



**The following information guide is designed to assist you in registering a project for the 2021 Clark County Service day on the Volunteers United website.**

If your agency already has a Volunteers United account, simply log in at [www.uwccmc.org/volunteer](http://www.uwccmc.org/volunteer), and follow the instructions below to register a project.

If your agency is new to Volunteers United, please skip to page 5 in this guide to learn how to create an account and get started.

**Any questions regarding Volunteers United or registering a project can be directed to Kara at United Way, [kara.vanzant@uwccmc.org](mailto:kara.vanzant@uwccmc.org) or 937-324-5551.**



## Registration Information

### 2021 Clark County Service Day

An advanced event is typically a large-scale event in which multiple nonprofit organizations participate by offering volunteer opportunities. Clark County Service Day is an Advanced Event that will take place on April 30, 2021.

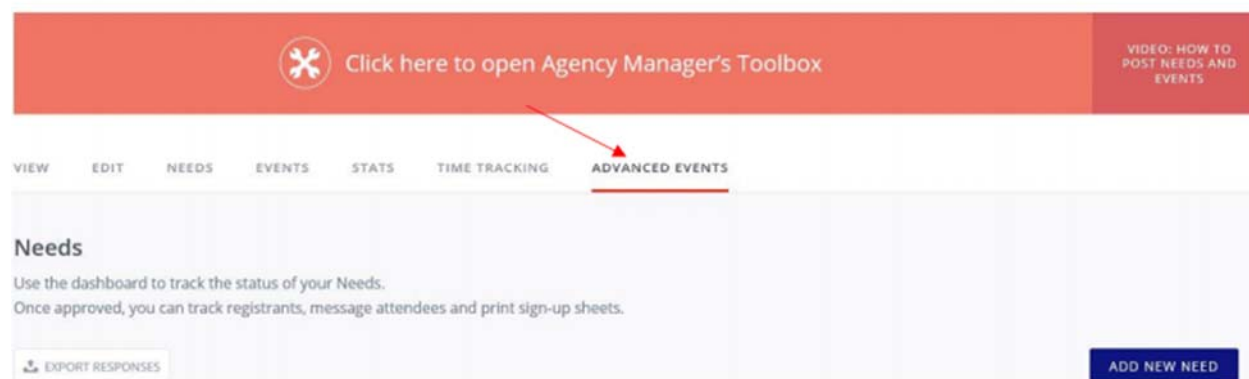
#### Accessing an Advanced Event

Your site's administrator is responsible for giving you access to an advanced event. Once you have access you will have the ability to post needs for the event on behalf of your agency, as well as to view, add, edit, and delete information regarding needs and volunteers.

You will receive an email notification\* to let you know your agency has been added to the event. Once your agency has been added to the event, an Advanced Event tab will appear at the top of the page.

\*Emails will be from [no-reply@galaxydigital.com](mailto:no-reply@galaxydigital.com). Make sure to check your spam/junk mail to ensure you are getting responses.

#### United Way of Clark, Champaign and Madison Counties



#### Registering for an Advanced Event

1. Click on the Advanced Events at the top of the page.
2. Select the event you would like to register for.
3. Answer any questions provided and click Submit Event Application at the bottom of the page.

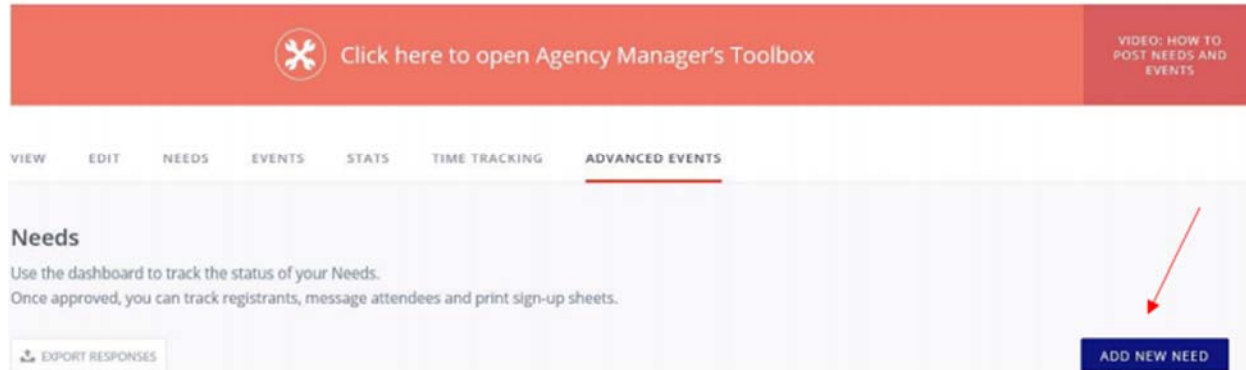
\*Not all advanced events will require you to answer application questions.

