UNITED WAY
West Florida

GET CONNECTED AGENCY OVERVIEW

BY THE END OF THIS OVERVIEW, YOU WILL KNOW HOW TO:

1. Access Get Connected online.
2. Create a volunteer profile.
3. Navigate your volunteer profile.
4. Register your agency account.
5. Navigate your agency's profile.
6. Create a need for your agency.
7. Create an event for your agency.
8. Learn about other features in the Agency Management Section.
9. Find help and get your questions answered

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ACCESSING GET CONNECTED AND CREATING YOUR VOLUNTEER PROFILE

You must create a volunteer profile to create an agency profile.

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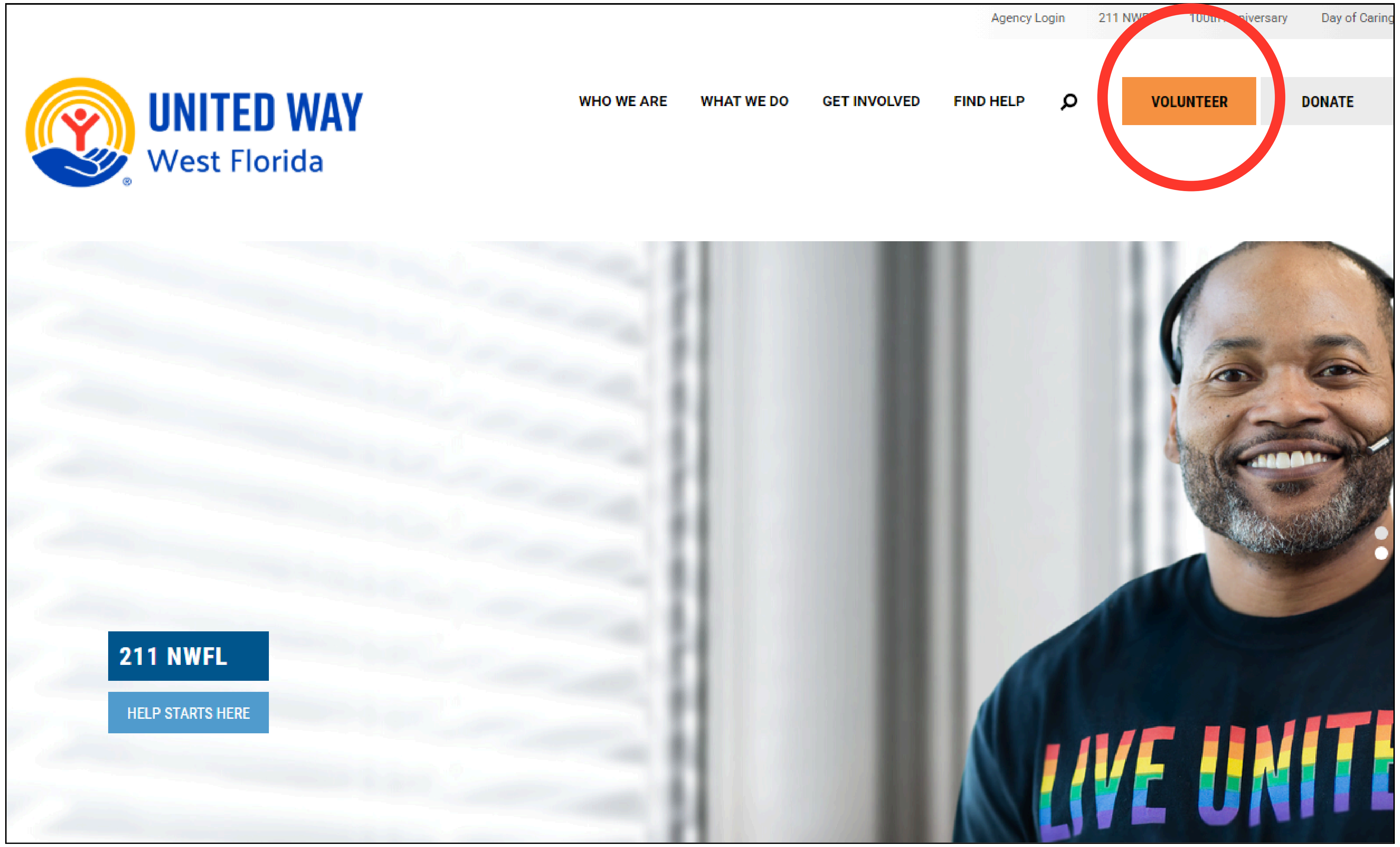
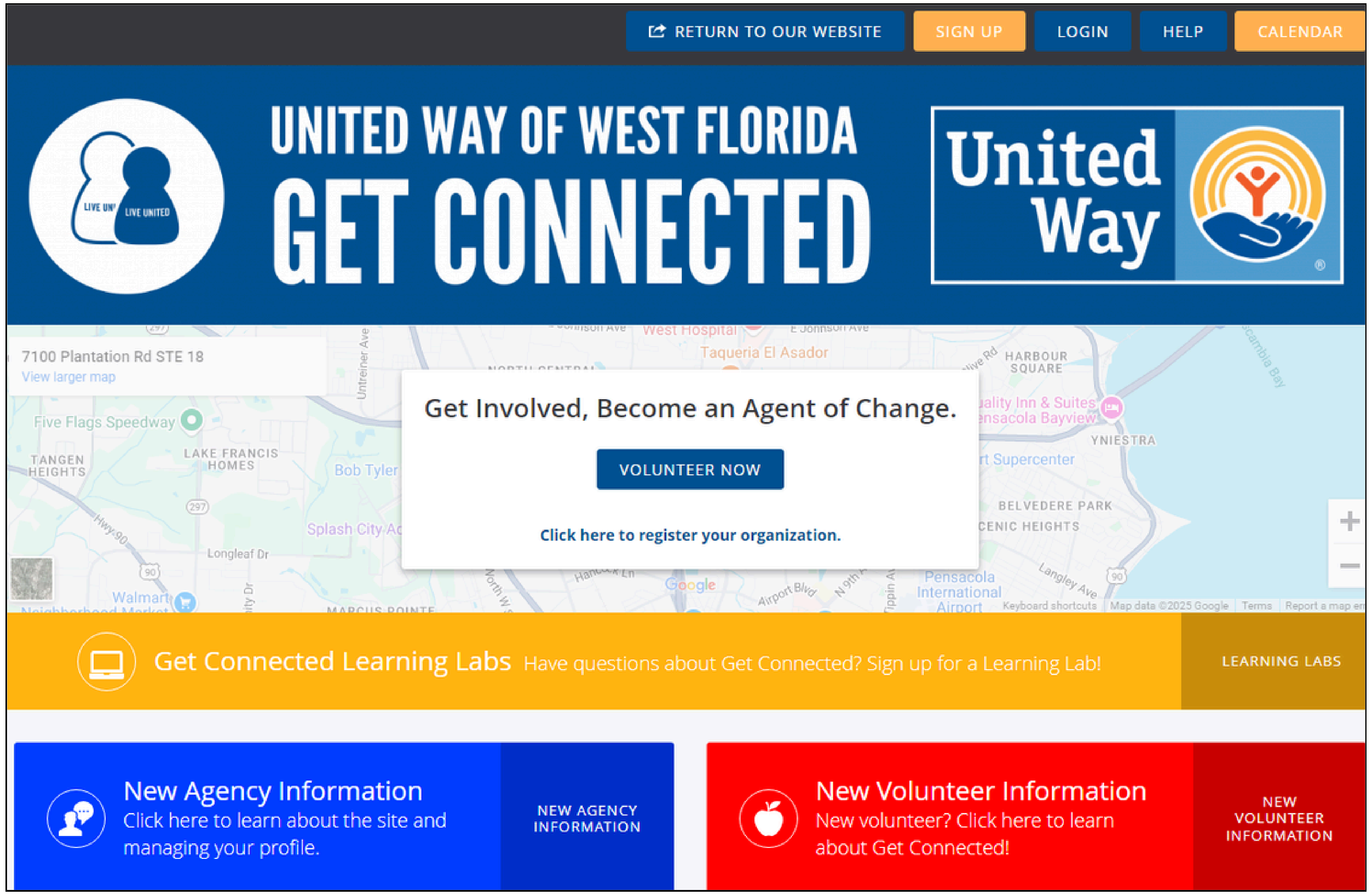
1.Go to United Way of West Florida's (UWWF) homepage at www.uwwf.org.

2.Click the orange **'Volunteer'** button in the upper right-hand corner of the page.



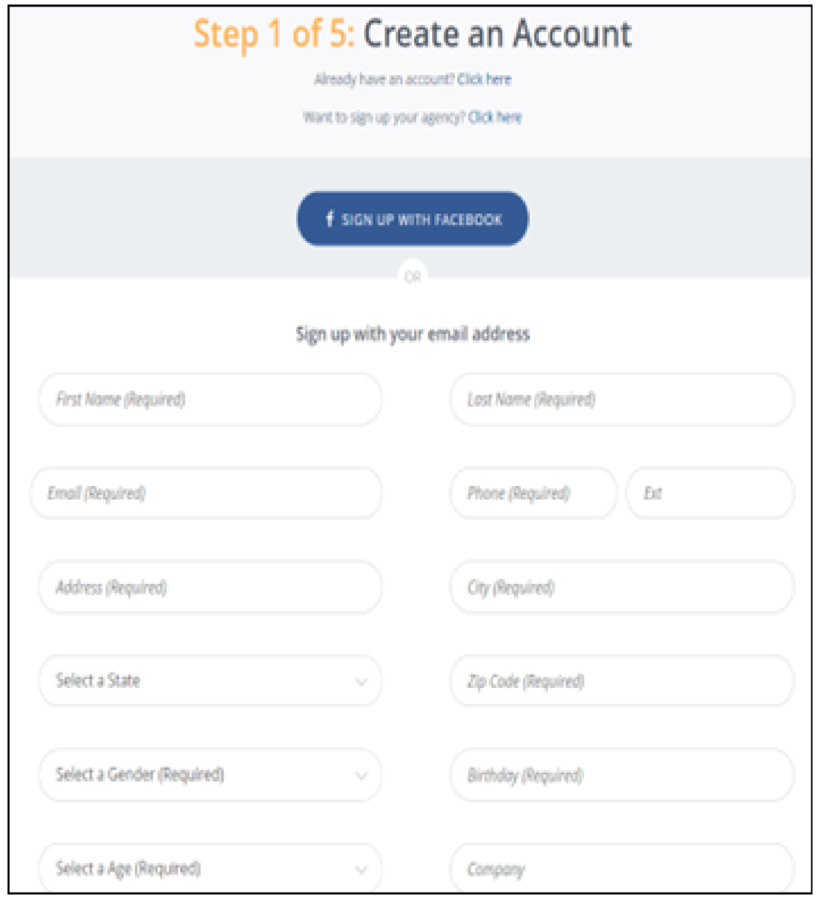
CREATING YOUR VOLUNTEER ACCOUNT

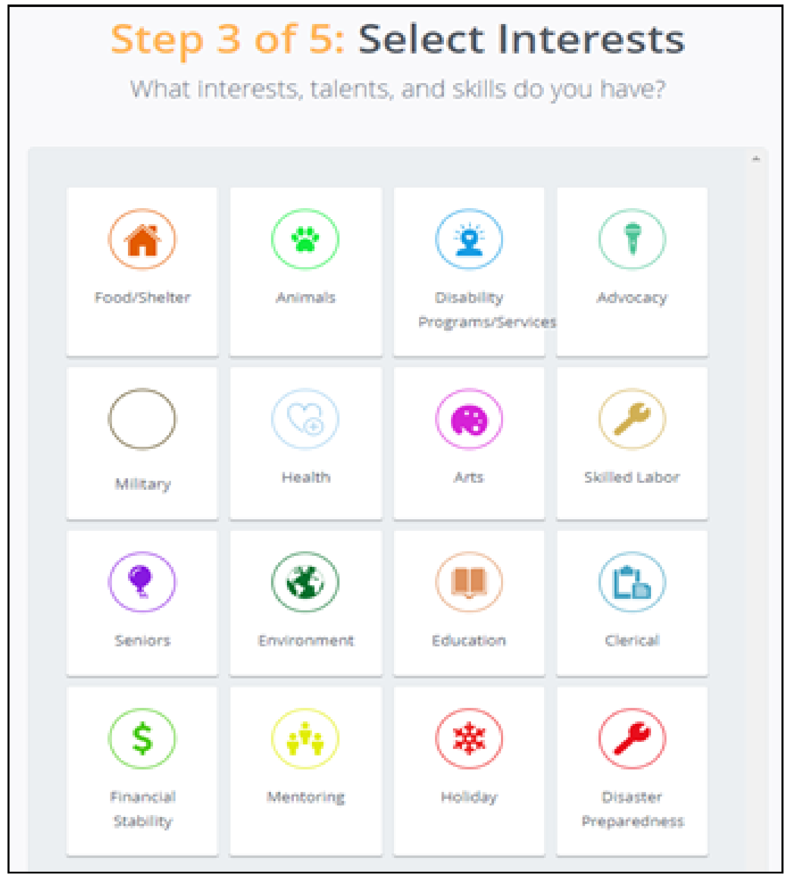


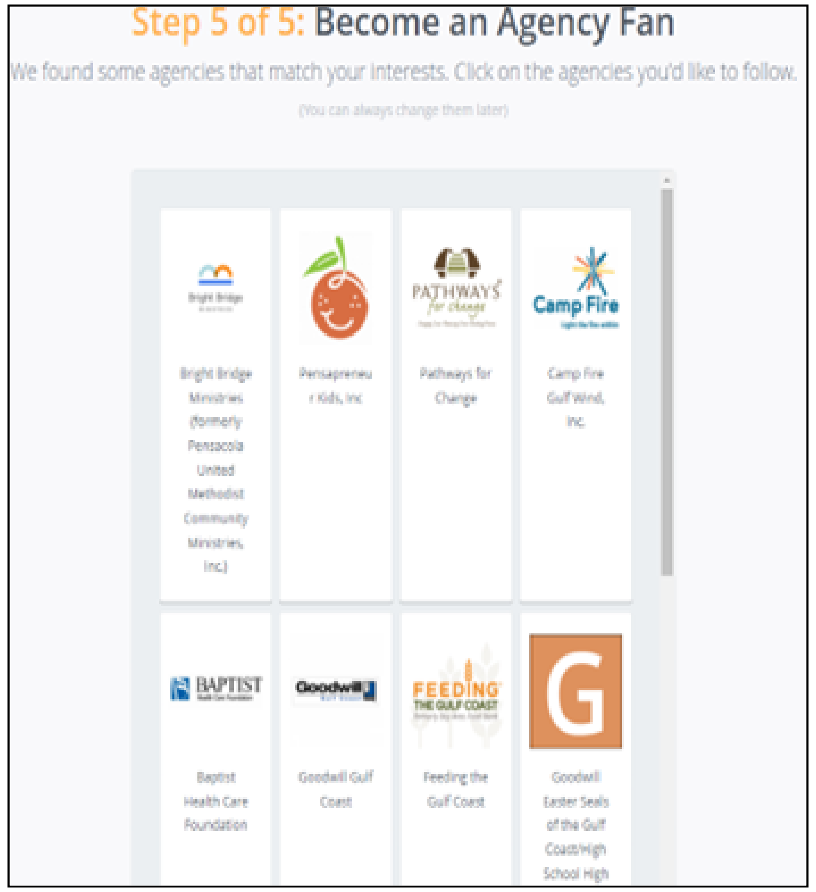
NOTE: This step is only for new users.

