Day of Caring 2023- Friday, September 15

VOLUNTEER GUIDE

Thank you for participating in this year's Day of Caring.
We will be using an online website called Volunteer Peninsula to have volunteers sign up for projects. It's **FREE** AND this website will be available to you and local organizations to post volunteer opportunities year-round!

This guide is to help Volunteers:

- Sign up for Volunteer Peninsula
- View Day of Caring Projects
- Signup for a Day of Caring Project
  - As an Individual or Team
- Log and track your volunteers hours

United Way of the Virginia Peninsula

Day of Caring 2023 Friday, September 15

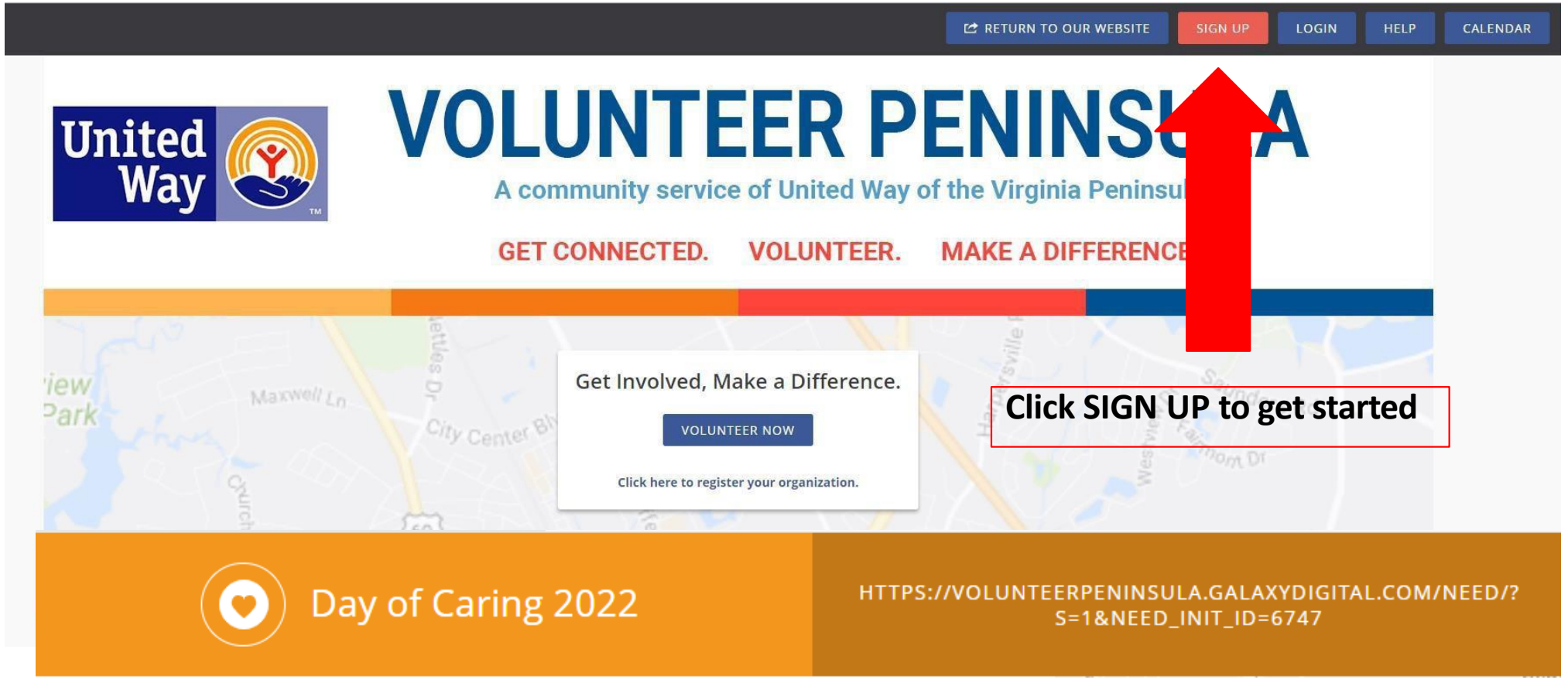
This section will help NEW Volunteers:

- Sign up as a volunteer on Volunteer Peninsula

If you are an EXISTING VOLUNTEER on Volunteer Peninsula CLICK HERE to skip to PAGE 7 to find out how to find and sign up for a project.

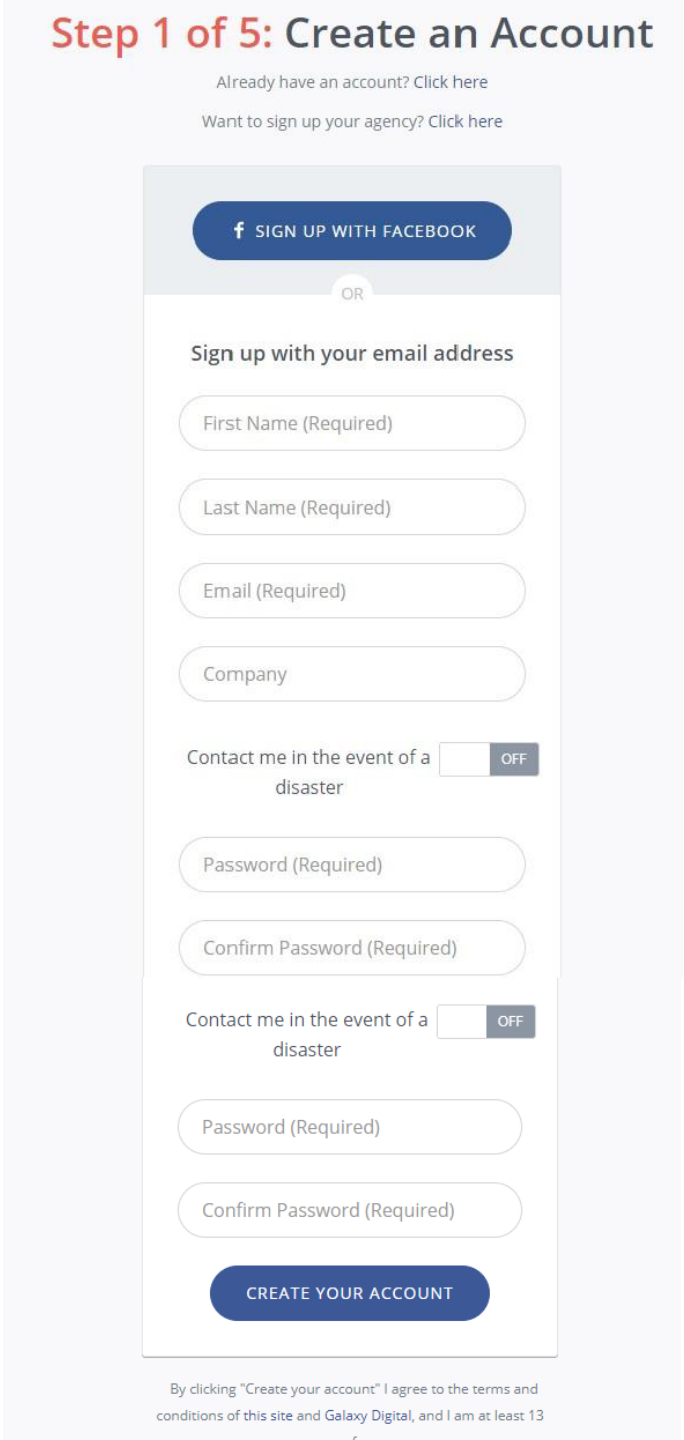
United Way of the Virginia Peninsula

NEW Volunteers start here: https://volunteerpeninsula.galaxydigital.com

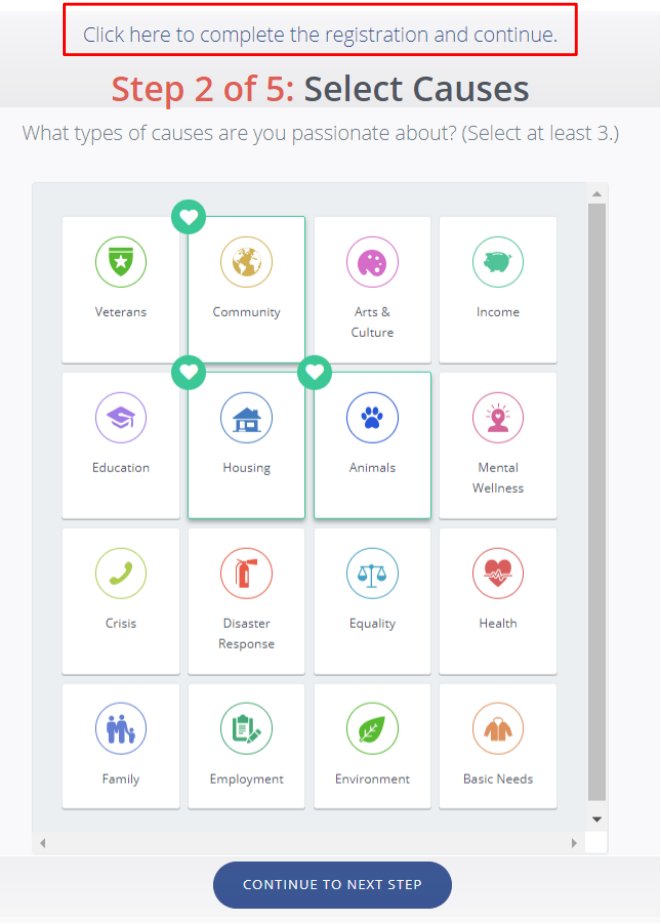


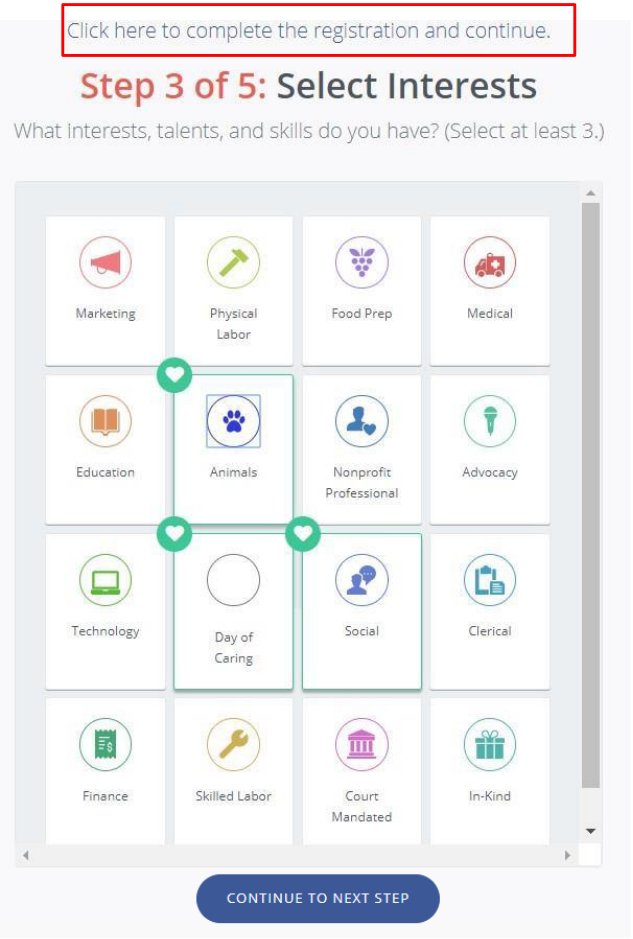
Create a volunteer profile by filling out all the listed information and clicking CREATE YOUR ACCOUNT

