

# Day of Caring 2018

## AGENCY GUIDE



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

This year we will use an online website called Volunteer Peninsula to have volunteers sign up for 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
- Add a project for Day of Caring
- Show you how to look up helpful information



# 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, please **FIRST** go to <https://www.uwvp.org/day-caring-0> and search for your agency in the 'Existing Agencies on Volunteer Peninsula List' button on the United Way Day of Caring website.

- 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 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.

# Day of Caring 2018

## AGENCY USER GUIDE



**This section will help:**

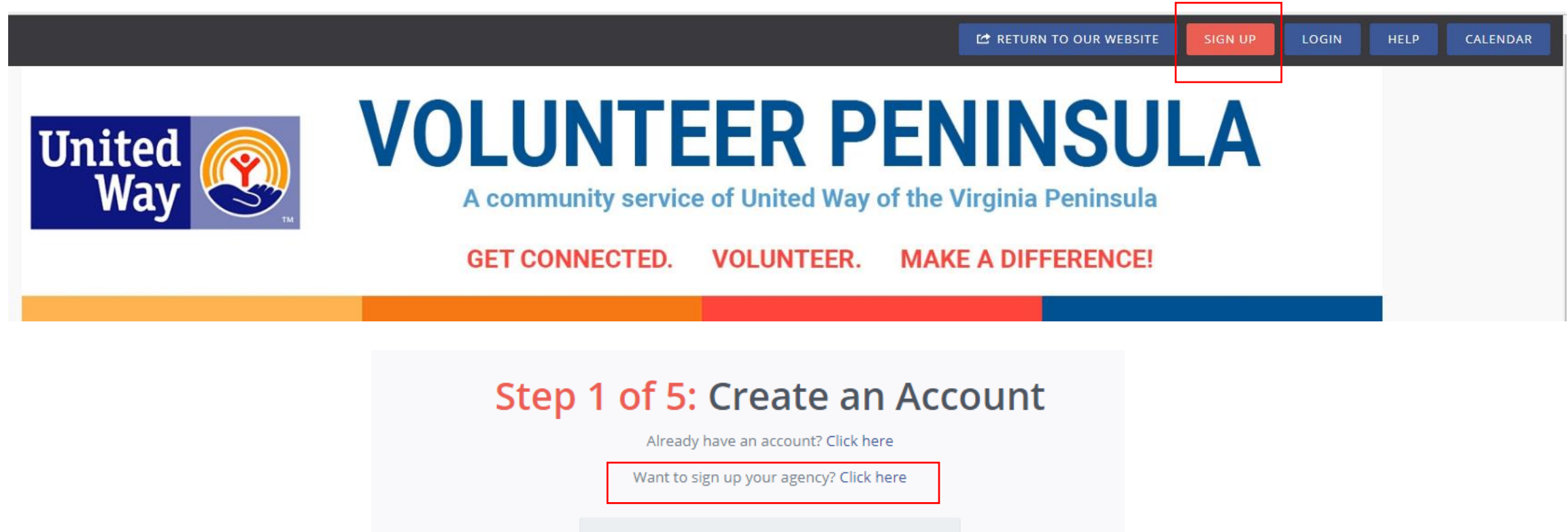
Agencies NEW to Volunteer Peninsula Sign UP

**If you are an EXISTING AGENCY on Volunteer Peninsula  
SKIP to SLIDE 10 on how to add a project this year.**

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, a dark navigation bar contains links: "RETURN TO OUR WEBSITE", "SIGN UP" (highlighted with a red box), "LOGIN", "HELP", and "CALENDAR". Below the navigation bar, the United Way logo is on the left, and the text "VOLUNTEER PENINSULA" is in large blue letters. Underneath, it says "A community service of United Way of the Virginia Peninsula". A red banner below that reads "GET CONNECTED. VOLUNTEER. MAKE A DIFFERENCE!". At the bottom, a light gray box contains the heading "Step 1 of 5: Create an Account". Below this heading, there are two links: "Already have an account? Click here" and "Want to sign up your agency? Click here" (the latter is highlighted with a red box).

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  
contact information for your  
agency.

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




## IMPORTANT INFORMATION


### 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- this is the category you would put your agency. When volunteers sign up they select their interests and will be notified of volunteer opportunities of 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

7

## 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 interface for "Who We Are" description. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, link, and unlink. The text area contains the placeholder text "This is a made up account." Below the text area is a small "P" icon.

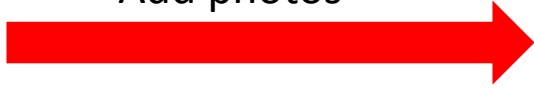
What We Do ?

Rich text editor interface for "What We Do" description. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, link, and unlink. The text area contains the placeholder text "This is a made up account." Below the text area is a small "P" icon.