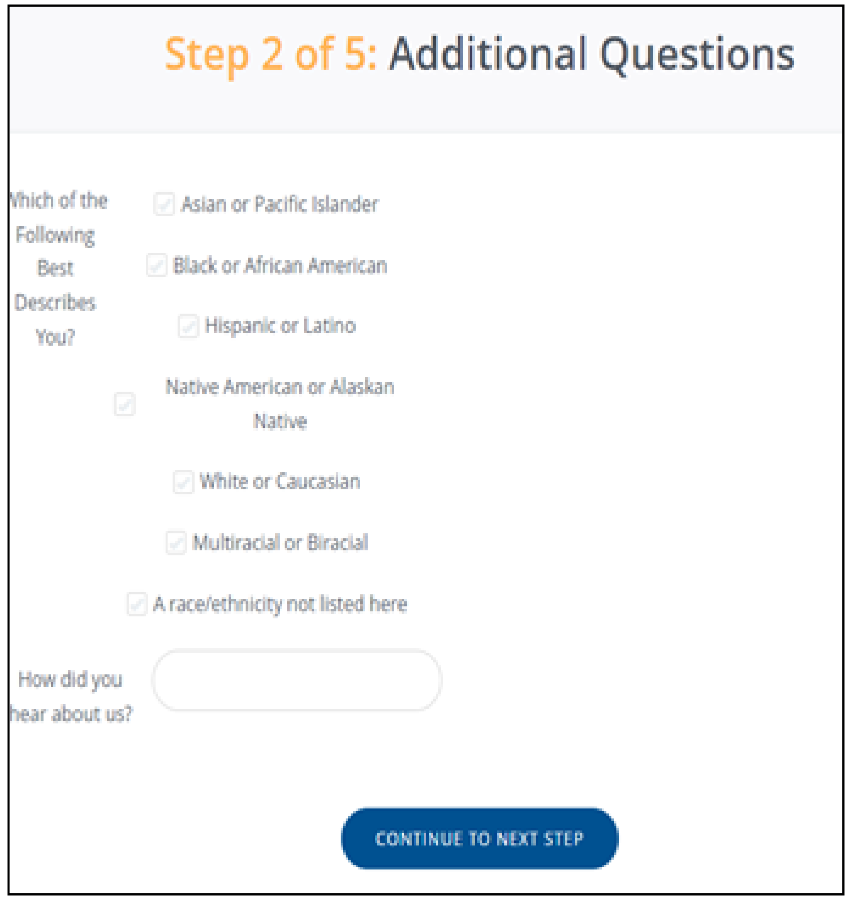
1. Click the orange **'Sign Up'** button near the top right-hand corner.
2. Follow the prompts to complete the five steps to create an account.

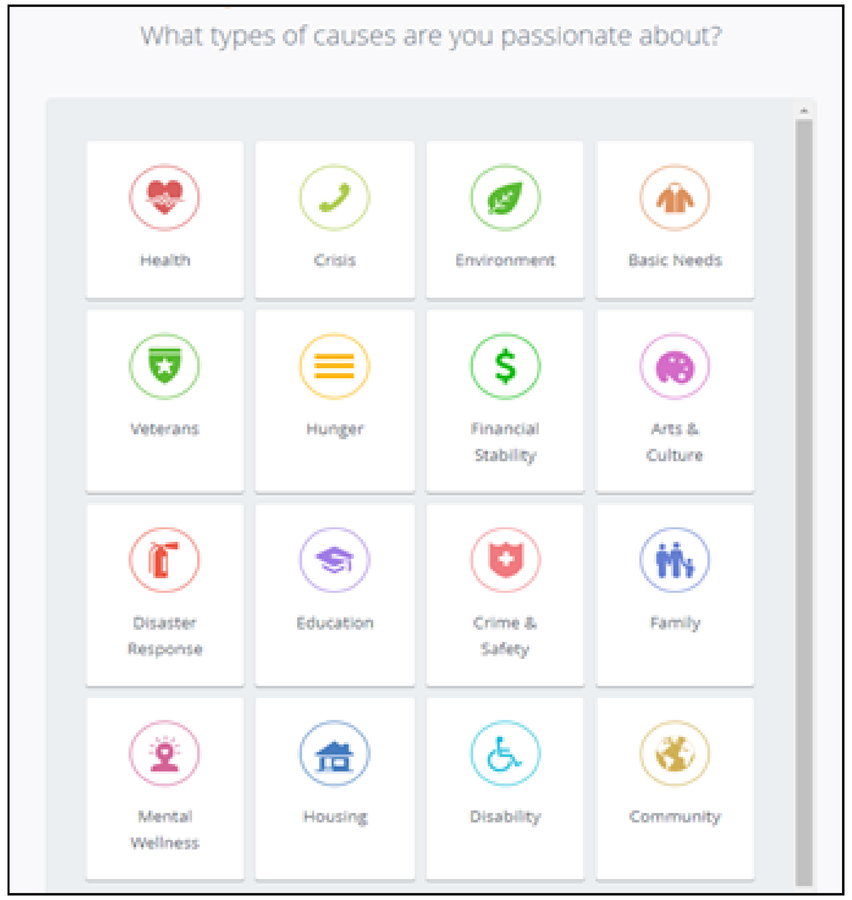
CREATING YOUR VOLUNTEER ACCOUNT… CONT.











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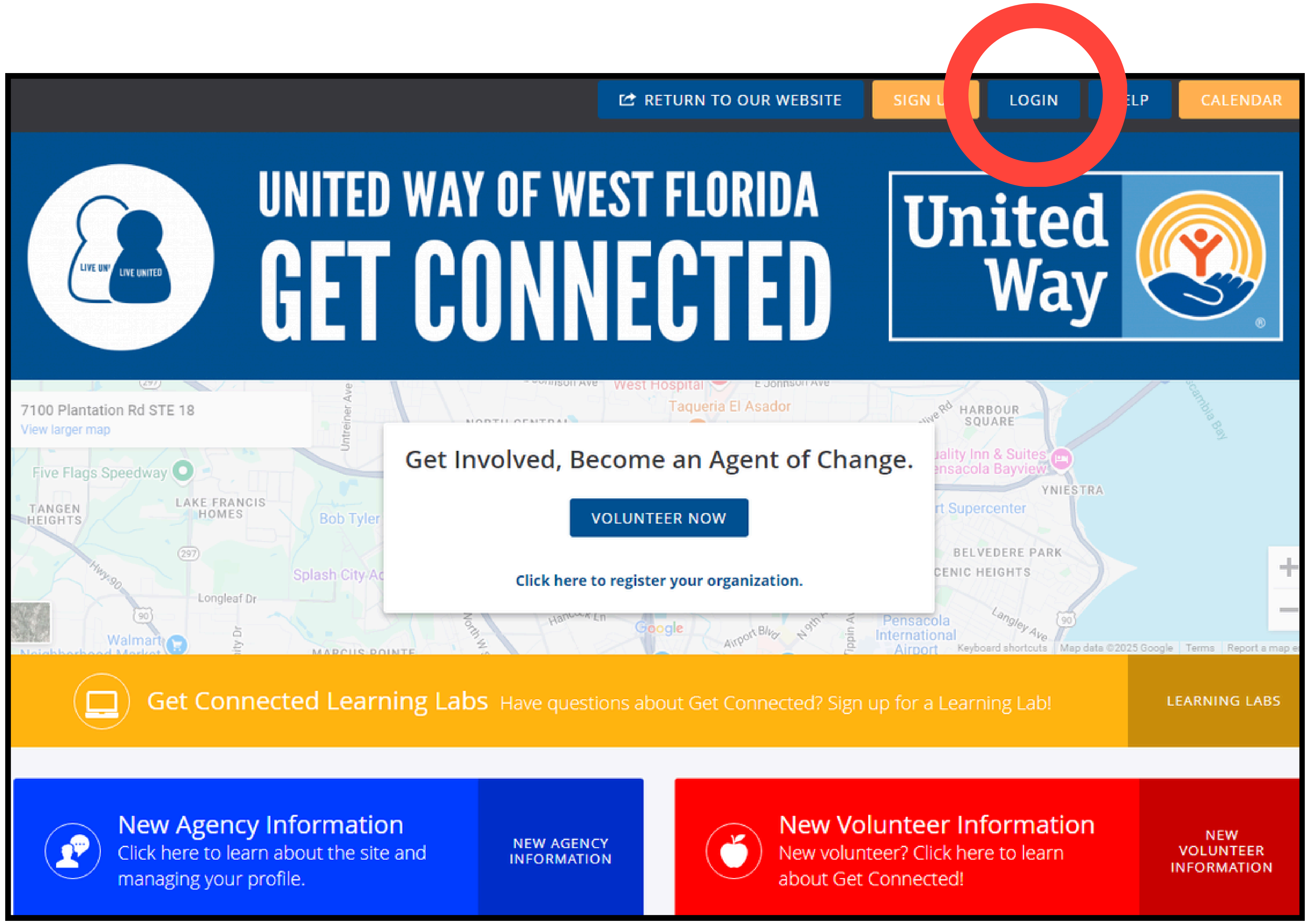
NAVIGATING YOUR VOLUNTEER PROFILE

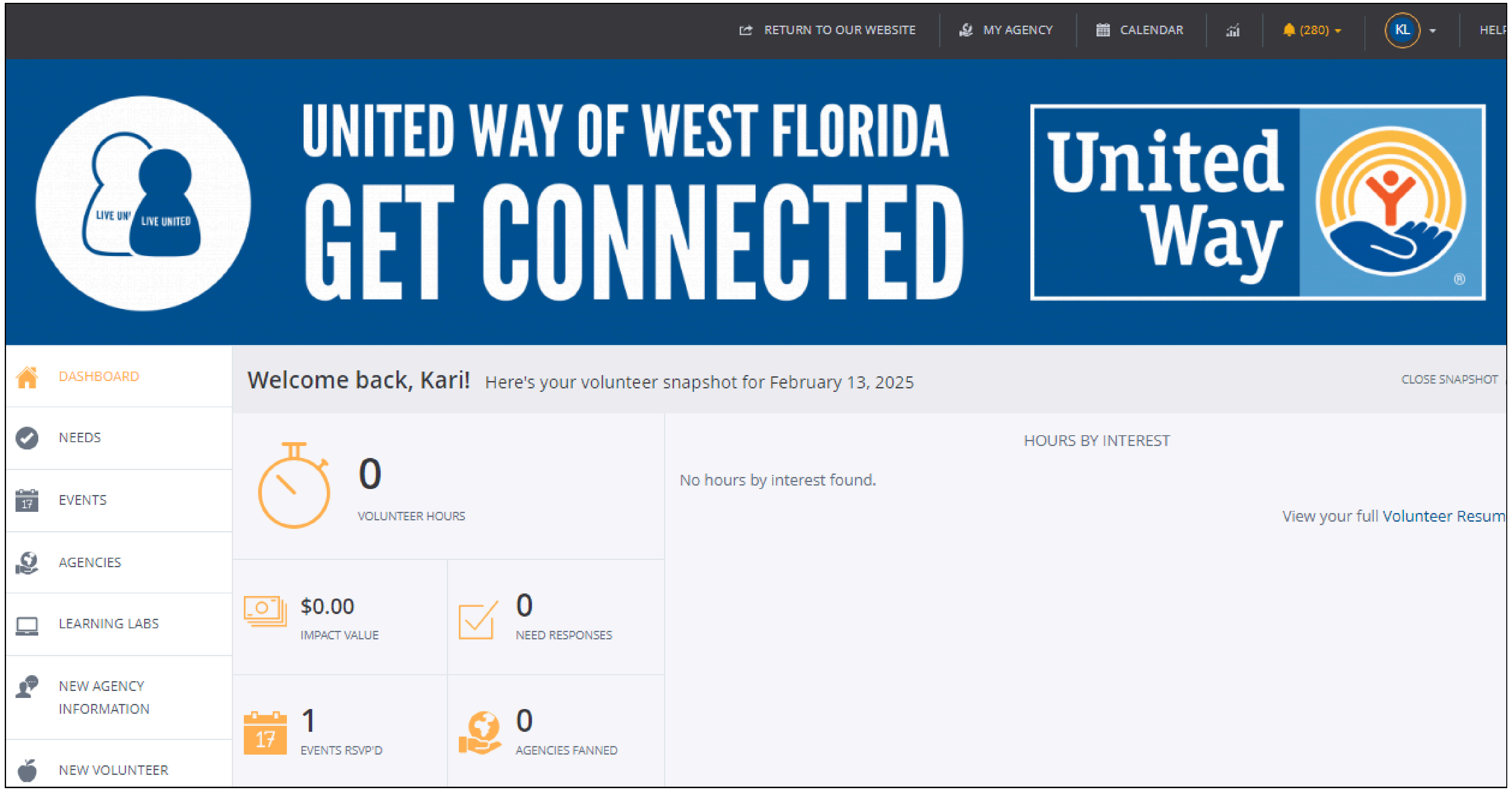
NAVIGATING THE DASHBOARD



As a returning user . . .

1. Go to the Get Connected webpage.
2. Click the blue **'Login'** button on the upper right side of the page.

NAVIGATING THE DASHBOARD… CONT.



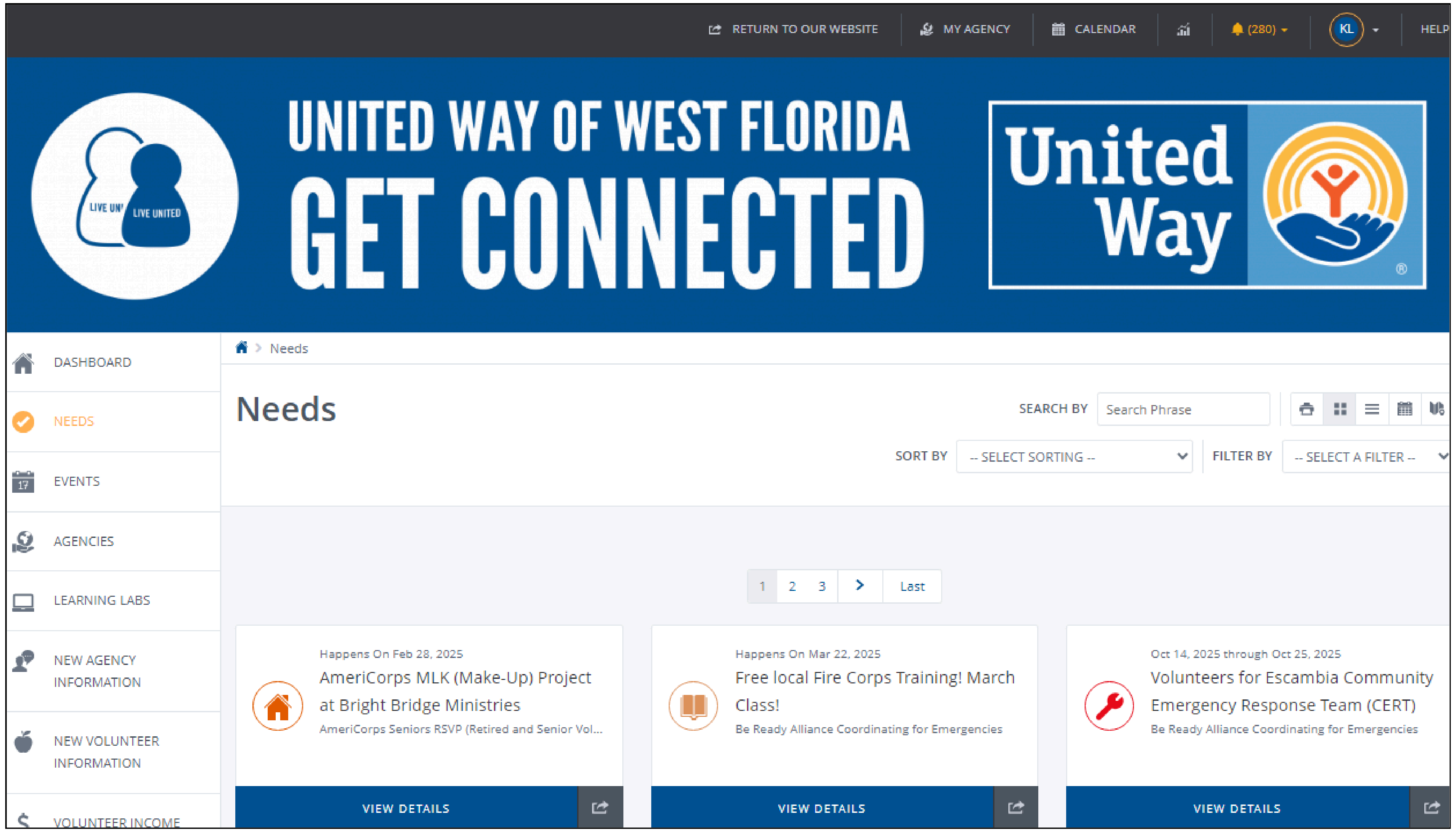
What you can do in the Dashboard:

- Track your volunteer hours and their impact value.
- Explore current volunteer needs and upcoming events.
- Identify favorite agencies and become a **"fan."**

How the Dashboard is organized:

- Needs: list of volunteer opportunities.
- Events: community activities sponsored or promoted by agencies - can often RSVP to attend.
- Agency: a nonprofit or school.

