

How to Enter Your Availability

Step 1: Using a computer browser, login using the following URL:
<https://app.initlive.com/web-admin/app/#/login#main-dashboard>

The image shows the InitLive login page on a laptop and a smartphone. The laptop screen displays the "Welcome to InitLive" message and a list of events under "Your Event List". The smartphone screen shows the mobile app interface with a "Next Shift" card for "Mon 27 Jun 10:00 AM" and a "CHECKED-IN" status. To the right, the login form includes a username field, a password field, a "Keep me logged in" checkbox, a green "Log in" button, and a "Forgot your password?" link. Below the login form, there is a "Don't have an account? Create your Account" link and a section for downloading the "FREE InitLive App" from the App Store and Google Play.

Step 2: Click on "My Upcoming Event".

The image shows the InitLive dashboard. At the top, there is a navigation bar with icons for home, organization, calendar, clock, thumbs up, and search. Below the navigation bar, a banner reads "Welcome to InitLive, Ron!". The main content area features three large colored buttons: an orange button labeled "1 My Organization", a green button labeled "1 My Upcoming Event" (which is circled in red), and a blue button labeled "1 My Upcoming Shift". At the bottom, there is an orange search bar with a magnifying glass icon.

Step 3: Click on “My Overview”.



2019 Royal Canadian Henley Regatta

Saturday, August 3, 2019 - Sunday, August 11, 2019

● You are registered for this Event

Contact Manager

Edit Signup



My Event Overview

This is a snapshot of the event information and your personal schedule.

[My Overview](#)

Thank you for your interest in volunteering with the Royal Canadian Henley Regatta! New this year, we have launched an online volunteer portal to better serve and communicate with you.

Please note that you can complete your registration for the event on a mobile device. However, if you are going to fill out your availability you should use a desktop, or laptop as some mobile devices may have too small of a screen to display the availability charts.

After you have registered you can login to your account through the link below:
<https://app.initive.com/web-admin/app/#/login#main-dashboard>

... Show More ▾

Step 4: Click on “My Availability”.



Additional Information

My Schedule

[My Availability](#)

My Roles

My Form Answers

Event Documents

2019 Royal Canadian Henley Regatta

This Event does not have any Additional Information.

Step 5: Click on "Edit" then fill out your availability.

- Additional Information
- My Schedule
- My Availability**
- My Roles
- My Form Answers
- Event Documents

2019 Royal Canadian Henley Regatta

[Edit](#)

	AM											PM												
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
Fri 2 Aug	All Day																							<input type="radio"/>
Sat 3 Aug	All Day																							<input checked="" type="radio"/>
Sun 4 Aug	All Day																							<input checked="" type="radio"/>
Mon 5 Aug	All Day																							<input checked="" type="radio"/>
Tue 6 Aug	All Day																							<input checked="" type="radio"/>
Wed 7 Aug	All Day																							<input checked="" type="radio"/>
Thu 8 Aug	All Day																							<input checked="" type="radio"/>
Fri 9 Aug	All Day																							<input checked="" type="radio"/>
Sat 10 Aug	All Day																							<input checked="" type="radio"/>
Sun 11 Aug	All Day																							<input checked="" type="radio"/>

[Ok](#)

Step 6: Once you're done making your changes, click "Save".

- Additional Information
- My Schedule
- My Availability**
- My Roles
- My Form Answers
- Event Documents

2019 Royal Canadian Henley Regatta

[Cancel](#) [Save](#)

	AM											PM														
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	All Day	
	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	All Day
Fri 2 Aug	All Day																							<input type="radio"/>	<input checked="" type="radio"/>	
Sat 3 Aug	All Day																							<input checked="" type="radio"/>	<input type="radio"/>	
Sun 4 Aug	All Day																							<input checked="" type="radio"/>	<input type="radio"/>	
Mon 5 Aug	All Day																							<input checked="" type="radio"/>	<input type="radio"/>	
Tue 6 Aug	All Day																							<input checked="" type="radio"/>	<input type="radio"/>	
Wed 7 Aug	All Day																							<input checked="" type="radio"/>	<input type="radio"/>	
Thu 8 Aug	All Day																							<input checked="" type="radio"/>	<input type="radio"/>	
Fri 9 Aug	All Day																							<input checked="" type="radio"/>	<input type="radio"/>	
Sat 10 Aug	All Day																							<input checked="" type="radio"/>	<input type="radio"/>	
Sun 11 Aug	12a-10a					<input checked="" type="radio"/>	10a-12a					<input type="radio"/>	<input checked="" type="radio"/>													

[Save](#)

That's it! 😊