



KOŚCIÓŁ CHWAŁY W WARSZAWIE

Volunteer Guide

How to read the schedule, set your availability, and get reminders.

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Welcome

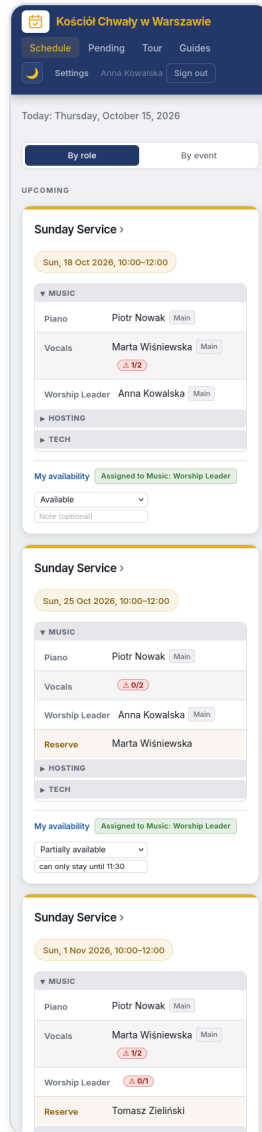
This guide shows you how to use the schedule as a volunteer: how to read who is needed when, how to tell the team when you are available, and how to keep the schedule in your own calendar.

Everything happens on one website you open in your browser — there is nothing to download from an app store (though you can add it to your home screen, see the last section). You sign in once and the schedule remembers you — sign in with the **email address** your invitation was sent to, together with your password.

- **Reading the schedule** — who is assigned to what, and when
- **Switching views** — By Role vs By Event, and event detail pages
- **Setting your availability** — telling the team when you can serve
- **The Pending tab** — catching events you haven't answered
- **Your settings** — calendar subscription, language, password and your data
- **Installing the app** — adding it to your home screen

Reading the schedule

After you sign in, the main page is a grid. In the default **By Role** view, each row is a role (for example Worship or Sound) and each column is an upcoming event. When you are assigned, your name appears in the matching cell.



The schedule, By Role view

What the colours and chips mean

- A **name chip** in a cell means that person is assigned to that role for that event.
- The **My availability** row shows, at a glance, what you have told the team for each event.
- A **Reserve** row lists people who are available but not yet assigned — useful if someone needs to swap in.

Tip: categories of roles can be collapsed or expanded by tapping the category heading, so you can focus on just the roles you care about.

Switching views

At the top of the schedule there are two tabs: **By Role** and **By Event**. They show the same plan from two angles.

- 1 **By Role** — roles down the side, events across the top. Best for "who is doing my job over the next few weeks?"
- 2 **By Event** — events down the side, roles across the top. Best for "who is on the team this Sunday?"

Today: Thursday, October 15, 2026

By role **By event**

UPCOMING

Event	My availability	MUSIC △ 10			
		Drums	Guitar	Piano	Vocals
Sunday Service Sun, 18 Oct 2026, 10:00–12:00 Communion Sunday — arrive by 9:15 for...	Assigned to Music: Worship Leader Available ▼ Note (optional)			Piotr Nowak (Main)	Marta Wiśniewska (Main) △ 1/2
Sunday Service Sun, 25 Oct 2026, 10:00–12:00 Guest speaker — see the note.	Assigned to Music: Worship Leader Partially availat ▼ can only stay until			Piotr Nowak (Main)	△ 0/2
Sunday Service Sun, 1 Nov 2026, 10:00–12:00 Regular service.	Unavailable ▼ Note (optional)			Piotr Nowak (Main)	Marta Wiśniewska (Main) △ 1/2
Youth Evening Wed, 4 Nov 2026, 19:00–21:00 Shorter set, acoustic.	Available ▼ Note (optional)				
Sunday Service Sun, 8 Nov 2026, 10:00–12:00 Regular service.	Available ▼ Note (optional)			△ 0/1	△ 0/2
Sunday Service Sun, 15 Nov 2026, 10:00–12:00 Regular service.	— not set — ▼ Note (optional)			△ 0/1	△ 0/2

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The same schedule, By Event view

Event detail pages

Tap any event name to open its own page. There you see the full line-up for that event in one place, plus the availability form so you can respond without scrolling the whole grid.

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Schedule

Pending

Tour

Guides



Settings

Anna Kowalska

Sign out

← Back to schedule

Sunday Service

Communion Sunday — arrive by 9:15 for
soundcheck.

Setlist on the shared drive. Rehearsal Thursday
19:00.

Sun, 18 Oct 2026, 10:00–12:00

WORSHIP LEADER

Anna Kowalska

Main

VOCALS

Marta Wiśniewska

Main

PIANO

Piotr Nowak

Main

SLIDES

Ola Dąbrowska

Main

GREETER

Ewa Szymańska

Main

Available

▼

Note (optional)

Save

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An event detail page

Setting your availability

Telling the team when you can serve is the single most helpful thing you can do — it is how the schedulers know who to assign. Every event has a short form.

- 1 Find the event (on the schedule, on its detail page, or in the Pending tab).
- 2 Choose your status from the dropdown — typically **Available**, **Unavailable**, or a **partially available** answer such as "Maybe" or "A little".
- 3 Optionally add a short note, for example *"available from 10am"*.
- 4 Tap **Save**. Your answer is stored immediately — there is no separate submit step.

You can change your mind any time. Just pick a different status and save again. If your plans change, update it so the team has the latest information.

"Yes, but..." answers

Some answers sit between yes and no — you can come, but only for part of the event, or only if nobody else can. Your church may offer such a **partially available** option. Choosing it still counts as available, so you can be assigned and you still appear among the reserves, but the schedulers see your answer marked in yellow with a small warning, so they know to check with you first. Use the note field to say what the catch is.

The Pending tab

The **Pending** link in the navigation bar collects every upcoming event you have *not* answered yet. It is the fastest way to make sure nothing slips through.

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Schedule Pending Tour Guides

Settings Anna Kowalska Sign out

Events you haven't responded to yet.

Sunday Service
Regular service.

Sun, 15 Nov 2026, 10:00–12:00

— not set —

Note (optional)

Save

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The Pending tab — events still waiting for your answer

- Only events without a response from you appear here.
- You can respond right on this page using the same quick form.
- When the list is empty, you are fully caught up. 🎉

Your settings

Open **Settings** in the navigation bar to make the schedule your own.

Your settings page

- **Calendar** — subscribe to your assignments in Google Calendar, Outlook or Apple Calendar; the entries update by themselves when the schedule changes.
- **Language** — choose English or Polish.
- **Change password** and **sign out other devices** if you lost one.
- **Your data** — download everything stored about you, or delete your account.

Tip: when the team sends out an event's notification, you get it by email; if the event asks for a confirmation, the email links to it.

Installing the app

You can add the schedule to your home screen so it opens full-screen like a normal app, without the browser address bar. There is nothing to install from an app store.

- 1 **iPhone / iPad (Safari):** tap the **Share** button, then **Add to Home Screen**.
- 2 **Android (Chrome):** open the browser menu (⋮), then tap **Install app** — or tap the install banner if it appears.

Note: installing requires a secure (https) link, which your church's address already uses. After installing, sign in once and the app keeps you signed in.

That's it — you're ready to serve. Thank you for volunteering! 🙏