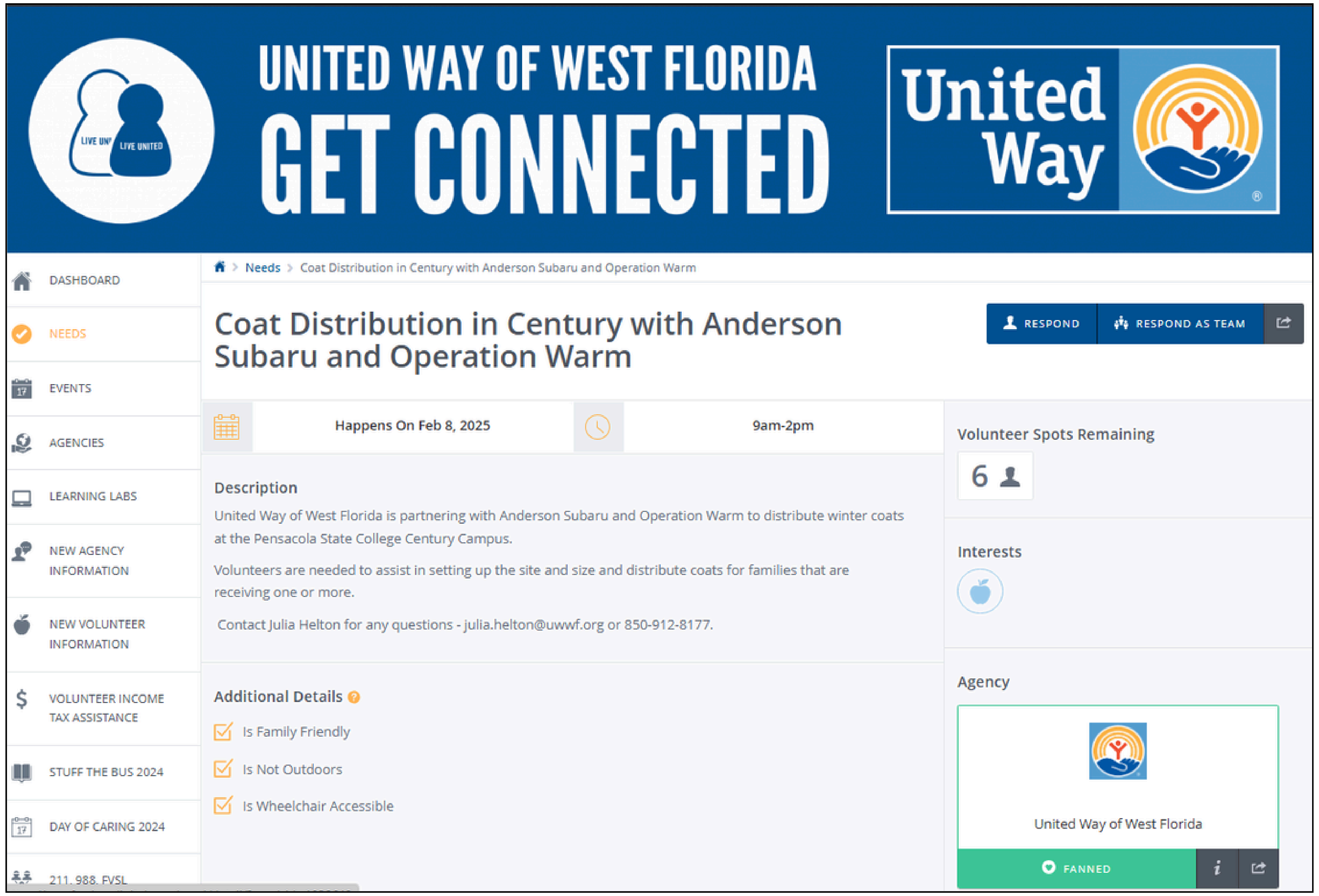
SIGNING UP FOR NEEDS



What does the 'Needs' tab do?

- Accesses a list of volunteer opportunities in your area.
- Takes you to the opportunity when you click view details.

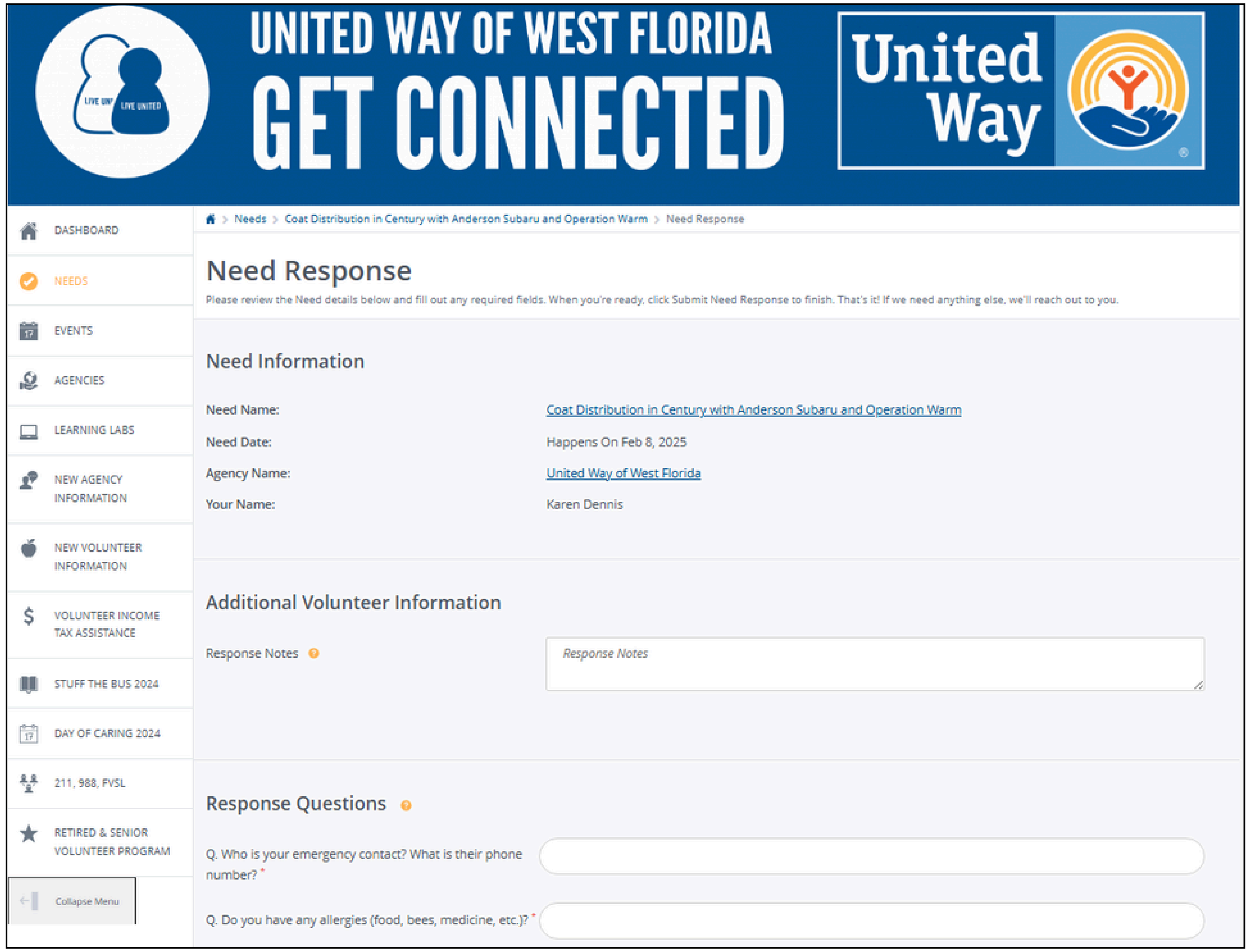
SIGNING UP FOR NEEDS... CONT.



Here is what you'll see:

- Each listing includes a description of the need, hosting agency, location, and more.
- Options for signing up to volunteer: **"Respond"** button = individual volunteer. **"Respond as Team"** button = group of volunteers.

SIGNING UP FOR NEEDS ... CONT.



Signing up for a need as an individual volunteer:

- Two questions require answers before signing up:
  - Emergency Contact name and number.
  - Allergies the agency needs to know about.

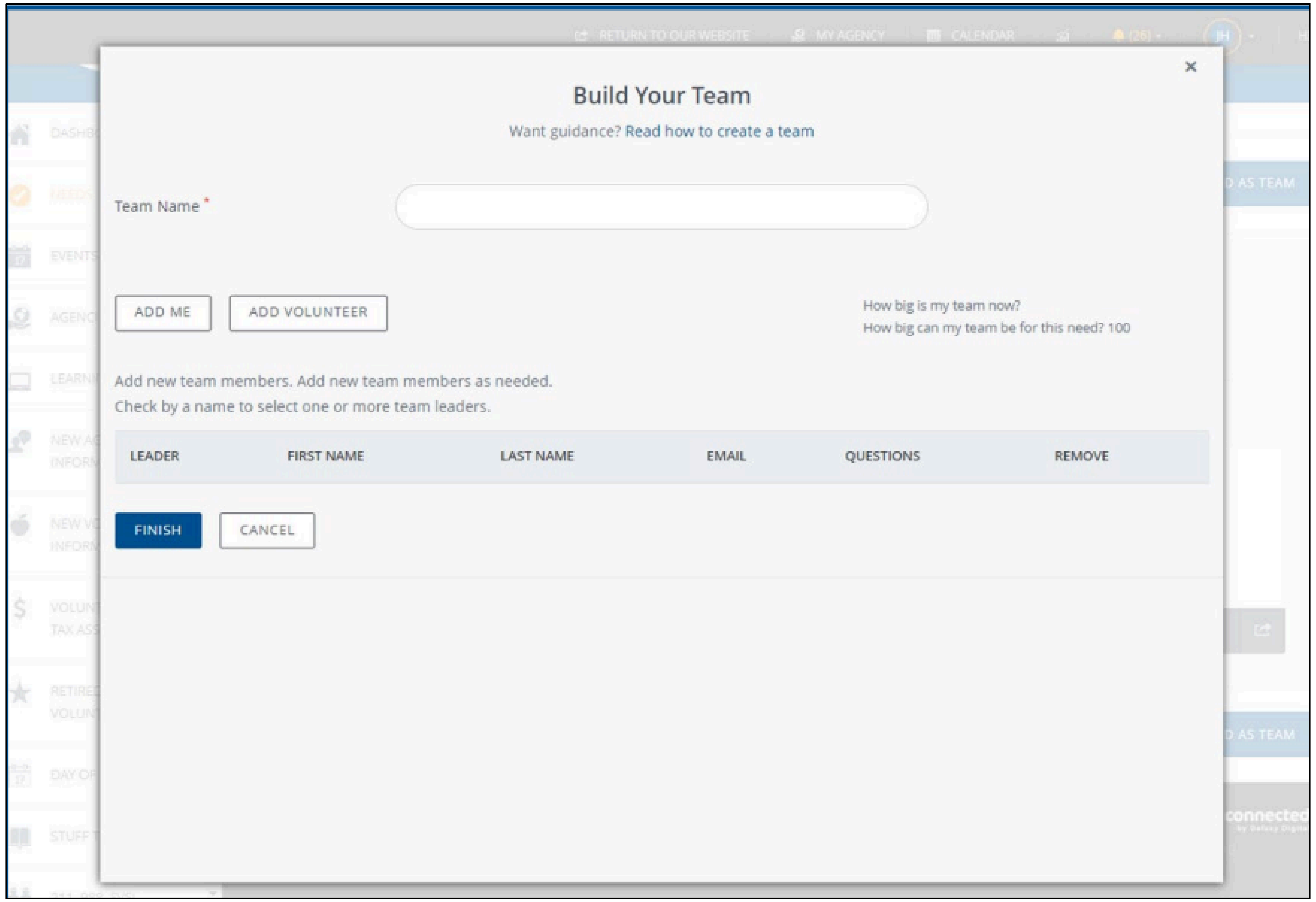
SIGNING UP FOR NEEDS... CONT.

Signing up for a need as a team:

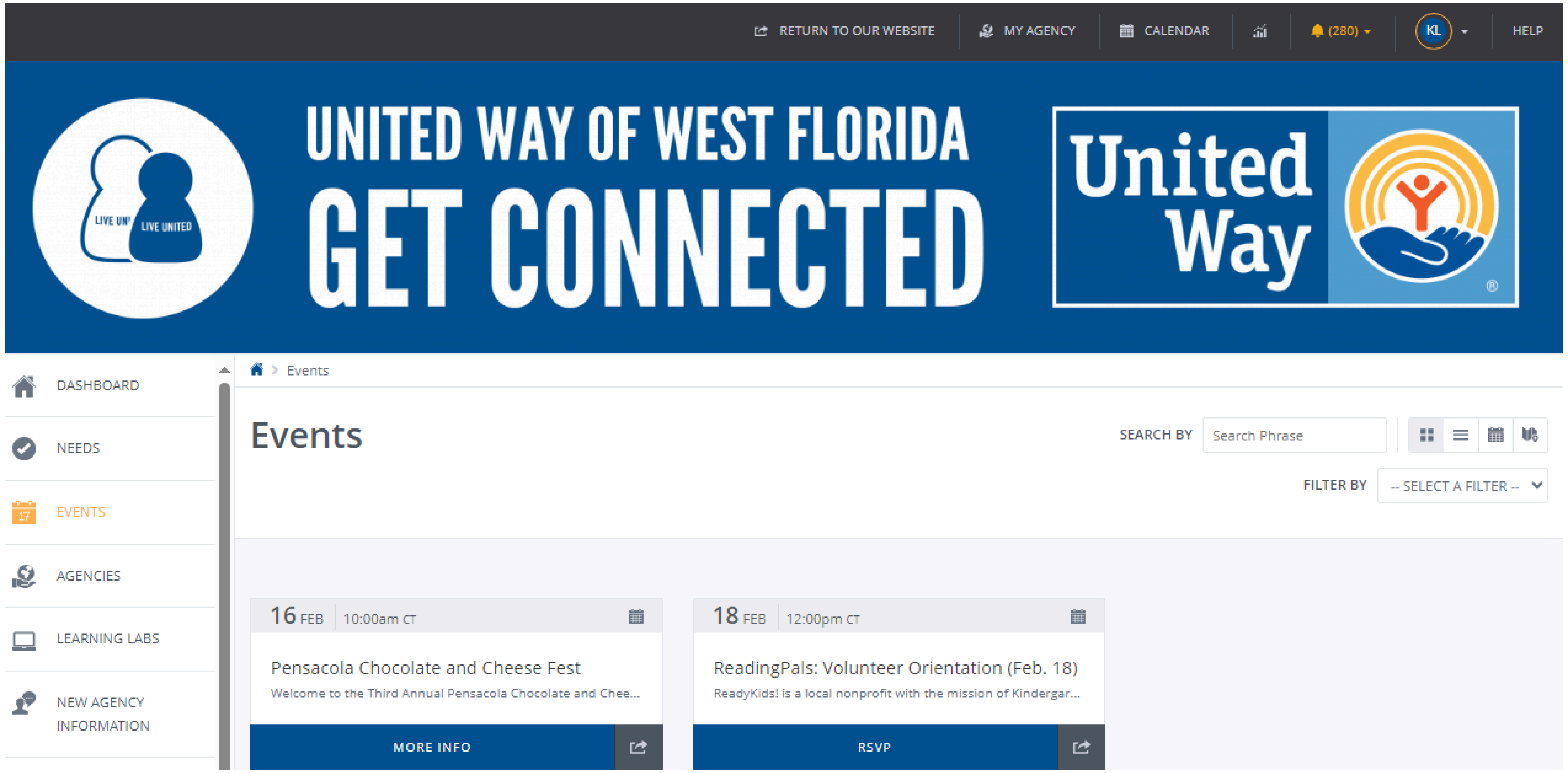
One person can sign up an entire team. That person will need to do the following:

- Select a team name.
- Add yourself.
- Add additional volunteers, including first name, last name, email, emergency contact, and allergies.
- Select a **"Team Lead"** to be the point of contact.
- Once everyone has been added, select **"Finish"**.

