

# Rostering System - Christ the Light Parish

## Volunteer Portal User Guide

V3.1

Christ the Light Parish is currently trialing KRUIZ software to manage weekly rosters for various masses across the parish. This software brings Parish Office Admins and dedicated Volunteers together offering sophisticated communication channels to enhance coordination and ensure that everyone remains well-informed, resulting in efficient and effective task execution.

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## Invitation to Join

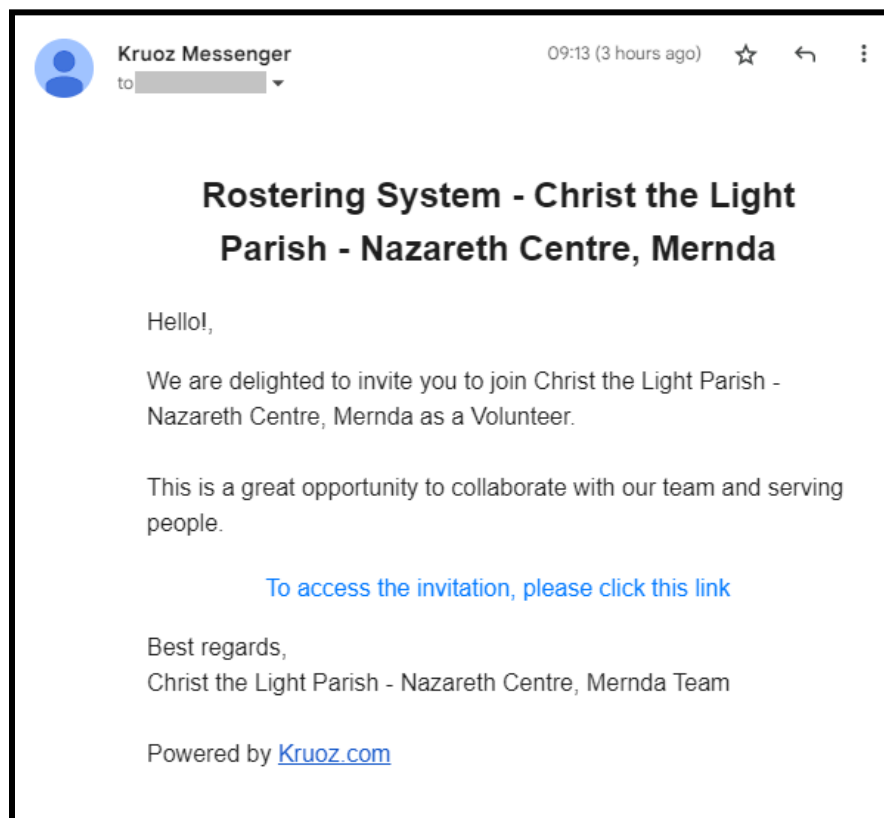
As a committed Volunteer at Christ the Light Parish, expect to receive an email invitation from the Parish Office Admin, inviting you to join with the dedicated parish volunteer team.

This email will register you under KRUOZ platform upon accepting the invitation.

Upon receiving the invitation, you will find a list of ministries you are assigned to, based on the Parish Office's records. If you wish to make any changes to your ministry assignments, kindly reach out to the Parish Office Admin for assistance.

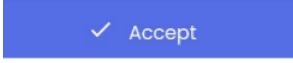
After receiving the invitation email, kindly click on the provided link to access the Volunteer portal on your smartphone or computer.


Example Invitation Email:

