

# Day of Caring 2020

## AGENCY GUIDE

*Thank you for participating in this year's Day of Caring.*

Once again, agencies will use United Way's online website, [Volunteer Peninsula](#), to post projects. It's **FREE** AND this website will be available to your agency to post all of your volunteer opportunities year-round!

This guide is to help New and Existing Agencies use Volunteer Peninsula for Day of Caring:

- Register your agency (new agencies only)
- Add a project for Day of Caring
- Provide the steps on how to export volunteer information and more helpful tips



# VOLUNTEER PENINSULA

A community service of United Way of the Virginia Peninsula

GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE!

## Before You Start:

To prevent creating a duplicate Agency Account, **FIRST** please go to <https://www.uwvp.org/day-caring-agencies> and search for your agency in the 'Existing Agencies on Volunteer Peninsula' List.

- If your agency has a duplicate account, contact Katie at [Kschubert@uwvp.org](mailto:Kschubert@uwvp.org)
- If your agency already has an existing account but the previous manager is no longer with your organization and you do not have access to your agencies account, please sign up as a volunteer on Volunteer Peninsula and email your full name and email address you used to sign up to Katie at [Kschubert@uwvp.org](mailto:Kschubert@uwvp.org) to be added as your organizations Agency Manager.
- If you have any questions at any time, please email Katie Schubert- [Kschubert@uwvp.org](mailto:Kschubert@uwvp.org)

# Day of Caring 2020

## AGENCY GUIDE

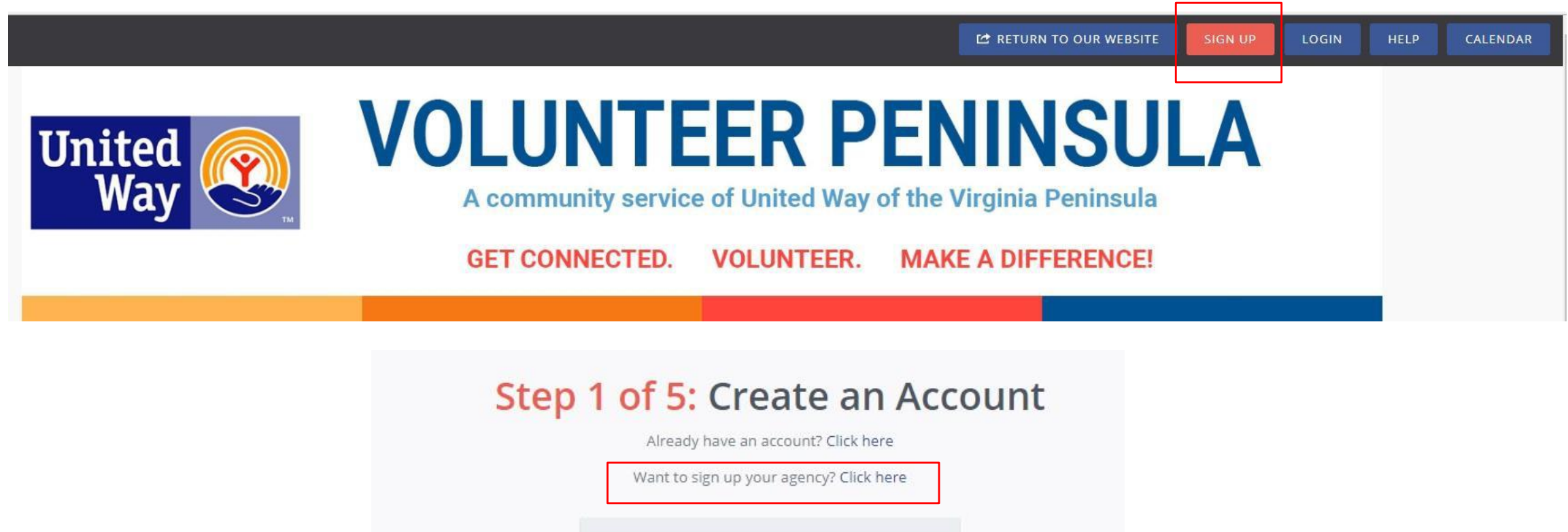
**This section will help:**  
**NEW Agencies Sign Up on Volunteer Peninsula**

**If you are an EXISTING AGENCY on Volunteer Peninsula**  
**[CLICK HERE to skip to PAGE 10](#) to learn how to add a project.**

To start click the link below to  
Create an Account for your Agency:

<https://volunteerpeninsula.galaxydigital.com/agency/signup/>

Or Go <https://volunteerpeninsula.galaxydigital.com> → Sign Up → Select 'Want to Sign Up your Agency?'