*A volunteer does not need to have a profile to be signed up for a need. Their profile is created once added to the team



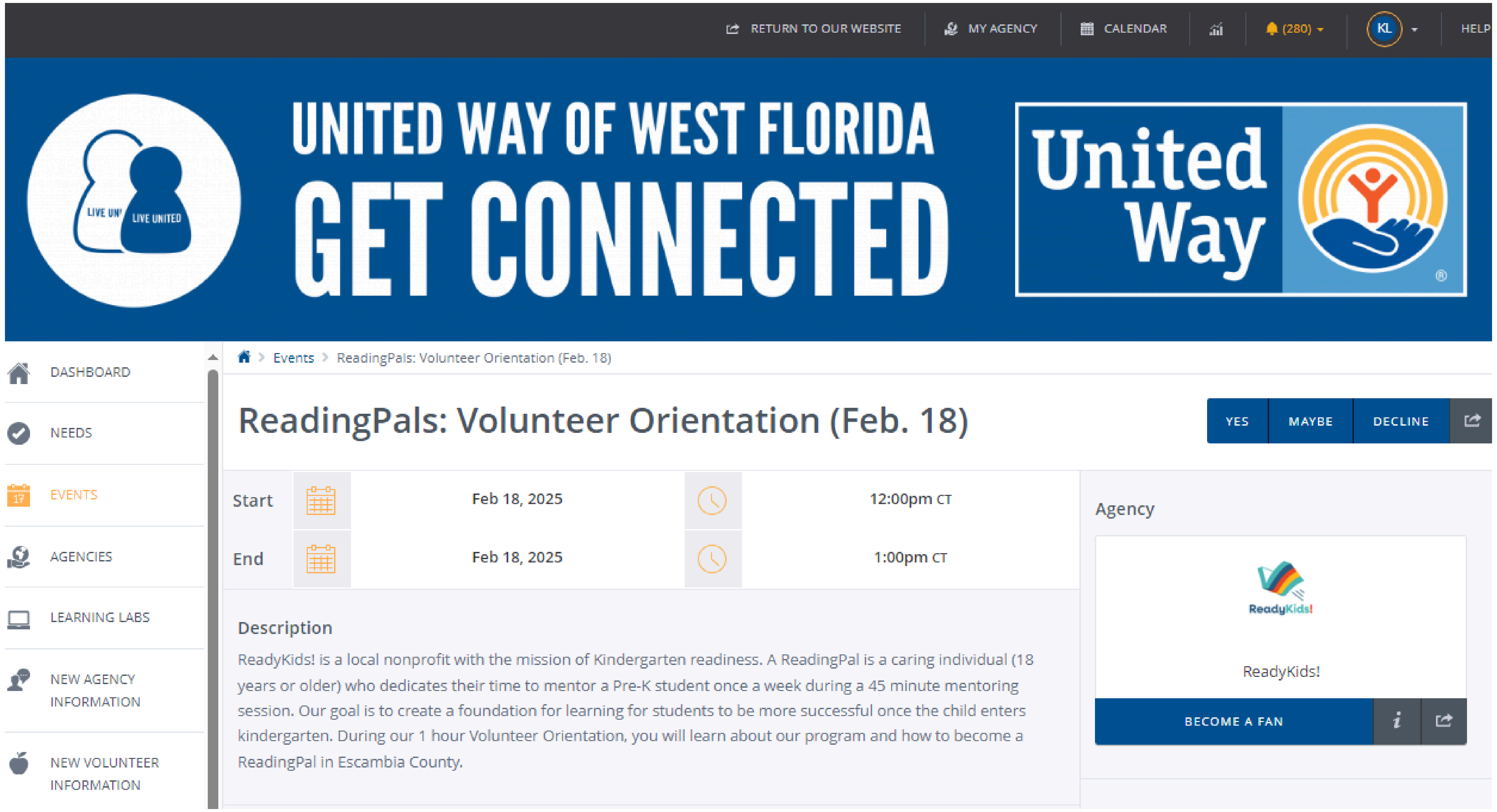
SIGNING UP FOR EVENTS



What is an Event?

- The events tab is for various occasions that are open to the public.
- When you click on an event, it provides specific information about the program.

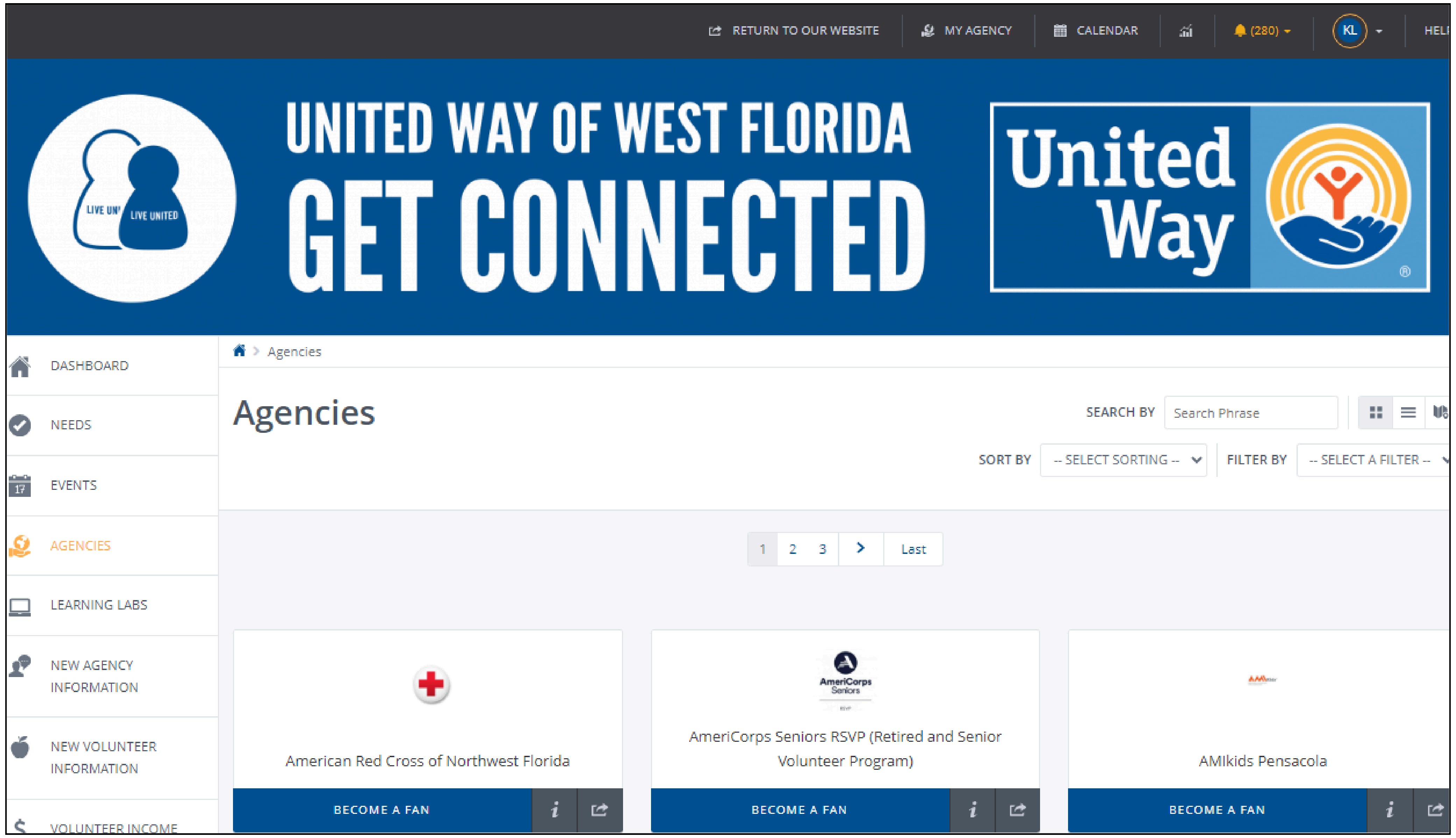
SIGNING UP FOR EVENTS … CONT.



Here is what you'll see:

- The event provides a description, date and time, hosting agency, and contact person
- To RSVP, you click yes, maybe, or decline in the top right-hand corner.

FINDING AGENCIES



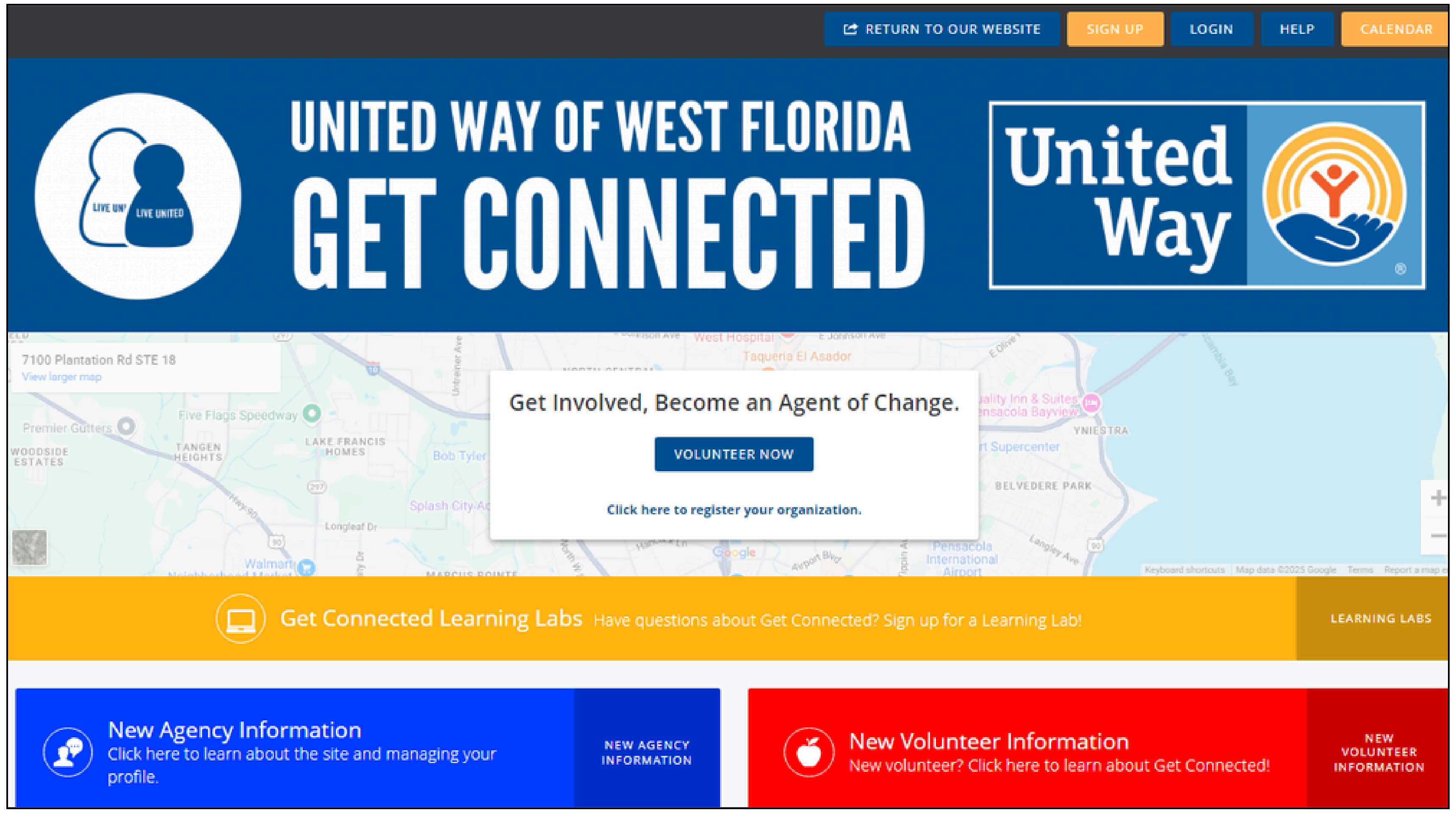
Fan your favorites:

- You can search for specific nonprofit organizations with the agency tab.
- Agencies can share who they are, what they do, where they're located, and a point of contact along with needs and events.

UNITED WAY
West Florida

CREATING YOUR AGENCY PROFILE

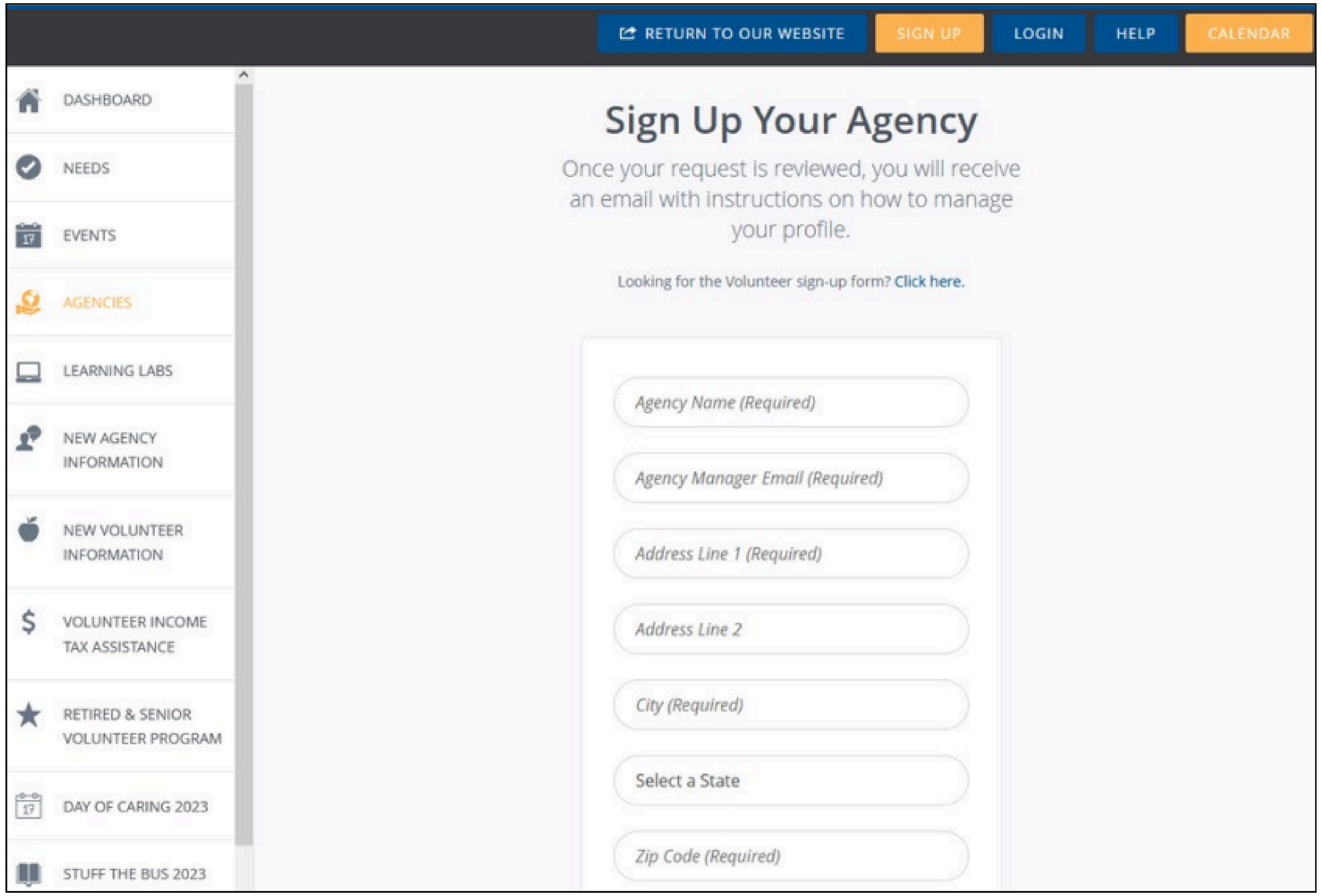
REGISTERING YOUR AGENCY



NOTE: Skip this step if your agency already has an account.