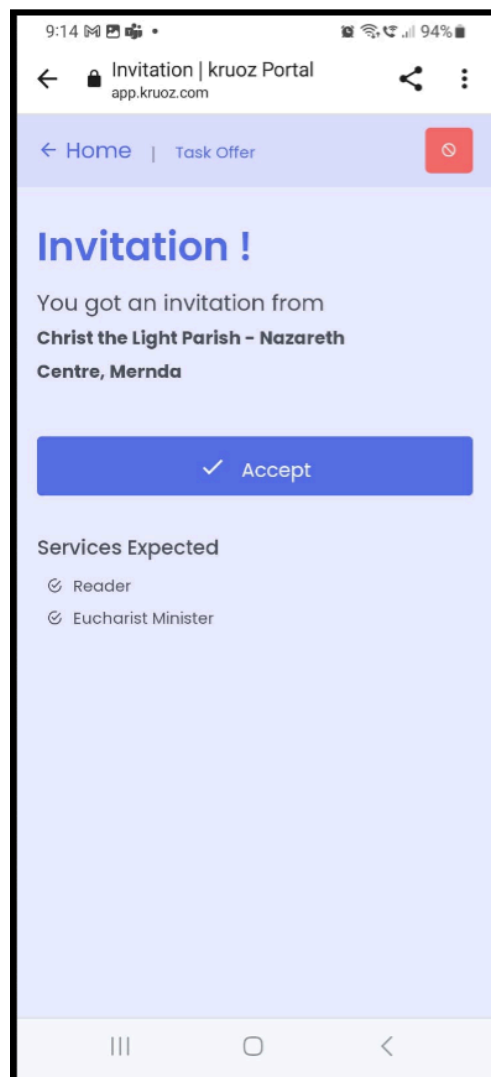


## Accepting Invitation

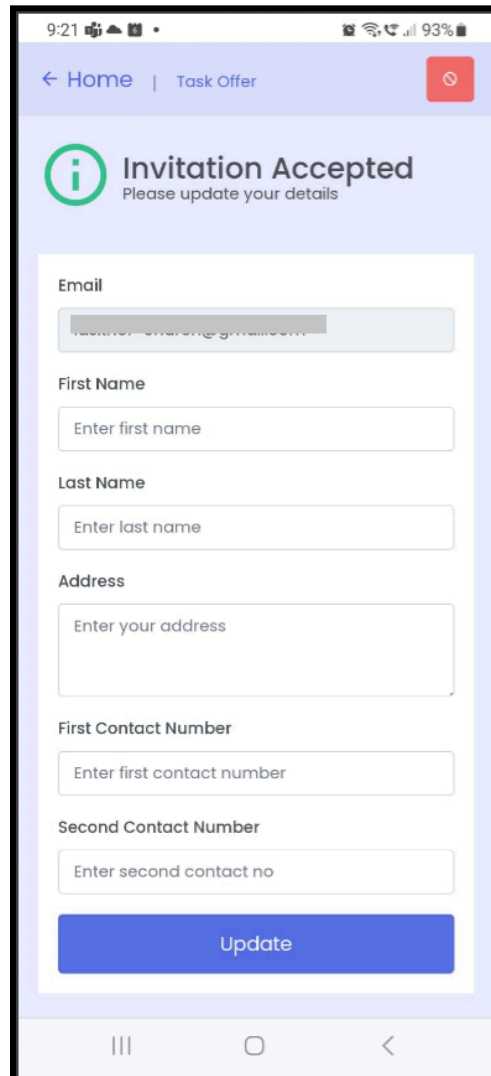
After receiving an invitation from the Parish Office (e.g. to join as a Reader, and a Eucharist Minister), you will see a sample of the Volunteer Portal as follows.

To accept the invitation, simply click on the  button.

If you do not want to accept the invitation, please click on the  button.



Upon accepting the invitation, you will be directed to update your personal information, including your name and contact details.



The screenshot shows a mobile application interface. At the top, there is a navigation bar with a back arrow, the text 'Home | Task Offer', and a red circular icon with a white arrow. Below the navigation bar, there is a green circular icon with a white 'i' inside, followed by the text 'Invitation Accepted' and 'Please update your details'. The main content area contains a form with the following fields: 'Email' (with a greyed-out input field), 'First Name' (with a placeholder 'Enter first name'), 'Last Name' (with a placeholder 'Enter last name'), 'Address' (with a placeholder 'Enter your address'), 'First Contact Number' (with a placeholder 'Enter first contact number'), and 'Second Contact Number' (with a placeholder 'Enter second contact no'). At the bottom of the form is a blue button labeled 'Update'. The bottom of the screen shows the standard Android navigation bar with three icons: a square, a circle, and a triangle.

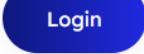
Once your acceptance is received, the Parish Office Admin can assign specific tasks to you, or you are welcome to independently select tasks that have been published through the Volunteer Portal under 'Task Offers'.

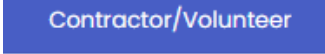
## Access Volunteer Portal

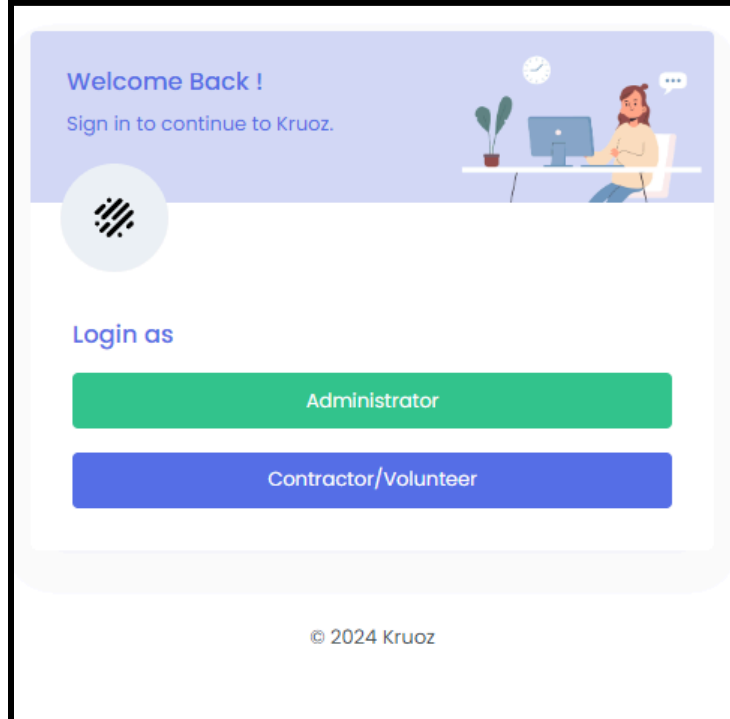
Access to the Volunteer Portal is available either through task-related emails or by visiting the <https://kruoz.com> website directly (or scan the QR code below).



