

AGENCY GUIDE

Agencies will use United Way's online website, <u>Volunteer Peninsula</u>, 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.

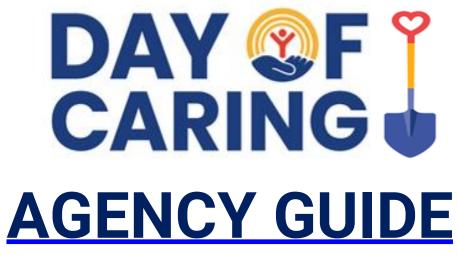
VOLUNTEER.

MAKE A DIFFERENCE!

Before You Start:

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

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



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.

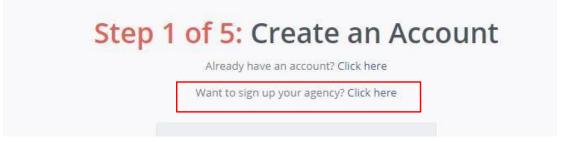


To start click the link below to Create an Account for your Agency:

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

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





Welcome to Volunteer Peninsula!

Tomake 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.



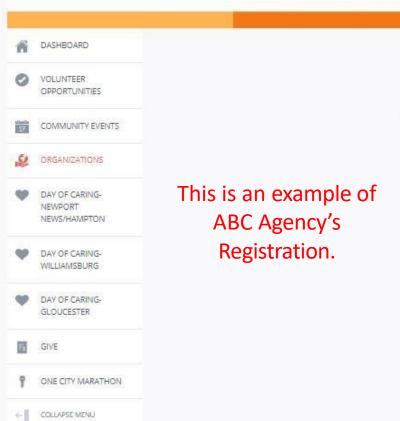
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Sign Up Your Agency

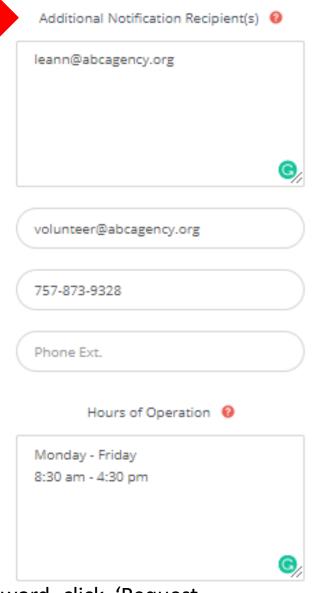
Once your request is reviewed, you will receive an email with instructions on how to manage your profile.

Looking for the Volunteer sign-up form? Click here.

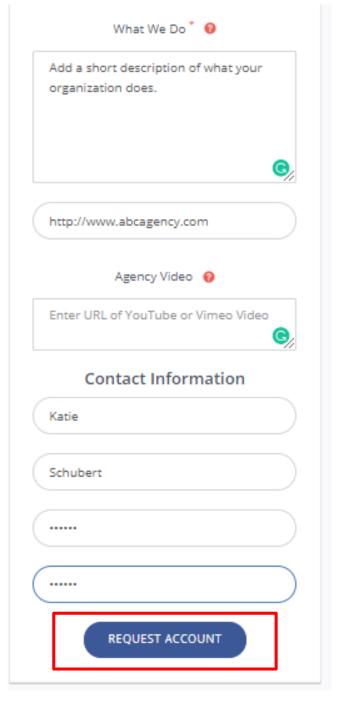
ABC Agency	
kschubert@abcagency.org	
123 ABC Rd	
Address Line 2	
Newport News	
VA	¥
23606	
Kaite Schubert	
R&D Manager	

5

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.



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).