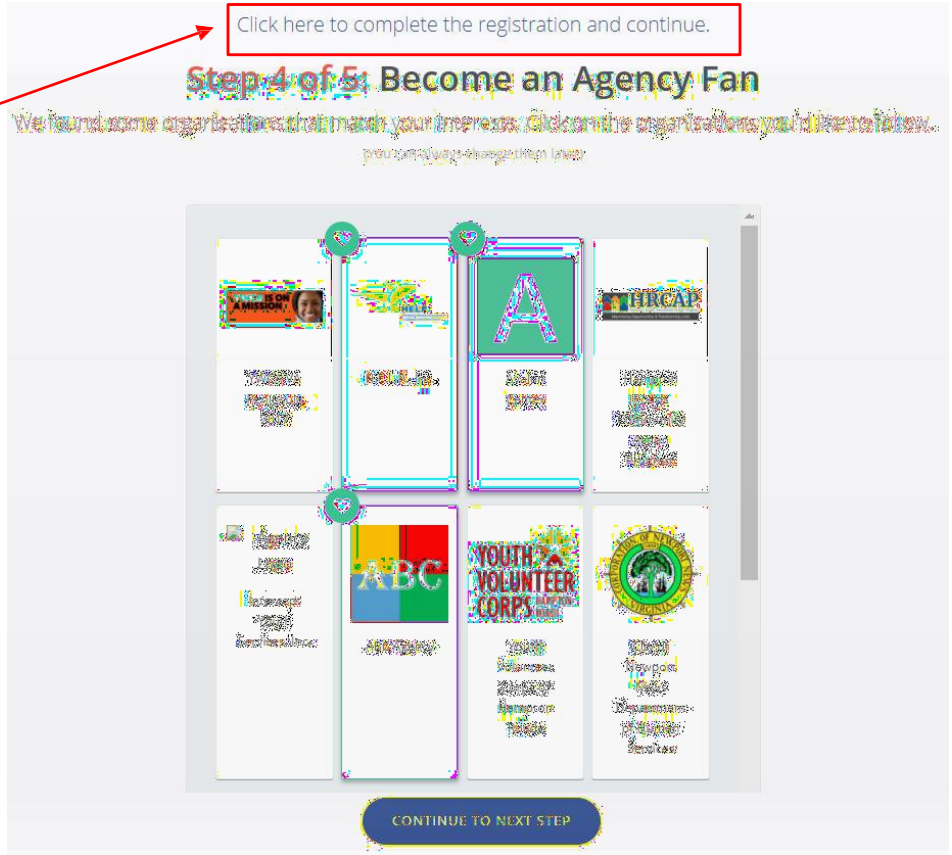
*If you think you might have an account already, try to reset your password or email me at volunteer@uwvp.org for assistance.

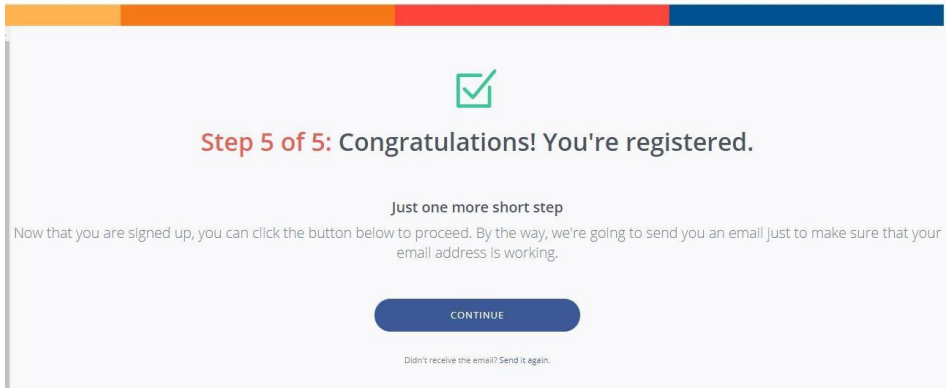


Steps 2-4 are recommended but <u>OPTIONAL</u> but allow Volunteer Peninsula to inform you of local organization, volunteer opportunities, and events that may interest you.
You can skip some or all of these steps by clicking the this link.



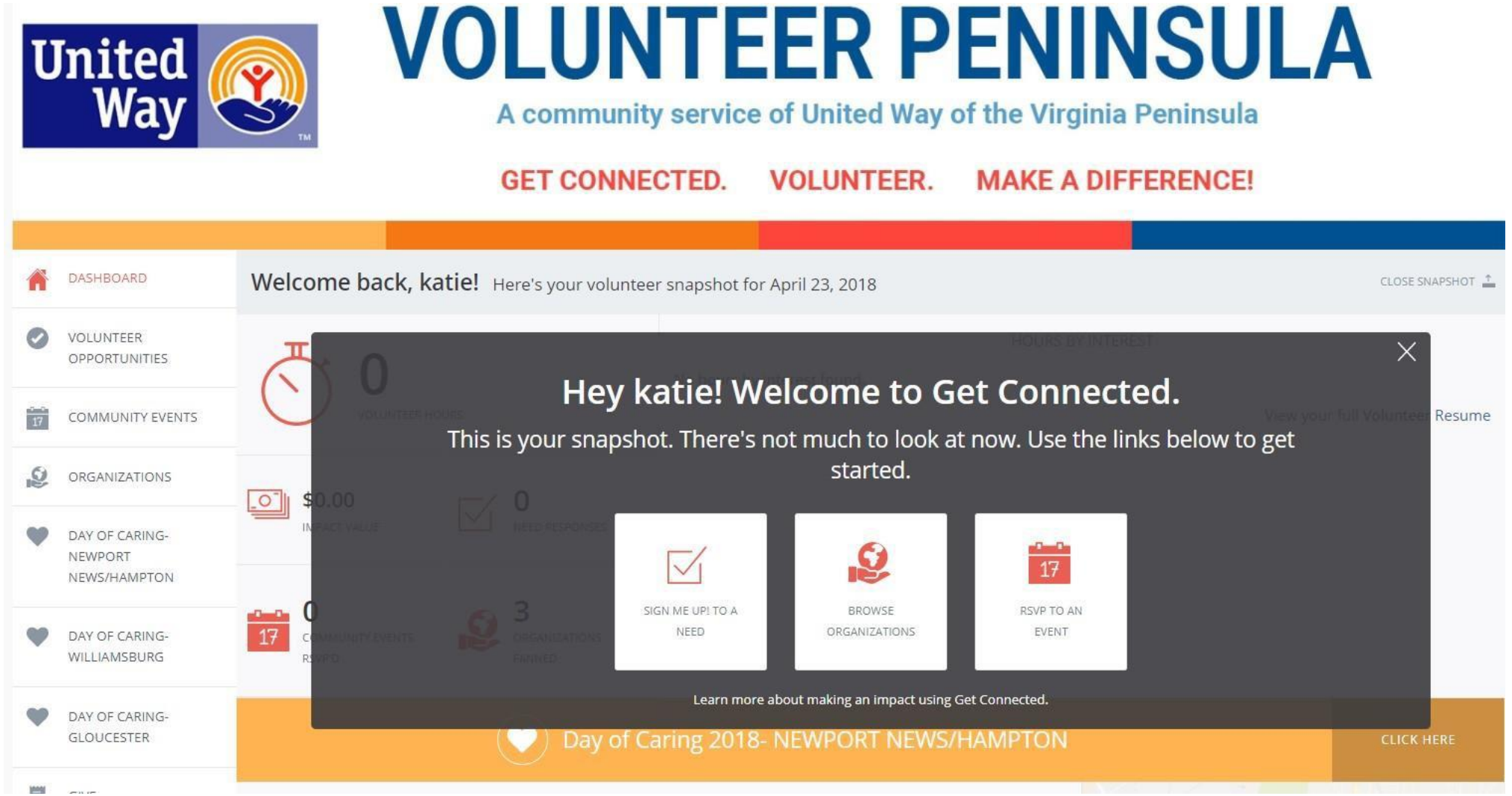






Congratulations! You've signed up on Volunteer Peninsula.

You should see this page next after you've completed the registration.



Day of Caring 2023 Friday, September 15

VOLUNTEER GUIDE

This section will help ALL Volunteers:

- Find a Day of Caring Project
- View the details of the project to make sure it's a good fit for you and/or your team

United Way
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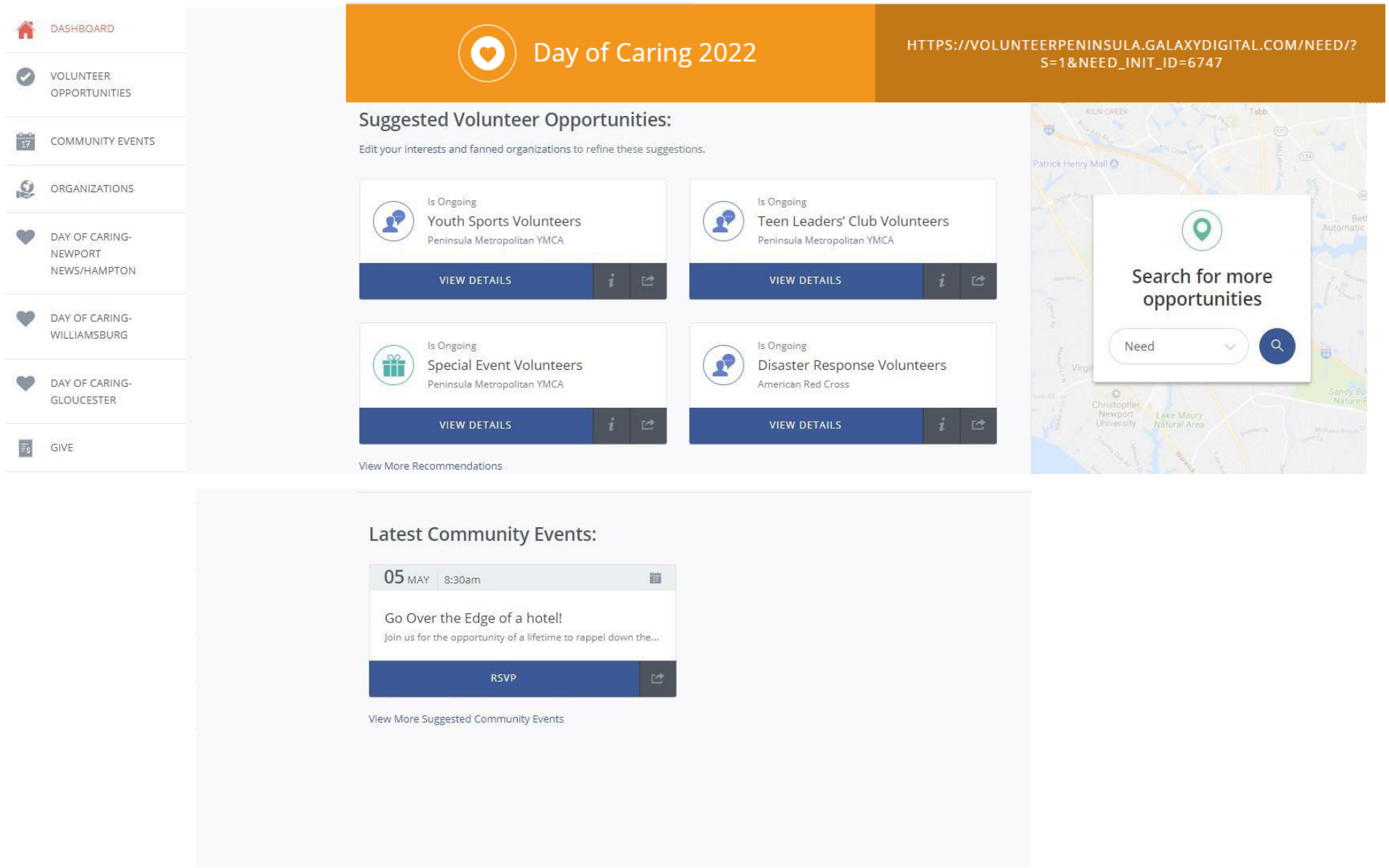
You can find Day of Caring Projects open to the **PUBLIC** in 2 places on your volunteer page.

