



SchedulesPlus Is Now Available at the Haddam Senior Center

What is SchedulesPlus?

SchedulesPlus is a secure software solution for Senior Centers and non-profits. It is an easy-to-use, cloud solution for contact management, activity registration, volunteer management, payments, donations, rides, services, mailing lists, surveys, and many other tasks performed daily.

Why is the Haddam Senior Center converting to SchedulesPlus?

As we continue to grow, it is important to accurately account for and understand who our attendees are, what programs are successful (or not), as well as accurately track lunch sign-ups and event participation. A major benefit of migrating to this on-line system is you will be able to sign up for lunch and activities from your phone, tablet or computer! From the comfort of your home!

1. System Registration and Signing In

- **System Registration** - If you have been coming to the senior center, your contact information has been entered into the system and you are ready to start using the system. If you haven't been to the senior center in the past year, Doreen can easily add your information.
 - **Signing In** — Go to the desktop computer, enter your phone number and click "Go". You can then select the activities you want to participate in for the day, click "Save" and you're done! If you're not participating in an activity, enter your phone number, then click "Save".
 - **Support** — If you encounter any issues, e.g. you enter your phone number and your name doesn't come up, see Doreen or Mike.
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2. September Training Sessions

- **When** — Training sessions will be offered on Tuesdays at 12:30pm beginning on September 8th .
 - **Who may attend** — Any member who would like help using SchedulesPlus.
 - **What to expect** — Doreen will demonstrate the event and lunch registration process and answer questions. Each session will last approximately 30 minutes. Please bring your phone, tablet or laptop computer to follow along.
 - **Additional training sessions** - Tuesdays won't work for everyone, so additional training sessions will be added as needed.
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3. How Training Will Help

- **Practice signing in** — Follow the steps with guidance and support.
- **Register for lunch** — Learn how to find lunch options and complete a registration.
- **Choose activities** — Learn how to view activities and sign up for programs.
- **Build confidence** — Ask questions and practice until the process feels comfortable.

4. Practical Next Steps

- ☐ Keep an open mind.
- ☐ Attend a training session to learn how to navigate the system.
- ☐ Sign in to SchedulesPlus after training or when you are ready.
- ☐ Register for lunch and any activities you plan to attend.
- ☐ Any questions, ask!
- ☐ Paper Sign In and Sign Up sheets will go away once everyone is trained and comfortable with the process.

Contact Doreen Staskelunas @ 860-345-2480 or seniors@haddam.org for more information.