#### Posting a New Advanced-Event Need

1. Click on the Advanced Events tab at the top of the page.

2. Select the event you would like to post a need to.
3. Click on Add New Need

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4. Fill in all applicable/required fields on the Need Information page. The sections in this page include:
  - a. Basic Information
  - b. Volunteers
  - c. Location
  - d. Additional Information
  - e. Contact Information
  - f. Description
  - g. Supplemental Questions
  - h. Waiver/Terms & Conditions
5. When finished click on Create Need at the bottom of the page. The need will be sent to the site administrator for approval.

\*Agencies can have multiple needs for Advanced Events \*

### Editing an Advanced- Event Need

Once you have added a need for an advanced event, it will be displayed under your agency's **Advanced Events** tab.

1. Click on a need to edit
2. Once you have made your changes, click on the button to submit

### Managing Need Responses

In addition to editing and advanced-event need, agency managers can manage need responses, reach out to the volunteers, and export volunteer information to a spreadsheet. Follow the following steps to manage your needs.

1. Click on The Advanced Events at the top of the page. A list of your needs will appear. The following is the list of information that will be displayed:
  - a. Status- A Check mark indicates that the need had been approved. A “Clock” icon indicated that the need is pending.
  - b. Need Responses (graph) - Graph shows the number of available spots, the number of volunteers registered, and the number of volunteer spots remaining.
  - c. Percent Complete- Chart shows the percentage of volunteer sports filled.
2. Click anywhere on the Responses graph to view volunteers who have already registered for the need.

FIRST	LAST	EMAIL	TEAM	LEADER	OPTIONS
Michelle	Grasty	michelle@galaxydigital.com	Nina's Team		X ✎ +
Mathilda	Jones	matilda@example.com	Nina's Team		X ✎ +
Nina	Rogers	nina@galaxydigital.com	Nina's Team		X ✎ +

- a. To add a participant, click **Add Respondent**. Complete the applicable fields and click **Add Respondent**.
- b. To delete a participant, click the **X** icon for that participant.
- c. To edit a participant's information, click the **Edit** icon. Click **Edit Respondent** when you are done.
- d. To add hours for a participant information, click the **Add Hours** icon.
- e. To message the participants, click **Message Attendees**. Click **Send Message Now** after composing the message.

## New to Volunteers United? Use this section to help you get started!

### Volunteers United

#### Agency Information Packet

Volunteers United is a web-based volunteer management and recruitment software. This software allows nonprofits, government, and service organizations to put all of their volunteer needs, special events or community calendar events on one platform. Individuals and businesses in Clark County can then access Volunteers United to look for volunteer opportunities or things going on in the community.

To access the Volunteers United site, go to [uwccmc.org](http://uwccmc.org), and then click on **Volunteer**. Sign in with your account information or follow the steps below to create an account.

#### Signing up as an Agency

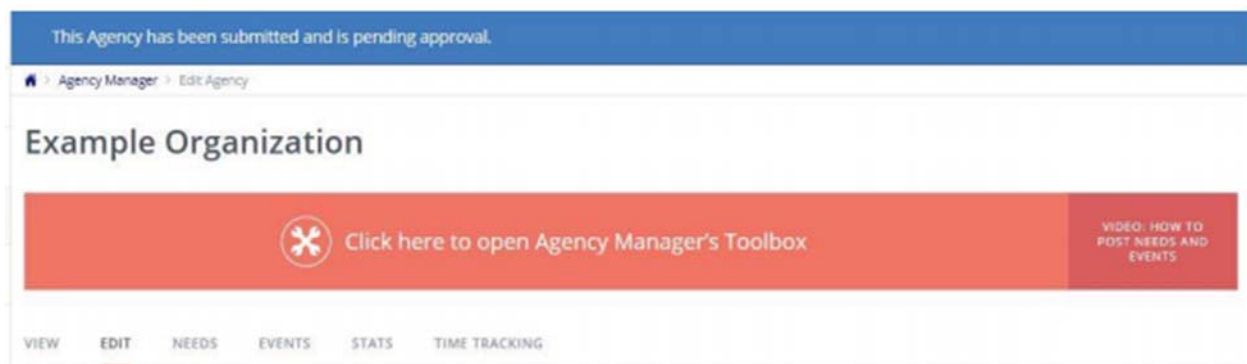
1. Click on the red sign up button in the top right corner and select to sign up an agency
2. Fill in all required information and **Request an Account**