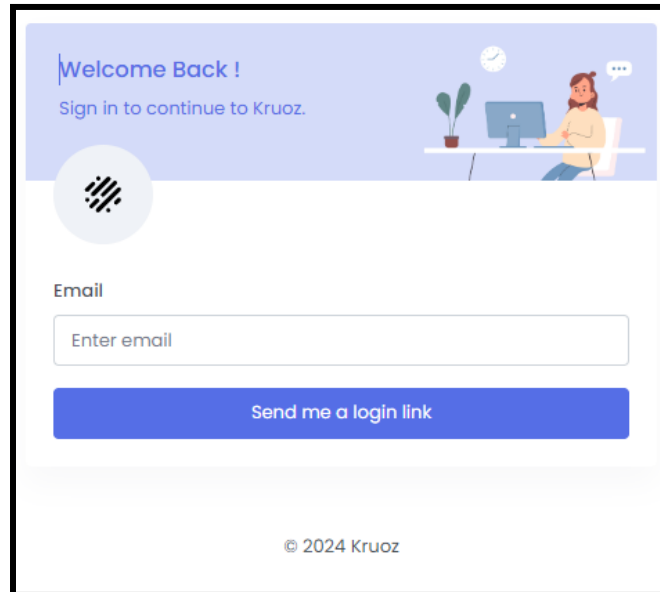
To access via the website,

please click the  button on the <https://kruoz.com> website top right hand corner

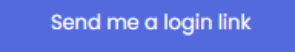
and click on the  button.



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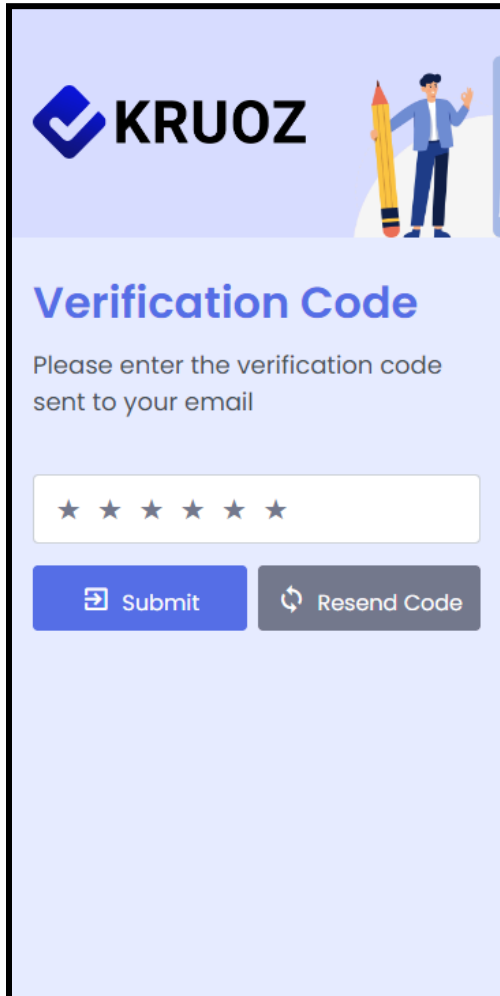