The screenshot shows the Volunteer Peninsula website. At the top, there is a dark navigation bar with links: RETURN TO OUR WEBSITE, SIGN UP (highlighted with a red box), LOGIN, HELP, and CALENDAR. Below the navigation bar is the United Way logo and the text "VOLUNTEER PENINSULA" in large blue letters. Underneath, it says "A community service of United Way of the Virginia Peninsula" and "GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE!". A horizontal bar with orange, red, and blue segments is below this. The main content area is titled "Step 1 of 5: Create an Account". It includes a link "Already have an account? Click here" and a link "Want to sign up your agency? Click here" (highlighted with a red box).

RETURN TO OUR WEBSITE SIGN UP LOGIN HELP CALENDAR

**United Way**

**VOLUNTEER PENINSULA**

A community service of United Way of the Virginia Peninsula

GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE!

**Step 1 of 5: Create an Account**

Already have an account? Click here

Want to sign up your agency? Click here

Welcome to  
Volunteer Peninsula!

To make this a smooth process, please fill out as much information as possible. You can update this information at anytime.

\*When a volunteer(s) signs up for your Day of Caring project they will be provided with this contact information for your agency.

If it is left blank on your agency's page, it will show up blank on the automated email volunteers receive.



# VOLUNTEER PENINSULA

A community service of United Way of the Virginia Peninsula

GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE!

DASHBOARD

VOLUNTEER OPPORTUNITIES

COMMUNITY EVENTS

ORGANIZATIONS

DAY OF CARING-  
NEWPORT  
NEWS/HAMPTON

DAY OF CARING-  
WILLIAMSBURG

DAY OF CARING-  
GLOUCESTER

GIVE

ONE CITY MARATHON

COLLAPSE MENU

## Sign Up Your Agency

Once your request is reviewed, you will receive an email with instructions on how to manage your profile.

[Looking for the Volunteer sign-up form? Click here.](#)

This is an example of  
ABC Agency's  
Registration.

ABC Agency

kschubert@abcagency.org

123 ABC Rd

Address Line 2

Newport News

VA

23606

Kaite Schubert

R&D Manager

## IMPORTANT INFORMATION

### Additional Notification Recipient(s)

is helpful if you have more than one person that works with volunteers. In this example- Leann would also get emails that Katie receives.



Additional Notification Recipient(s) ?

leann@abcagency.org



volunteer@abcagency.org

757-873-9328

Phone Ext.

Hours of Operation ?

Monday - Friday  
8:30 am - 4:30 pm



What We Do \* ?

Add a short description of what your organization does.



http://www.abcagency.com

Agency Video ?

Enter URL of YouTube or Vimeo Video



### Contact Information

Katie

Schubert

\*\*\*\*\*

\*\*\*\*\*

REQUEST ACCOUNT

When you've completed the form and created a password- click 'Request Account'. All accounts require approval. You'll receive an email when your agency has been approved (typically happens within 24 hours).





# This is your Agency Page

Once you click 'Request Account'- you will be brought to your agency page. The information you provided in your registration will be automatically filled in.

On this page you can add a logo to help volunteers find you, add account managers, add pictures and more.

\*Cause- select a category that best fits your agency's mission. When volunteers sign up they select their interests and will be notified of volunteer opportunities with causes that line up with their interest.

VOLUNTEER OPPORTUNITIES

COMMUNITY EVENTS

ORGANIZATIONS

DAY OF CARING- NEWPORT NEWS/HAMPTON

DAY OF CARING- WILLIAMSBURG

DAY OF CARING- GLOUCESTER

GIVE

COLLAPSE MENU

Click here to open Agency Manager's Toolbox

CLICK HERE FOR OUR GUIDE TO POSTING AND MANAGING VOLUNTEER OPPORTUNITIES!

