

eVolunteer

United Way of Larimer County Volunteer Software



Getting Started

- New Agency or New User
 - Is your agency new to eVolunteer or are you new to your agency?
 - Registering your agency:
 - <https://impact.uwaylc.org/Volunteer/AgencyRegistration.jsp>
 - [link](#)
 - Once submitted, a United Way staff member will review your information
 - Once accepted, you will receive an email notification with your username and a link to set your password
 - I will then send a follow up email with step-by-step instructions to post your volunteer opportunity
 - New to your agency? Registering yourself to your agency:
 - In our system you need to be assigned Volunteer Admin access
 - Call or email Shyla Letizia at sletizia@uwaylc.org or 970-407-7038

Returning Users

- Forgot your user ID and Password

User ID:
Sletizia

Password:
.....

Welcome to United Way of Larimer County's Volunteer, Online Giving and Partner platform.
[Legal Disclaimer](#) [Terms of Use](#)

LOGIN FORGOT USER ID OR PASSWORD?


- Logging in under someone else?
 - Email/Call Shyla to be added as a Volunteer Admin user
- Making updates to account
 - Account Info
 - User Profile → YOU
 - Organization Profile → Agency
 - Organization Contacts
 - Can easily add new contact on that page

Navigation

- United Way of Larimer County Website
 - <https://www.uwaylc.org/>
 - Volunteer
- eVolunteer Site (log-in page)
 - <https://impact.uwaylc.org/crm/Start.jsp>
 - Agency

Menu Tabs

HOME SEARCH ACCOUNT INFO OPPORTUNITIES MY CALENDAR MANAGE TEAM MEMBERS LOGOFF


- **Home**
 - Welcome – General Home Page – Volunteer Updates
 - General Volunteerism, General Questions, Special Event Volunteering
 - [Web Portal \(eVolunteer Manual\)](#)
- **Search**
 - Agency Search → Can search for any agency's volunteer opportunities
 - Quick Search → General volunteer opportunity search page
 - Current Volunteer Engagement Programs → Where you will find big volunteer events listed (RTM, MDD, NVM, S2GO)
- **Account Info**
 - User Profile
 - Organization Profile
 - Organization Contacts
 - Description
- **Opportunities**
 - This is where you will find all past and present opportunities and have the option to ADD NEW volunteer opportunities and manage your opportunities
 - Open Publish Closed Expired 
- **My Calendar**
 - Used to search for your registered opportunities
- **Manage Team Members**
 - If you are registering a team for your volunteer opportunity or a different opportunity
- **Log-Off**

Posting Opportunities

- Opportunities Tab

From this page you can view and manage your past, current, and upcoming volunteer opportunities:

- **Add** - click to add a new volunteer opportunity
- **Opportunity Title** - click to update opportunity information
- **Copy Icon** - click to copy a past opportunity
- **Calendar Icon** - click to add or update date(s) and time(s) of an opportunity
- **Volunteer List Icon** - click to view and manage your volunteer sign-ups
- **History Icon** - click to view how many times your opportunity has been viewed
- **Link Icon** - click to you to preview your opportunity from a volunteer's view. You can copy/paste this URL and send it to volunteers, to recruit volunteer sign-ups for your opportunity.

- Icons 

- Clock → allows you to add or adjust time slots (which are required)
- List → Volunteer list and communication
- Reverse Clock → Opportunities hit history
- Paperclip → Link to opportunity

What happens next...

- A United Way staff member receives a notification of a new volunteer opportunity that wants to be published on eVolunteer
- That volunteer opportunity gets reviewed by said staff member and within 48 it will be published on the site
- If the opportunity is not approved I will contact the individual who created the opportunity to obtain further information


Managing Your Opportunities

- Opportunity Maintenance

Open
 Publish
 Closed
 Expired

- Time Slots

Update Opportunity Dates/Times for Service-to-Go Project Delivery

Start Date	Start Time	End Date	End Time	Status	Hold	Duration	Description
✖  01/08/2016	2:00 PM	01/08/2016	4:00 PM	Open	<input type="checkbox"/>	2h 00m	


Managing Your Volunteers

- Potential volunteers are able to browse opportunities, search for opportunities by organization, and find special event opportunities
- Once a volunteer signs up for a volunteer opportunity the opportunity contact receives an email notification
- Organizations review general volunteer info by clicking on the clipboard icon to view the volunteer list




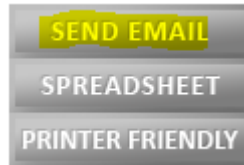
Allows you to view volunteers who have been accepted or referred for the opportunity.

Volunteer Status

- When a volunteer signs up for an opportunity it will come to you as a referral
- It is the volunteer coordinator/contact to change their ***volunteers status*** from **Referred** to the following options:
 - **Assigned** – Will update number of available slots. Use this when a volunteer has been referred and approved by your agency
 - **Declined by Agency** – Will send an email alerting the volunteer of the decline by does NOT remove the slot held by the referral
 - **Cancelled** – Will remove the slot held by referral
 - **Assignment Completed** – When your volunteers have completed their volunteer assignment
- This can be managed by clicking on the pencil icon 

Communicating with Volunteers

- Communicate with your volunteer directly from the web portal by clicking the “Send Email” button
- Volunteer List Icon → 
- Options at the bottom of page →



Email Template

e-Mail Volunteer

Opportunity

Service-to-Go Project Delivery

Send To

Selected Volunteer

e-Mail Template

*None

Sender's e-Mail Address

"Shyla Letizia" <sletizia@uwaylc.org>

Subject

e-Mail Text

File Edit Insert View Format Table Tools

Font Family Font Sizes Formats **B** *I* U [List Icons]

[Undo] [Redo] [Text Color] [Background Color] [Link] [Bookmark] [Image] [Table] [Table Border] [List] [List] [List] [List] [Code]

p Words: 0

e-Mail Text Variables

User ID [Dropdown] [Add]

e-Mail Attachments

No attachments [ATTACH FILE]

[SEND] [CANCEL]

Make A Difference Day 2017

- 19th year of MDD
- October 23-29th
- Project Registration
 - Opens July 17th – August 25th
- Volunteer Registration
 - Opens August 29th

THANK YOU