Then please provide your email address associated with the KRUOZ platform

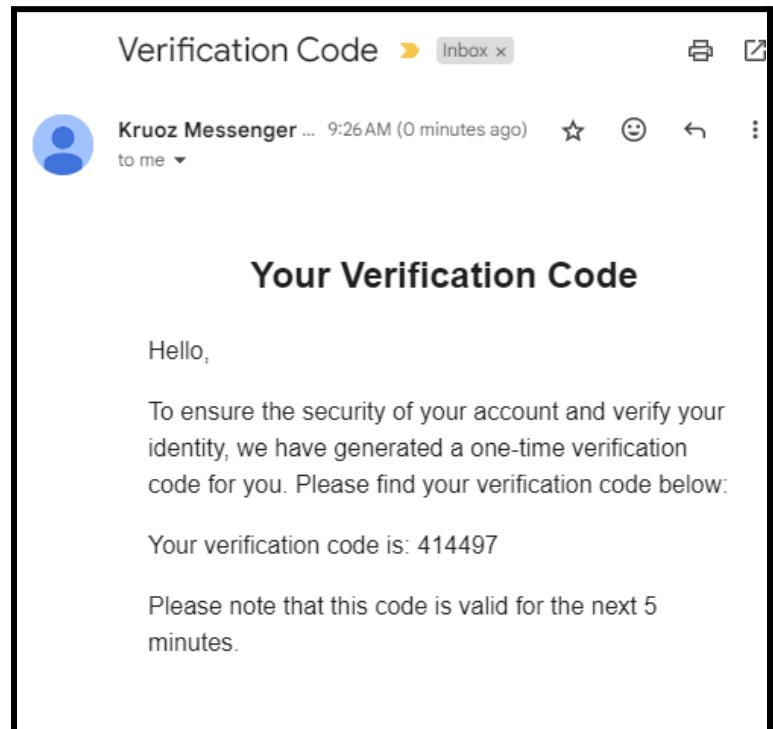
and press  button, which will send you an email with a link to login to the Volunteer Portal.

## Verification Code

When accessing the Volunteer Portal, for enhanced account security, you may be prompted to enter a verification code. Please check your email from the KRUOZ platform, as it contains a verification code (valid only for 5 minutes) that you can use for the authentication process.

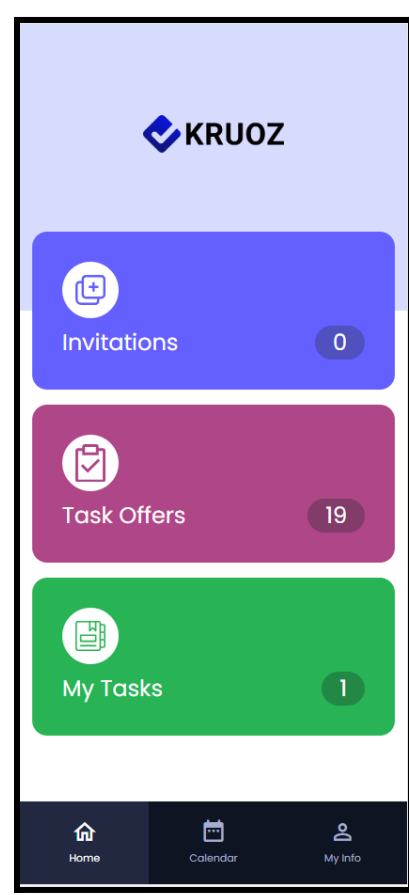
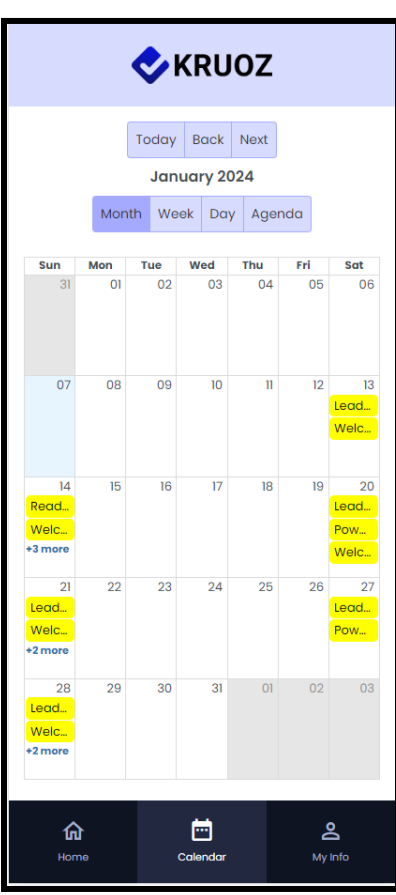
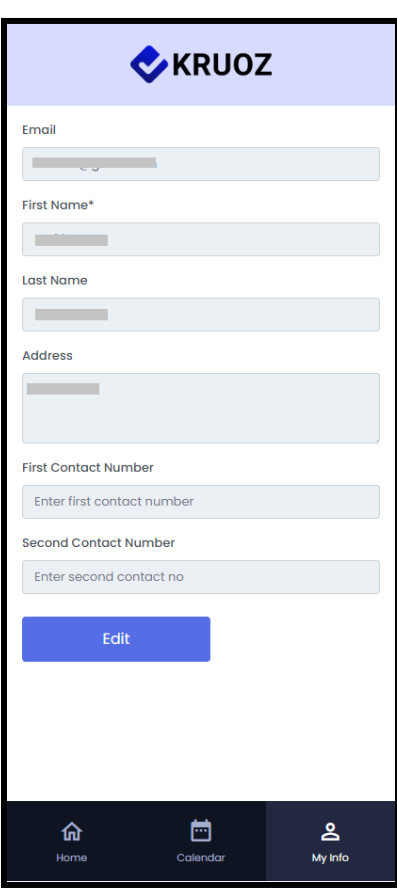