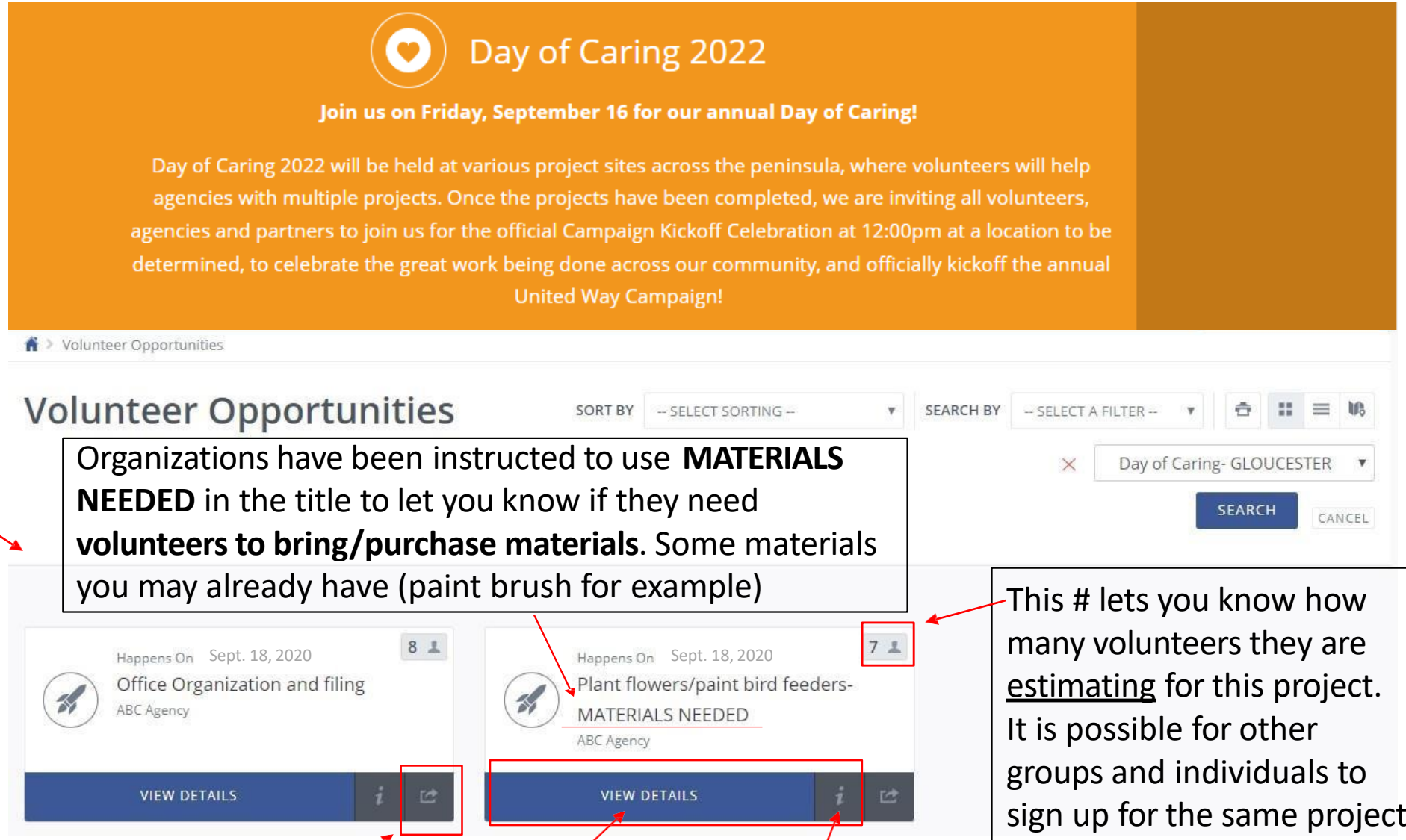
IMPORTANT INFORMATION

If you have an organization that you volunteer with every Day of Caring or have already organized Day of Caring with an organization, please reach out to the agency to get their **PRIVATE URL** to sign up for their project or contact me directly- volunteer@uwvp.org



Understanding the symbols and viewing the project

For this example, select Day of Caring 2022



Here you will see all **PUBLIC** projects that have been submitted for Day of Caring.

Organizations have been instructed to use **MATERIALS NEEDED** in the title to let you know if they need **volunteers to bring/purchase materials**. Some materials you may already have (paint brush for example)

This # lets you know how many volunteers they are <u>estimating</u> for this project. It is possible for other groups and individuals to sign up for the same project as long as this # isn't 0.

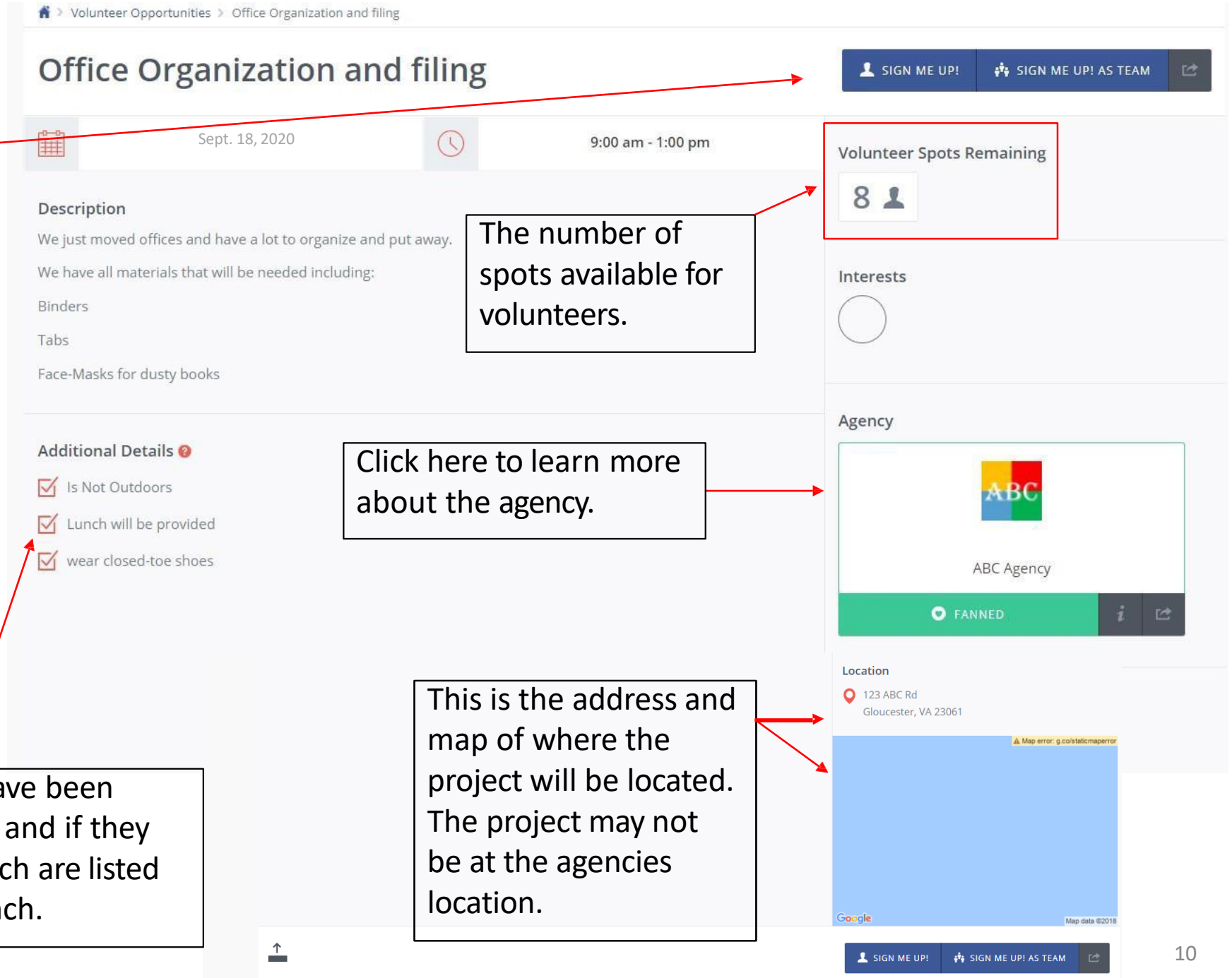
Grow your team by sharing with friends and/or coworkers through LinkedIn, Twitter, Facebook, Google Plus, or through a link.

View full details for project And/or to signup

VIEW DETAILS SCREEN

Clicking on a project will open up the details and will give you the option to **'SIGN ME UP' (individual volunteer) or 'SIGN ME UP AS A TEAM' (for teams of 2 or more)**

*Signing up as a team allows you to submit how many volunteers you're expecting which will lower the # of Volunteer Spots Remaining. You can edit your team # afterwards if needed.



The number of spots available for volunteers.

Click here to learn more about the agency.

This is the address and map of where the project will be located. The project may not be at the agencies location.

ADDITIONAL DETAILS: Organization have been instructed to state any required items and if they will provide lunch. If no details of lunch are listed please bring snacks or arrange for lunch.

