



Winnetka Covenant Church  
1200 Hibbard Rd • Wilmette IL 60091 • 847.446.4300

## Available Serving Opportunities

“**Available Serving Opportunities**” is a link found on the WCC Member Portal that connects you to a list of serving opportunities that have been identified as needs within the church. Opportunities might include singing in the choir, teaching a class, serving on a board, serving food at a dinner, watering one of our gardens, driving a member to a weekly doctor visit, grocery shopping for Wednesday night dinners, etc. Once you express an INTEREST in a particular serving opportunity, the system sends an email to the main contact indicating you are interested in serving. The contact person will contact you about how you can help.

## How to View & Express Interest in Serving Opportunities

If you already know how to login to the WCC Member Web Portal,  
Sign in now and skip to Step 6 of these instructions.

1. Go to the Winnetka Covenant Church (“WCC”) web site at [www.winnetkacovenant.org](http://www.winnetkacovenant.org).

The screenshot shows the website interface for Winnetka Covenant Church. The header includes the church logo and contact information. A navigation menu on the left lists: WELCOME + NEWS, ABOUT WCC, MINISTRIES, GATHERING TIME, REACHING OUT, CONTACT + CALENDAR, PRESCHOOL, and RESOURCES. The main content area features a 'MINISTRIES' section with a sub-section for 'Jr High (6th-8th)'. Below this, there are 'UPCOMING EVENTS' listed: 'WEEKLY JUNIOR HIGH GATHERING' (Wednesdays 6:00-7:45pm), 'COLUMBUS WEEKEND RETREAT' (at Covenant Point Bible Camp, Oct 7-10), and 'DEEP FREEZE RETREAT' (at Covenant Harbor, Jan 20-22, 2012). A red arrow points to a small icon in the top right corner of the page, which is the link to 'Available Serving Opportunities'. The footer contains a horizontal menu with categories: Children, Jr High (6th-8th), High School, Young Adults (20s-30s), Adults, Stephen Ministers, and Music.

2. Click on the image of the man-in-the-circle to access the login screen for the WCC member Portal. See the image above where the **RED Arrow** is pointing. After clicking, you should see this WCC Member Portal Login Screen.

