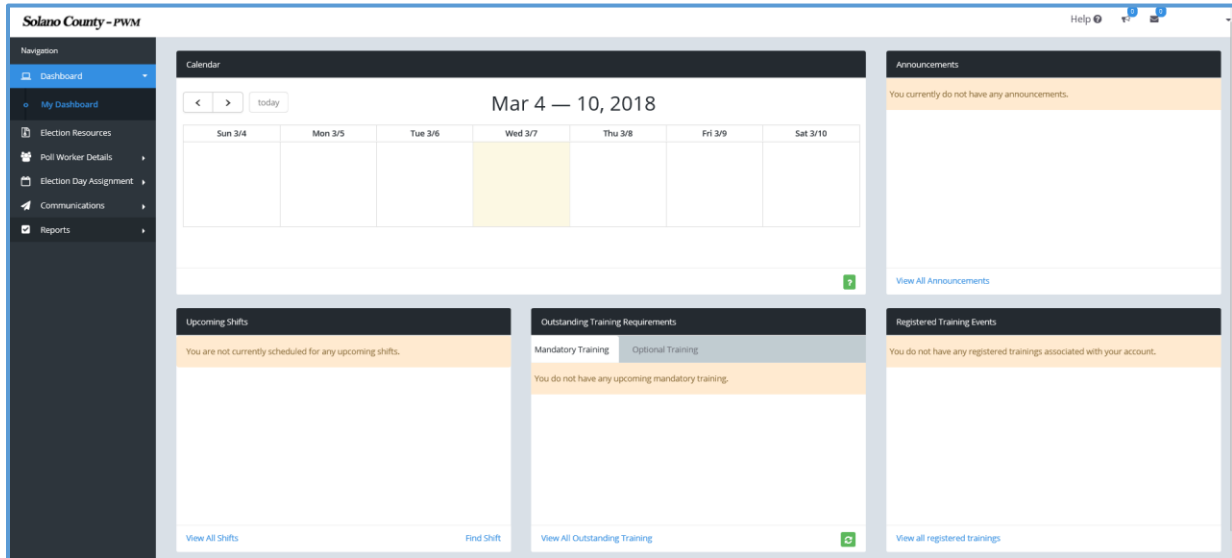


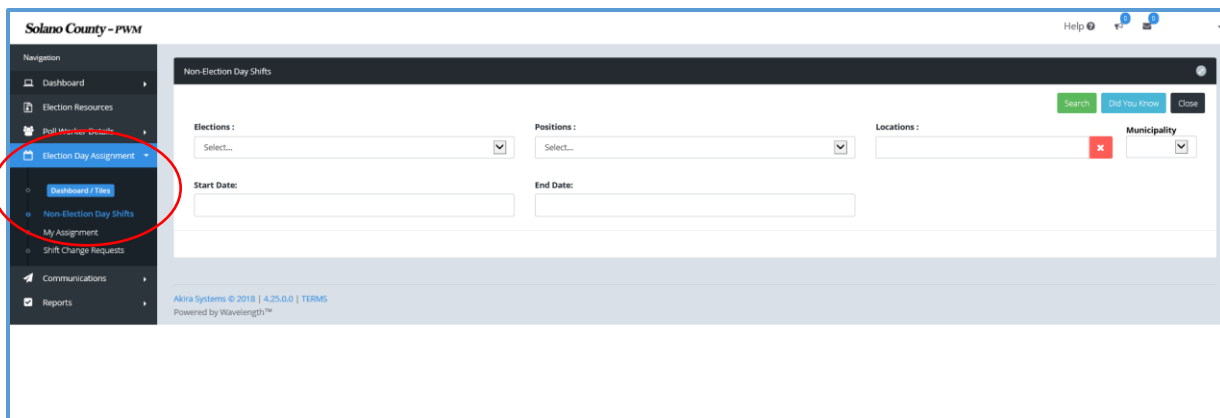
## How to Pickup a Non-Election Day Shift at Cal Maritime Academy

Please note these shifts are located in Vallejo, California at the California Maritime Academy Aquatic Center. An EZ Up cover, table, and chairs are provided. Please be aware that the closest available restroom is at the gas station.