- Go to the Get Connected homepage.
- Underneath the blue '**Volunteer Now**' button, there is the option to register your organization.

REGISTERING YOUR AGENCY ... CONT.

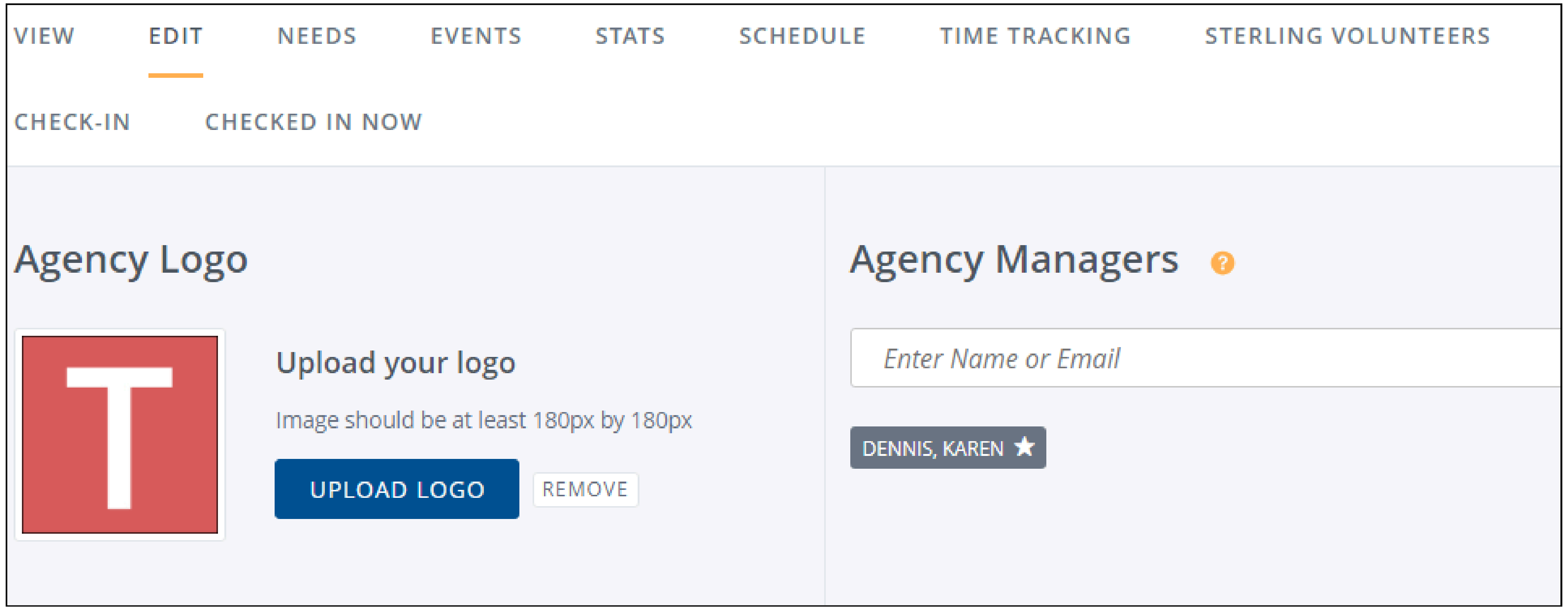


Required information:

- Agency Name
- Agency Manager Email
- Location
- Contact Person/Title
- Agency Email
- Causes
- Phone
- Additional information that allows volunteers to know about your agency and its services.

To connect with your agency profile, use the same email you used to create your volunteer profile.

NAVIGATING YOUR AGENCY'S PROFILE



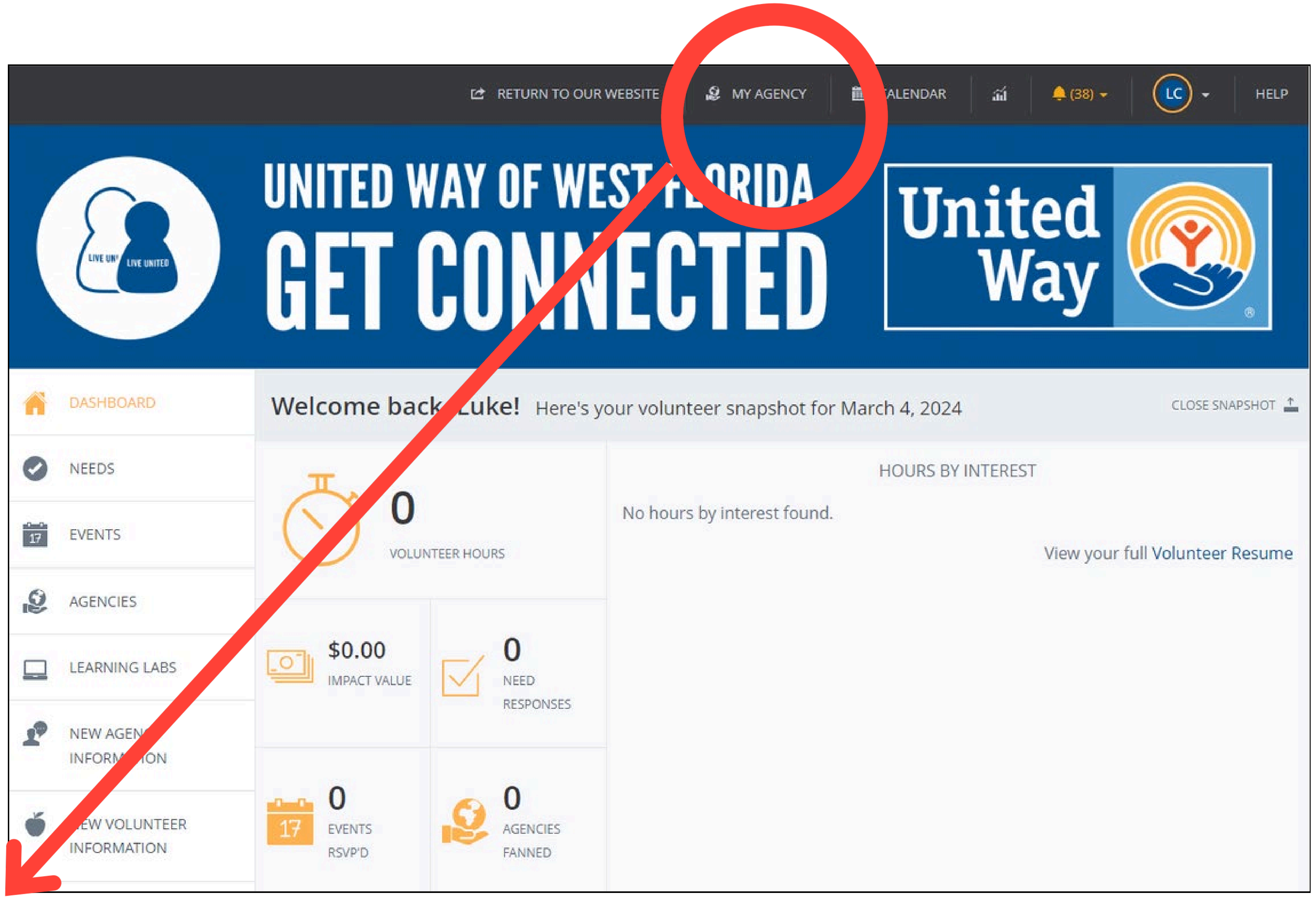
Becoming an Agency Manager:

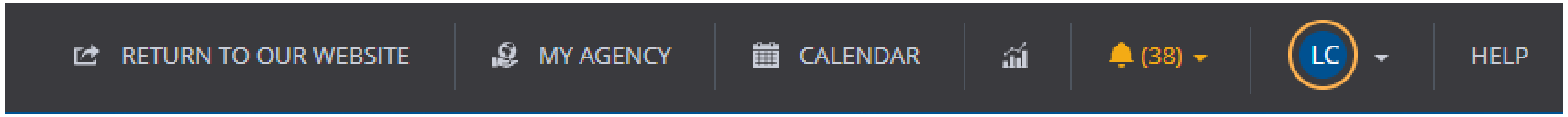
- Only existing users with a Get Connected account can be an agency manager.
- Only agency managers can create needs, events, edit, approve/decline hours.
- An agency should have more than one manager.
- A filled in star indicates the primary manager of the agency's account.
- Primary managers can add or remove agency managers.

NAVIGATING YOUR AGENCY'S PROFILE... CONT.

After you are assigned as an agency's manager, you will have access to numerous Get Connected tools after logging in.

- You will land on your personal profile's dashboard.
- Click the 'My Agency' button at the top of the page to access to your agency's dashboard.

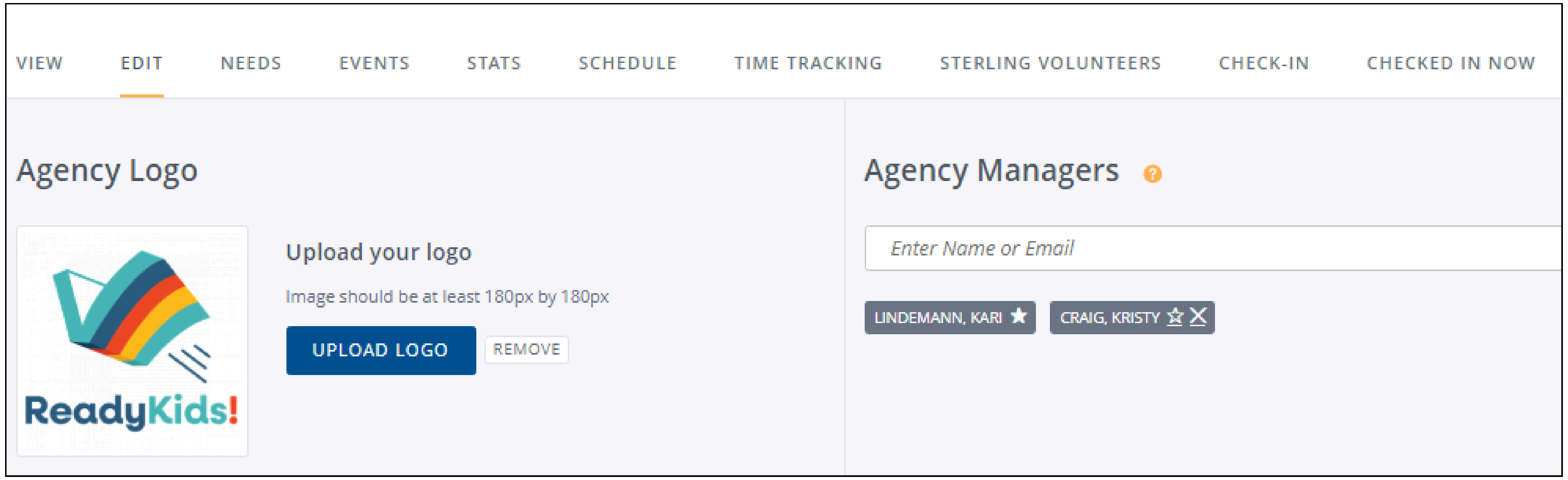




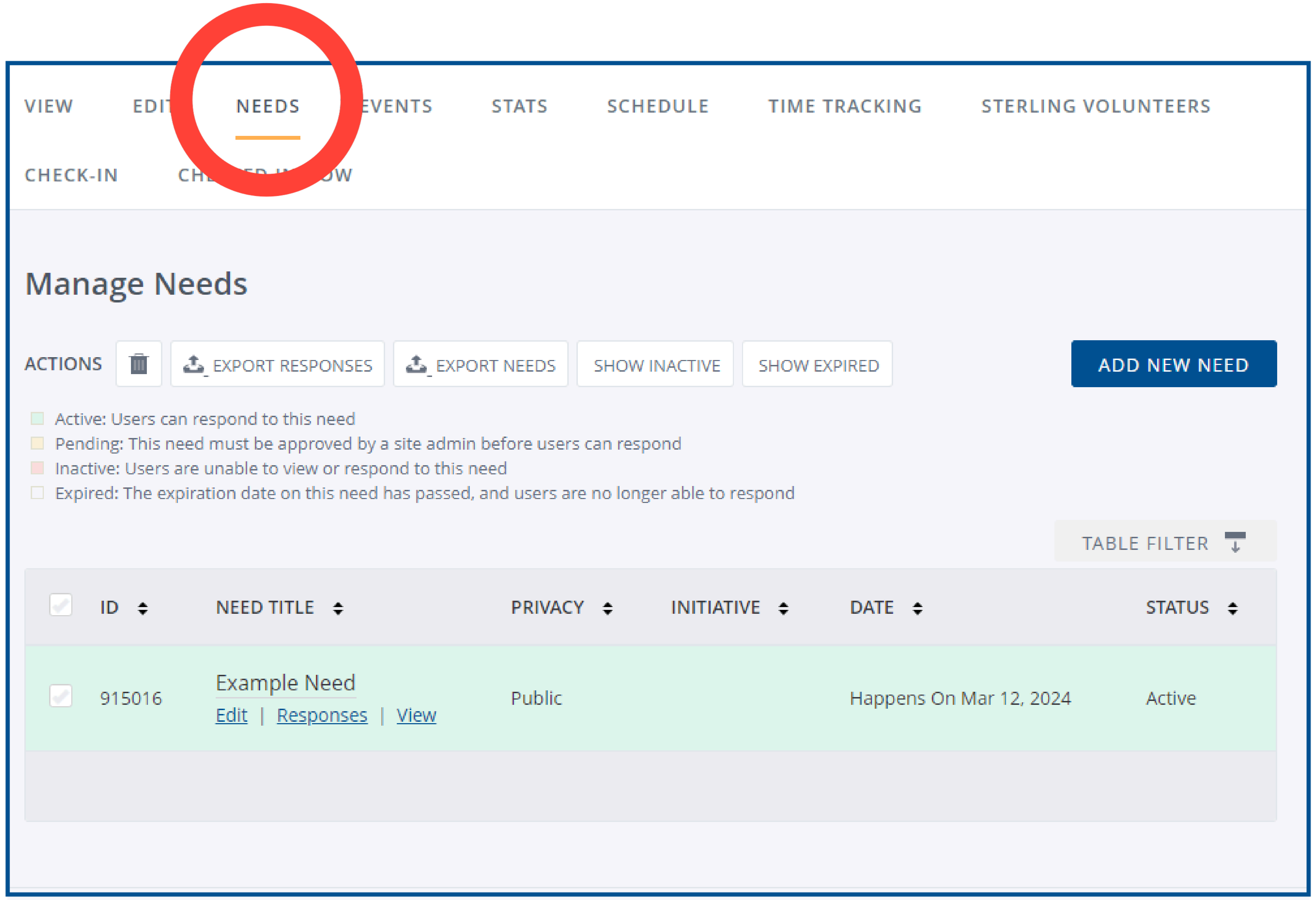
NAVIGATING YOUR AGENCY'S PROFILE… CONT.

Your Agency's Profile You can edit your agency's profile by including the following information:

- Agency managers
- Contact information
- Links
- Location
- Photos
- Not all information is required but fill out as
- much as you can so volunteers can learn about your agency.