The image shows a web interface for entering a verification code. At the top left is the KRUOZ logo, which consists of a blue square with a white checkmark and the text 'KRUOZ' in bold black letters. To the right of the logo is an illustration of a person in a blue suit holding a large yellow pencil. Below the logo and illustration, the text 'Verification Code' is displayed in a large, bold, blue font. Underneath this, a smaller blue font says 'Please enter the verification code sent to your email'. There is a white input field containing six stars, indicating a six-digit code. Below the input field are two buttons: a blue 'Submit' button with a white checkmark icon and a grey 'Resend Code' button with a white circular arrow icon.



## Volunteer Portal

After successfully logging into the Volunteer Portal, you can access the Home screen, Calendar View, and the My Info section through the bottom tabs of the portal.

		
<p>Home view has shortcuts to:</p> <p><b>Invitations</b> which you can review and accept.</p> <p><b>Task Offers</b> which are published by the Parish Office Admin.</p> <p><b>My Tasks</b> which you have already accepted.</p>	<p>Calendar view allows you to access the roster calendar, enabling navigation to view and accept tasks.</p>	<p>My Info view provides access to update your contact details.</p>



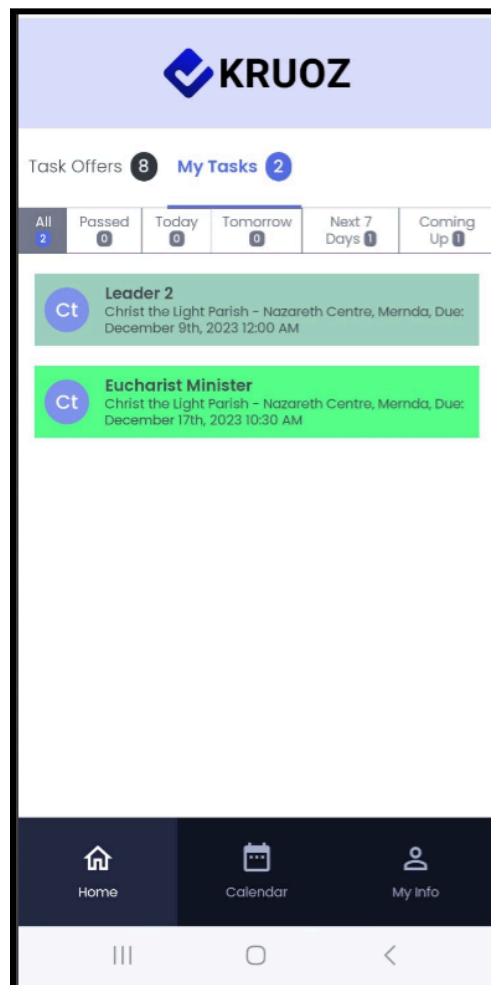
## View My Tasks

There are two ways tasks can be assigned:

1. Tasks directly assigned to you by the Parish Office Admin.
2. Tasks assigned to you by accepting a published task yourself.

If you are assigned a task and do not want to complete it, you can decline it at any time. We will discuss this later in this guide.

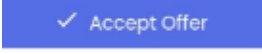
Once you have assigned or accepted tasks, you can view them in the Volunteer Portal under My Tasks.




