

## Using Homebase

### How To Sign Up For Tours

- Using your email and cellphone number, you will receive a link to join the Morris' homebase team.
- Follow the link to the sign-in page. <https://app.joinhomebase.com/>
- Enter your email address and create a password.
  - *(You can also download the app to your cellphone. This is optional)*
- The Homebase homepage shows your weekly schedule on the righthand side of the screen. Using the arrows beside the date, you can scroll forward or back in the calendar.
- To see tours you would like to sign-up for go to the top of the page and click on schedule, and then click schedule again, from the drop-down menu.
- The open tours (with no docent) are highlighted in orange, they also say "open."
- If a tour has been claimed it is highlighted in blue and has the docent's first name listed.
- To see more information about an open tour left-click on that tour, for the times, dates, type of tour, and grade level.
- If you want to sign-up to lead a tour you click on it and then click the purple button that says, "Claim Shift."
- Your shift will be sent to the education coordinator for approval. And Done!