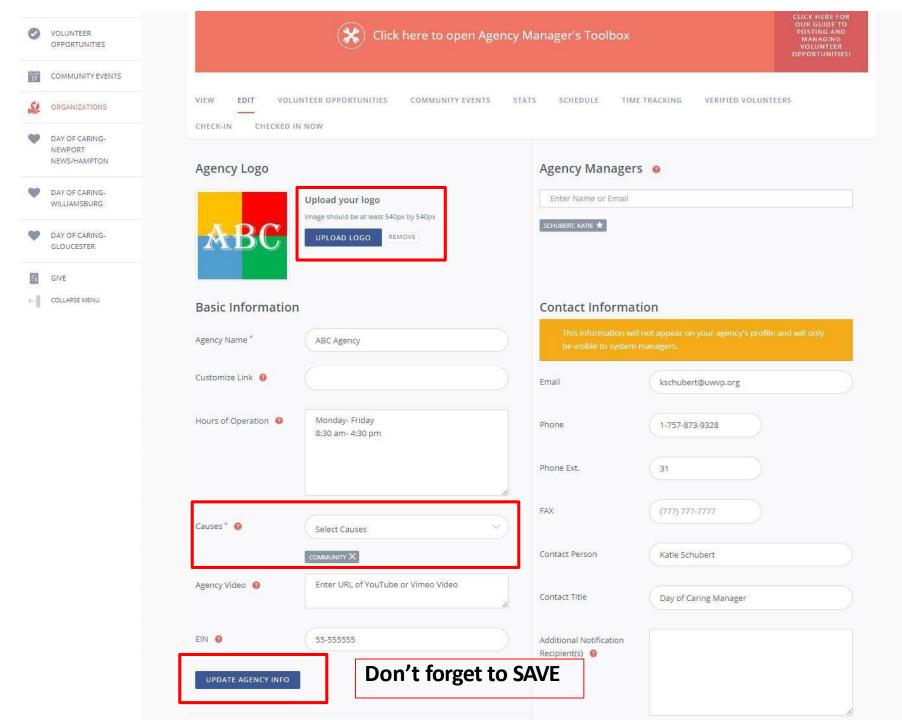


This is your Agency Page

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.

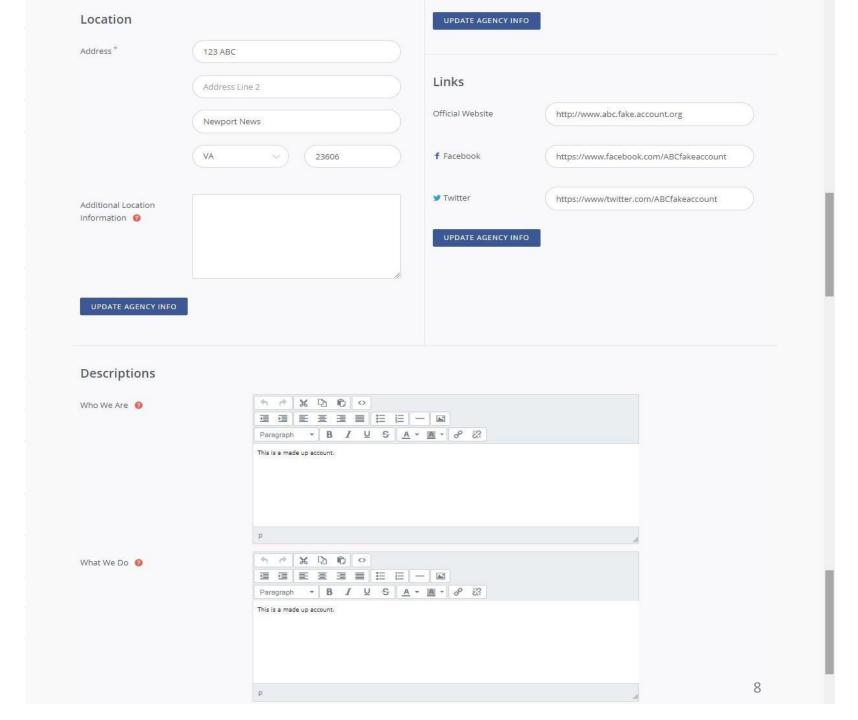
On this page you can add a logo to help volunteers find you, add account managers, add pictures and more.