- a. Your request will be sent to the site administrator to review. You will receive an email\* when your account has been approved. You can add profile information, needs and events while your account is being processed, but they will not be made public until approved.

\*Emails will be from [no-reply@galaxydigital.com](mailto:no-reply@galaxydigital.com). Make sure to check your spam/junk mail to ensure you are getting responses.

3. After you request an account, this is the screen you will navigate from as you edit/manage your agency profile.



Upon returning to the site you can access this screen by clicking on the My Agency tab in the top right corner of the site.



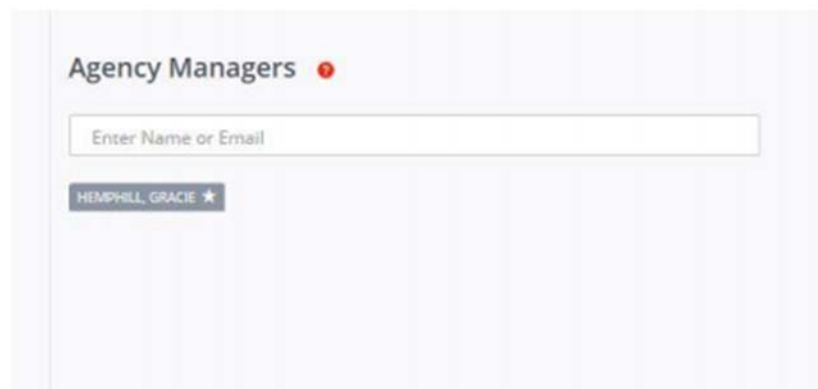
You can also access the community calendar and in-app messaging from this screen.

## Editing your Agency's Profile

1. Logo
  - a. Add your agency's logo, this will be the first image of your agency that users will see when searching the site. Click on upload logo and select an image from your computer.



2. Agency Managers
  - a. You may have up to 5 managers for your agency profile. Agency managers have the ability to add/edit the profile, needs, events and track time. An individual



must be a registered user to be added as an agency manger. Only the primary manger can add or delete additional agency managers. The primary manager will be indicated by a star by their name.

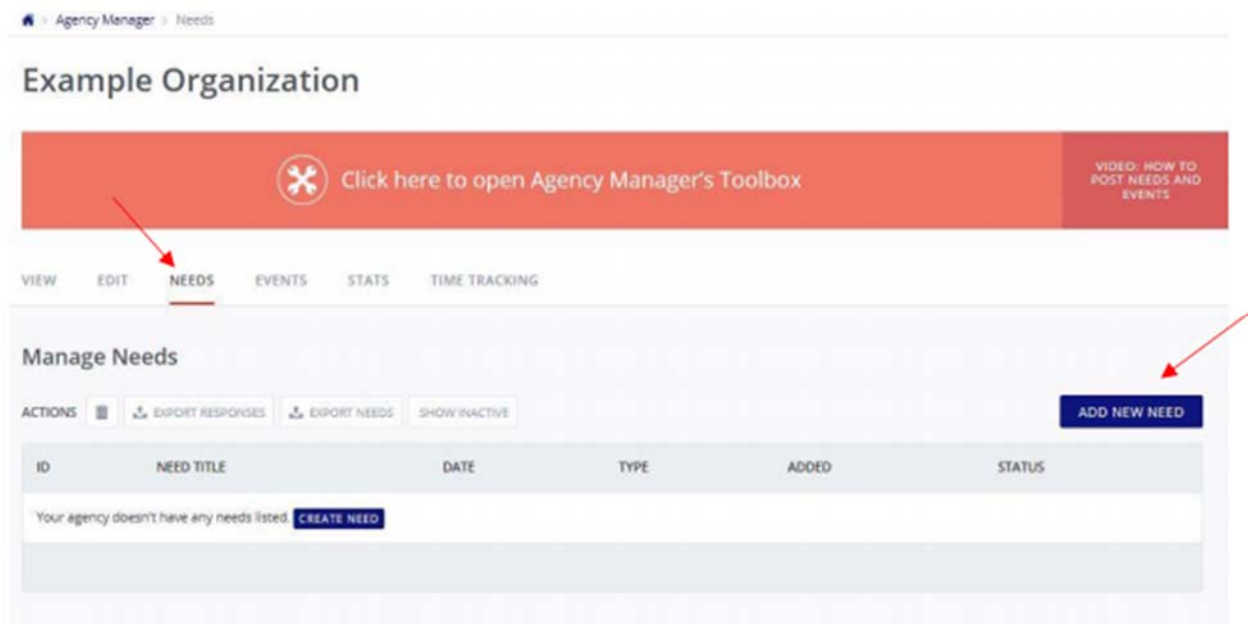
3. Displayed Information
  - a. This information will be displayed on your profile to educate users on who you are and what you do. The display information includes the following sections:

- i. Basic information
  - ii. Contact information
  - iii. Location
  - iv. Links- your agency's Website, Facebook and Twitter
  - v. Description- Who you are and what you do
  - vi. Photos- upload photos that highlight your agency
- b. Fill in the information based on your agency to create a unique profile. Hover your curser over the red question marks to learn more about each field.  
Remember to click on **Update Agency Info** after each section to ensure your work is saved.

## Adding /Editing Agency Needs

Agency needs are the volunteer opportunities that you post for users to look at and respond.

1. Click on the **Needs** tab at the top of the page
2. Click on **Add New Need** to create a volunteer opportunity for your agency



3. Fill in the required sections to customize your need. Hover your curser over the red question marks to learn more about each field.
4. Select **Create Need** at the bottom of the page when finished
  - a. Your need will now be seen on your agency profile as well as under the Needs tab for the site

Users can search needs based on location, agency or interest. When users respond to a need the agency manager will receive an email\* with the users contact info. You may then reach out to the volunteer to make specific arrangements.

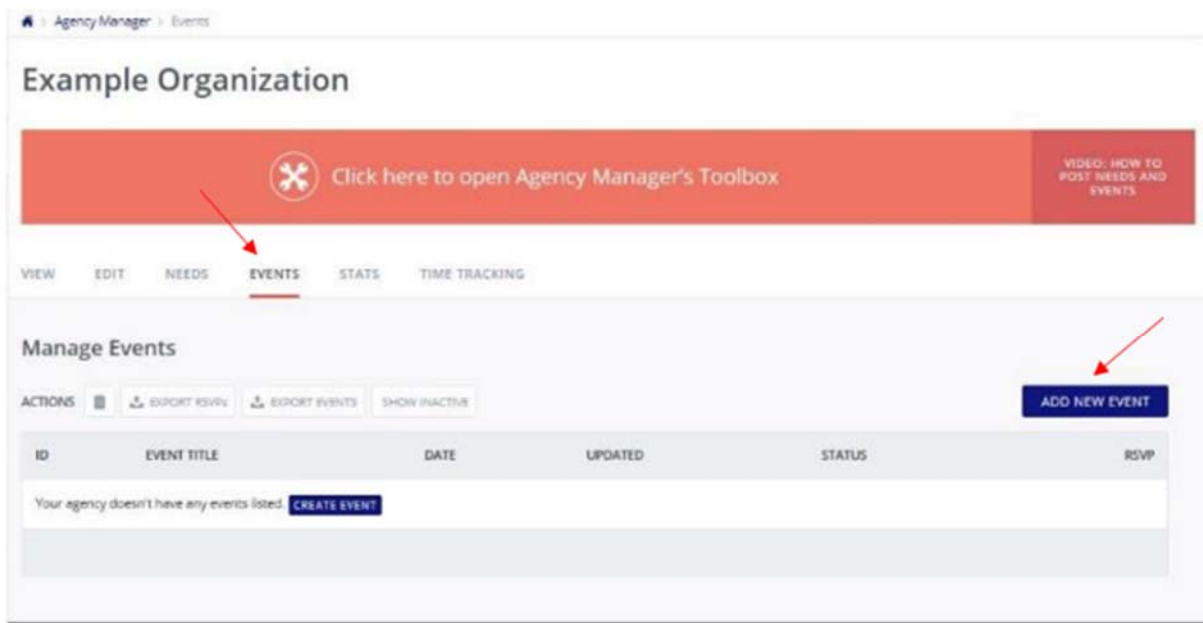
In addition to adding and editing agency needs, agency managers can manage need responses, reach out to the volunteers, and export volunteer information to a spreadsheet.