VIEW

EDIT

VOLUNTEER OPPORTUNITIES

COMMUNITY EVENTS

STATS

SCHEDULE


TIME TRACKING

VERIFIED VOLUNTEERS

CHECK-IN

CHECKED IN NOW

Agency Logo



Upload your logo

Image should be at least 540px by 540px

UPLOAD LOGO

REMOVE

Basic Information

Agency Name \*

ABC Agency

Customize Link ?

Hours of Operation ?

Monday- Friday  
8:30 am- 4:30 pm

Causes \* ?

Select Causes

COMMUNITY X

Agency Video ?

Enter URL of YouTube or Vimeo Video

EIN ?

55-555555

UPDATE AGENCY INFO

Agency Managers ?

Enter Name or Email

SCHUBERT, KATIE ★

Contact Information

This information will not appear on your agency's profile and will only be visible to system managers.

Email

kschubert@uwvp.org

Phone

1-757-873-9328

Phone Ext.

31

FAX

(777) 777-7777

Contact Person

Katie Schubert

Contact Title

Day of Caring Manager

Additional Notification Recipient(s) ?

Don't forget to SAVE

## IMPORTANT INFORMATION

### Agency Page continued

Don't forget to **SAVE** your updates by clicking **UPDATE AGENCY INFO**

#### Location

Address \*

123 ABC

Address Line 2

Newport News

VA

23606

Additional Location Information ?

UPDATE AGENCY INFO

UPDATE AGENCY INFO

#### Links

Official Website

<http://www.abc.fake.account.org>

f Facebook

<https://www.facebook.com/ABCfakeaccount>

Twitter

<https://www.twitter.com/ABCfakeaccount>

UPDATE AGENCY INFO

#### Descriptions

Who We Are ?

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, and image. The text area contains the placeholder text "This is a made up account."

What We Do ?

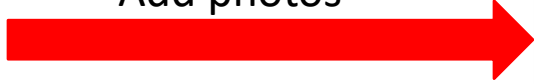
Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, and image. The text area contains the placeholder text "This is a made up account."



## IMPORTANT INFORMATION

Agency Page continued

Add photos



Don't forget to **SAVE** your  
updates by clicking **UPDATE**  
**AGENCY INFO**

UPDATE AGENCY INFO

Photos <sup>2</sup>

ADD NEW PHOTO Drag & Drop Files

ACTIONS

PRIVACY POLICY  
CONTACT US

galaxy

# Day of Caring 2020

## AGENCY GUIDE

### **This section will help Agencies:**

- Add a Project for Day of Caring

Agencies can add 1 or more projects for Day of Caring on or after Friday, September 18, 2020.

- Due to COVID-19, surveyed volunteers expressed the interest in outside projects, virtual projects, or kits that could be completed at home or work as a project. Smaller groups were also more desirable.
- Friday, September 18, 2020 is the preferred day for projects, however, in an effort to create more desirable smaller group projects, agencies are given the option to post multiple small projects on or after 9/18/2020 to allow for all projects to get completed.

IMPORTANT INFORMATION

What do these tabs mean?

Tabs you may use for Day of Caring are listed below.

**VIEW**- view how volunteers will see your agency on Volunteer Peninsula

**EDIT**- edit your Agency Page

**Volunteer Opportunity**- add regular volunteer opportunities or a **project for Day of Caring**

**Stats**- to view& export volunteer info that have signed up for your active volunteer opportunity

**TIME TRACKING**- to add volunteer hours for active volunteer opportunities

On this page we are going to **Add a DAY OF CARING PROJECT**

- 1) Make sure you are under the Volunteer Opportunity tab
- 2) Click **ADD NEW NEED** (need= volunteer opportunity)

VIEW

EDIT

VOLUNTEER OPPORTUNITIES

COMMUNITY EVENTS

STATS

SCHEDULE

TIME TRACKING

VERIFIED VOLUNTEERS

CHECK-IN

CHECKED IN NOW

Manage Volunteer Opportunities

ACTIONS

EXPORT RESPONSES

EXPORT VOLUNTEER OPPORTUNITIES

SHOW INACTIVE

ADD NEW NEED

ID

NEED TITLE

PRIVACY

INITIATIVE

DATE

ADDED

STATUS

Your agency doesn't have any Volunteer Opportunities listed.

