Welcome to United Way’s Volunteer Website

We are excited for you to experience our new site and its functionality. Below are brief instructions and screenshots to help you navigate the site and get your organization account set-up. Soon you’ll be ready to recruit and track volunteers, gather and report data, and promote and manage your organization’s events.

Before you start, a few things to know:

- Our new vendor is Galaxy Digital, and the platform is Get Connected v.2.6. You’ll find they have a lot of written, recorded, and even live training resources to help you.
- We chose key terms consistent with our previous site, and a few of these differ from Galaxy Digital’s standard site (e.g. we use Organizations and volunteer Opportunities, they use Agencies and volunteer Needs). To keep this in mind when we link you to their training resources we’ll enter their term in brackets [aka Needs].
- The system does “time out” after two hours. Save your work if away from your desk!
- If your organization was active on our site, some of your information and opportunities were pre-loaded. You received an email with activation instructions and your profile and opportunities will need to be reviewed and edited by you. You can jump to Already Registered
- Everyone else will follow the instructions for New Organizations.
- Have questions? Email volunteers@uwkc.org or Galaxy Digital’s Help Center

Contents (click on the link to jump to a section)

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NEW ORGANIZATION REGISTRATION

1. Go to our website: http://volunteer.uwkc.org

2. Below the search box click the “Learn what United Way’s Volunteer Website can do for you”

Sign Up Your Organization

The fields below are needed for the initial sign-up (*required).

<table>
<thead>
<tr>
<th>Organization Name*</th>
<th>Organization (General) Email*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Manager Email* (see notes below)</td>
<td>Organization phone*</td>
</tr>
<tr>
<td>Organization Address*</td>
<td>Focus Areas (drop down menu)*</td>
</tr>
<tr>
<td>City, State, Zip Code*</td>
<td>Who we are: mission, vision, history*</td>
</tr>
<tr>
<td>Employer Identification Number (EIN)*</td>
<td>What we do: how you achieve the work*</td>
</tr>
<tr>
<td>Contact Person (Visible on organization profile)*</td>
<td>Website*</td>
</tr>
</tbody>
</table>

If the Organization Manager Email is a new email, additional fields will appear at the end of the form asking for your First Name, Last Name, and Password (twice)

If the Organization Manager Email is in the system already, you will be asked for your password when you reach the bottom of the form.

Click “Request Account”. This indicates you read and agree to our terms & conditions.
When you click on “Request Account” you will go to your Organization Manager page. If not, click the Manage Organization button at the top of your screen.

*United Way staff will review your organization profile and approve it as quickly as possible –usually within 48 hours (or we’ll contact you to request additional information or clarification).*

While you await your organization’s approval, you can complete your organization’s profile, formatting your content, adding your logo, photos, and additional volunteer managers. You can even begin creating your volunteer opportunities.

**Alternative Organization Registration**

If you clicked at the top of the main page first:

You can create your personal account first by choosing:

1) to sign up with Facebook or your email
   OR
2) begin organization registration by selecting “Want to sign-up your organization?”

And follow the instructions above for **NEW ORGANIZATION REGISTRATION**
ALREADY REGISTERED or SIGNING IN

If you received an email with “Sign-in credentials”, or your organization has been approved, use the “Login” tab on the top menu bar to enter your email address and password to access your individual and organization accounts.

YOUR ORGANIZATION’S PROFILE

Once you have logged into the site, click “My Organization” from the top of the menu bar, to access your organization’s profile.

Your organization’s profile page will look like this. Further details about editing this information will be discussed below.
Clicking on “Organization Manager’s Toolbox” gives you access to a variety of tools:

- register for a live training,
- access a recorded training in the Get Connected Help Center
- contact your United Way Site Administrators if you have questions or need help.
- Find out about new functionality and learn how to use it

Check out the other blocks for more helpful resources.

Use the menu bar (located below Organization Manager’s Toolbox) to view and edit your organization’s profile, enter volunteer opportunities, community events, access your stats, enter volunteer hours in time tracking, participate in United Way events and check-in your volunteers.

Upload your organization’s logo (540px by 540px)

Assign additional organization managers (additional managers need to create an account first by Clicking Sign-in at the top of the main page). The white star indicates which manager is the primary. To change the primary manager, click the star after the name, and reassign to another staff member.
“Focus Areas” (aka Causes in Galaxy Digital training materials) are the issue(s) and/or population(s) served by your organization.

Focus areas are assigned at the organizational level, and help volunteers identify like-minded organizations. You may select more than one Focus Area, however, you should limit them to those most relevant to your work.