\*Emails will be from [no-reply@galaxydigital.com](mailto:no-reply@galaxydigital.com). Make sure to check your spam/junk mail to ensure you are getting responses.

## Adding /Editing Agency Events

Agency Events are events your agency is hosting. Creating an event is not a call for volunteers but publicizing your event to users.

1. Click on the **Events** tab at the top of the page
2. Click on **Add New Event** to create an event for your agency



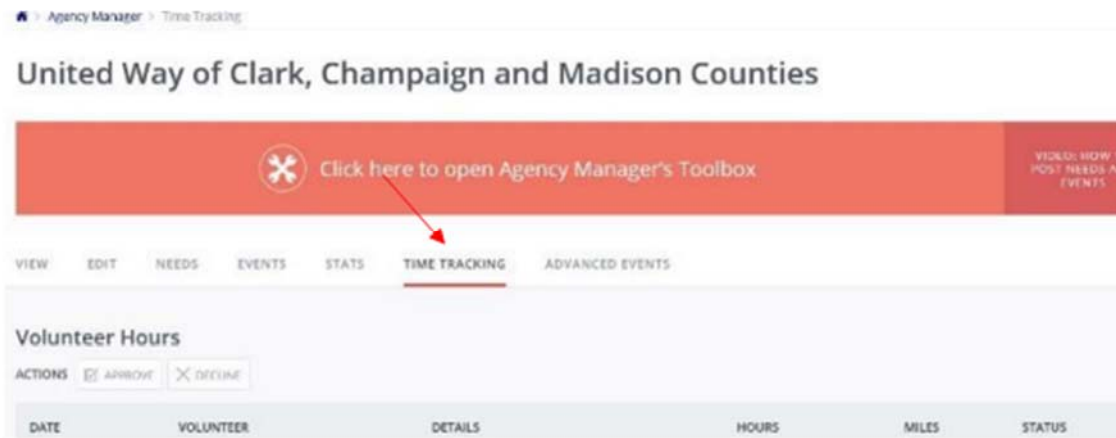
3. Fill in the required sections to customize your event. Hover your cursor over the red question marks to learn more about each field.
4. Select **Create Event** when finished
  - a. Your event will now be seen on your agency profile, under the Events tab for the site and on the site calendar.

In addition to adding and editing agency events, agency managers can manage event responses, reach out to RSVP'd participants, and export participants information to a spreadsheet.



## Time Tracking

The time tracking section allows you to track individual volunteers and volunteer hours for each of your agency's needs.



Agency Manager > Time Tracking

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Click here to open Agency Manager's Toolbox