CREATE NEED

**Title:** Should be Brief but also add **MATERIALS NEEDED** (in all caps) if you need materials to be purchased by the volunteer group. (This will help volunteers in their search based on if they have a budget or not. By requesting materials you will limit the volunteer groups that can participate in your project. Volunteers for your project and/or materials are not guaranteed for Day of Caring.)

**Description:** Add details on what materials are needed and what materials will be supplied

**Privacy:**  
**Public=** Project is open to anyone on Volunteer Peninsula

**Private=** You already have a volunteer group that will sign up for your project.

Making your project PRIVATE will prevent another group from signing up for it.

**\*Pages #17 & 18 Will show where to find your Private Project link for sharing.**

VOLUNTEER OPPORTUNITIES

CHECK-IN

CHECKED IN NOW

Create Need

Title \*

Description \*

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☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷

— 🖼

Paragraph B I U 🔁 A ▾ A ▾ 🔗 ⚡

Paint- 2 gallons of Red Water-Base Latex Paint  
Paint Brushes (we only have 2 paint brushes)  
  
MATERIALS SUPPLIED:  
Mulch  
Flowers  
Birdseed

p

Privacy \* ?

Public

Private

## IMPORTANT INFORMATION

Day of Caring Projects are divided by area by using INITIATIVES.

**INITIATIVES:** Select the category that fits your agency's geographical area.

**DURATION:** Select 'HAPPENS ON' and add the date 9/18/2019 or other preferred date for Day of Caring.

**Registration Close Date-** United Way will automatically update this field two weeks prior to event

**Allow Team Registration:** YES to allow teams and individuals to sign up

Initiative	<div>No Initiative</div> <div>No Initiative</div> <div>Volunteer Peninsula</div> <div>Day of Caring- GLOUCESTER</div> <div>Day of Caring- Peninsula (Newport News/Hampton area)</div> <div>Day of Caring- WILLIAMSBURG</div>
Duration *	Happens On
Need Date *	9/18/2020
Registration Closed Date ?	MM/DD/YYYY
Capacity ?	8
Hours	4
Hours Description	Example: 9am - 5pm
Require Background Check? ?	Interested in adding a background check requirement to this need? <a href="#">Click here to get started.</a>
Allow Team Registration? ?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Minimum Age ?	
Maximum Age ?	

IMPORTANT INFORMATION

**Outdoors?:** Selecting **YES** will allow for you to include an Inclement Weather Plan for this Day of Caring project. Plan B can include indoor project or a different day.

**Attributes:** List what your agency will be providing (water, snacks, and/or lunch) and any required items (this should be listed in the description too)

\*All agencies should have plenty of water and/or Gatorade available for volunteers.

\*\*It is strongly suggested that agencies provide lunch for volunteers that have projects that require 4+ hours to complete.

**Address information:** Please add the complete address of **WHERE** the project is located- this information is emailed to the volunteers

Family Friendly?

☐ Yes☐ No

Outdoors?

?

☒ Yes☐ No

Inclement Weather Plan

?

If it rains we have 4 billboards that need to be updated inside. All materials will be supplied.

Wheelchair Accessible

?

☐ Yes☐ No

Attributes

?

ADD

LUNCH WILL BE PROVIDEDXWEAR CLOSED-TOE SHOESX

Address

?

123 ABC Rd

Address Line 2

Gloucester

VA

Zip Code

\*

?

23061

IMPORTANT INFORMATION

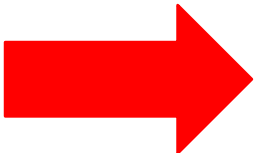
**Interests & Abilities:** This is a required field. Please select **DAY OF CARING** and any other fields that best matches your project.

**Volunteers can search by interest to narrow down projects.**

Here you see what it looks like once you've selected one or more 'Interest and Abilities' fields.

**Additional Notifications Recipients-** TURN ON and add any other email addresses that need to receive Day of Caring volunteer information.