Note: Later you’ll see “Impact Areas”, which are the same categories as “Focus Areas”, however, they are assigned at the volunteer opportunity level and refer to the issue and/or population benefiting from the volunteers’ time.

You may also add a video link if you have one. Further down the page, there is space to include detailed information about your organization and add photos.

SAVE OFTEN!

These buttons can be seen throughout the edit page. Click on any of them, and your work will be saved.
YOUR VOLUNTEER OPPORTUNITIES

Clicking on “Opportunities” (aka “Needs” in Galaxy Digital training materials) takes you to the area where you manage your volunteer opportunities. Select an opportunity to edit it, view responses by volunteers, or view the opportunity as volunteers see it online. Or click on the “ADD NEW OPPORTUNITY” button.

Step by step instructions are located in the Help Center – Agency Manager View

The “Opportunity Response” allows you to add volunteers that did not respond to your opportunity through the website or to add volunteers who attended but didn’t preregister.

The “Opportunities Links” gives you a URL for your organization’s opportunities you can copy/paste or hyperlink in emails, e-Newsletters and other electronic or social media platforms.

Clicking on a new or existing opportunity will take you to the following information page:
Duration Options:
“Happens On” for a one-day opportunity
“Runs Until” for a timeframe between now and a future date
“Ongoing” keeps the opportunity active
“Custom Shifts” and “Recurring Shifts”

Based on the selection, options for date input will change.

Impact Area: similar to “Focus Areas”, refers to the issue and/or population benefiting from this volunteer position.

Activities: type of work the volunteer will do.

Clusters: Extra categorization to help connect volunteers across issues or activities (e.g. Holiday, Court Ordered, Adopt A Family, Service-Learning)

“Waivers” can be attached to volunteer opportunities here. Remember to click “UPDATE OPPORTUNITY” to save your information. In addition, you can “CLONE OPPORTUNITY”, copy all the information from an opportunity – you then rename it and edit as needed (except Duration). Learn more about opportunity scheduling with this video.

Detailed information on how to input or edit an opportunity (aka “Need”) can be found in the Help Center, Agency Manager View.
YOUR EVENTS

A “Community Event” is a public occasion sponsored or promoted by you and the community is invited to attend, such as a fundraiser, meeting or workshop. Click the “COMMUNITY EVENTS” tab to add, change or manage your events and even RSVPs.

Click the “ADD NEW COMMUNITY EVENT” button to go to the “Create Community Event” page.

On this page, you may enter all of the information for your event. If you would like to receive and track RSVPs through the volunteer website, turn the “Enable RSVPs?” button ON. That will bring up a field where you can enter the total number of RSVPs you can accept.

The system will automatically generate an email reminder to all those who RSVP’d for your event one week prior to your event. You may also export your RSVP list into an Excel spreadsheet, giving you the attendees’ first and last names and email addresses. RSVPs can be accessed through the “Manage Events” page accessed by clicking on “Community Events” tab.
YOUR DATA & REPORTING

To view your overall opportunity responses, see how many people have viewed your Organization page and get information on how many “FOLLOWERS” you have, click on the “STATS” tab from the menu bar.

You can change the date range displayed, and you can export your opportunity responses into an Excel spreadsheet. Below the “Active Opportunity Responses,” you can view “Active Opportunity Hours” for your organization and export those as well.

The “ORGANIZATION STATS” page shows cumulative information from all opportunities in your organization’s account. To isolate volunteer responses for a specific volunteer opportunity, use the “OPPORTUNITIES” TAB.
MANAGING YOUR VOLUNTEERS’ HOURS

To track your volunteers’ hours in the volunteer website system, click on the “STATS” tab. Under the heading “Active Opportunity Hours” – volunteer hours are listed.

If you would like to enter hours for your volunteers, Select “TIME TRACKING”

Use the area below “Volunteer Hours” to select the “Opportunity” you are reporting. Once you select an opportunity, another dropdown menu appears with a list of all the volunteers who responded to that opportunity. “Select a Volunteer” and enter date and hours served. You may even track volunteer mileage, if you like. Some volunteers use this mileage as a tax deduction and some programs provide mileage reimbursement. The “Description” field is optional.
For detailed instructions on tracking volunteer hours, view the Help Center – How To Log Volunteer Hours.

**AUTO-GENERATED RESPONSES**

Our Volunteer Website is set up to auto-generate email responses for certain user actions. Auto-notifications will come from no-reply@galaxydigital.com, so please add this address to your “safe senders” list to ensure you receive notifications as volunteers express interest in your volunteer opportunities AND when United Way of King County sends you information via our system.