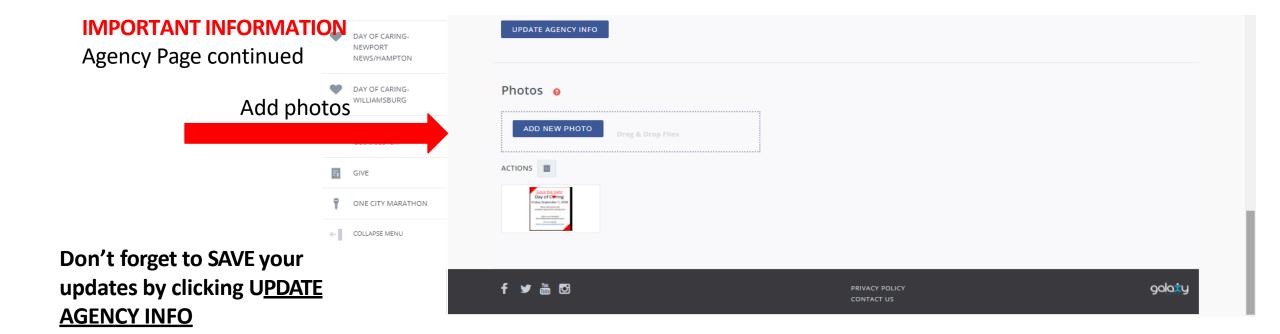
*Cause- select a category that best fits your agency'smission. When volunteers sign up they select their interests and will be notified of volunteer opportunities with causes that line up with their interest.



Agency Page continued

Don't forget to SAVE your updates by clicking <u>UPDATE</u> AGENCY INFO







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 Monday July 10, 2023.



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

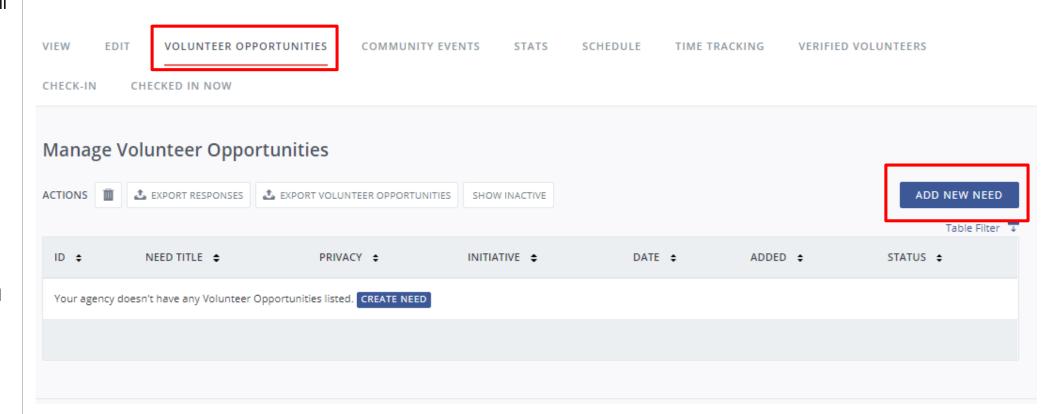
Volunteer Opportunityadd regular volunteer opportunities or a project for Day of Caring

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)



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

IMPORTANT INFORMATION

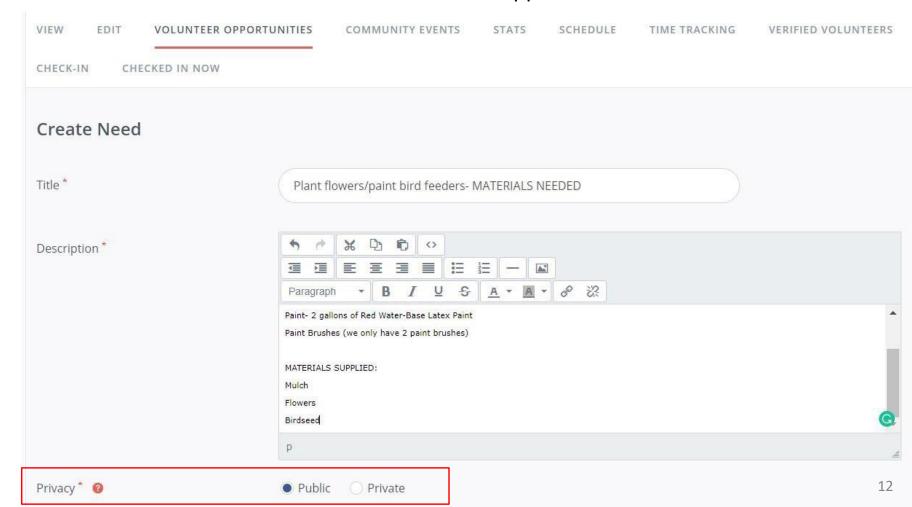
Privacy:

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.