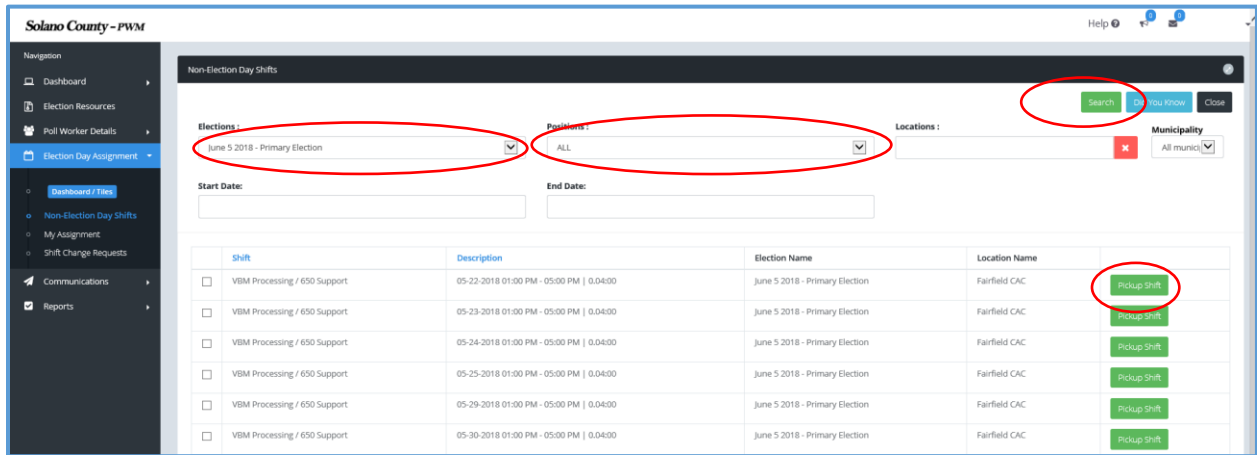
1. Log into your Solano County – PWM Account
  - Your dashboard appears



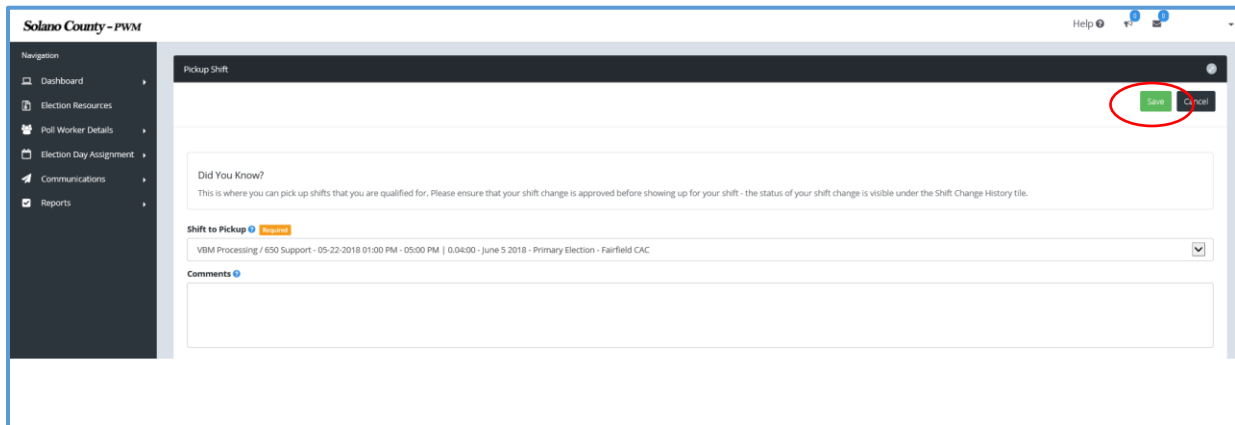
2. Click on Election Day Assignment, then Non-election Day Shifts



3. Choose the November 6, 2018 Election from the drop down
  - Under Positions, enter Curbside VBM Drop Off
  - To find shifts specifically located at Cal Maritime Academy, start typing in Cal Maritime in the Locations field, and CalMaritime Aquatic Center will appear. Click on this location.
  - Accept the default value for Municipality
  - A start and end date can be entered, but is not required
  - Click on the green Search button
  - To Select a Shift to Work, Click on Pickup Shift



4. A confirmation screen appears. If the Shift to Pickup is correct, click on the green Save button.



5. A screen summarizing your shifts appears. This may include past election shifts as well.

<input type="checkbox"/>	Request Type	Shift Name	Shift Start	Shift End	Status
<input type="checkbox"/>	Shift Pickup	VBM Processing / 650 Support	05-22-2018 01:00 PM	05-22-2018 05:00 PM	Approved
<input type="checkbox"/>	Shift Pickup	VBM Processing / 650 Support	11-16-2016 01:00 PM	11-16-2016 05:00 PM	Approved
<input type="checkbox"/>	Shift Pickup	VBM Processing / 650 Support	11-08-2016 10:00 PM	11-09-2016 02:00 AM	Approved
<input type="checkbox"/>	Shift Pickup	VBM Box Pickup - City Clerk's Office	10-18-2016 08:00 AM	10-18-2016 12:00 PM	Approved
<input type="checkbox"/>	Shift Pickup	Voter / Elevator/Door Assistance	11-05-2016 02:15 PM	11-05-2016 05:15 PM	Approved

6. When you next login and your Dashboard appears, you will see your Upcoming Shifts in the lower left corner of the screen.

**Upcoming Shifts**

Position: VBM Processing / 650 Support Date: 05-22-2018 01:00 PM  
Location : Fairfield CAC - 675 Texas Street  
Fairfield, California  
Phone: N/A Pay Rate: \$10.00/hr

[View All Shifts](#) [Find Shift](#)