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VOLUNTEER GUIDE

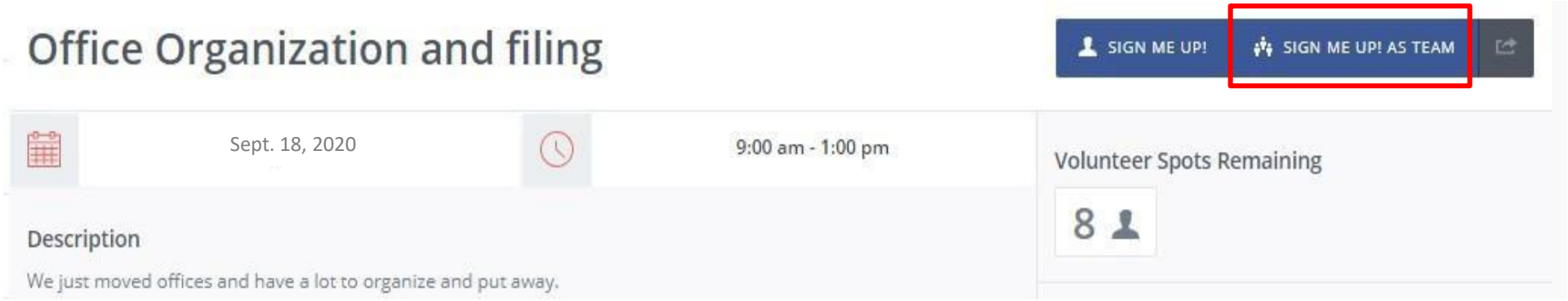
This section will help Volunteers:

- Sign up for a project as a **TEAM**

CLICK HERE to skip to page 20 to learn how to sign up as an INDIVIDUAL

United Way of the Virginia Peninsula

From the PROJECT'S VIEW DETAILS page



SIGNING UP AS A TEAM

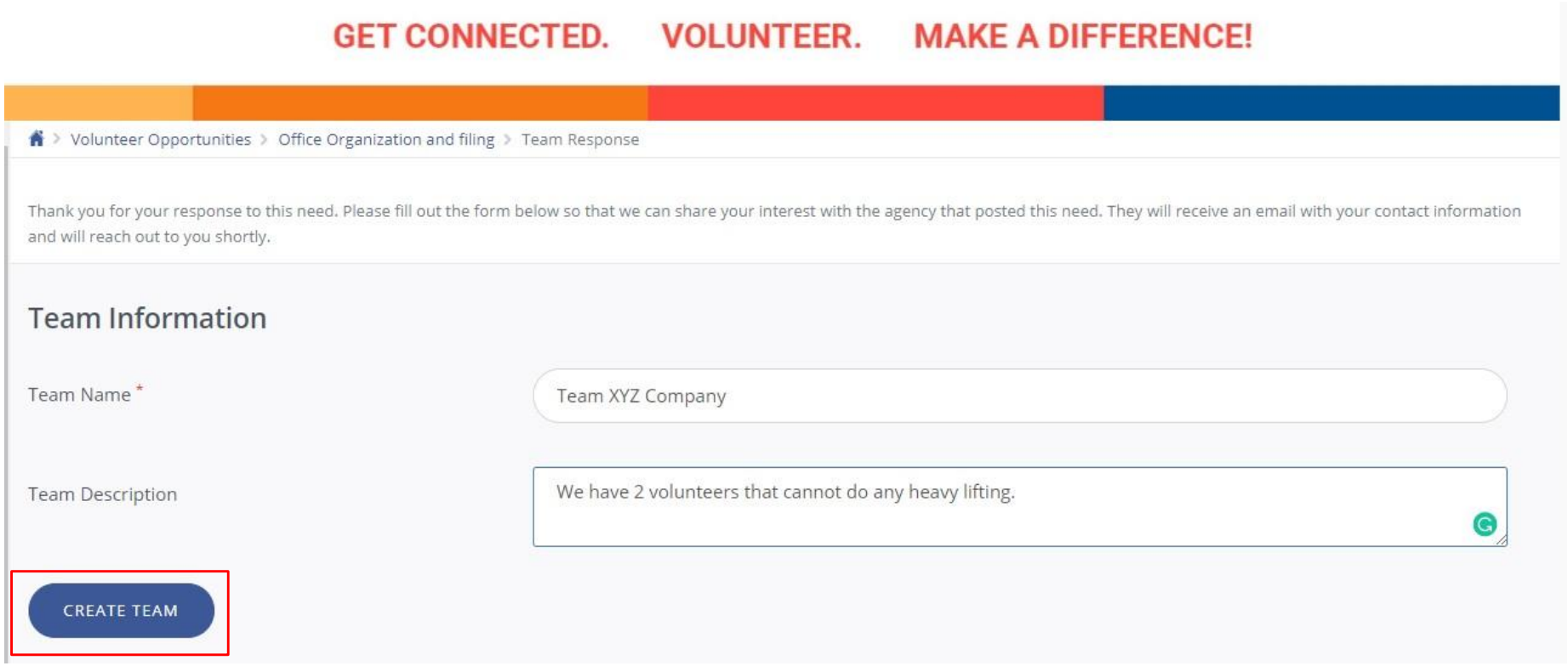
(INDIVIDUAL SIGNUP- SKIP TO PAGE #20)

1)Click **SIGN ME UP AS A TEAM** as shown above

2) Create a team name

3)Team Description: Add any details about your team- please include any allergies, special needs, or limitations that the organization needs to know.

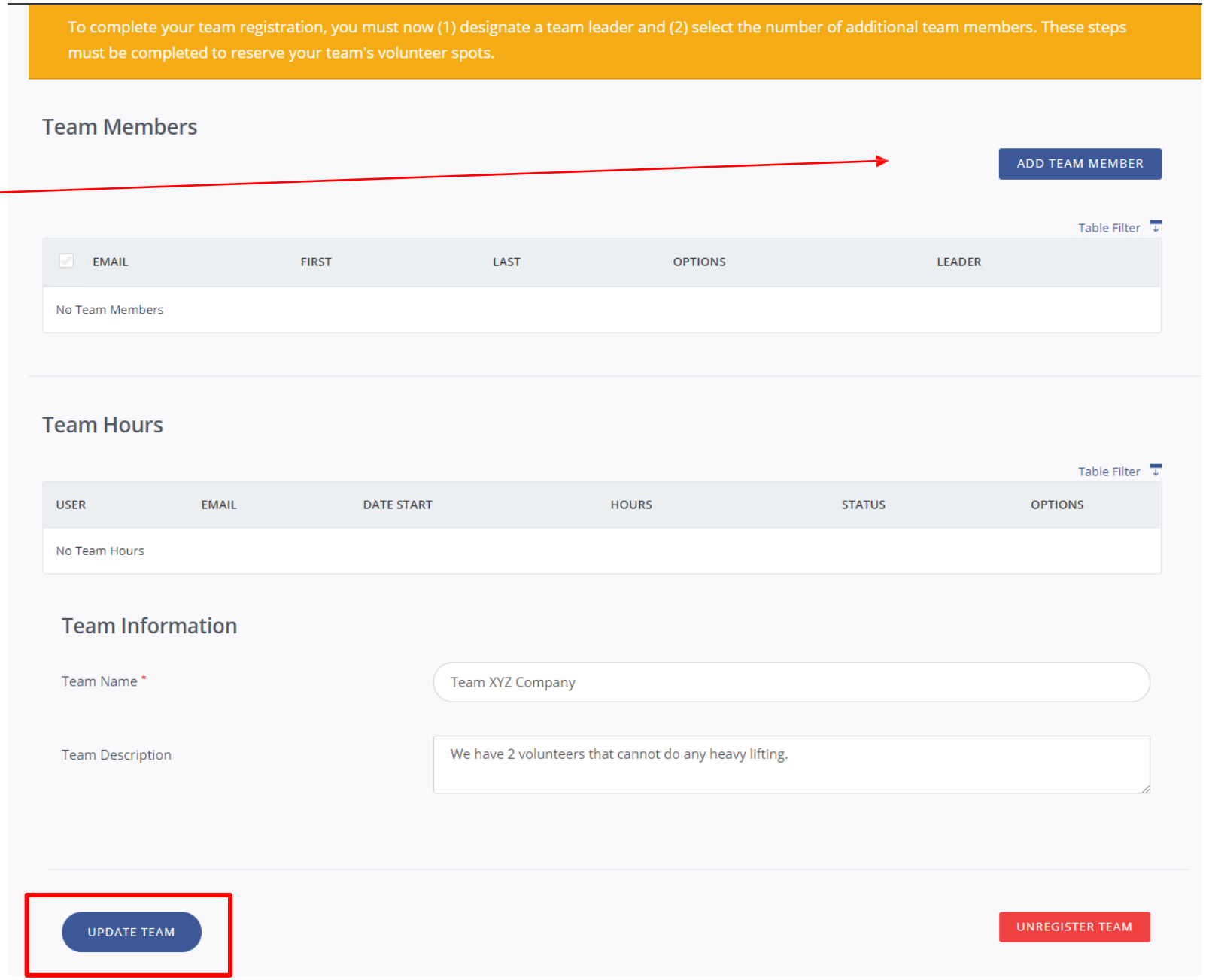
4) CLICK- Create Team to be taken to the team signup sheet



1) Click **ADD TEAM MEMBER** to Add your Team Leader and reserve the # of slots you need. The team leader will receive notifications and information about your project.

Update team information here → If you need to change or add anything.

DON'T FORGET TO SAVE!
At the bottom of the page:
Save changes with 'Update Team' or Unregister Team.

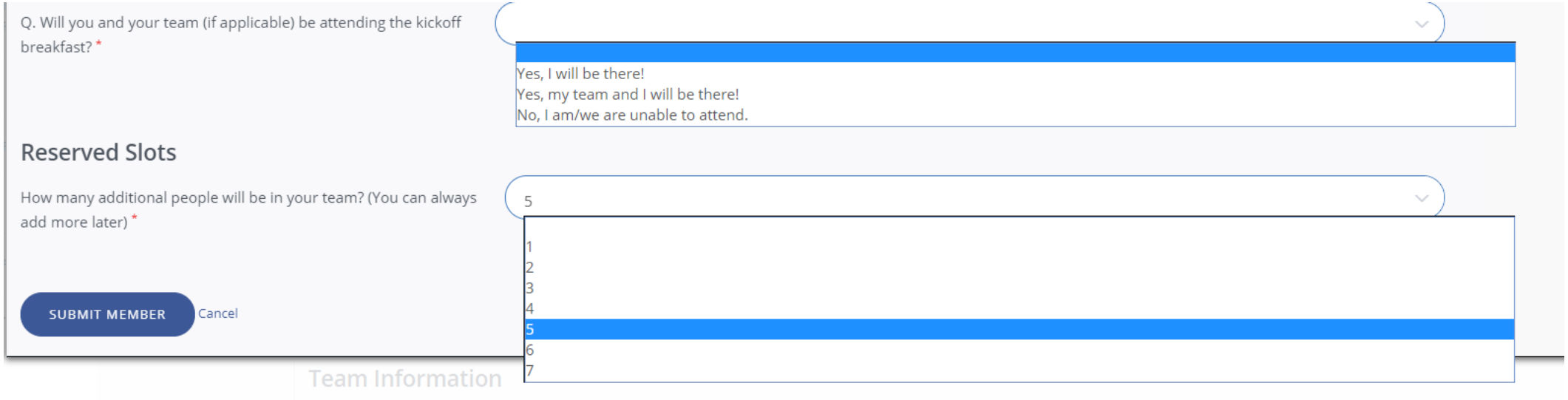


ADD TEAM MEMBER PAGE

Fill out team leader information
-Team Leader will receive email information

Let United Way know if you plan to attend the kick off event.