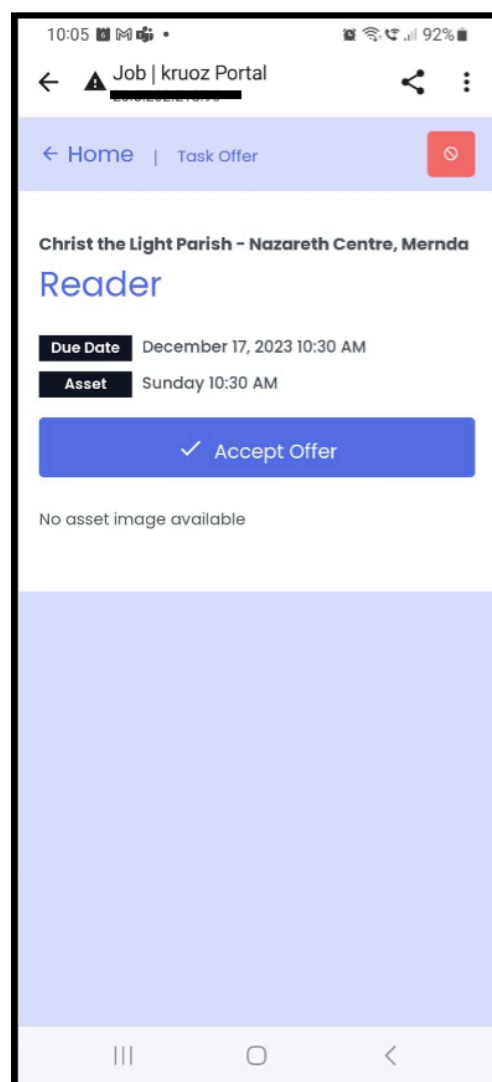
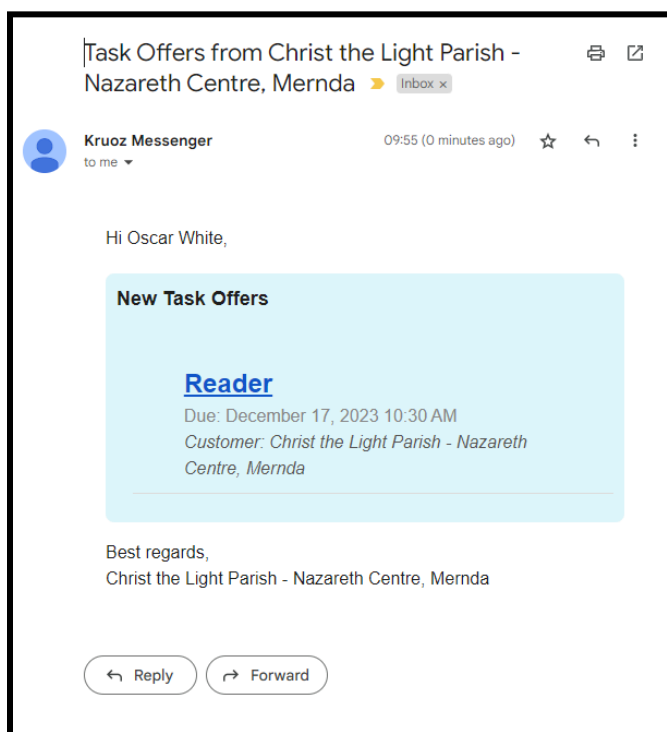
## Task Offers

After the Parish Office Admin publishes a new task, you will receive a notification email. These emails will only be sent for tasks that you have ministry assignments for.

To accept the task offer, click on the task heading (Reader in the example below). This will redirect you to the Volunteer Portal.

To accept the offer, please click on  button.

To reject the offer, please click on  button.



## Accepting Additional Tasks

The Volunteer Portal supports the acceptance of additional tasks of the same mass if you have already accepted a task.

To accept another task, please click on the task you already rostered and simply click on the

dropdown list and view eligible tasks that you can accept additionally.

See in the example below which you can accept the Eucharist Minister task by click on the




button.

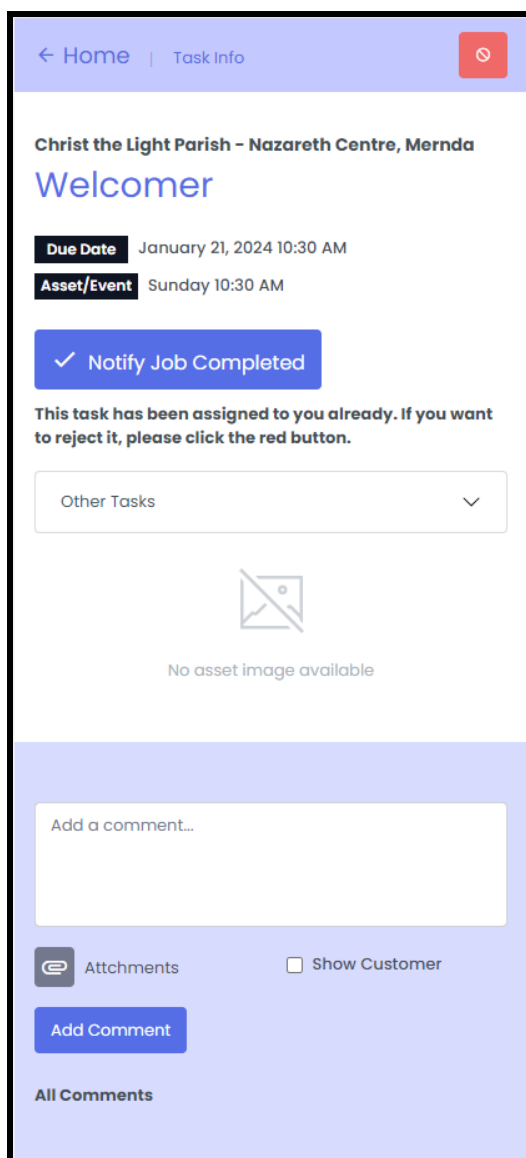
The screenshot shows a mobile application interface for a volunteer portal. At the top, there is a navigation bar with a back arrow, the text "Home | Task Info", and a red close button. Below the navigation bar, the header reads "Christ the Light Parish - Nazareth Centre, Mernda" and "Welcomer". There are two status bars: "Due Date" (January 21, 2024 10:30 AM) and "Asset/Event" (Sunday 10:30 AM). A blue button with a checkmark and the text "Notify Job Completed" is visible. Below this, a message states: "This task has been assigned to you already. If you want to reject it, please click the red button." A section titled "Other Tasks" contains a list of tasks. The "Eucharist Minister" task is highlighted with a green border and has a blue "Accept" button next to it. Other tasks listed include "Welcomer", "Leader", "Reader", "PowerPoint Operator", "Music Ministry", and "Children's Liturgy".