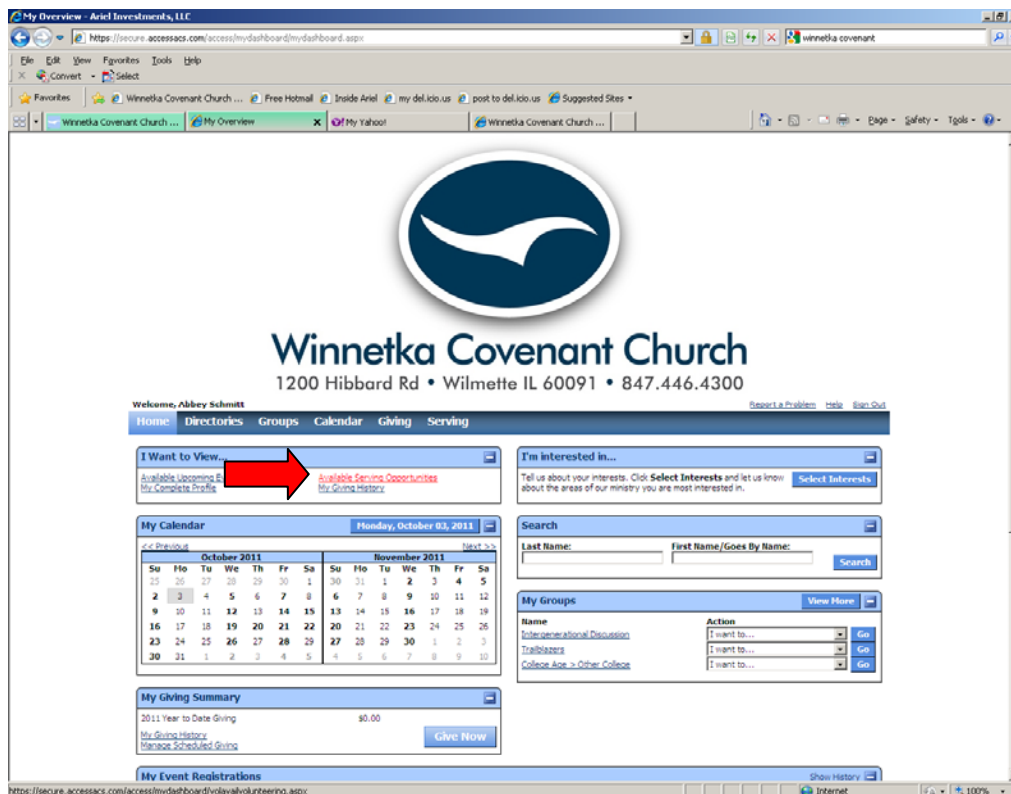


3. **If you already have been given your User Name and Password**, enter it now.
  - a. In the first space, enter your Email Address or User Name. Your User Name is generally your first name and last name put together in one word with no space. For example, Joe Jones would have a User Name of “JoeJones”
  - b. In the second space, enter your Password.
4. **If you have not already been given your User Name and Password**, see the words at the bottom of the screen ... “Need a login? [Click here](#)” - and then click there! You will be directed to get your initial password. If you have trouble or want to bypass this step, contact Roger Schmitt at [rschmitt@arielinvestments.com](mailto:rschmitt@arielinvestments.com) and he will send you your User Name and initial Password via email.

5. Once you have logged in, you should see a screen similar to the following:



6. Click on the link called “[Available Serving Opportunities](#)” in the section called “I Want to View”.... A red arrow points to the link in the screen image below.



- After clicking, see a screen similar to the one below. The first Serving Opportunity is displayed at the top in some detail. All other Serving Opportunities can either be viewed by looking toward the bottom of the screen or by clicking the “Previous” or “Next” buttons.

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Welcome, Abbey Schmitt

Home Directories Groups Calendar Giving **Serving** Report a Problem Help Sign Out

**Current Opportunities**

**Featured and Urgent Matches 1 of 8**

**Wednesday Night Bible Time Leader** ⚠️ 1 urgently needed. ⭐⭐⭐⭐⭐  
Start Date: 9/20/2011  
Time: 6:00 PM - 8:30 PM  
Day(s) Needed: Wed  
Repeats Every: Week  
Location: 1200 Hibbard Road, Wilmette, IL 60091-1155  
Opportunity: Wednesday Night Bible Time Leader  
Serve Until: ongoing

**I'm Interested**  
Contact: Andrea Johnson  
Meet at church on Wednesday nights at 6:00pm

**Previous** Does this sound like a match for someone you know? Refer to a friend. **Next**

Enter text associated with the opportunity you want, then click **Find Opportunities**.  
Examples include: "Greeter", "Usher", or "Choir"

**Serving Opportunities** Edit my attributes and availability

Show all open opportunities **Export**

Match	Position	Opportunity	Day(s)	Serve Until	Close Date	Contact	
⭐⭐⭐⭐⭐	🚩 <b>Choir Member - Adult</b>	Need Adult Choir Tenors	Wed	ongoing	1/27/2012	Dawn Pegis	<b>Interested</b>
⭐⭐⭐⭐⭐	🚩 <b>Confirmation Class Small Group Leader</b>	Confirmation Class Small Group Discussion Leader	Sun	5/13/2012	10/28/2011	Peter Hawkinson	<b>Interested</b>
⭐⭐⭐⭐⭐	<b>Event Planner</b>	Lucia Breakfast & Pageant Preparation	12/3/2011	one-time	10/28/2011	Inger Eiesland-Schultz	<b>Interested</b>
⭐⭐⭐⭐⭐	<b>Food Shopper</b>	Wednesday Night Dinner Food Shopper	Wed	5/11/2012	3/30/2012	Mary Beth Kovacic	<b>Interested</b>
⭐⭐⭐⭐⭐	<b>Gardener</b>	Water Memorial Garden Plantings		ongoing	11/4/2011	Mary Johnson	<b>Interested</b>
⭐⭐⭐⭐⭐	<b>Preschool Advisory Board Member</b>	Preschool Advisory Board Member	9/20/2011	one-time	12/30/2011	Linnea Johnson	<b>Interested</b>

8. If you are INTERESTED in serving, click the blue “I’m Interested” button next to the Opportunity you would like to help with. As soon as you click the button , an email is sent to the main contact for the Service Opportunity – and they will contact you re: how you can help.



# All Finished!