.

Phone

1. Click **My Information > Phone**.
2. Enter your phone number.
3. Click the **Save Changes** button.

Email Address

We send our availability surveys to the email address that is stored in the database – this is the one you use to log in to the BMS (your username). You can only have one active email address in the BMS database.

If you need to change this address:

1. Click **My Information > Email Address**.
2. Enter your new email address.

Note: Your new email address must be active.

3. Click **Request email address update**.

Our support team will process your request and send an email to your new email address when it is complete. From that time forward, you will only be able to log in to the BMS with your new email address.

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.

BMS for GBs

My Information

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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.

Resignation

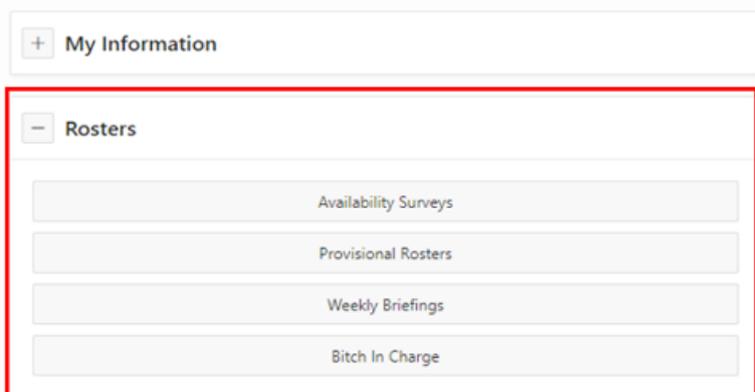
1. Click **My Information > Resign From GBB**.
2. Select the reason for leaving from the **Resignation Reason** drop-down list.
3. Enter a note, if required.
4. Click the **Save Changes** button.

View your rosters

In the **Roster** section, you'll find information on the Bitch In Charge, along with the rosters for the three upcoming months, in different stages of completion:

<p>Are you available to volunteer on these specific dates?</p>	<p>Availability Surveys</p> <p>The availability you specify in the preferences sections of the BMS is just your general availability. The BMS uses that information as a foundation to create the rosters. You must also complete the Availability Survey, so we know whether you are truly available (or not) for specific dates in a month.</p> <p>We send out the Availability Surveys a few weeks in advance. For example, if today is in the month of June, you'll get a survey about your availability for July.</p> <p>We monitor the responses to the survey, so if you do not actively participate, you might lose your opportunity to volunteer for us.</p>
<p>Here's what you are likely to be rostered to do - put these dates in your diary!</p>	<p>Provisional Rosters</p> <p>Based on the results of the Availability Survey, the system creates a provisional roster. You'll see a summary of the tasks that you are involved in, whether it is baking or driving, and when you are scheduled to do them. Read through the roster and double check you are available to do your assigned tasks. This roster is subject to change.</p>
<p>It's confirmed - get ready to bake or drive!</p>	<p>Weekly Briefings</p> <p>The Weekly Briefing is the final roster, in other words it is the true roster for the month. It lists the full details of tasks you are doing and when you are doing them. You'll also find the phone number for the Driver and Bitch in Charge, in case there's a last-minute availability issue you need to escalate.</p>

BMS for GBs



The screenshot shows a user interface for the BMS. At the top, there is a button labeled '+ My Information'. Below it, a section titled '- Rosters' is highlighted with a red border. This section contains four horizontal buttons: 'Availability Surveys', 'Provisional Rosters', 'Weekly Briefings', and 'Bitch In Charge'.

Availability Surveys

1. Click **Rosters > Availability Surveys**.
2. Review the date lines in the list and for each of the lines, indicate whether you are available or not:
 - If you are available, click **Yes, I'm free**, then click **Confirm** button.
 - If you are not available, click **No I'm busy**, then click **Confirm** button.

Note: When you have entered your availability for a line, it disappears from the list, so you can be confident you have completed the survey.
3. Click **Cancel** to return to the **Home** page.

Roster Availability

Date Of Availability	Day of the Week		
07-AUG-2021	Saturday	Yes I'm free	No I'm busy
14-AUG-2021	Saturday	Yes I'm free	No I'm busy
21-AUG-2021	Saturday	Yes I'm free	No I'm busy
28-AUG-2021	Saturday	Yes I'm free	No I'm busy

Provisional Rosters

1. Click **Rosters > Provisional Rosters**.
2. Click **Show Provisional Roster**.
3. Read the provisional roster carefully and take note of when you are rostered to bake or drive - put these dates in your diary.
4. Click **Cancel** to return to the **Home** page.