CREATING NEEDS

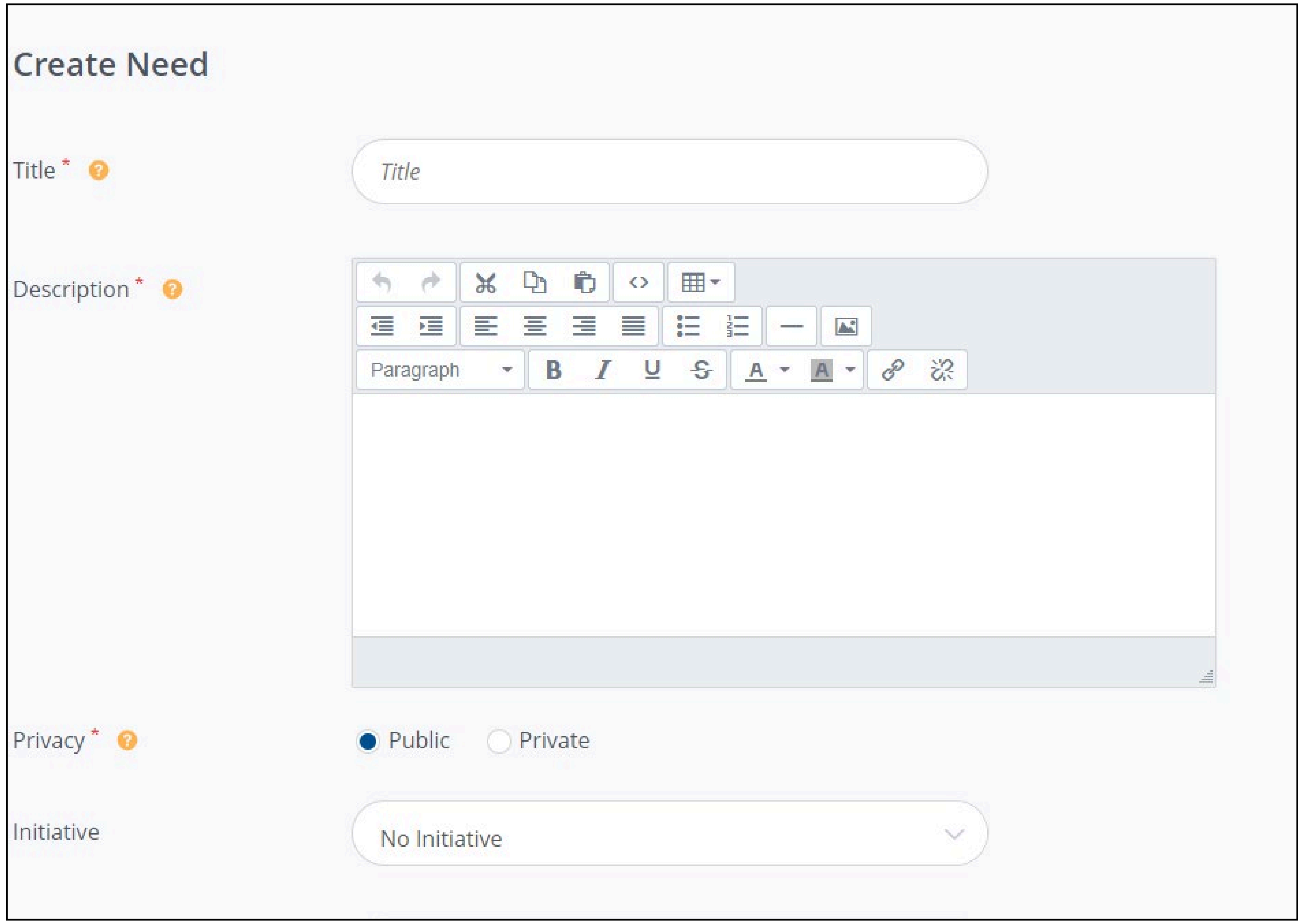


Needs: volunteer opportunities

Where to go:

- To to the toolbar of your agency management section and click **"Needs"**.
- Click **"Add New Need"** create an opportunity.
- The next slide shows what to include when creating a need.

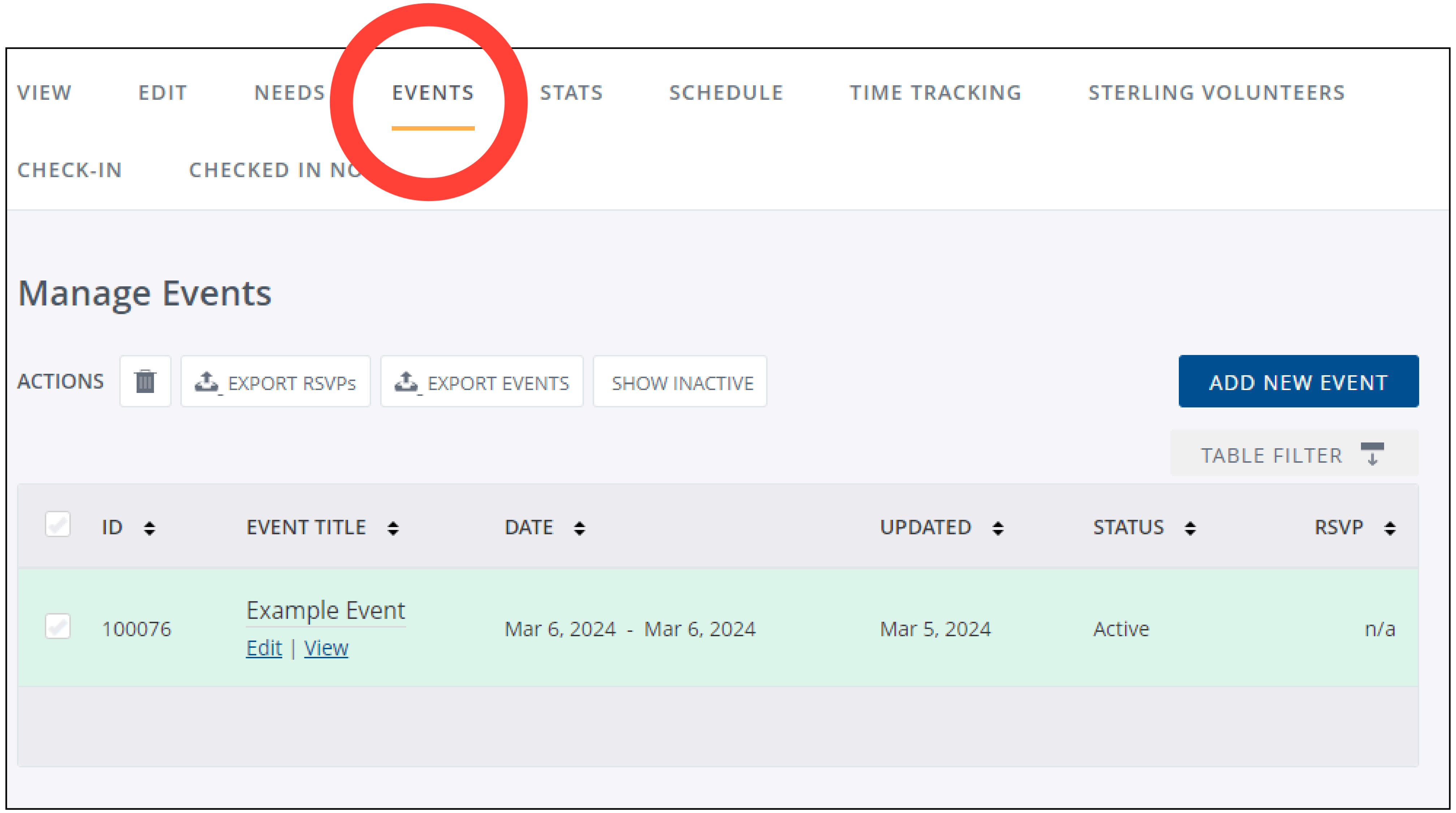
CREATING NEEDS ... CONT.



When creating a need, you will need to include:

- Title
- Description
- Privacy (You can send links for private needs)
- Duration
- Capacity
- Individual or Team Responses
- Hours
- Address
- Interests
- Any additional information volunteers should know to feel prepared for the need.

CREATING EVENTS

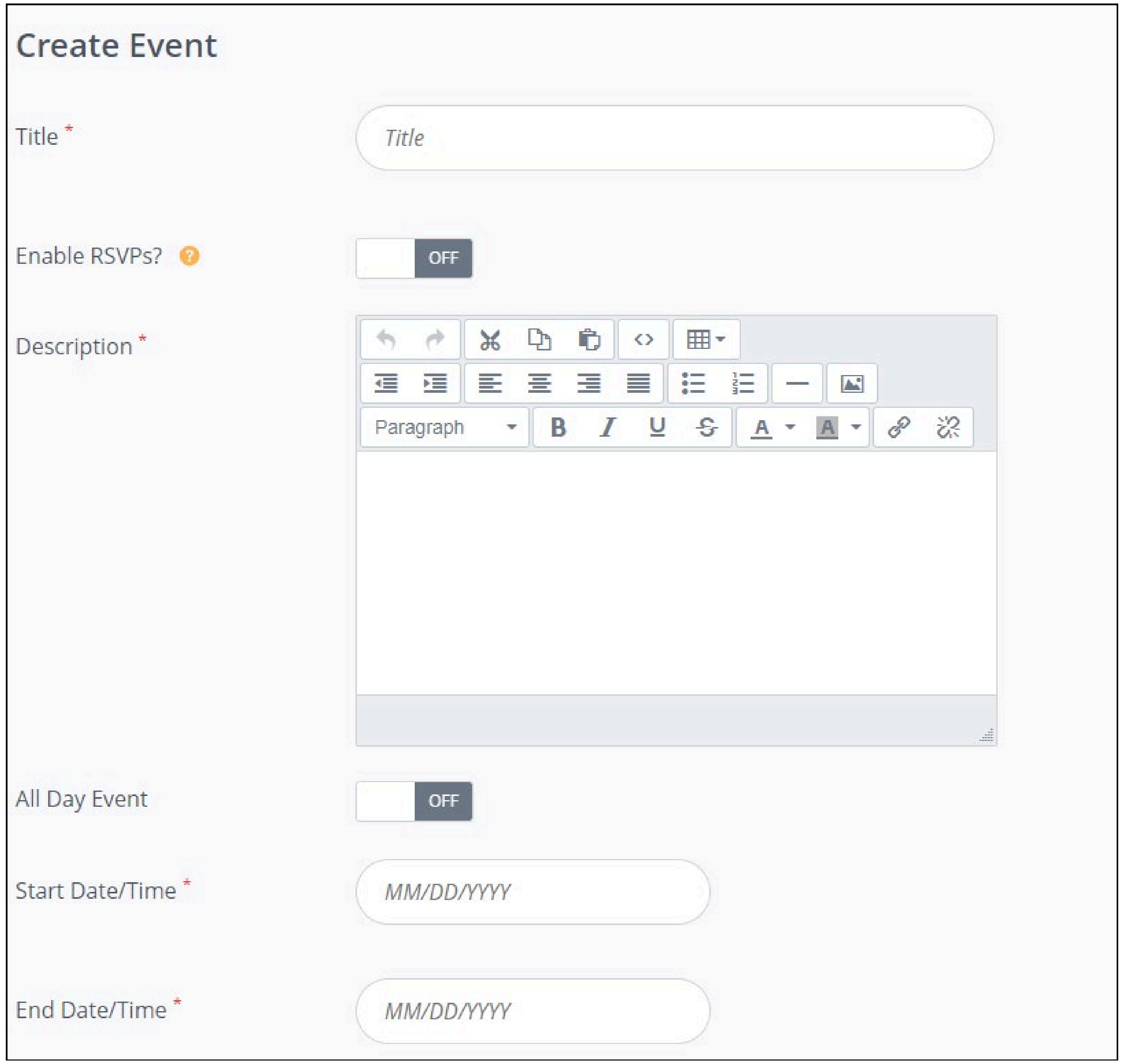


Event: community activities sponsored or promoted by agencies -- can often RSVP to attend.

- Click on **"Events"** on the toolbar of your agency management section.

- Click **'Add New Event'** to create an event.
  This option could be for a training session or orientation of an agency.

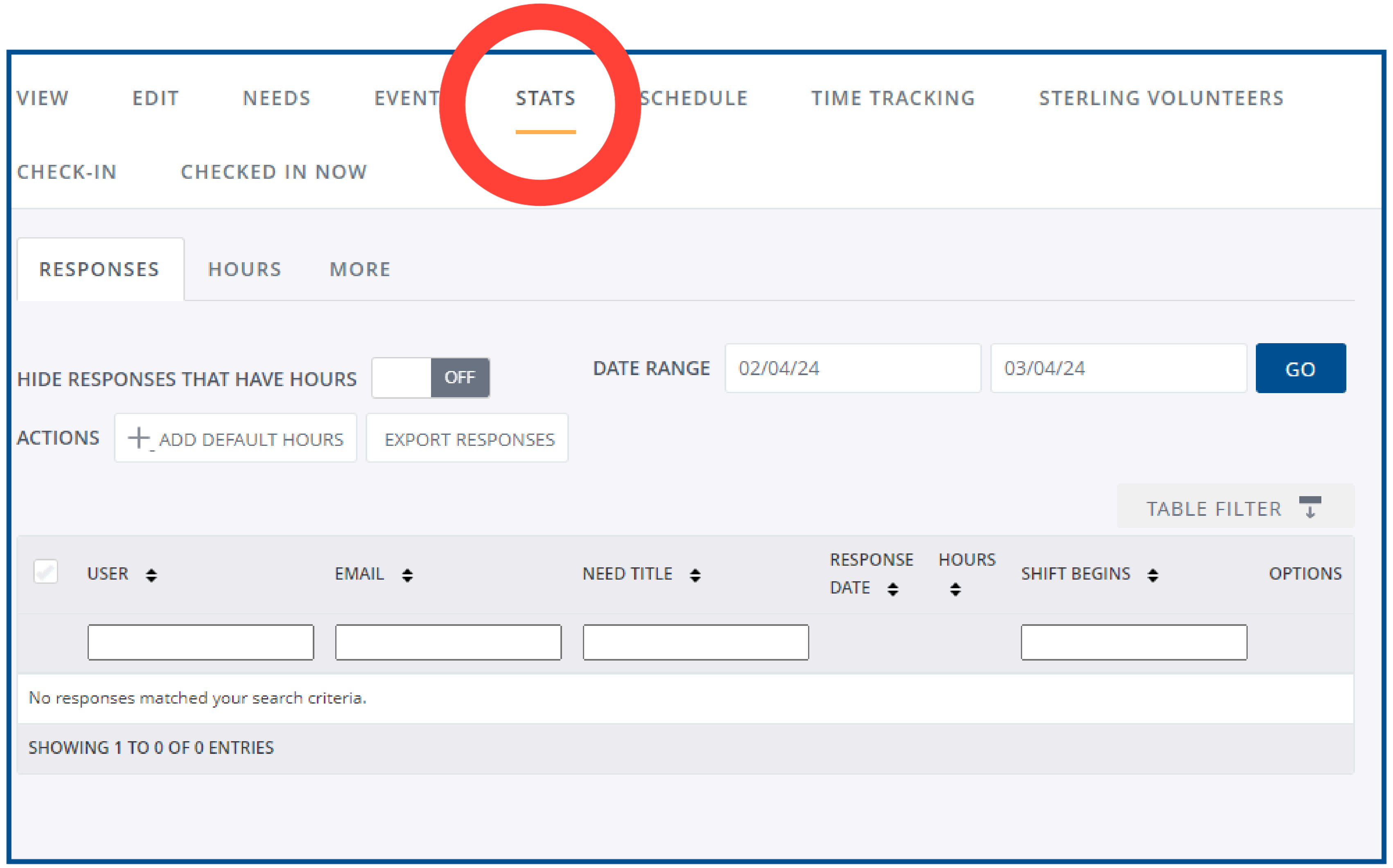
CREATING EVENTS... CONT.



When creating a need, you will need to include:

- Title
- Description
- Start/End Time
- Event Contact
- Event Location
- Any additional information volunteers should know to feel prepared for the need.