Reserve slots for all your volunteers. (you will invite them next).



Click 'SUBMIT MEMBER'

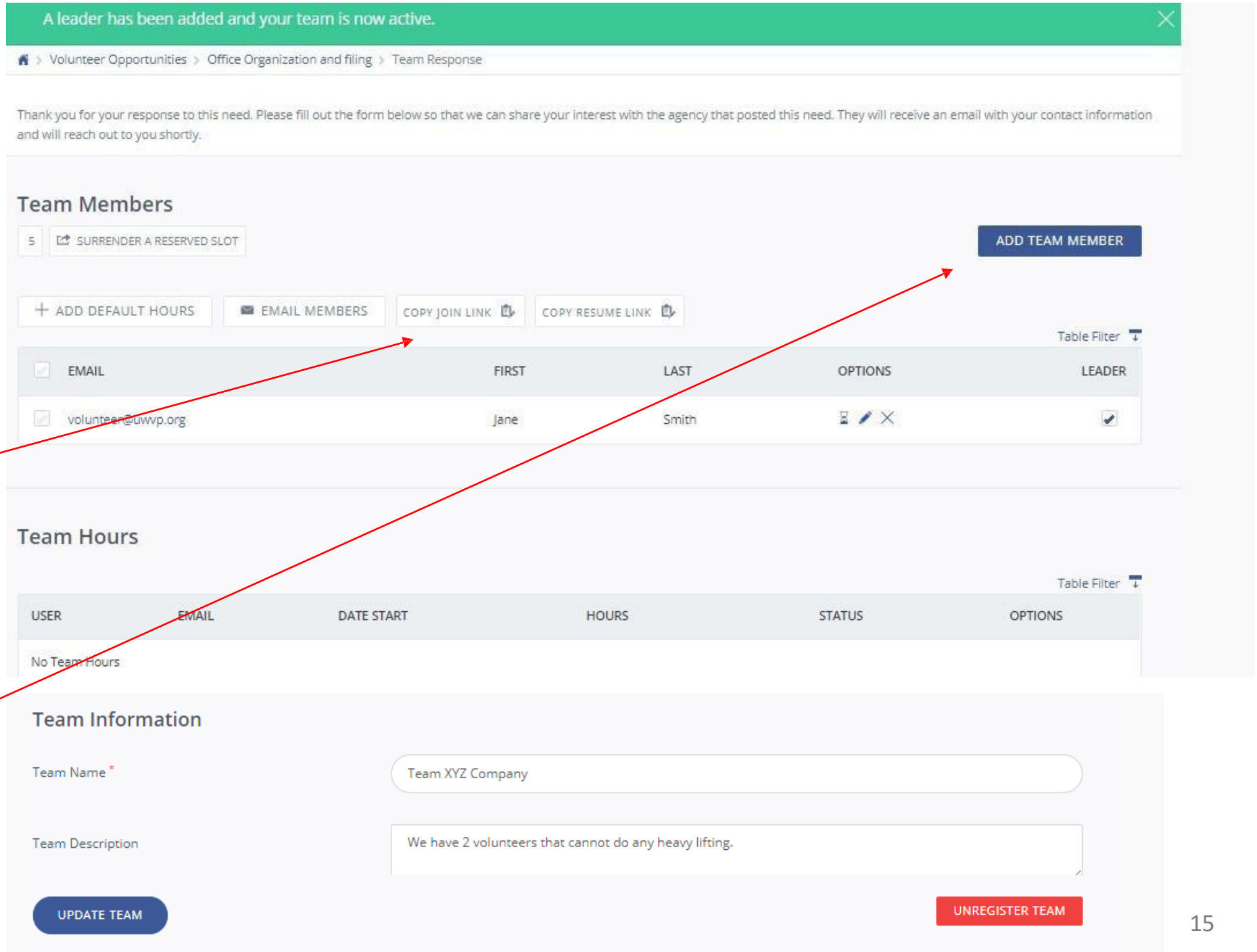
After adding your Team Leader- you will automatically be taken to this page.

NEXT: ADD TEAM MEMBERS AKA your Volunteers for your Team

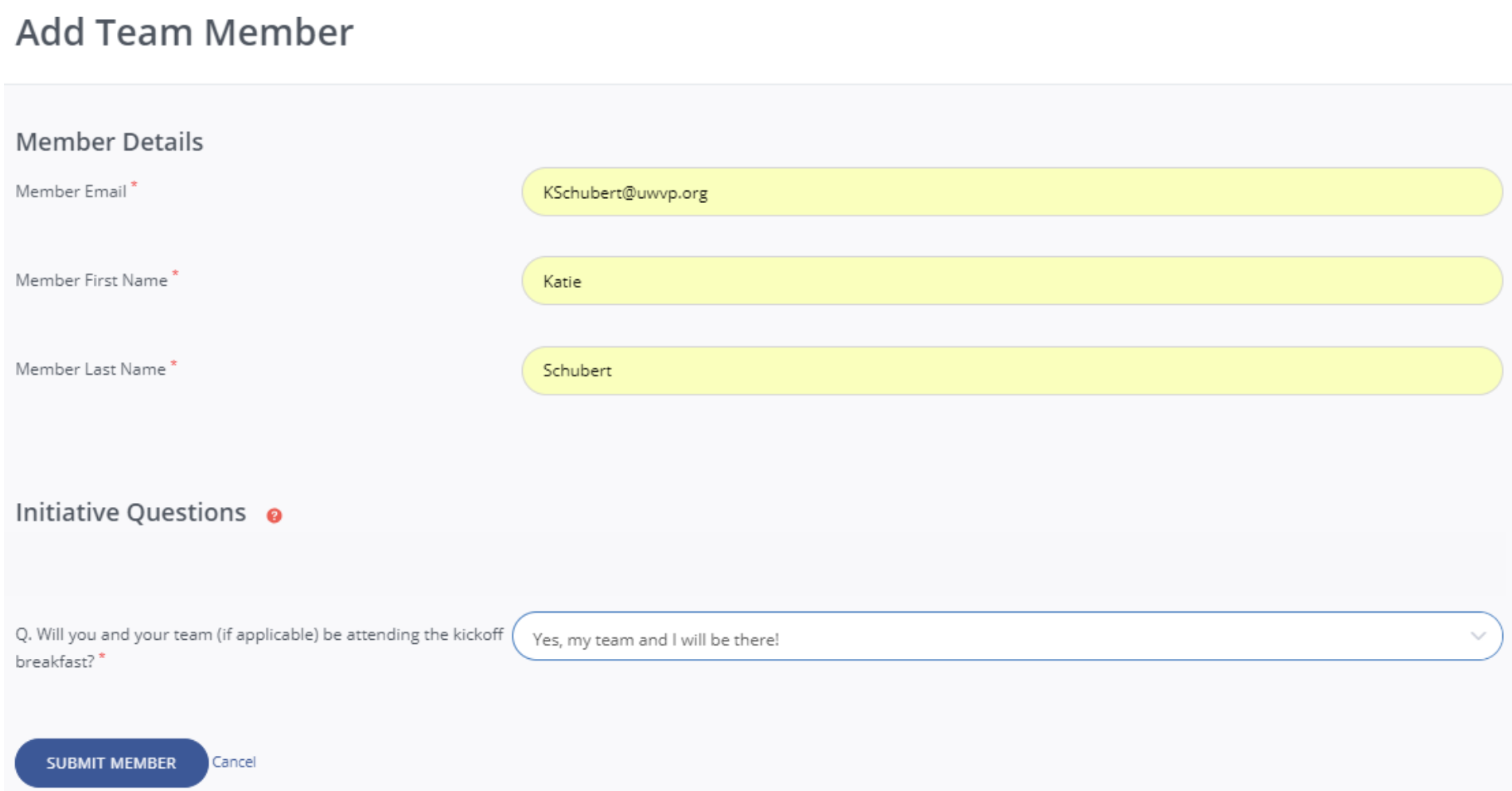
There are 2 ways to add team members:

1) COPY JOIN LINK and paste into a personal email. The invited persons must set up a volunteer profile to add themselves to your team.

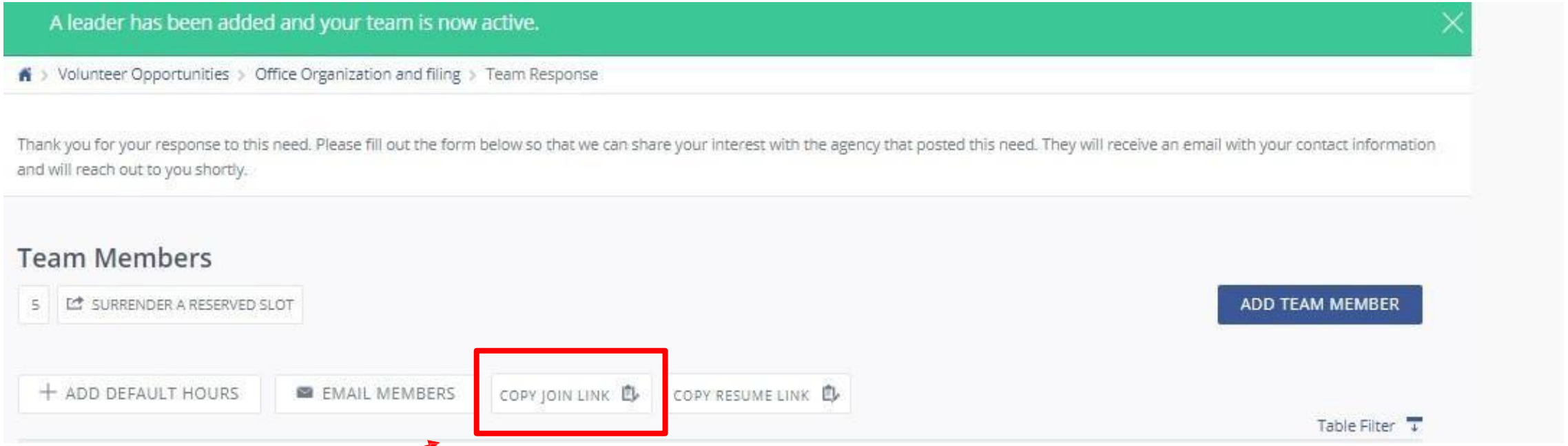
2) MANUALLY ADD TEAM MEMBER yourself regardless if they have a volunteer profile or not. They will be notified by email.



Adding Team Members Manually:
you will provide their
-EMAIL
-FIRST/LAST NAME
--IF THEY PLAN ON ATTENDING THE KICK OFF CELEBRATION



INVITING A TEAM MEMBER TO SIGN UP:



'COPY JOIN LINK' and paste into your own email with a personalized message asking them to Join.