Click- **CREATE NEED** to complete form.  
You can always go back and edit.



Interests & Abilities \* ?

Additional Notification Recipient(s) ?

Waiver ?

Select Interests

Select Interests

Advocacy

Animals

Clerical

Court Mandated

Day of Caring

Education

Finance

Food Prep

In-Kind

Marketing

Medical

Nonprofit Professional

Physical Labor

Skilled Labor

Social

Technology

DAY OF CARING ☆×

EDUCATION ☆×

OFF

leann@uwvp.org

Choose File

No file chosen

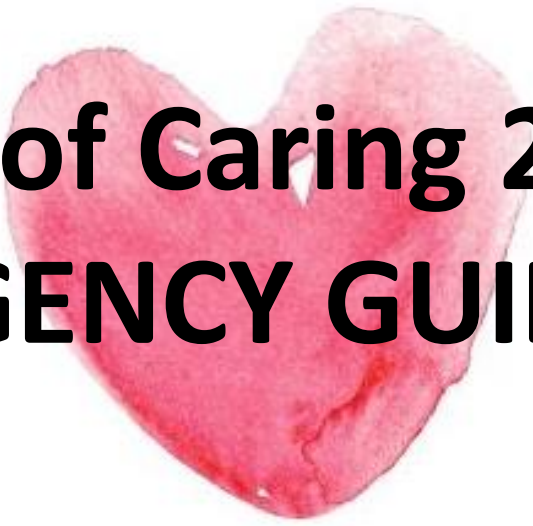
CREATE NEED

CANCEL



# Day of Caring 2020

## AGENCY GUIDE



### **This section will help Agencies:**

- Explain Volunteer Opportunity Tab
- Find your URL for a Private or Public Projects to share
- Edit Volunteer Opportunity/Projects
- Email Volunteers
- Add Volunteer Hours for project

IMPORTANT INFORMATION

Now that you have a Volunteer Opportunity/Day of Caring Project submitted, it will show up in the **Volunteer Opportunity** Tab.

Your Project will show **PENDING** until United Way is ready to open projects up for volunteers to sign up. Once it has been approved, it will show **ACTIVE** and you can start inviting volunteers to sign up.

These tabs will allow you to:

**VIEW:** to view your project as a volunteer and obtain the URL of your project to share.

**EDIT:** edit your project

**RESPONSES:** see volunteers that have responded and export details.

 Click here to open Agency Manager's Toolbox

CLICK HERE FOR OUR GUIDE TO POSTING AND MANAGING VOLUNTEER OPPORTUNITIES!

VIEW EDIT **VOLUNTEER OPPORTUNITIES** COMMUNITY EVENTS STATS SCHEDULE TIME TRACKING VERIFIED VOLUNTEERS

CHECK-IN CHECKED IN NOW

Manage Volunteer Opportunities

ACTIONS  EXPORT RESPONSES EXPORT VOLUNTEER OPPORTUNITIES SHOW INACTIVE

ADD NEW NEED

Table Filter

<input type="checkbox"/>	ID	NEED TITLE	PRIVACY	INITIATIVE	DATE	ADDED	STATUS
<input type="checkbox"/>	339838	Plant flowers/paint bird feeders- MATERIALS NEEDED	Private	Day of Caring- GLOUCESTER	Happens On Sep 7, 2018	Apr 26, 2018	Active
		<a href="#">Edit</a>   <a href="#">Responses</a>   <a href="#">View</a>					

Manually Add a Need Response

Select a Need  
Select a Need  
Plant flowers/paint bird feeders- MATERIALS NEEDED

kschubert@uwvp.org

ADD MANUAL RESPONSE

In this section, you can add volunteer(s) to a specific project by adding their email. They will receive an email stating they have signed up for your project.

User Group  
User Group  
Enter an email to view the available user groups.

Both options here Work the same.

IMPORTANT INFORMATION

Volunteer Opportunity--->VIEW tab

URL for PRIVATE or Public Projects to share with volunteer The URL that shows up in your browsers Address Bar at the top of the page is the link that you can share with your volunteers. Without this link, if a volunteer goes to (for this example) the Day of Caring-Gloucester page, they will not see your project listed.