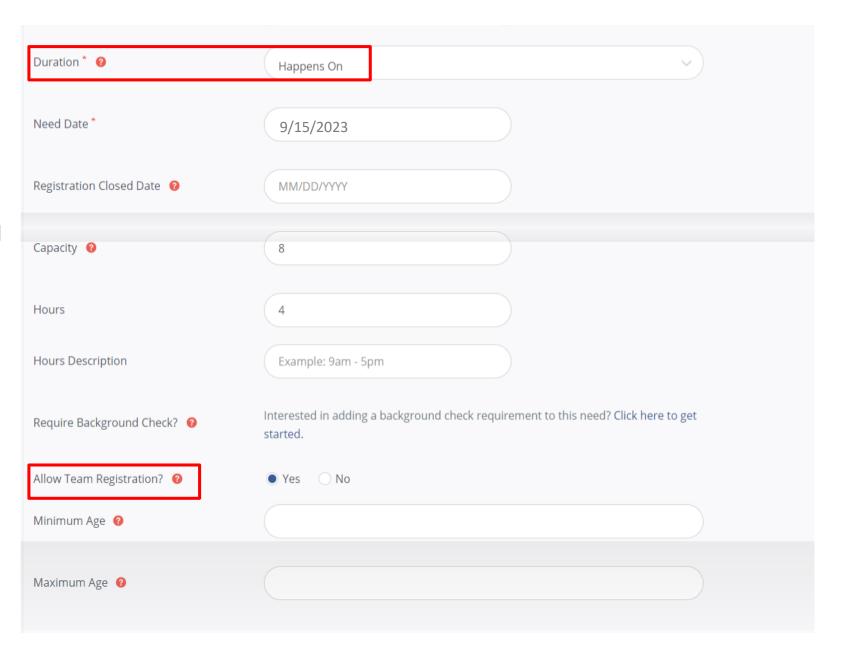
*Pages #17 & 18 Will show where to find your Private Project link for sharing.



DURATION: Select 'HAPPENS ON' and add the date 9/15/2023 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



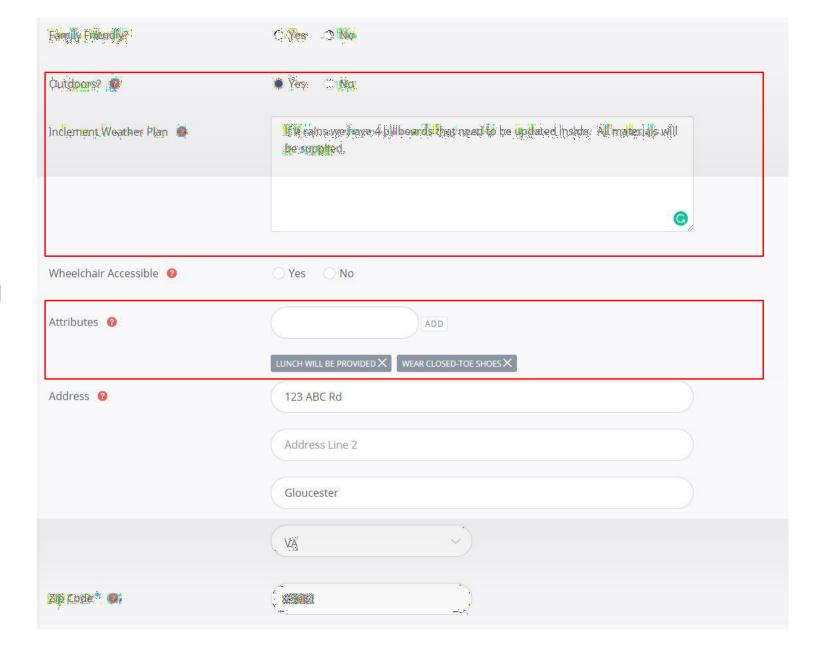
Outdoors?: Selecting **YES** will allow for you to include an Inclement Weather Plan for this Day of Caring project. Plan B can include indoor project or a different day.