## How to Reject a Task

If you are unable to attend a specific mass or have prior commitments that prevent you from completing an upcoming task, you can easily reject it. KRUIZ will quickly find a replacement to seamlessly handle the task by re-publishing it to the volunteer group that is listed under that specific task ministry. You can reject the task as soon as you become aware of the situation, and no questions will be asked.

To reject the task, please click on  button.

You can also optionally leave a note to the Parish Office Admin by adding a comment.



← Home | Task Info 

Christ the Light Parish – Nazareth Centre, Mernda

### Welcomer


**Due Date** January 21, 2024 10:30 AM

**Asset/Event** Sunday 10:30 AM


✓ Notify Job Completed

This task has been assigned to you already. If you want to reject it, please click the red button.

Other Tasks ▾

  
No asset image available

Add a comment...

 Attachments  Show Customer

Add Comment

All Comments

## How to Send a Message

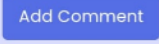
To send a message to Parish Office Admin please do not reply to emails.

Instead go to the specific task and add a comment.

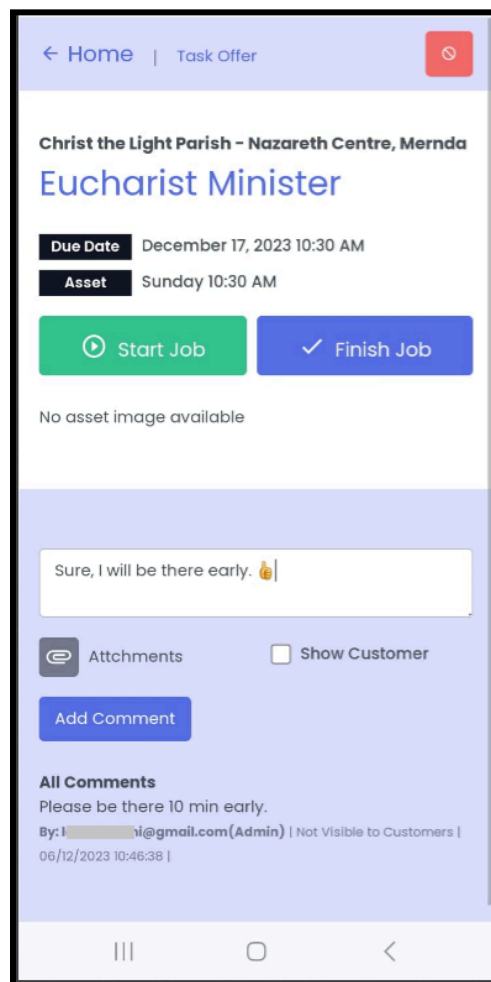
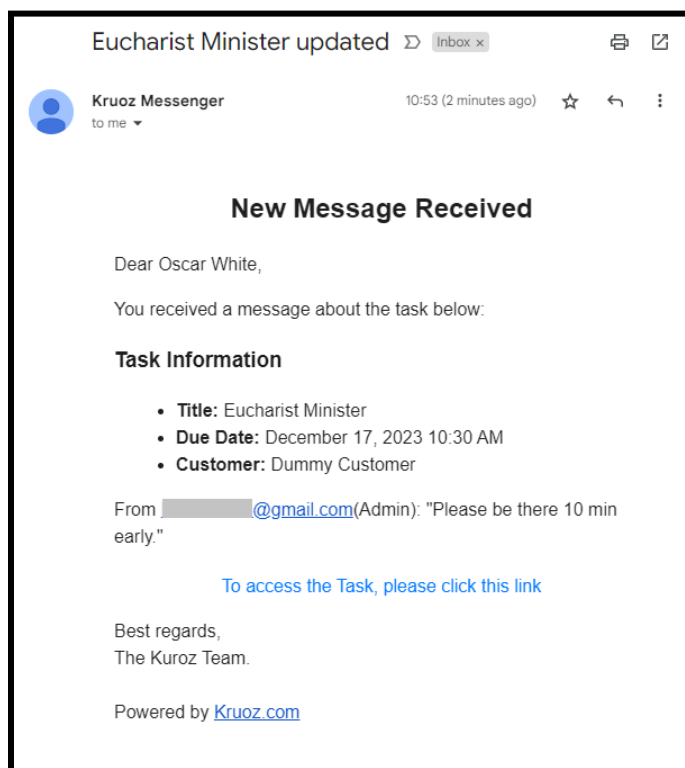
Parish Office Admin will respond to you upon receiving your message. You can attach files, photos, and other content to your comment.