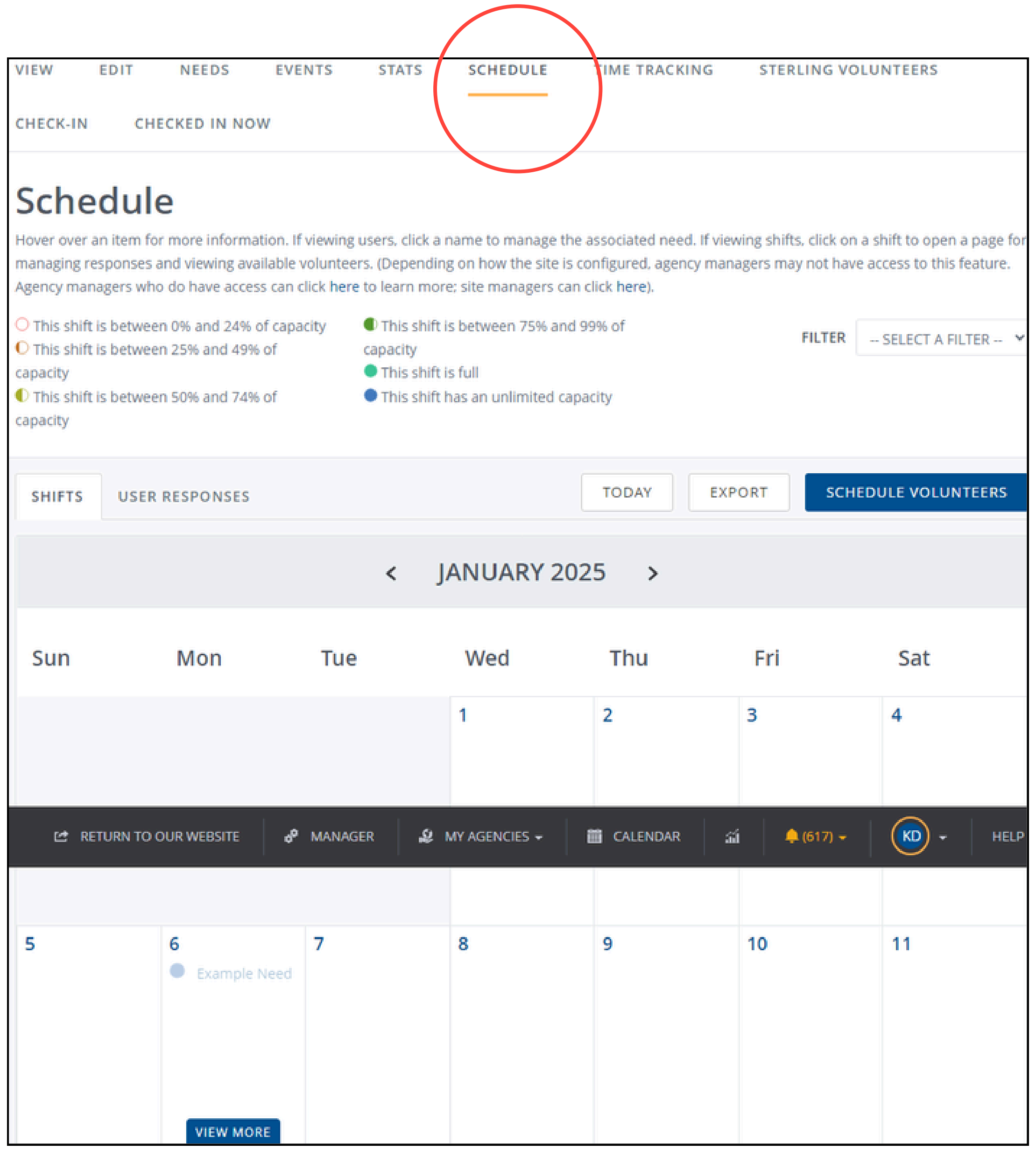
COLLECTING STATS FROM YOUR AGENCY PROFILE



In the Stats section, you can:

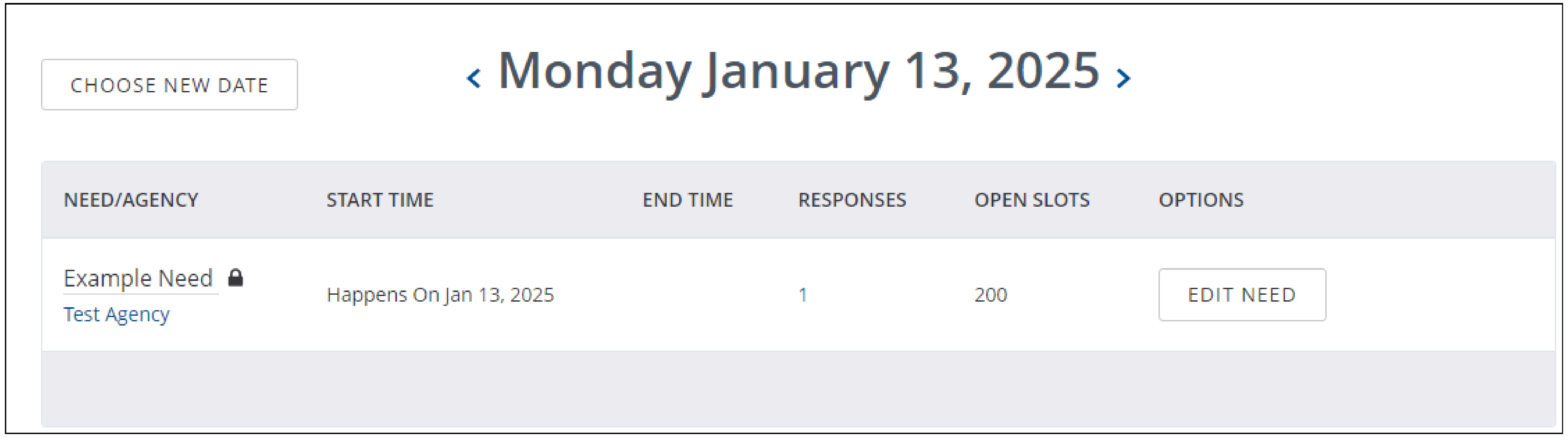
- Track the number of responses and hours your agency receives.
- You can select a date range for a specific time you may be looking for data.
- You can also export responses and hours into an Excel Spreadsheet.

LOOKING AT YOUR AGENCY'S SCHEDULE

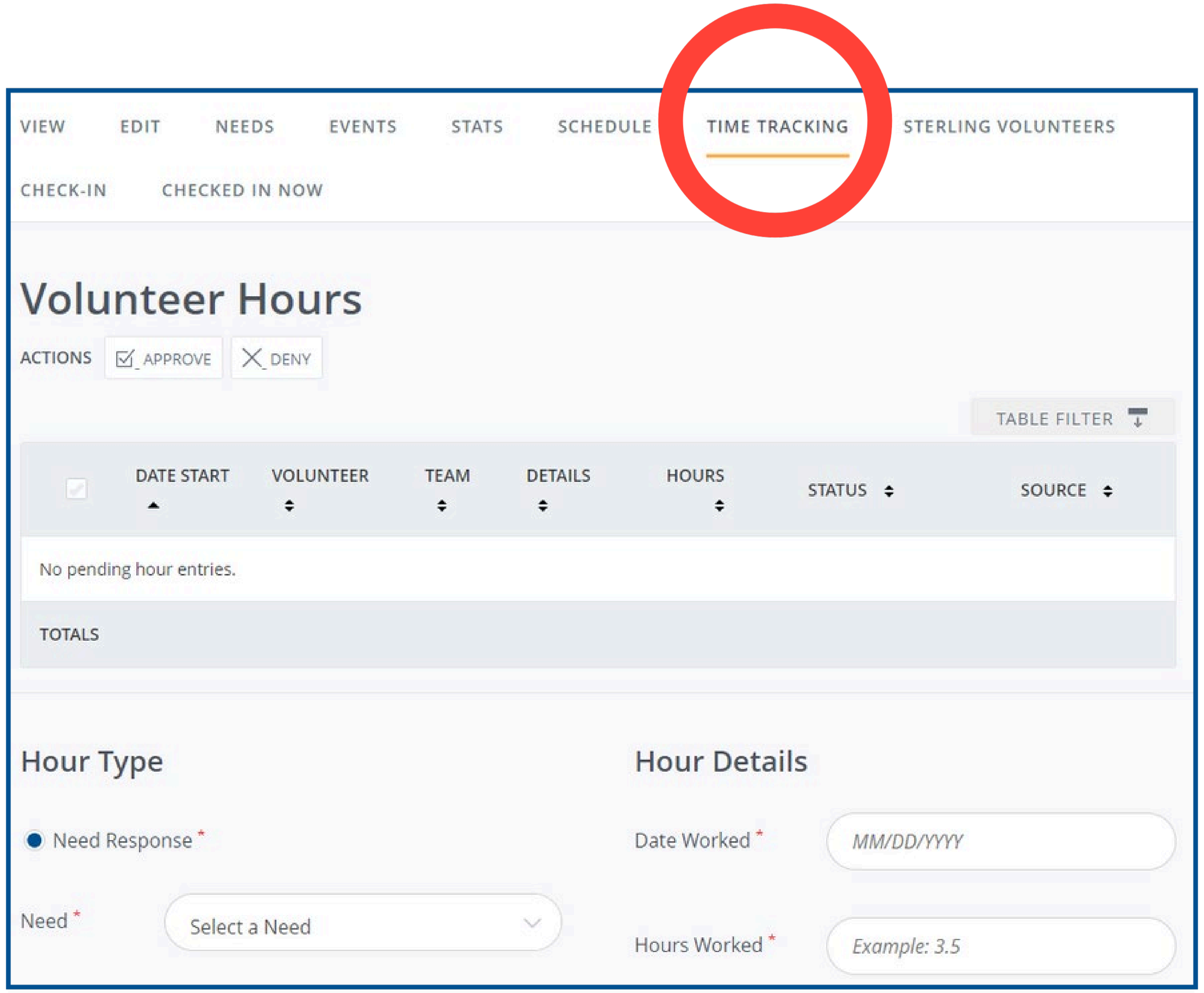


In the Schedule section, you can:

- View your posted needs or user responses in the Schedule section.
- You can also schedule a volunteer by selecting **'Schedule Volunteers'**.
- A need must be posted in order to do this.



CAPTURING ACCURATE VOLUNTEER HOURS

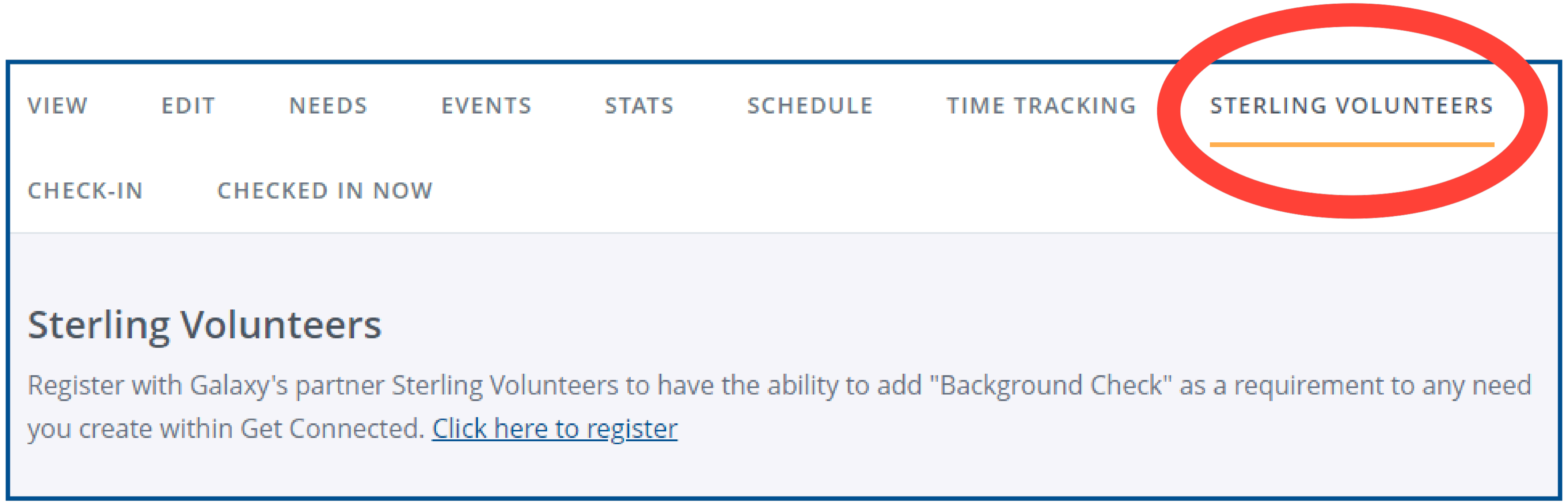


In the Time Tracking section, you can:

- Approve or deny volunteer hours
- Add hours for a volunteer.
- A dropdown of your agency's needs will appear.
- Date and hours worked will automatically populate when need and volunteer are selected.

STERLING VOLUNTEERS

If your agency requires volunteers to complete background checks, there is a way to complete them through Sterling Volunteers.



CHECKING VOLUNTEERS INTO NEEDS

There are three options for checking volunteers in and out to record their service hours:

1.Volunteer Check-in

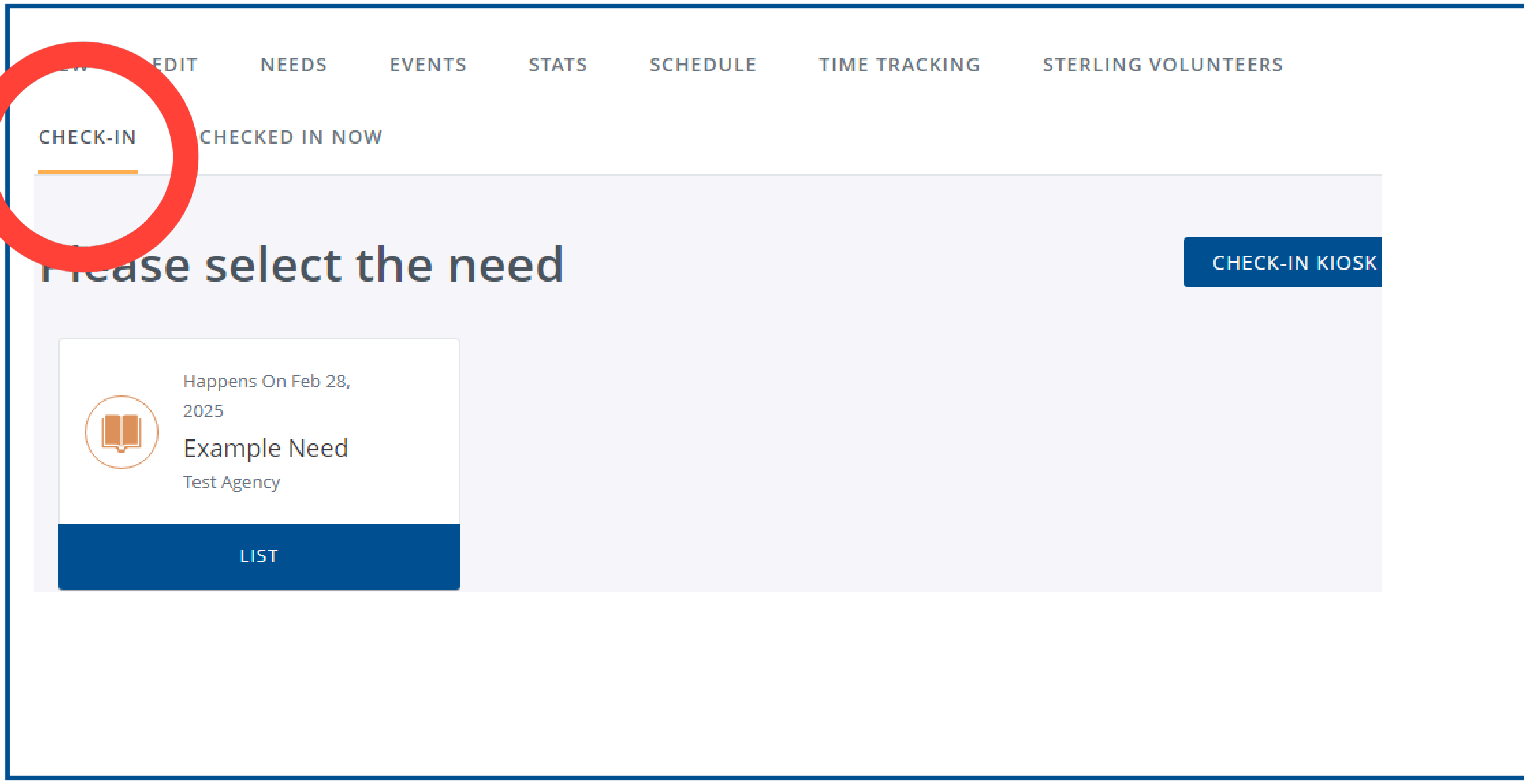
a. Volunteers receive an email the morning of their project and check themselves in