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 <u>strongly suggested</u> 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



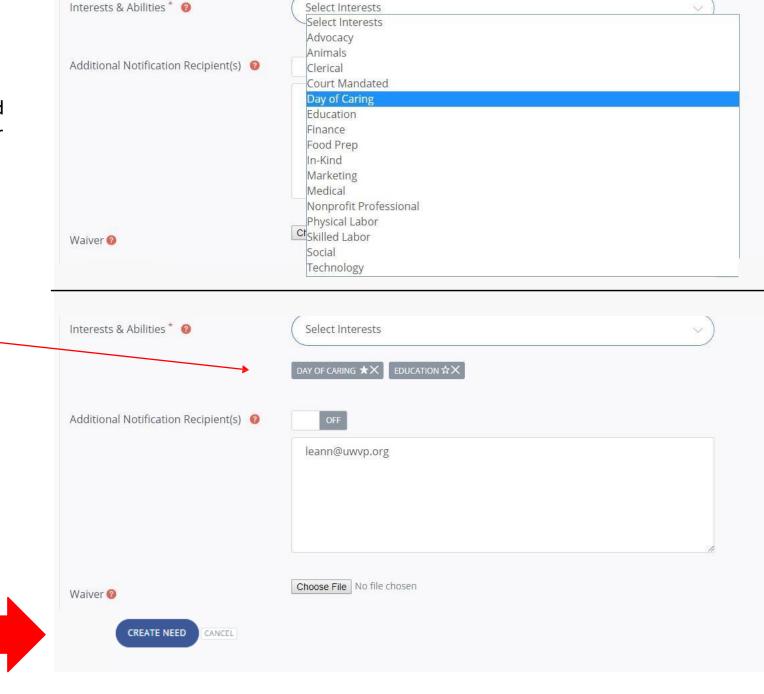
Interests & Abilities: This is a required field. Please select **DAY OF CARING** and any other fields that best matches your project.

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.





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



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

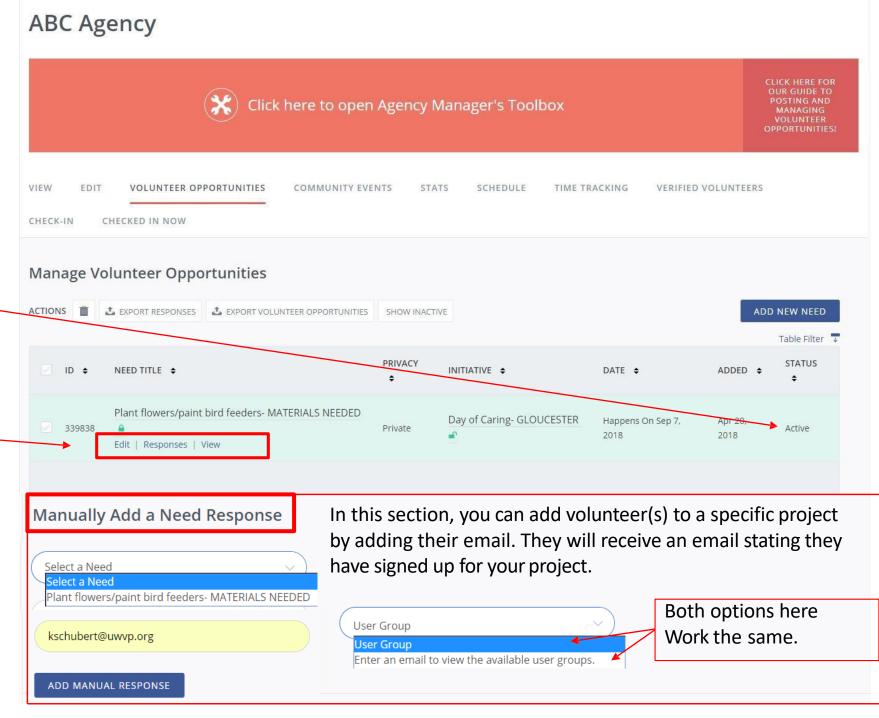
Your Project will show **PENDING** until United Way is ready to open projects up for volunteers to sign up. Once it has been approved, it will show **ACTIVE** and you can start inviting volunteers to sign up.