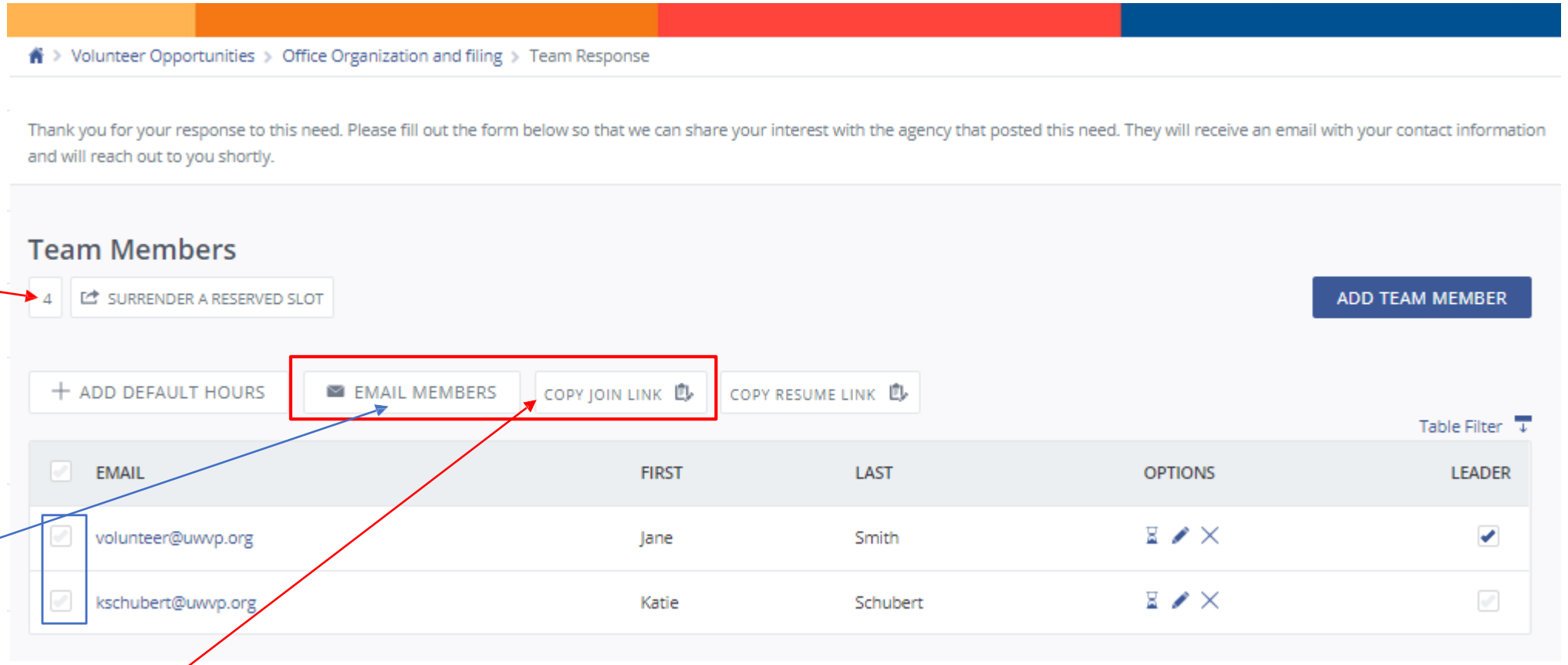
- If the persons you are inviting to join your team ARE NOT REGISTERED on Volunteer Peninsula yet, they will have to SIGN UP first (See Slides 1-6) then they can proceed and signing up as part of your team.

Once you have Team Member they will show up as a team member.

End up having less members? That's ok- click SURRENDER A RESERVED SLOT to forfeit one reserved slot at a time.

EMAIL MEMBERS- you can check the box by the email addresses to send out a group or individual email.

Again, here you can **COPY JOIN LINK** to copy & paste into a personal email to members so they can add themselves.

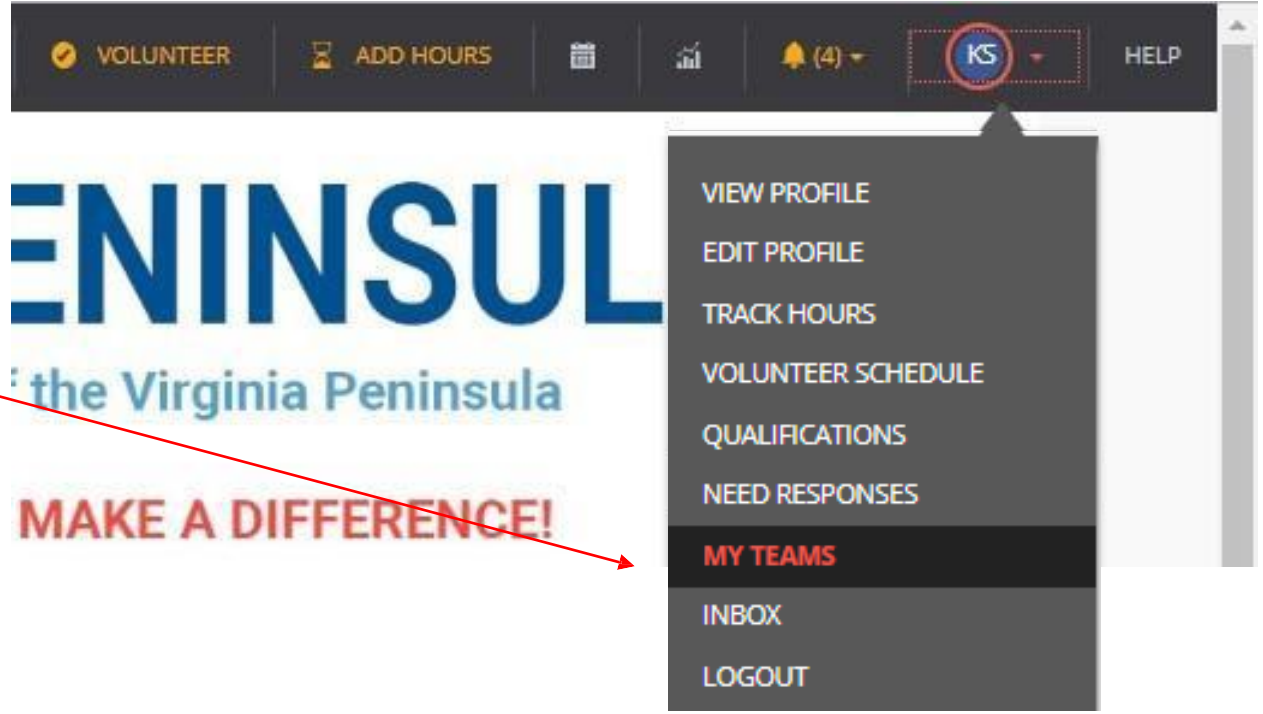


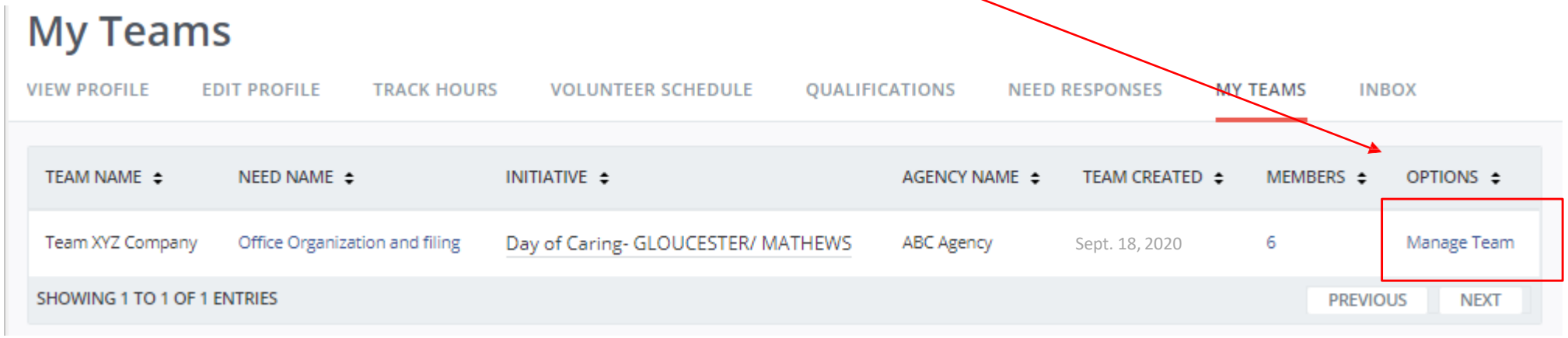
To Manage your Team:

1) Login to your Volunteer Peninsula account.

2) Use your Profile drop down menu at the top to view **MY TEAMS**.

3)Click '**Manage Team**' and it will take you back to the same screen as page 15 where you can add members, copy link to invite team members, edit team information, or surrender spots.





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VOLUNTEER GUIDE

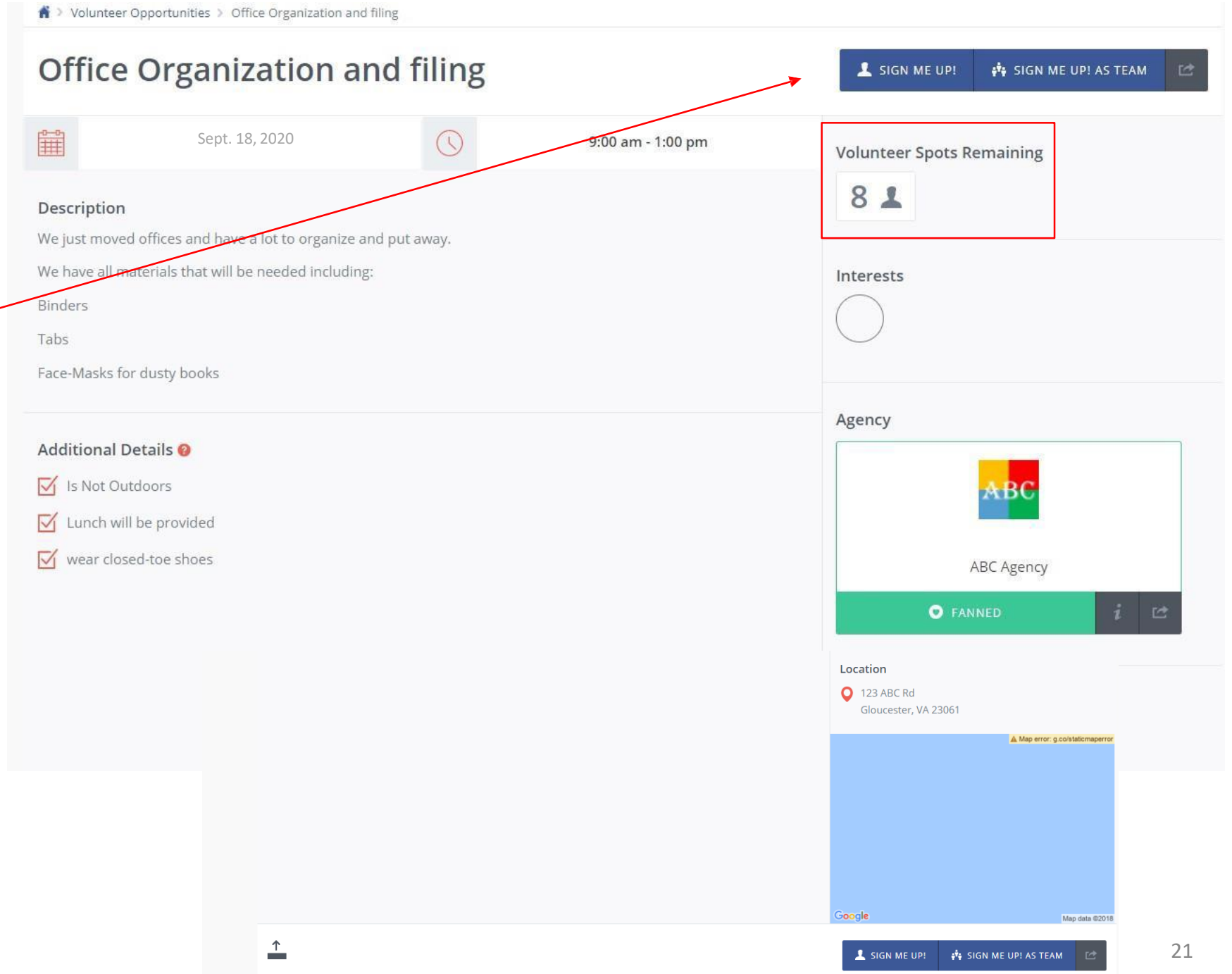
This section will help Volunteers:

- Sign up for project as an **INDIVIDUAL**

United Way of the Virginia Peninsula

From the PROJECT'S VIEW DETAILS page

Clicking on a project will open up the details and will give you the option to **sign up as an INDIVIDUAL or a TEAM**.
Click **SIGN ME UP!** To continue to sign up as an Individual.