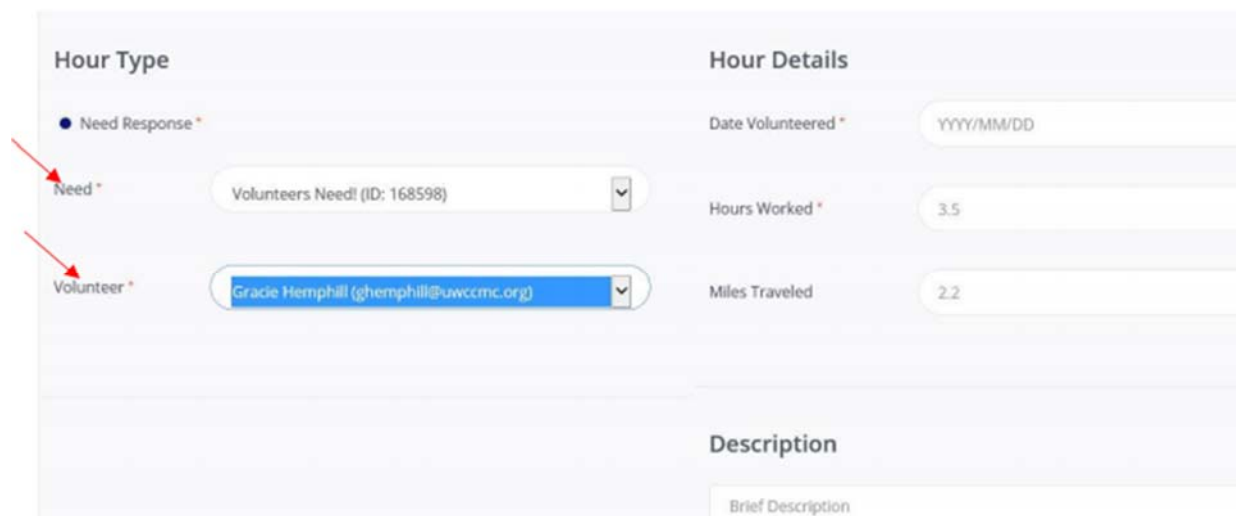
VIEW EDIT NEEDS EVENTS STATS **TIME TRACKING** ADVANCED EVENTS

#### Volunteer Hours

ACTIONS ☒ APPROVE ☐ DECLINE

DATE	VOLUNTEER	DETAILS	HOURS	MILES	STATUS
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1. Click on the Time Tracking tab at the top of the page
2. Individual volunteers will log their hours on the site. As an Agency Manager you will be promoted to approved/decline the submitted hours for your needs.
3. As an agency manager, you have the ability to manual add hours worked by a volunteer.  
\*\* The volunteer must be a registered user of the site and responded to your need to manually add hours.
  - a. Select your specific need from the drop-down box.
  - b. Select the specific volunteer from the drop-down box.
  - c. Fill in the Hour Details information
  - d. When finished click the **Submit Entry** at the bottom of the page



#### Hour Type

☒ Need Response \*

Need \*

Volunteer \*

#### Hour Details

Date Volunteered \*

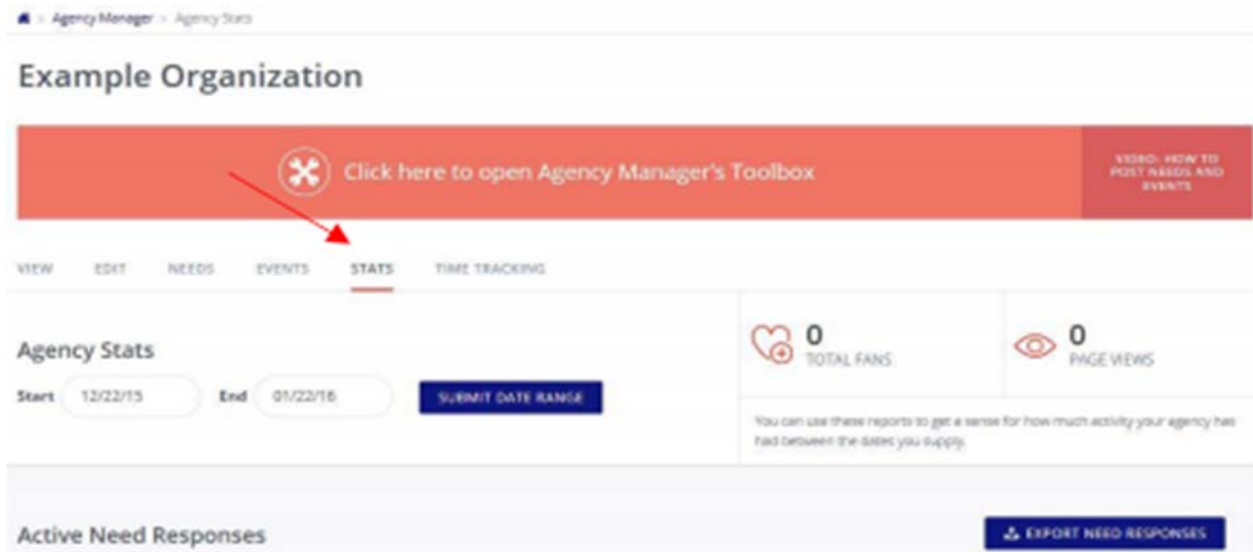
Hours Worked \*

Miles Traveled

#### Description

Brief Description

As you track your Agency's volunteer hours a summary will be located under the Stats tab at the top of the page.



Any questions regarding Volunteers United or registering a project can be directed to Kara at United Way, [kara.vanzant@uwccmc.org](mailto:kara.vanzant@uwccmc.org) or 937-324-5551.