

Send from: [VaxVolunteer@duke.edu](mailto:VaxVolunteer@duke.edu) inbox

Send to: Group 1 QGenda users (anyone who will staff the vaccination clinics)

Subject Line: QGenda Scheduling Period for Group 2 Now Open

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**Thank you** again for all of your efforts across Duke's vaccination clinics. You are all playing a big part in helping to end the pandemic!

By now, you should have spent time setting up your login to [QGenda](#), a cloud-based automated scheduling software. QGenda will help make our schedules more reliable and secure, and also support our clinic leaders' workflow. If you already use QGenda, then this will be a separate instance that is not associated with your home work group. *Duke Primary Care Vaccination Clinics will continue to use SmartSheet until further notice.*

**The scheduling period of April 12-May 9 is now open for Group 2.** *If you are a volunteer through Duke University Hospital Volunteer Services, no action is needed on your part in QGenda at this time.*

## What do I need to do?

- **Login to QGenda** through the app or desktop application. *We strongly encourage end users to download and use the app* which makes calendar syncing and scheduling requests much easier.
- **Use information from the QGenda tutorial** to request shifts for the scheduling period April 12-May 9. The step-by-step guide is attached here. **You have until April 3 to enter your requested shifts.**
- **Remember:** Requesting a shift does not mean it is automatically granted. You will receive a confirmation once your shift is approved. Be sure to enable this notification on the app.
- If you have problems with your account, contact **QGenda Support at 855-399-9945 (ext 2).**

## 2021 Scheduling Periods:

Scheduling period	GRP 1		GRP 2		Schedule is FINAL
	Schedule opens	Schedule closes	Schedule opens	Schedule closes	
APR 12-MAY 9	29-Mar	31-Mar	1-Apr	3-Apr	Apr 4
MAY 10-JUN 13	26-Apr	28-Apr	29-Apr	1-May	May 2
JUN 14- JULY 18	31-May	2-Jun	3-Jun	5-Jun	June 6
JULY 19-AUG 15	28-Jun	30-Jun	1-Jul	3-Jul	July 4
AUG 16-SEPT 19	26-Jul	28-Jul	29-Jul	31-Jul	Aug 1
SEPT 20 - OCT 17	30-Aug	1-Sep	2-Sep	4-Sep	Sept 5
OCT 18-NOV 14	27- Sept	29 - Sept	30 - Sept	2-Oct	Oct 3

- After each scheduling period, unfilled shifts can be requested by all QGenda users. (For example, for the first scheduling period ending on April 4<sup>th</sup>, any unfilled shifts can be requested by any Group 1 or Group 2 users starting on April 5<sup>th</sup>).

If you have additional questions at this time please email [vaxvolunteer@duke.edu](mailto:vaxvolunteer@duke.edu).

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