

Use the oratory volunteer workspace

From the Service workspace record your team's arrivals and departures, read the notices and confirm your shifts.

3 min · Available · 2026-09-26

Before you begin

- ✓ Sign in with your own account: the community must have added you as a leader, educator or tutor of an open activity (summer camp or after-school).
- ✓ The summer camp or after-school feature must be on for the community.

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STEP 1 OF 4 · 30 S

Open the Service workspace

From your child's summer camp or after-school page, or from the switch at the top, move from **Family** to **Service**: the **Oratorio workspace** opens. After the first visit the app reopens straight here. If you serve in several activities, pick the right one from **Choose activity**. At the bottom are the tools: **Attendance**, **Notices**, **Games** (summer camp) and **Tutor diary** (after-school).

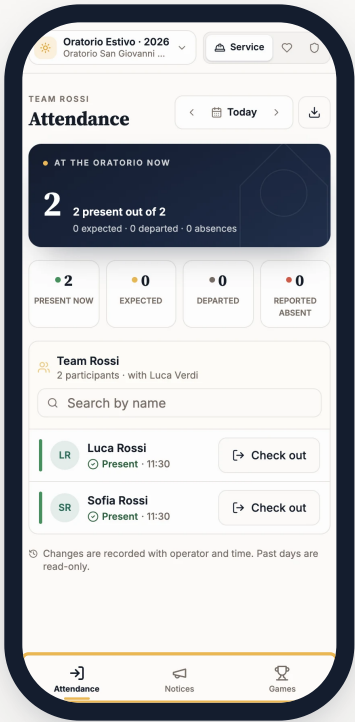


Fig. 1 The tools depend on the activity.

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STEP 2 OF 4 · 1 MIN

Record a departure

In **Attendance** you see today's participants in your team, with the status **Expected**, **Present**, **Left** or **Absent**. **Check in** records an arrival. For a departure select **Check out** on the row: in the window choose who is collecting among parents and authorized collectors, checking their ID if you don't know them, then select **Confirm departure**.

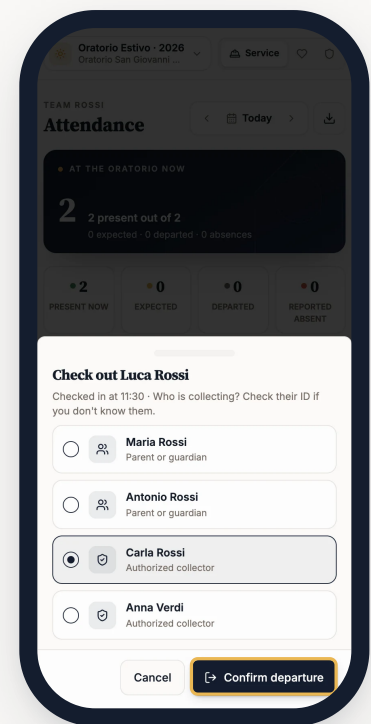


Fig. 2 You can only choose people the family has authorized.

3

STEP 3 OF 4 · 30 S

Check the register

The row changes to **Left**, with the time and the name of whoever collected. Every change is recorded with operator and time; past days are read-only.

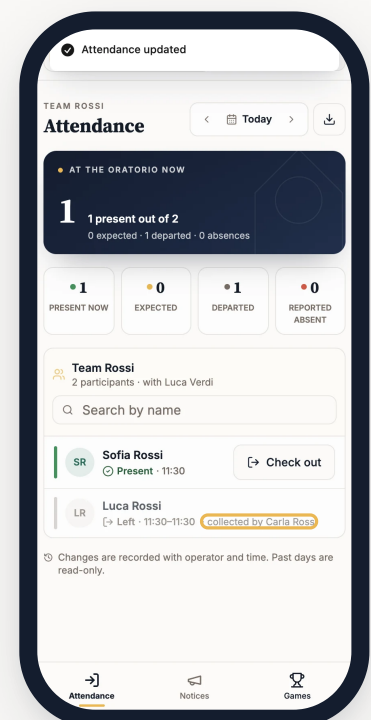


Fig. 3 The register shows who collected the child.

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Notices and shifts

Notices shows only those sent to your activity, your team or you. At the top is your shift, with task, time and colleagues: select **Confirm attendance** and **Attendance confirmed** appears.

Games and diary

At the summer camp, Games shows the recorded games and the leaderboard. At after-school, Tutor diary collects the notes on the student, visible to the family and the other tutors.

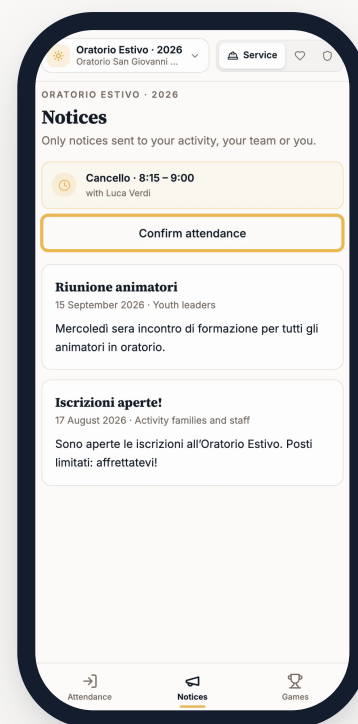


Fig. 4 Confirm the shift so the coordinator knows you will be there.

What you have achieved

- ✓ Your team's arrivals and departures are recorded, with who collected.
- ✓ You have read the notices and confirmed your shift.

Troubleshooting

I see "No active assignments"



You are not assigned to a team or a pairing in an open activity: ask the coordinator. Go to the Family view takes you back to the family workspace.

I see "No valid authorization. Contact the family to update pickup authorization before recording departure."



Nobody is authorized to collect today: contact the family before letting the child leave.

I see "Attendance was not updated. Check the date and authorizations, then retry."



Arrivals and departures can be recorded only for today: go back to today and try again.

I see "Could not confirm the shift. Try again."



The confirmation failed: try again; if the shift was changed, reload the page.