

Homebase Sign In Tutorial

(Slides 1-8 are directed towards first time volunteers. Skip to slide 9 if you are already a volunteer with MPH.)



8:04

LTE



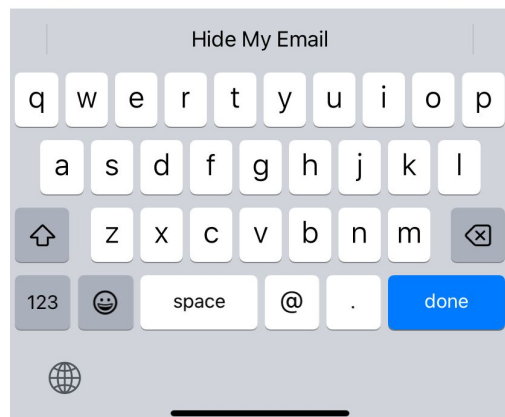
Everything in one place for free

View your schedule, track your earnings, trade shifts, and message your team.



Let's get started

Next



First Time Volunteers

This is what you will see when you first open the Homebase app. Enter the email address that you would like shared with Matthews Playhouse.

8:04

LTE

What would you like to do?



Set this up for my business



Join my existing team

Have an account? [Log in](#)

Please select “Join my existing team”.

8:05

LTE



Join Your Team

Sorry! We can't find
mphtesteremail@gmail.com on any team.
Let's try looking you up with your phone
number.

Enter in your phone number. Your manager
might have added you with your phone
number instead.

Next

[Don't have a mobile number? Skip this step](#)

If your email is not yet registered with us, please select “Don't have a mobile number? Skip this step”.

8:05

LTE



Join Your Team

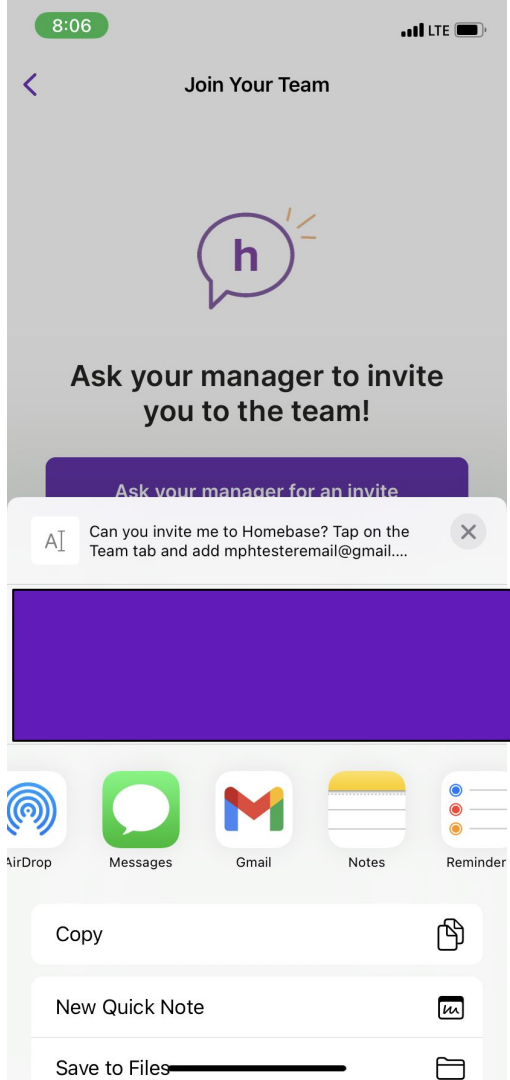


**Ask your manager to invite
you to the team!**

Ask your manager for an invite

or search for your location

Click the button that reads “Ask your manager for an invite” .



Either select the Gmail button or copy the link and choose the email app of your choice. Send your request to **volunteering@matthewsplayhouse.com**

8:47

LTE



Get ready for your first shift with
Matthews Playhouse 🤗 Inbox ☆



Homebase 8:45 PM
to me ▾



homebase

Welcome to Matthews Playhouse

Hey JANE DOE,

Your manager at Matthews Playhouse has invited you to Homebase. Create your account to make work easy:

- See your schedule and swap shifts
- Manage availability and ask for time-off
- View earnings, plus get early access to your pay

Set up your ~~account before you~~ roll up to

After we receive your request, you will receive an email with the subject “Get ready for your first shift with Matthews Playhouse”

This email contains further information including **your time clock pin**, so please make sure you read the entire email.

homebase



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trade shifts, and message your team.



Let's get started



[Forgot your password?](#)

From here you are all set to sign in!

It may say that you need to set up a password. Follow the instructions to set up a new password and attempt login again.

Happy Volunteering!

8:04

LTE



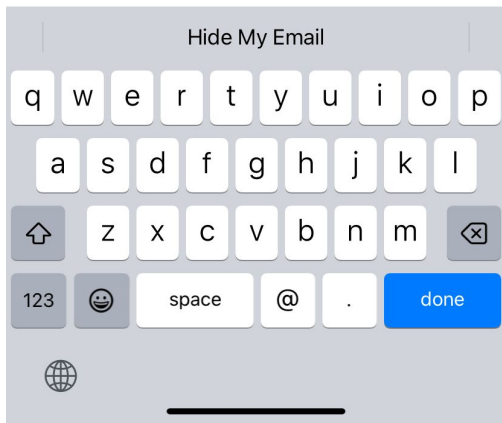
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For Returning Volunteers

If you have already submitted a volunteer application to Matthews Playhouse we have already registered the email address you have submitted to us.