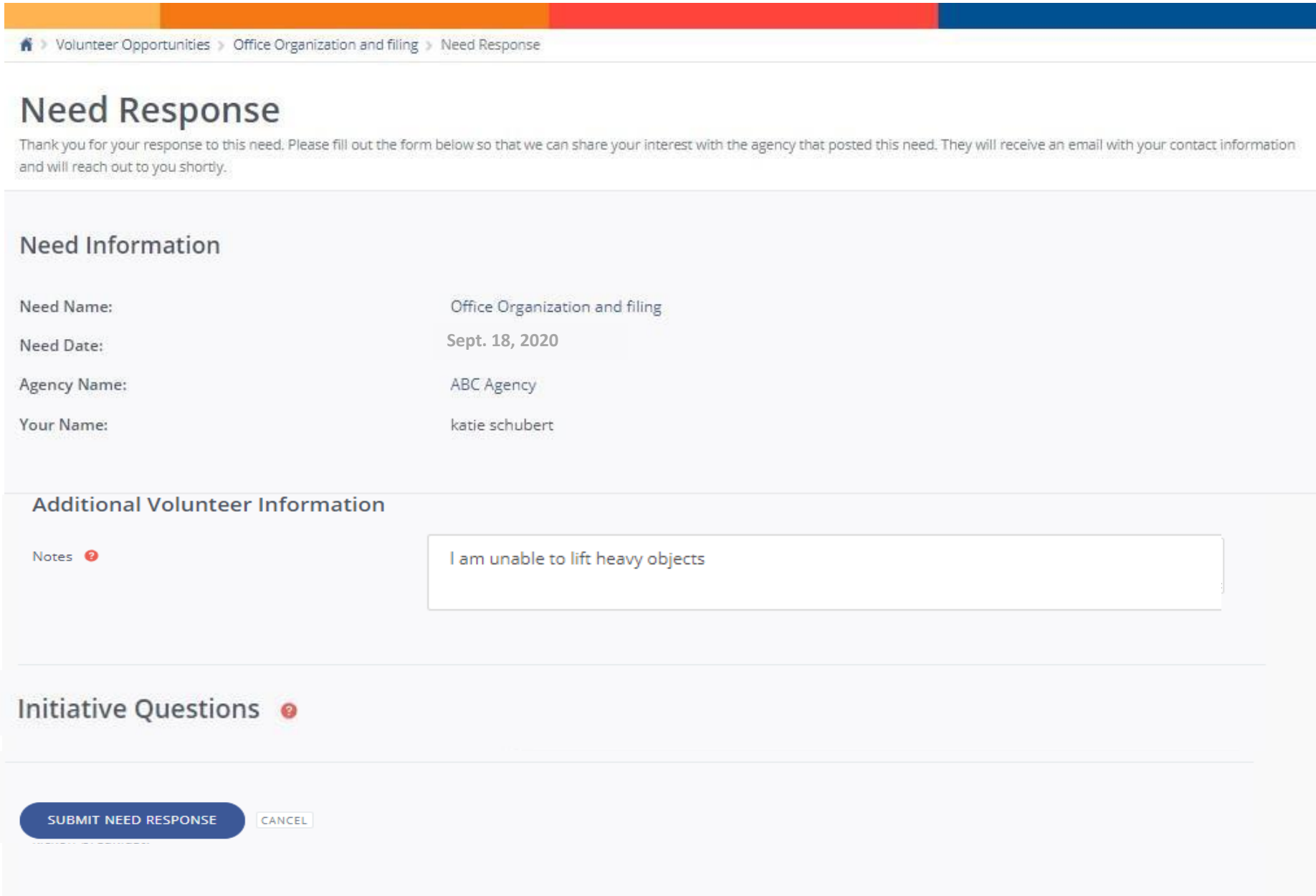


Volunteer Peninsula will use your Volunteer Profile information to sign you up.

You just need to add in the 'Additional Volunteer Information' section with any restrictions, allergies, or special needs required.

Lastly, fill out your shirt size and RSVP for the Kickoff Event

Click **SUBMIT NEED RESPONSE**

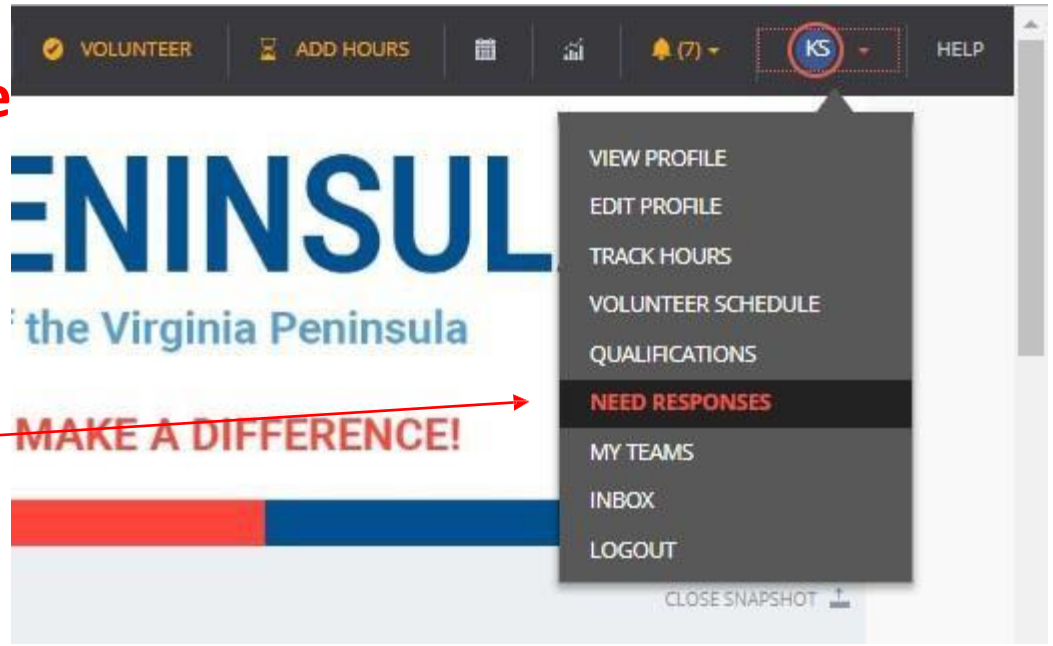


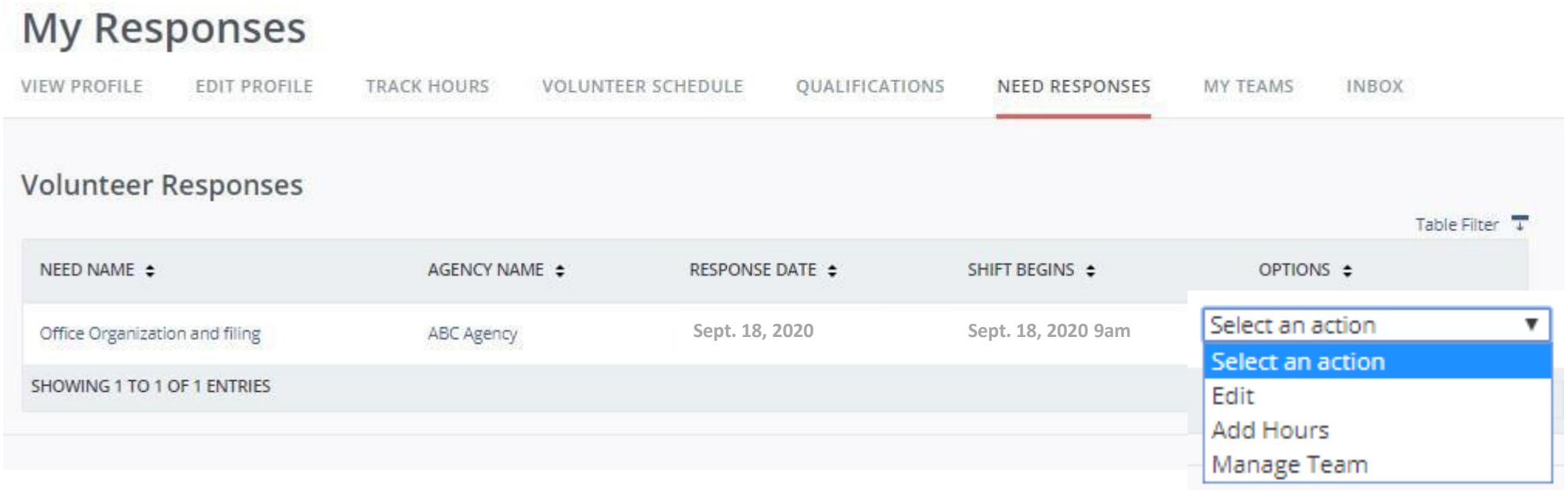
To EDIT OR CHANGE your response to a volunteer opportunity/ne

1) Login to your account.

2) Use your Profile drop down menu at the top right to view NEED RESPONSES.

3) You can edit your shirt size, change your RSVP status, add your volunteer hours, or start a team (if slots are available).