Parish Office Admin can also send you messages in relation to specific tasks.

When you receive a new message, you will receive an email notification. You can click on the link in the email to open the task and view the message.

Please type the message you want to send and click on  button.

To add an attachment to the message, click on  button.



## View Entire Roster Online

You have the option to check out the complete roster on the parish website. Just visit the Roster section at <https://www.christthelightparish.org.au/Document/rosters> (or scan the QR code below).



### Roster view on the Parish Website

christthelightparish.org.au/Document/rosters

Home > Rosters

Nazareth Centre Rosters

Date	Booking	Welcomer	Leader	Reader	Eucharist
20 JAN 2024	Saturday 5:30 PM (5:30 PM - 6:30 PM)	No one assigned Due in (5:30 PM)	Paul Newman <i>R</i> 7 hours and 5 minutes to go	Glensy Dellamarta <i>R</i> 7 hours and 5 minutes to go	Trish Bradshaw <i>R</i> 7 hours and 5 minutes to go
21 JAN 2024	Sunday 8:00 AM (8:00 AM - 9:00 AM)	No one assigned Due in (8:00 AM)	No one assigned Due in (8:00 AM)	Sherin Vinod Punnaackal <i>R</i> 21 hours and 35 minutes to go	Alexander <i>R</i> 21 hours and 35 minutes to go
	Sunday 10:30 AM (10:30 AM - 11:30 AM)	Juliet Pereira <i>R</i> 1 days, 5 minutes to go	Loetitia Makusu <i>R</i> 1 days, 5 minutes to go	Shaun Dombawalage <i>R</i> 1 days, 5 minutes to go	Neil <i>R</i> 1 days, 5 minutes to go
		No one assigned Due in (10:30 AM)			
27 JAN 2024	Saturday 5:30 PM (5:30 PM - 6:30 PM)	Trish Bradshaw <i>R</i> 7 days, 7 hours and 5 minutes to go	Chris Blake <i>R</i> 7 days, 7 hours and 5 minutes to go	Glensy Dellamarta <i>R</i> 7 days, 7 hours and 5 minutes to go	Alexander <i>R</i> 7 days, 7 hours and 5 minutes to go
28 JAN 2024	Sunday 8:00 AM (8:00 AM - 9:00 AM)	No one assigned Due in (8:00 AM)	Lanka Ediriwira <i>R</i> 7 days, 21 hours and 35 minutes to go	Alessandro Urilli <i>R</i> 7 days, 21 hours and 35 minutes to go	Michael <i>R</i> 7 days, 21 hours and 35 minutes to go
	Sunday 10:30 AM (10:30 AM - 11:30 AM)	No one assigned Due in (10:30 AM)	Shevan Fernando <i>R</i> 8 days, 5 minutes to go	Juliet Pereira <i>R</i> 8 days, 5 minutes to go	Obadiah <i>R</i> 8 days, 5 minutes to go
		No one assigned Due in (10:30 AM)			
03 FEB 2024	Saturday 5:30 PM (5:30 PM - 6:30 PM)	No one assigned Due in (5:30 PM)	No one assigned Due in (5:30 PM)	No one assigned Due in (5:30 PM)	No one assigned Due in (5:30 PM)
04 FEB 2024	Sunday 8:00 AM (8:00 AM - 9:00 AM)	No one assigned Due in (8:00 AM)	No one assigned Due in (8:00 AM)	No one assigned Due in (8:00 AM)	No one assigned Due in (8:00 AM)
	Sunday 10:30 AM (10:30 AM - 11:30 AM)	No one assigned Due in (10:30 AM)	No one assigned Due in (10:30 AM)	No one assigned Due in (10:30 AM)	No one assigned Due in (10:30 AM)