It may say that you need to set up a password. Follow the instructions to set up a new password and attempt login again.

Happy Volunteering!

How to release a shift in Homebase



3:06

Chrome

80%

TB

Matthews Playhouse

My Shifts

All Shifts

Open Shifts

<< AUG 2024 >>

MON	TUE	WED	THU	FRI	SAT	SUN
19	20	21	22	23	24	25

MON, AUG 19

No Work Scheduled

TODAY | TUE, AUG 20

OPEN 1 Open Shift(s)
No Role

Pick Up

WED, AUG 21

9:00 AM
5:00 PM

Tiffany B.
8 hr
Matthews Playhouse

Note Find...over

THU, AUG 22

No Work Scheduled

FRI, AUG 23

No Work Scheduled

SAT, AUG 24

No Work Scheduled

Homebase

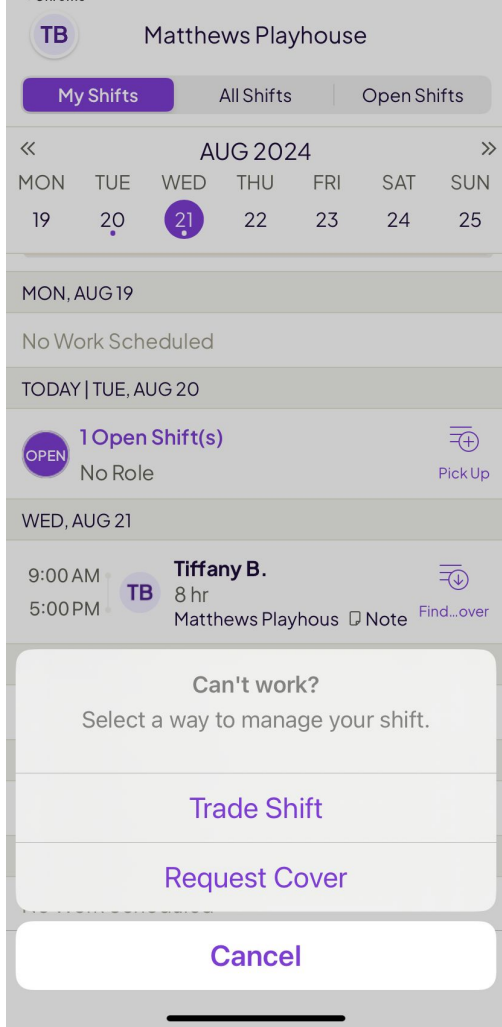
Schedule

Money

Messages 13

More

Start by pushing the “Schedule” button at the bottom of your screen. And then select “My Shifts” at the top of the screen. And then select “Find Cover” next to the shift you would like to release.



From there, select “Trade Shift”.



Request a Cover

RD

RN

RA

RD

RP

RS

Releasing Shift



RS

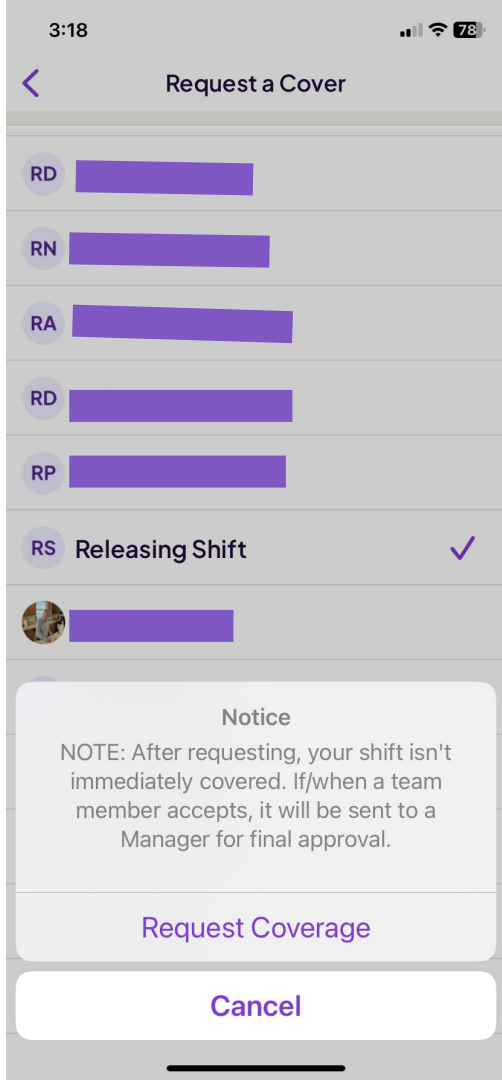
RB

RL

RH

Submit

Scroll through the names until you find “Releasing Shift” and select it.



When you see this on your screen push “Request Coverage” the staff at Matthews Playhouse will see your request and release you from your shift.

If you run into any unexpected issues or have any questions, please email us at **volunteering@matthewsplayhouse.com**