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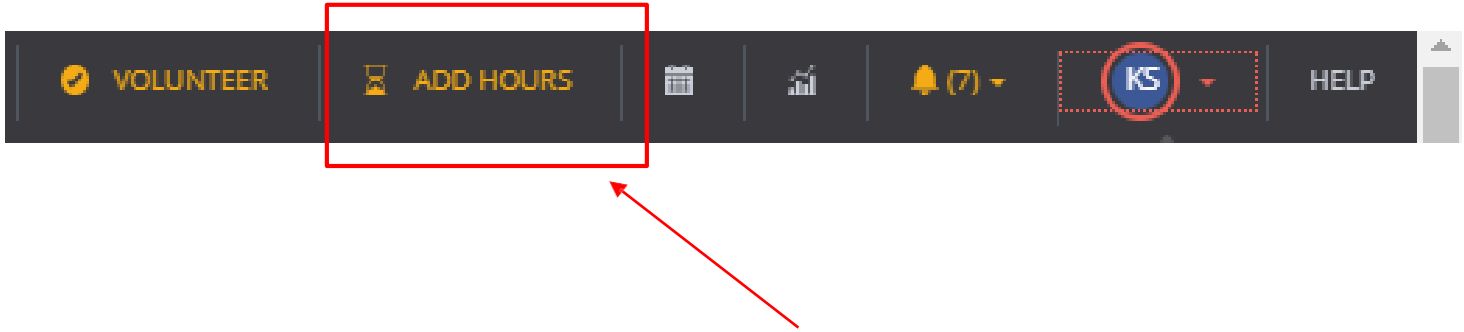
VOLUNTEER GUIDE

This section will help ALL Volunteers:

- How to log and track your volunteer hours

United Way of the Virginia Peninsula

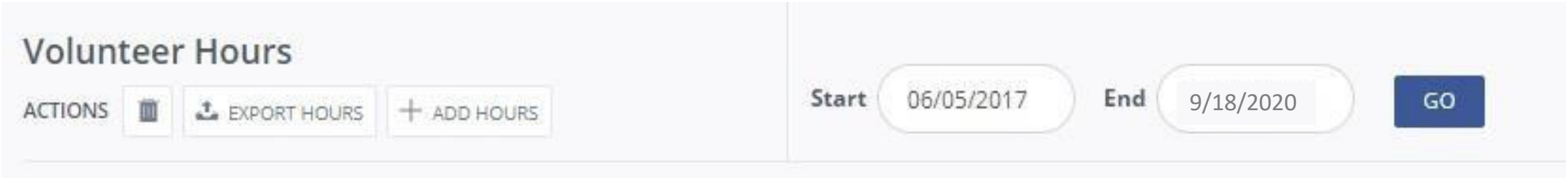
ADDING VOLUNTEER HOURS



There are multiple ways to add your volunteer hours. The easiest and most direct way is to select **ADD HOURS** from the top TOOL BAR when you sign into your Volunteer Peninsula account.

Can I track volunteer hours I do outside of Volunteer Peninsula?
Volunteer Peninsula will allow you to track your volunteer hours with needs you signed up for through the website **AND** volunteer opportunities you connected with outside of the Volunteer Peninsula website.

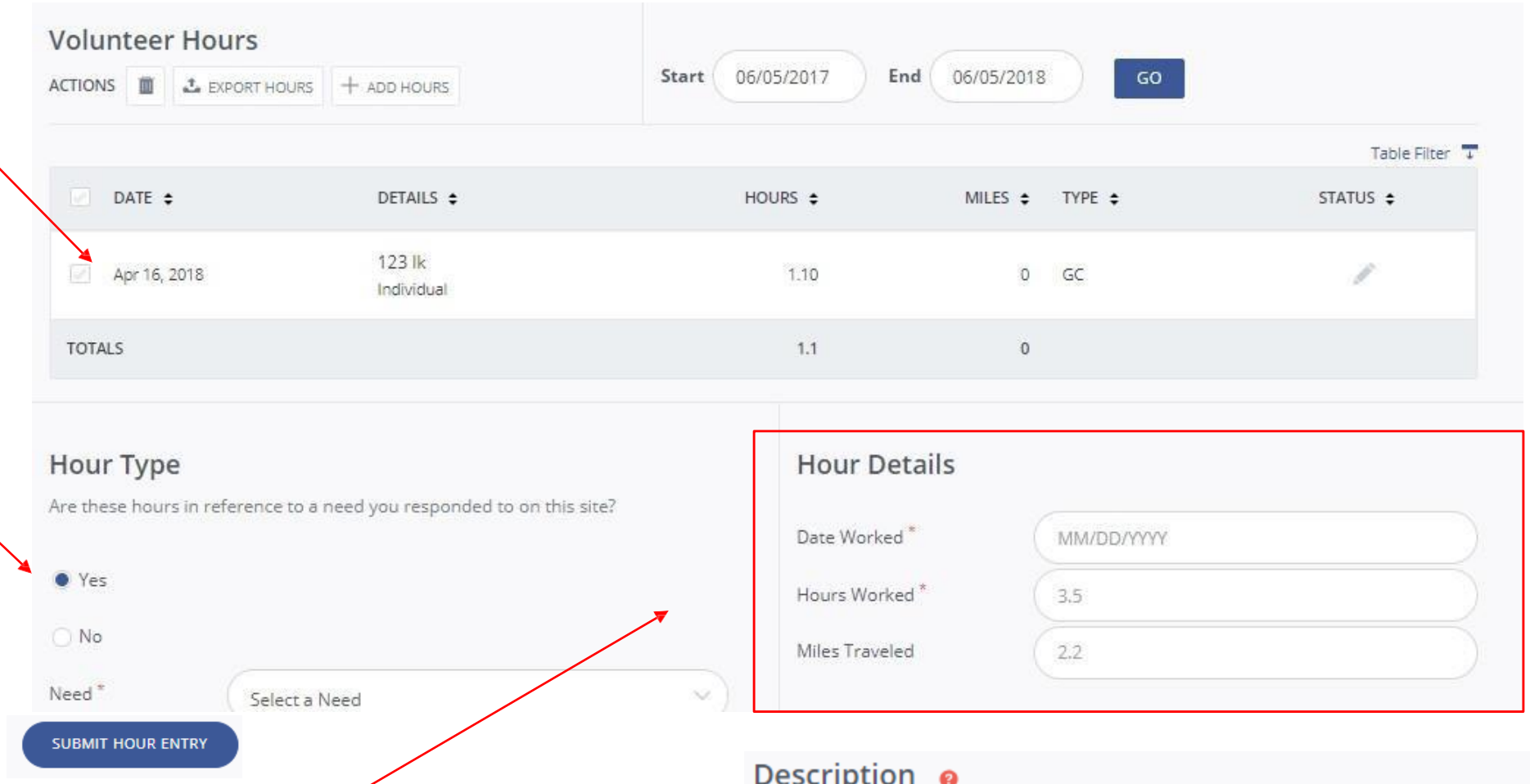
You can also EXPORT all hours and do a search by date range.



TRACKING VOLUNTEER HOURS FROM VOLUNTEER PENINSULA

This will show you NEEDS you've signed up for that have been completed.

Select YES- to add hours for volunteer hours you did through Volunteer Peninsula



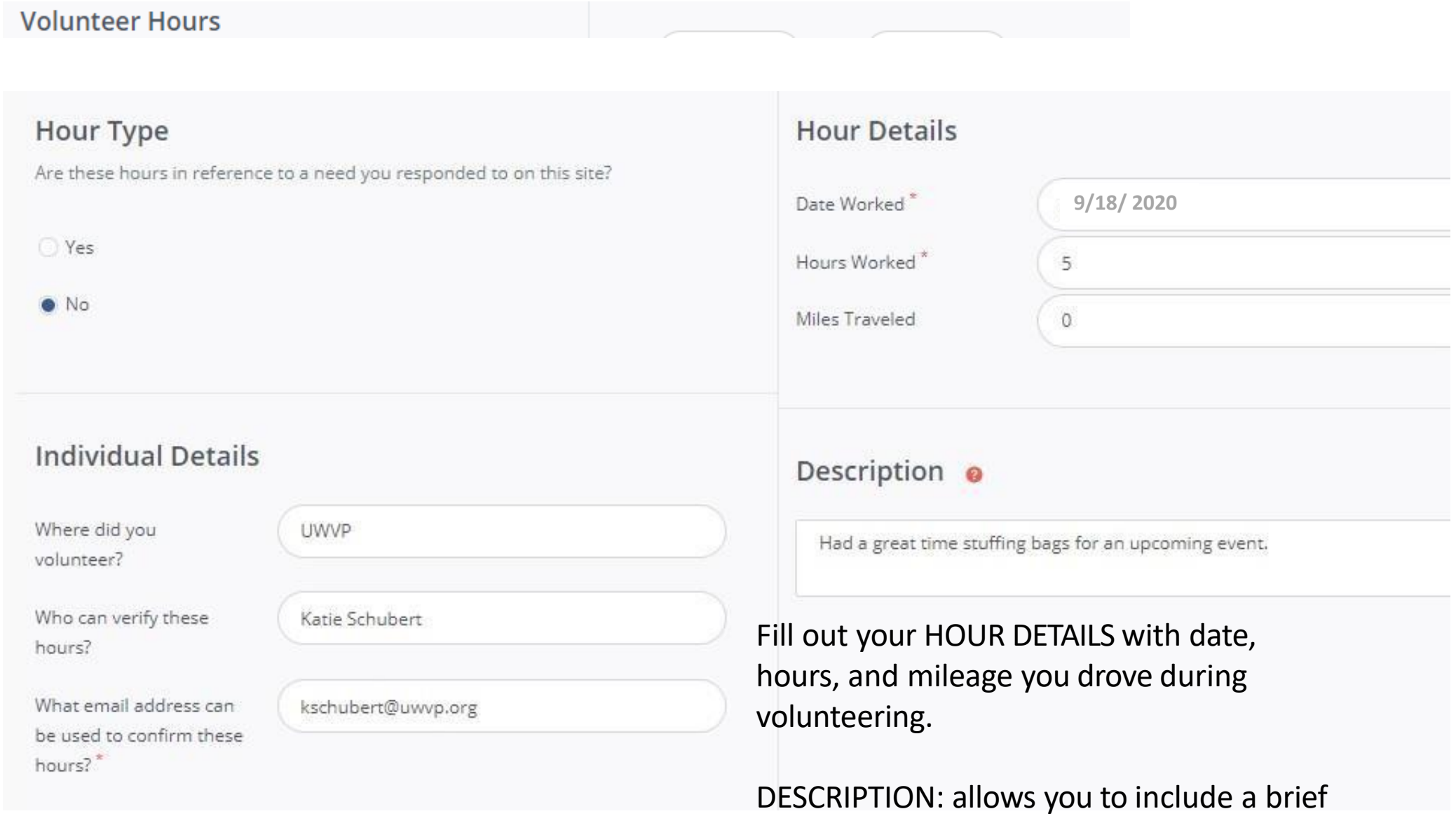
HOUR DETAILS: You can add your date, hours worked, and any mileage you drove in your personal car while volunteering.

Add a brief statement about your experience.

ADD HOURS not organized through Volunteer Peninsula

For HOUR TYPE select NO.

Fill our Where you volunteered, a contact and an email address of the person that can confirm your hours.



Fill out your HOUR DETAILS with date, hours, and mileage you drove during volunteering.

DESCRIPTION: allows you to include a brief statement about your experience.

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VOLUNTEER GUIDE

Thank you for participating in Day of Caring 2023!

If you have any questions please email:
volunteer@uwvp.org

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