## IMPORTANT INFORMATION

Agency Page continued

Add photos



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

UPDATE AGENCY INFO

Photos ?

ADD NEW PHOTO Drag & Drop Files

ACTIONS

Safe Day 2018  
Day of Caring  
Friday, September 7, 2018  
10:00 AM - 12:00 PM  
Location: [illegible]  
[illegible]

f t YouTube i

PRIVACY POLICY  
CONTACT US

galaxy

# Day of Caring 2018

## AGENCY GUIDE



**This section will help Agencies:**

- Add a Project for Day of Caring

Agencies can add 1 or multiple projects for Day of Caring.

- If you have multiple small projects that 1 volunteer group can manage, please submit only 1 project.
- If you have multiple projects that will take 5+ hours for volunteer groups to complete, please register each 5+ hour project separately.

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 volunteer opportunity

**TIME TRACKING**- approve volunteer hours

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

Table Filter

ID	NEED TITLE	PRIVACY	INITIATIVE	DATE	ADDED	STATUS
Your agency doesn't have any Volunteer Opportunities listed. <a href="#">CREATE NEED</a>						

**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.)

## IMPORTANT INFORMATION

**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.

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

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## 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:** **ONLY** Select 'HAPPENS ON' and add the date 9/7/2018 for Day of Caring. Please DO NOT choose any other option for Day of Caring.

**Allow Team Registration:** YES if you need more than 1 volunteer.

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 *	09/07/2018
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.

**Attributes:** List if your agency will be providing 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 PROVIDED X WEAR CLOSED-TOE SHOES X

Address ?

123 ABC Rd

Address Line 2

Gloucester

VA

23061

Zip Code \* ?

23061

**IMPORTANT INFORMATION**

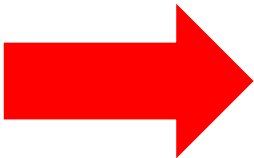
**Interests & Abilities:** This is a required field. Please select DAY OF CARING and any other fields that best matches your project.

**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

Interests & Abilities \* ?

Additional Notification Recipient(s) ?

Waiver ?

Select Interests

DAY OF CARING ☆×

EDUCATION ☆×

OFF

leann@uwvp.org

Choose File No file chosen

CREATE NEED

CANCEL

# Day of Caring 2018

## AGENCY GUIDE



**This section will help Agencies:**

- Find your link for a Private Projects
- Edit Volunteer Opportunity/Projects
- Find Volunteer names and emails
- Approve volunteer timesheets

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 it has been approved by United Way of the Virginia Peninsula staff. 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 get your private project URL to share with a volunteer team you’ve coordinated with.

**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 expressed interest in “TITLE” project.

User Group

User Group

Enter an email to view the available user groups.


Both options here Work the same.

## Volunteer Opportunity--->VIEW tab

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” box they will be taken to your Volunteer Peninsula Agency Page.




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
 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
  UNREGISTER

## Plant flowers/paint bird feeders- MATERIALS NEEDED

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

## 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?

galaxy

**Export** to an Excel spreadsheet names, emails, phone numbers, and responses to Day of Caring Volunteer questions.

Send **Email** to volunteers by checking select boxes in front of name OR all volunteers by checking the top USER box.

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

Edit an individual's response

Manually add hours for individual volunteers. These hours will show up as approved.

**ADD VOLUNTEER HOURS:** Help your volunteers by adding the # of hours they worked. Selecting volunteer names or ALL and 'ADD DEFAULT HOURS' will add the # of hours you put on the New NEED form when you submitted the project. These hours will show up as approved.

## IMPORTANT INFORMATION

**Volunteer Opportunity--->RESPONSES tab**

This tab will show you everyone that has signed up or that you manually signed up by entering an email to "MANUAL ADD A NEED RESPONSE" from the bottom the Volunteer Opportunity page as seen on Slide # 18.

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.

At the bottom of this tab you can also add hours for a volunteer by selecting the project and name of volunteer and adding the hours.

Agency ManagerTime Tracking

ABC Agency

VIEWEDITVOLUNTEER OPPORTUNITIESCOMMUNITY EVENTSTATSSCHEDULETIME TRACKINGVERIFIED VOLUNTEERS

CHECK-INCHECKED IN NOW

Volunteer Hours

ACTIONS

☒ APPROVE

☐ DENY

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

Hour Type

☒ Need Response

Need

Plant flowers/paint bird feeders- MATERIALS NEEDED

Need Date: Sep 7, 2018

Volunteer

Select a Volunteer

Select a Volunteer

Katie Schubert

Hour Details

Date Volunteered

2018/09/07

Hours Worked

5

Miles Traveled

2.2

Description

21

# **Day of Caring 2018**

## **AGENCY GUIDE**



**Thank you for signing up for this year's Day of Caring.**

If you have any questions please email me directly:

Katie Schubert

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