Signing Up for a Shift

1. Open a browser window (Chrome or Firefox preferred) and login to this website: https://dynamicview.smartsheet.com
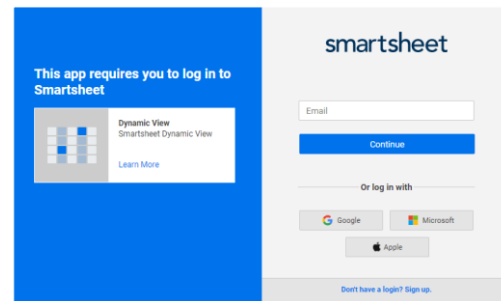
2. Click the Home button to view schedules you have access to and select the one you would like to view.
   - You must have the most current version of your browser or you may see a No Options message when you click in the First and Last Name field when signing up for a shift.
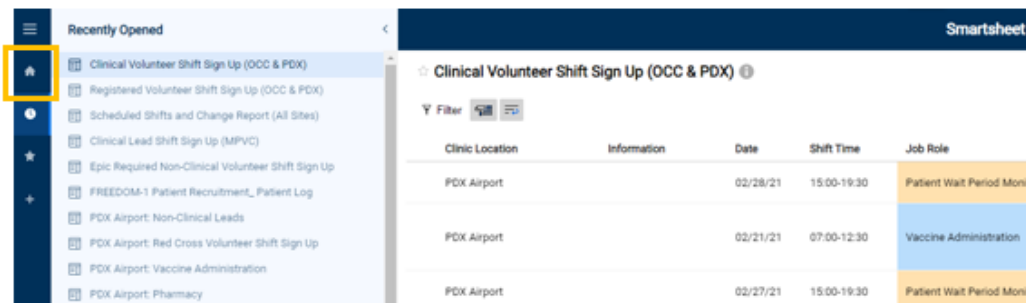
3. For optimal viewing, click the Text Wrap button

4. You can sort the schedule by Date, Day of Week, Shift Time, etc., by clicking the column name

5. Click the row for the shift you would like to sign up for

6. Provide all of the information requested

   First and Last Name field: Type the first few letters of your first name and pause, Smartsheet will catch up and your name will appear for you to select. Selecting your name from the drop down list is important so that your confirmation email is sent to you, and so you can view and/or cancel shifts, as needed. If the menu appears but you do not see your name, try the search using your email address.

7. Once all required fields have been completed, click Save. You will receive a confirmation email within 15 minutes.

FREQUENTLY ASKED QUESTIONS

Why does the schedule appear blank?

When all shifts are filled, the schedule is blank and displays the message, "There's nothing to show." New shifts are added as the number of doses available for a clinic day are known. There's a lot of movement in the schedule throughout the day, in particular in the week leading up to a clinic, so you are encouraged to check back if you don't find an available shift.
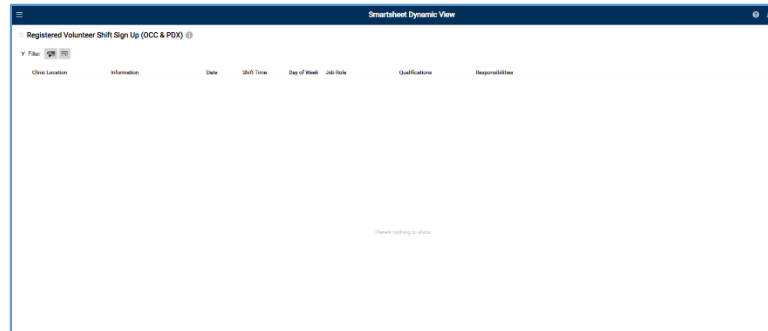
How do I view or cancel a shift that I signed up for?

You can view or cancel shifts using this link:
https://dynamicview.smartsheet.com/views/83400e5d-c3bf-48d9-a87d-7b60f136509d

To cancel a shift, click on the shift you want to cancel and remove all of your information from the panel on the right and click Save.

If you signed up for a shift, but do not see it, you may not have selected your name from the drop down menu when signing up for your shift. Reach out to VaccineVolunteers@ohsu.edu for assistance.

Why am I getting a Dynamic View URL not found message?

This occurs if you have clicked the schedule link without first logging into your Smartsheet account. Login to https://app.smartsheet.com and then click the schedule link.

Why doesn't my name appear in the First and Last Name drop down menu?

If you're seeing a No Options message displayed instead of a drop down menu, here are a few things that may resolve the issue:

1. Refresh (Ctrl+R) the browser window and click in the name field again
2. Update your browser if it is not the most current version
3. Try another browser such as Firefox, Edge or Safari (Internet Explorer is not compatible with Smartsheet)

If you continue to see the No Options message, please email VaccineVolunteers@ohsu.edu and someone from our team will setup a time to meet with you via Webex to troubleshoot your issue in real time.