This page will show volunteers :

- The project full details
- How many volunteer spaces are remaining
- Address and Map of project location
- What agency posted the project

By clicking on your “Agency” logo they will be taken to your Volunteer Peninsula Agency Page.

volunteerpeninsula.galaxydigital.com/need/detail/?need\_id= 123456

United Way



VOLUNTEER PENINSULA

A community service of United Way of the Virginia Peninsula

GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE!

DASHBOARD

VOLUNTEER OPPORTUNITIES

COMMUNITY EVENTS

ORGANIZATIONS

DAY OF CARING- NEWPORT NEWS/HAMPTON

DAY OF CARING- WILLIAMSBURG

DAY OF CARING- GLOUCESTER

Day of Caring- GLOUCESTER

Join us on Friday, September 7 for our annual Day of Caring. This event is a longtime United Way tradition that brings volunteers and community projects together. We invite nonprofits and human service providers to sign up projects, as well as, volunteer groups and individuals to search for a project to complete.

Last year, United Way had over 800 volunteers complete nearly 60 projects in our community.

Kick off details COMING SOON!

Volunteer Opportunities > Plant flowers/paint bird feeders- MATERIALS NEEDED

Plant flowers/paint bird feeders- MATERIALS NEEDED

UNREGISTER

Sep 7, 2018

Volunteer Spots Remaining

7

Description

We have 2 flower beds in the front of our building that need flowers planted and 3 wooden bird feeders that need to be repainted.

MATERIALS NEEDED:

Gardening Gloves

Paint- 2 gallons of Red Water-Base Latex Paint

Paint Brushes (we only have 2 paint brushes)

MATERIALS SUPPLIED:

Mulch

Flowers

Birdseed

Additional Details

Is Outdoors

Inclement Weather Plan: If it rains we have 4 billboards that need to be updated inside. All materials will be supplied.

Lunch will be provided

wear closed-toe shoes

Interests

Agency

ABC Agency

BECOME A FAN

Location

123 ABC Rd

Gloucester, VA 23061

18

## IMPORTANT INFORMATION

The **EDIT** tab will let you edit the details of your volunteer opportunity/project that you have submitted.

If you make any changes be sure to scroll to the bottom to save your work with the **UPDATE NEED** button

If you have volunteers already responded to your project and are making changes, **CHECK** to NOTIFY RESPONDENTS OF THIS UPDATE?

[illegible]

## VOLUNTEER OPPORTUNITY → Responses

**ADD VOLUNTEER HOURS:** Help your volunteers by adding the # of hours they worked. Selecting some or ALL volunteer names and select 'ADD DEFAULT HOURS' at the top. This will add the # of hours you put for your project when you filled out the ADD NEW NEED for your project. These hours will show up as approved in the volunteers profile. You can do this before or after the completion of the project.

If certain volunteers helped set up or clean up, you can edit their hours specifically by selecting the clock icon and edit their hours.

**Remove a volunteer-** they will be notified via email

Edit an individuals shirt size or RSVP to breakfast kickoff

Select all users →  
Or check each box

The screenshot shows the 'Responses' page with a table of volunteer responses. A red arrow points from the 'ADD DEFAULT HOURS' button to the text box above. A purple arrow points from the 'clock icon' in the 'OPTIONS' column to the text box above. A red arrow points from the 'X' icon in the 'OPTIONS' column to the text box above. A red arrow points from the 'checkbox' in the 'USER' column to the text box on the left. The table has columns: USER, TEAM, BEGINS, and OPTIONS. The first row shows 'Katie Schubert' with a date 'Sep 7, 2018 @ 12:00am'. The table footer says 'SHOWING 1 TO 2 OF 2 ENTRIES'. The 'OPTIONS' column has icons for edit (pencil), clock, and remove (X).

USER	TEAM	BEGINS	OPTIONS
<input checked="" type="checkbox"/> Katie Schubert		Sep 7, 2018 @ 12:00am	

**To email volunteers** go to VOLUNTEER OPPORTUNITY→ and Click RESPONSES under the Project Title. Check the box by the names of selected users or easily select all users by checking the box to the Left of USER at the top. **Once you've selected volunteers- click EXPORT RESPONSES.** This will give you an excel spreadsheet that you can copy & paste email addresses into your email.