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.



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 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. ① volunteerpeninsula.galaxydigital.com/need/detail/?need_id= 123456



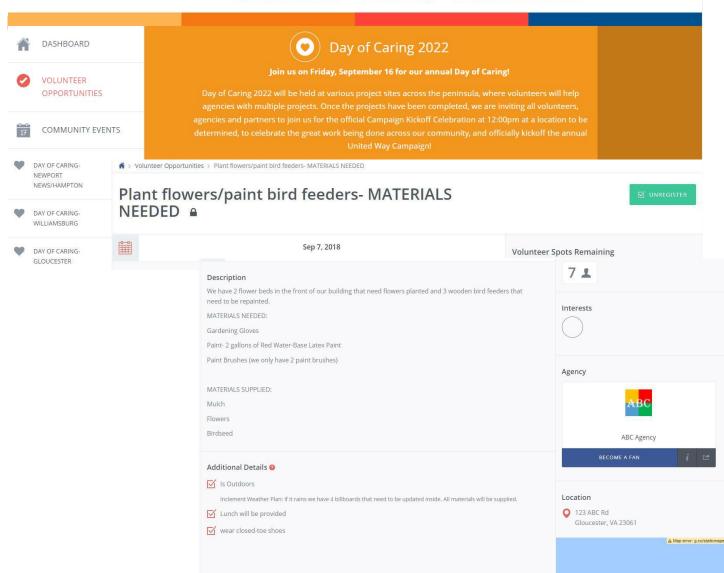
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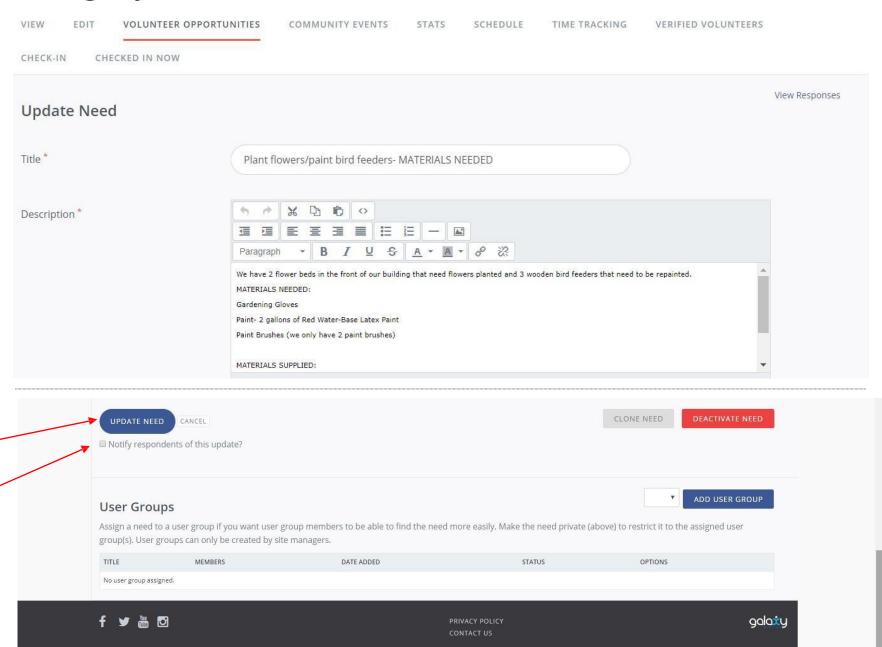
Volunteer Opportunity--->EDIT tab

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?