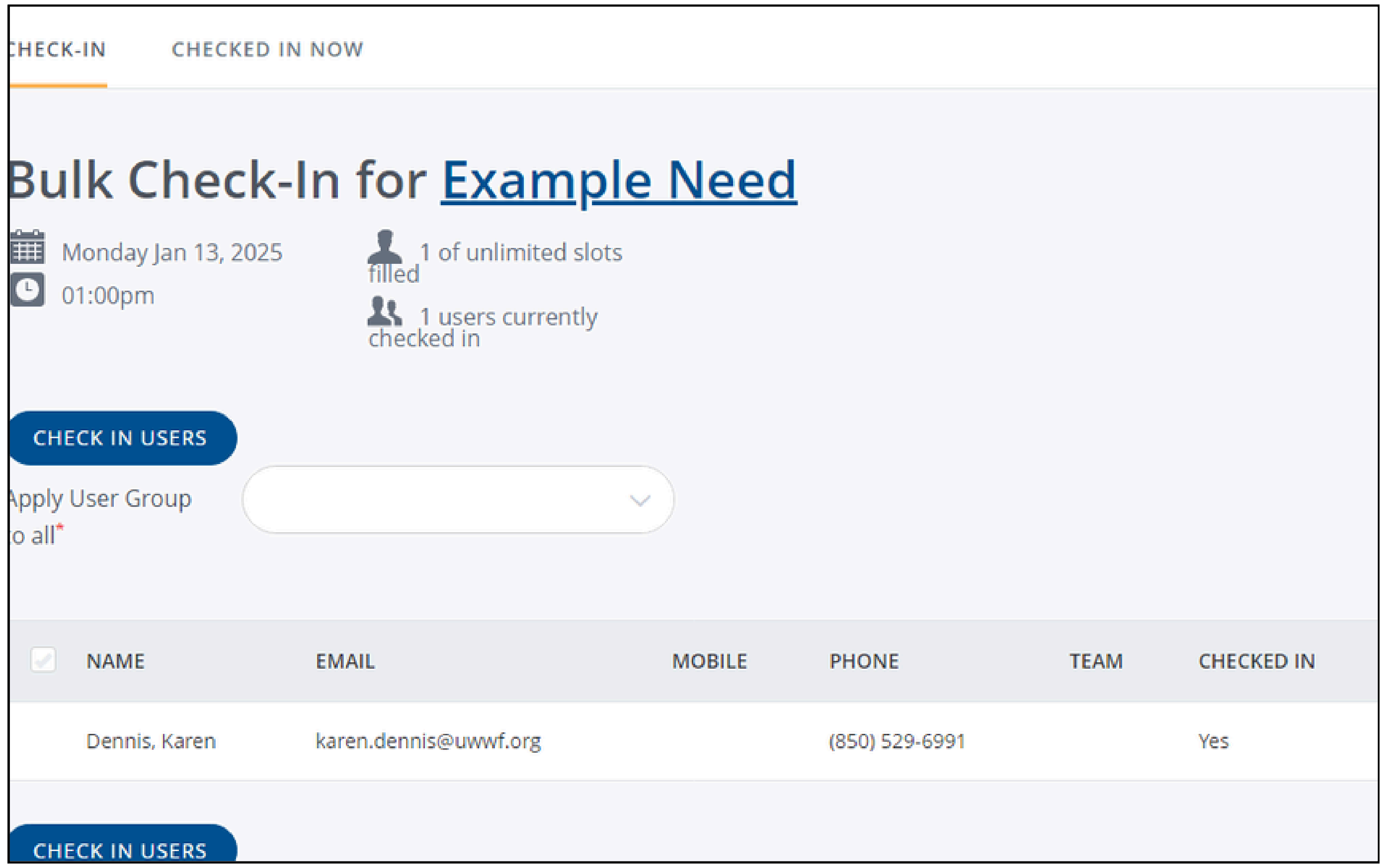
2. Agency Check-in: Kiosk

a. Have a computer or tablet at the project for a quick check-in and out.

3. Agency Check-in: List

a. View who has signed up for a need and check them in through a list.

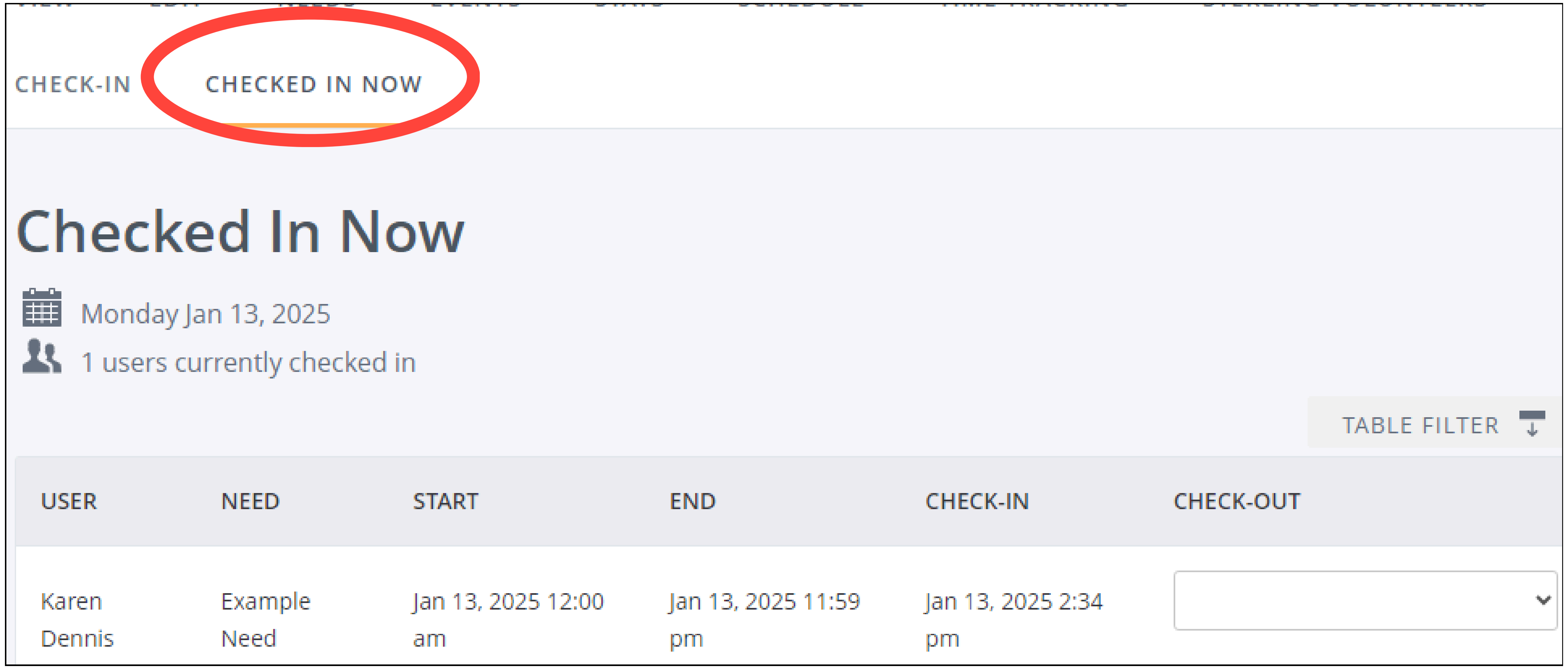




CHECKING VOLUNTEERS OUT OF NEEDS

In the Checked In Now section, you can:

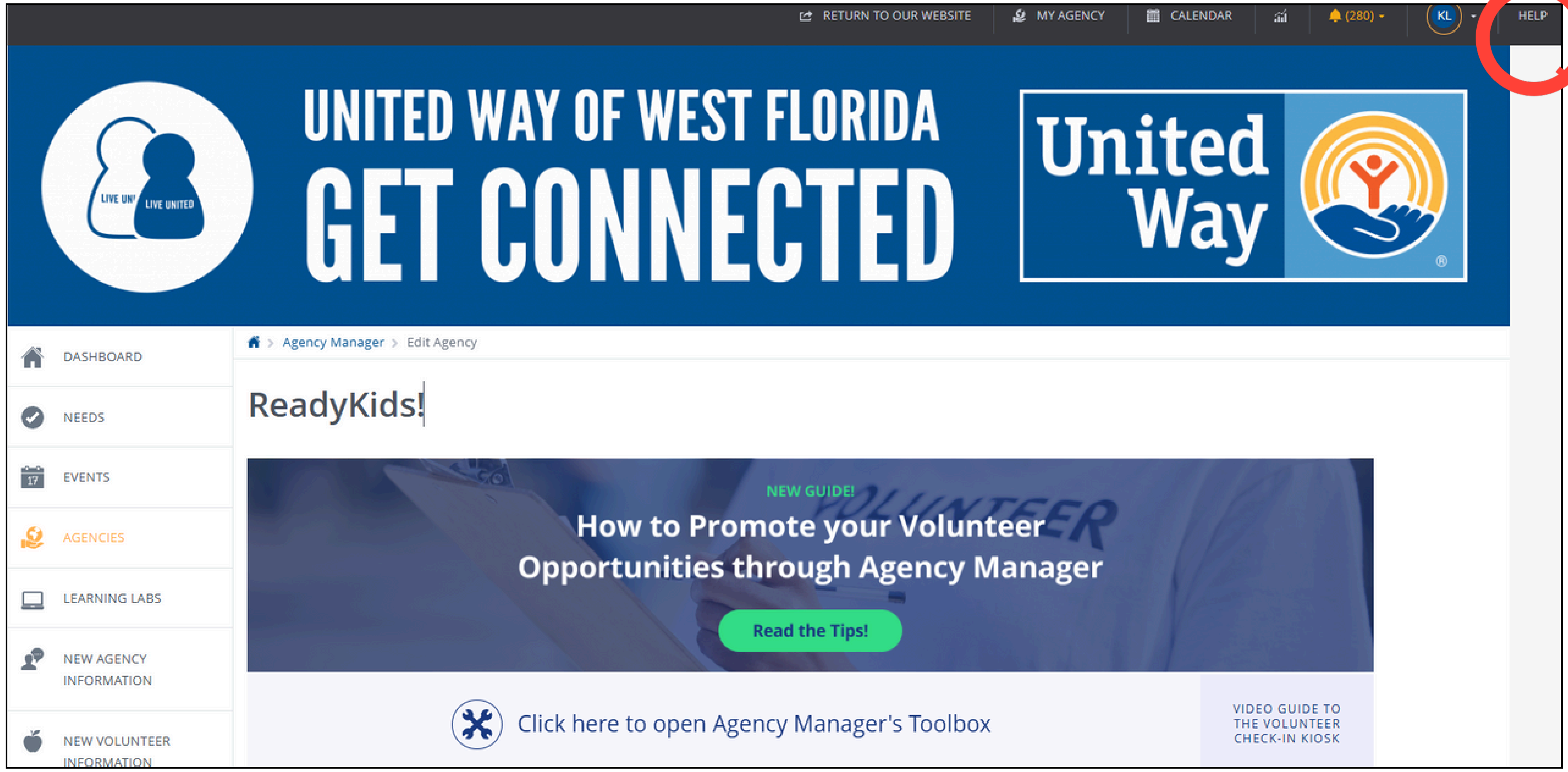
- View who is checked into your need.
- Check volunteers out at the end of the need or a specific time.



UNITED,WE CAN BUILD A BETTER TOMORROW

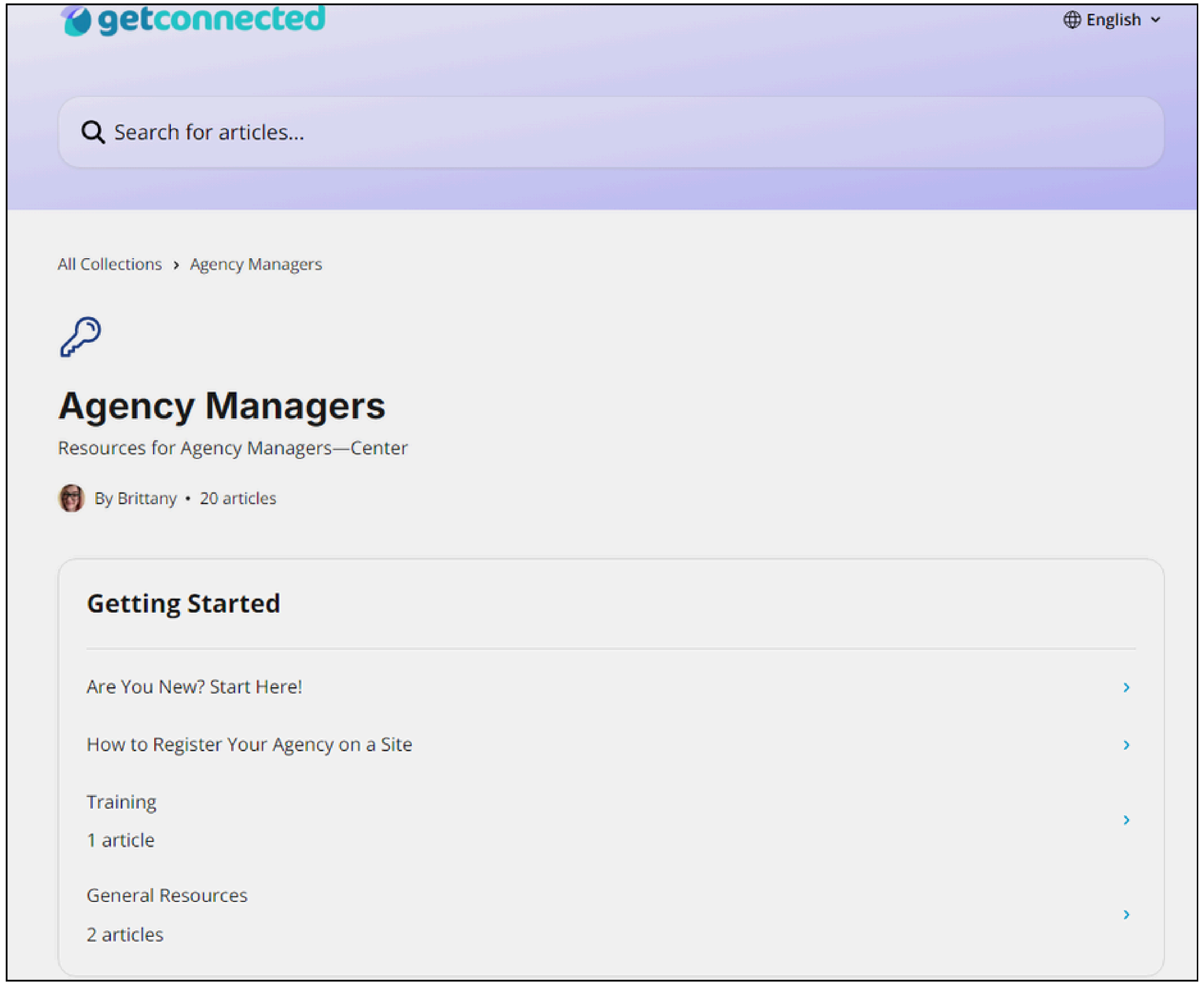
NEED HELP?

UNITED,WE CAN BUILD A BETTER TOMORROW



Go to the Get Connected homepage:

•Click the the **'Help'** button in the top right corner. •Click a section, topic and/or key word for specific answers.



UNITED,WE CAN BUILD A BETTER TOMORROW

UWWF hosts Learning Labs, 11:00am-12:00pm on the 3rd Wednesday of each month in-person at the UWWF office or virtually via Microsoft Teams.

You can sign up for Learning Labs on Get Connected or UWWF's website.

Contact Karen Dennis for questions or assistance at karen.dennis@uwwf.org or 850-912-8199.