The screenshot shows the 'Responses' interface. At the top, there's a header 'Responses' with a close button (X). Below it, there's an 'ACTIONS' section with four buttons: 'EXPORT RESPONSES' (with a download icon), '+ ADD DEFAULT HOURS', 'MESSAGE RESPONDERS' (with an envelope icon and a large red X over it), and 'HIDE EXPIRED'. A red box with an arrow points to the 'EXPORT RESPONSES' button, containing the text: 'Easily select all volunteers to export email addresses'. Another red box with an arrow points to the 'MESSAGE RESPONDERS' button, containing the text: 'Please DO NOT use the Message Responders option. All replies from volunteers will go to Volunteer Peninsula instead of directly to you.' Below the actions, there's a table with columns: 'USER' (with a checkbox), 'TEAM', 'BEGINS', and 'OPTIONS'. The first row shows 'Katie Schubert' with a checked checkbox. The second row shows 'katie schubert' with a checked checkbox. At the bottom, it says 'SHOWING 1 TO 2 OF 2 ENTRIES' and has 'PREVIOUS' and 'NEXT' buttons.

Responses

ACTIONS

EXPORT RESPONSES

+ ADD DEFAULT HOURS

MESSAGE RESPONDERS

HIDE EXPIRED

Table Filter

<input checked="" type="checkbox"/> USER	TEAM	BEGINS	OPTIONS
<input checked="" type="checkbox"/> Katie Schubert		May 9, 2019 @ 12:00am	
<input checked="" type="checkbox"/> katie schubert		May 9, 2019 @ 12:00am	

SHOWING 1 TO 2 OF 2 ENTRIES

PREVIOUS

NEXT

IMPORTANT INFORMATION

If a volunteer puts in hours you will be notified that they are waiting for approval. Navigate to your ‘TIME TRACKING’ tab and select all tabs and click APPROVE or DENY at the top or use the drop down menu to the right to approve hours.

Agency Manager > Time Tracking

ABC Agency

VIEW

EDIT

VOLUNTEER OPPORTUNITIES

COMMUNITY EVENTS

STATS

SCHEDULE

TIME TRACKING

VERIFIED VOLUNTEERS

CHECK-IN

CHECKED IN NOW

Volunteer Hours

ACTIONS

☒ APPROVE

☐ DENY

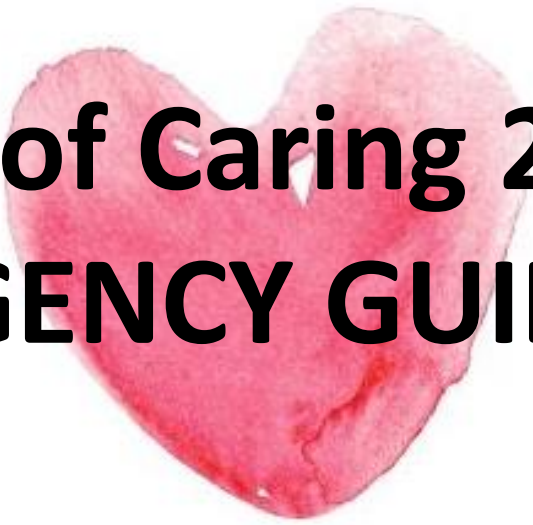
Table Filter

<input checked="" type="checkbox"/>	DATE	VOLUNTEER	TEAM	DETAILS	HOURS	STATUS	SOURCE
<input checked="" type="checkbox"/>	Apr 18, 2018	katie schubert		Testing Site	17.00	Pending	Added at: /user/hours/ by katie schubert
<input checked="" type="checkbox"/>	Apr 18, 2018	katie schubert		Testing Site	99.00	Pending	Added at: /user/hours/ by katie schubert
<input type="checkbox"/>						Pending	Added at: /user/hours/
						Approved	
						Denied	



# Day of Caring 2020

## AGENCY GUIDE



**Thank you for participating in Day of Caring 2020!**

If you have any questions please email me directly:

Katie Schubert

[KSchubert@uwvp.org](mailto:KSchubert@uwvp.org)