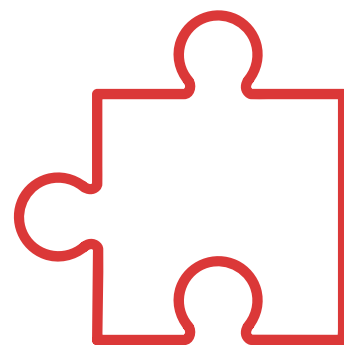


VOLUNTEER UNITED: HOW TO GET STARTED





TIP #1



Creating Your Profile

Go to VolunteerUnitedCbus.org and hit the yellow "Sign Up" button to create a username and password.



From there, click on your profile and here you can upload a picture of yourself, select causes that are important to you, select your interests and you can "fan" other nonprofits.

My Profile

[VIEW PROFILE](#) [EDIT PROFILE](#) [TRACK HOURS](#) [VOLUNTEER SCHEDULE](#) [QUALIFICATIONS](#) [MY FILES](#)
[OPPORTUNITY RESPONSES](#) [MY TEAMS](#) [INBOX](#)



Jane Doe

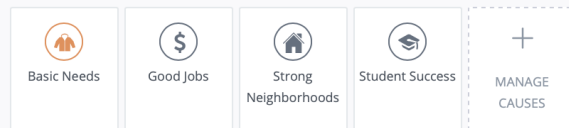
Joined Date: Jan 8, 2020
Total Logged Hours: 0

[VOLUNTEER RESUME](#)

