



MAKE A DIFFERENCE DAY



How to create a team for a Make A Difference Day Project:

1. Log-in
2. Hold cursor over **MY TEAMS** tab and click on **MANAGE MY TEAMMEMBERS**
3. Scroll to bottom of page and click **ADD**
4. Complete Team Registration Form
5. Click **Create Team**
6. Once your team is created you can manage your team by clicking on the following icons:
 - a. Paper = Copy Team
 - b. **People Icon = Add the names and emails of your team members (THIS IS A REQUIRED STEP)**
 - c. Red X Icon = Delete Team



How to Sign your team up for a Make A Difference Day Project:

1. Once your team is created search all Make A Difference Day Projects
 - a. <https://impact.uwaylc.org/Volunteer/VolEventInfo.jsp?nbr=321>
2. Once you find a project of your interest, click on, **I am interested in this opportunity**
3. It will then prompt you to a screen asking if you are **working with team**. Here you will have the option to search for the team name you've already created
4. Once your team name is shown in the dropdown box, you select a time slot and agree to the Liability and Publicity Release Agreement, Click Send
5. That is it! You've signed up your team

Working With Team



Having technical difficulty creating a team? Contact Shyla Letizia at sletizia@uwaylc.org or 970.407.7038

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