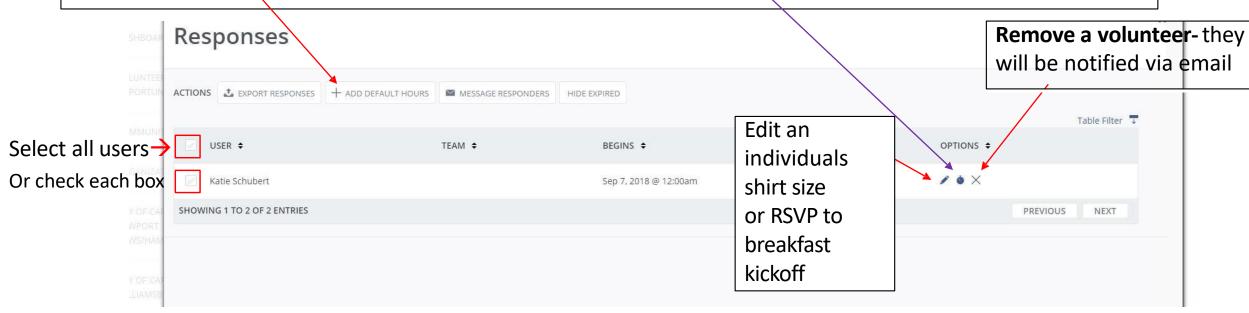
ABC Agency



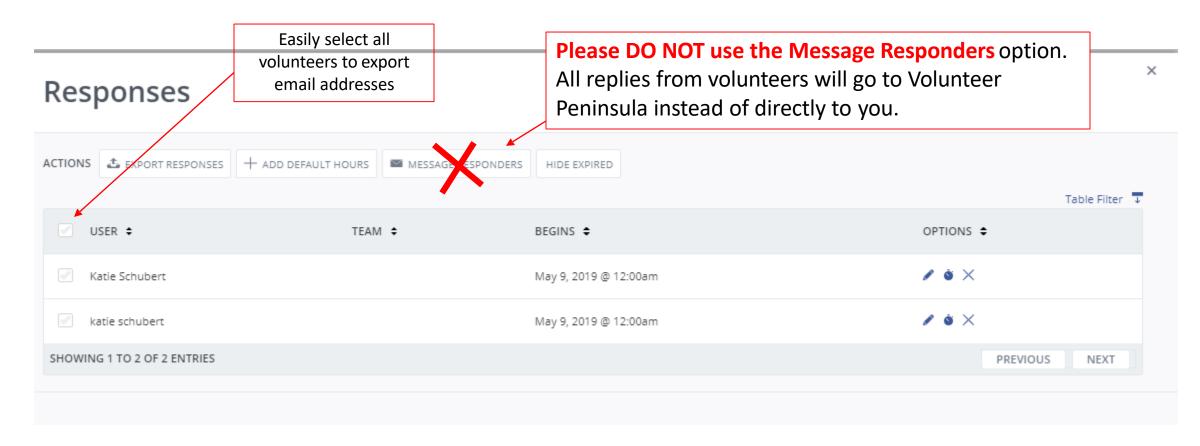
VOLUNTEER OPPORTUNITY → Responses

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.

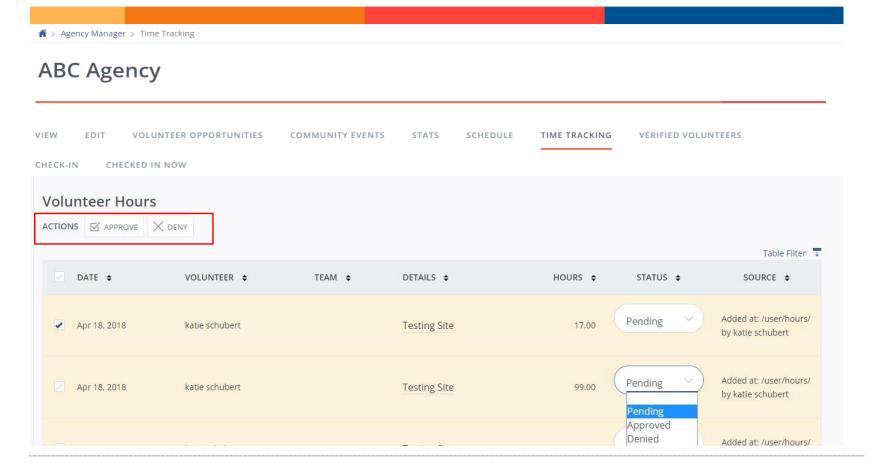
If certain volunteers helped set up or clean up, you can edit their hours specifically by selecting the clock icon and edit their hours.



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.



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.





Thank you for participating in Day of Caring 2023!

If you have any questions please email:

volunteer@uwvp.org