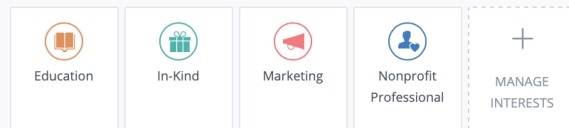
Activity Feed

JAN 8
Became a fan of YMCA of Central Ohio

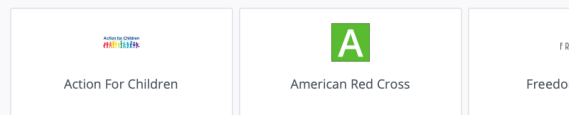
Causes

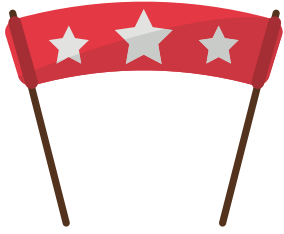


Interests



Nonprofit Partners Fanned



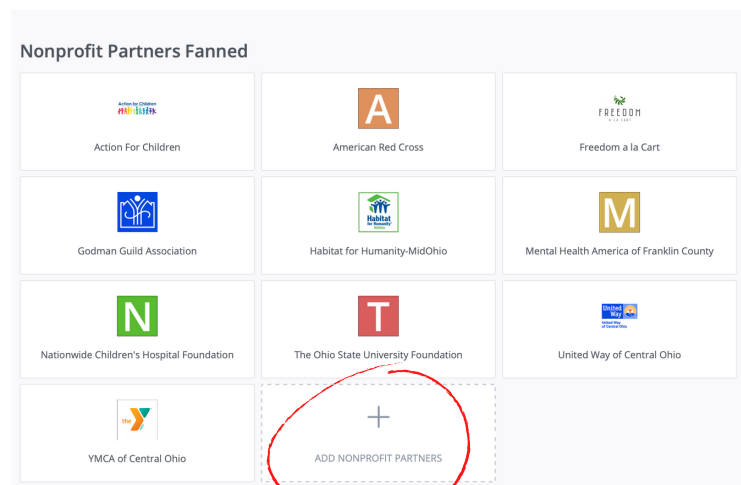


TIP #2

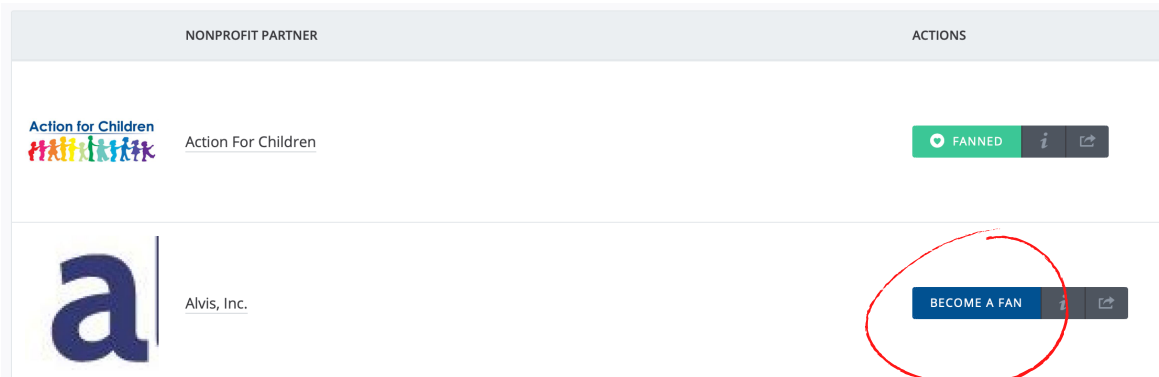


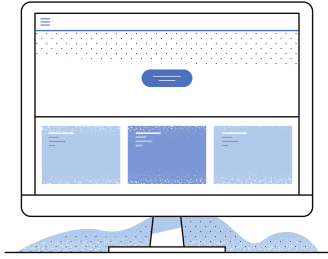
How To Fan an Agency

On your profile, scroll toward the bottom and find the "Nonprofit Partners Fanned" section. Click the "Add Nonprofit Partners +" button.

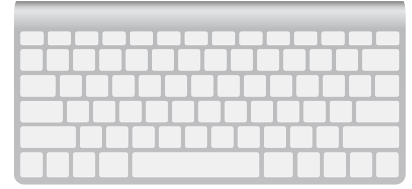


From there, find nonprofits you like and hit the "Become a Fan" button. Doing this will allow you to see the opportunities and events they have going on. You will also be notified when they post new content!





TIP #3



Knowing Your Dashboard

After creating your profile, there are numerous items that you can customize on your dashboard!

You can edit your profile! Here, you can change your picture, add your availability, change your password, change your address, and so much more!

Edit Profile

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE

Track Hours

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE QUALIFICATIONS MY FILES OPPORTUNITY RESPONSES

MY TEAMS INBOX

Volunteer Hours

ACTIONS EXPORT HOURS + ADD HOURS

Start 04/01/2019 End 04/01/2020 GO

Table Filter					
DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
No hour entries.					
TOTALS					

You can track your hours! Once you input your hours (we will cover that later) you can see if they were approved here, as well as add more!

Volunteer Schedule

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE QUALIFICATIONS MY FILES OPPORTUNITY RESPONSES

MY TEAMS INBOX

April 2020

MONTH April 2020 FILTER -- SELECT A FILTER --

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11

You can look at your volunteer schedule and note when you have events coming up!

My Files

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE QUALIFICATIONS MY FILES OPPORTUNITY RESPONSES

MY TEAMS INBOX

+ ADD FILE

TITLE	SOURCE	DATE ADDED	OPTIONS
No folders or files present.			

You can upload flyers and anything else you want and access them here!

You can also input your qualifications! If you have a VITA Certification or you're willing to be trained for an Intake Specialist/Greeter, you can find that here!

My Qualifications

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE QUALIFICATIONS MY FILES OPPORTUNITY RESPONSES

MY TEAMS INBOX

You may need to meet certain qualifications or sign a waiver in order to respond to some opportunities.

Incomplete Qualifications

Do you intend to complete the VITA certification?

Some needs require a volunteers to complete the Intake Specialist/Greeter training. If you intend to complete such a training, please select yes here.

SUBMIT QUALIFICATIONS



TIP #4

Searching For Opportunities

After selecting your interests and causes, click the "Opportunities" tab on the left-hand side.

Based on your interests, it will populate opportunities going on in Columbus for you!