Weekly Briefings

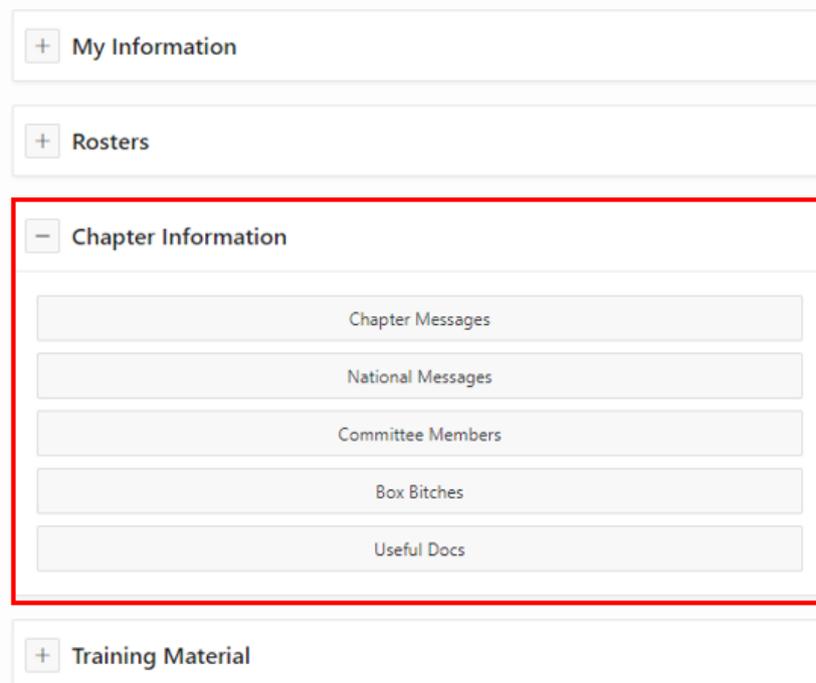
1. Click **Rosters > Provisional Rosters**.
2. Click **Show Weekly Briefing** link.
3. Read the roster carefully, take note of the details and ensure you have marked the dates in your diary.
4. Click **Cancel** to return to the **Home** page.

View your chapter information

In the **Chapter Information** section, you'll find the following information:

- **Chapter Messages** - View messages sent by your chapter.
- **National Messages** - View messages sent by HQ.
- **Committee Members** - Learn about who does what in your committee.
- **Box Bitches** - Find out where to pick up the boxes and cards for your baking from.
- **Useful Docs** - Access a list of documents to help you with your volunteering, such as FAQs food safety tips.

BMS for GBs



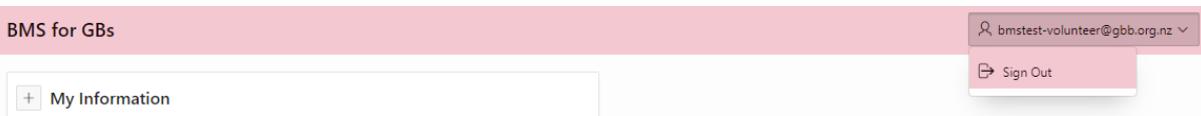
The screenshot shows the BMS for GBs interface. At the top is a pink header bar with the text "BMS for GBs". Below this are several white boxes with rounded corners. The first box contains a plus sign icon and the text "My Information". The second box contains a plus sign icon and the text "Rosters". The third box is highlighted with a red border and contains a minus sign icon and the text "Chapter Information". Below this header are five horizontal buttons: "Chapter Messages", "National Messages", "Committee Members", "Box Bitches", and "Useful Docs". The fourth box contains a plus sign icon and the text "Training Material".

Get Help

In the **Training Material** section, you'll find guides and videos to help you use the BMS.

Log out

When you are finished using the BMS, click your username in the top right of the screen, then click **Sign out**.



The screenshot shows the BMS for GBs interface. At the top is a pink header bar with the text "BMS for GBs". Below this are several white boxes with rounded corners. The first box contains a plus sign icon and the text "My Information". In the top right corner, there is a user profile dropdown menu showing the email address "bmstest-volunteer@gbb.org.nz" and a "Sign Out" button.