DASHBOARD

OPPORTUNITIES

EVENTS

NONPROFIT PARTNERS

HELP NOW WITH COVID-19

ABOUT VOLUNTEER UNITED

CUSTOM GROUP VOLUNTEER OPPORTUNITIES

NONPROFIT RESOURCES

COLLAPSE MENU

Opportunities

SEARCH BY

SORT BY -- SELECT SORTING --

FILTER BY -- SELECT A FILTER --

1 2 3 > Last

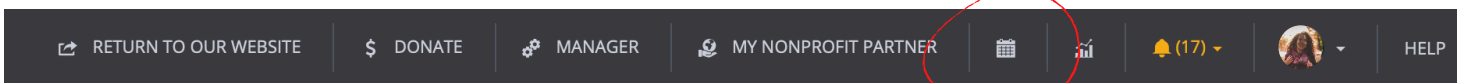
OPPORTUNITY/NONPROFIT PARTNER	DATE/TIME	SPOTS OPEN	ACTIONS
Food and Nutrition Center- Afternoon Shifts (Monday/Wednesday/Friday) St. Stephen's Community House	Multiple Shifts Available	665	VIEW DETAILS
Make Placemats at Home! Alvis, Inc.	Is Ongoing		VIEW DETAILS
Assist with Chromebook Distribution for Elementary Students (Various CCS Elementary Schools) United Way of Central Ohio	Mar 31, 2020 through Apr 2, 2020		VIEW DETAILS
Serve as a VISTA at Central Community House Central Community House	Runs Until Jun 8, 2020	1	VIEW DETAILS



Using the Calendar

If you don't like looking at opportunities as a list, you can see them in a calendar! This will also help you see what days of the week all of the opportunities are.

Select the calendar icon on the top bar.



Now you can see all of the opportunities for the month!

April 2020

MONTH April 2020 FILTER -- SELECT A FILTER --

SUN	MON	TUE	WED	THU	FRI	SAT
			1 ✓ Food and Nutrition Center- ✓ Freedom a la Cart Intern ✓ Food and Nutrition Center-	2 ✓ Holt Crossing Community F ✓ Mentor @ Prairie Norton El ✓ Food and Nutrition Center-	3 ✓ Freedom a la Cart Intern ✓ Food and Nutrition Center-	4 ✓ Playhouse Pro
5	6 ✓ Food and Nutrition Center- ✓ Food and Nutrition Center-	7 ✓ Poverty Simulation: When I ✓ Food and Nutrition Center- ✓ Viking Virtues Mentoring Pr	8 ✓ Food and Nutrition Center- ✓ Freedom a la Cart Intern ✓ Food and Nutrition Center-	9 ✓ Mentor @ Prairie Norton El ✓ Food and Nutrition Center-	10 ✓ Freedom a la Cart Intern ✓ Food and Nutrition Center-	11
12	13 ✓ Food and Nutrition Center- ✓ Food and Nutrition Center-	14 ✓ Food and Nutrition Center-	15 ✓ Food and Nutrition Center- ✓ Freedom a la Cart Intern ✓ Food and Nutrition Center-	16 ✓ Mentor @ Prairie Norton El ✓ Food and Nutrition Center-	17 ✓ Freedom a la Cart Intern ✓ Food and Nutrition Center- ✓ Garden Volunteers	18 ✓ Global Youth S ✓ Garden Volun

SIGN UP NOW



TIP #6



How to Sign Up

Click on the opportunity you want, read through it, and if it sounds like a good fit you can hit the "Respond" button in the top-right corner.

Food and Nutrition Center- Afternoon Shifts (Monday/Wednesday/Friday)

RESPOND

RESPOND AS TEAM

Description

COVID-19 Update: During this pandemic, you will help pack boxes of food that will be loaded into visitor vehicles. We will provide masks and gloves. Please dress in layers, and wear comfortable shoes.



Interests



Nonprofit Partner



St. Stephen's Community House

BECOME A FAN

Location

1500 E 17TH AVE
Columbus, OH 43219

From there, it will take you to a list of available shifts.

Select which ones you can work, and when you're done you can scroll to the bottom and hit the blue "Submit Opportunity Response"

- | | |
|--|--|
| <input checked="" type="checkbox"/> Mon Mar 30, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed Apr 1, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon Apr 6, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed Apr 8, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon Apr 13, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed Apr 15, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon Apr 20, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed Apr 22, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon Apr 27, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed Apr 29, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon May 4, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed May 6, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon May 11, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed May 13, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon May 18, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed May 20, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon May 25, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed May 27, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon Jun 1, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed Jun 3, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon Jun 8, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed Jun 10, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon Jun 15, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed Jun 17, 2020 @ 12:00pm to 3:00pm |
| <input checked="" type="checkbox"/> Mon Jun 22, 2020 @ 12:00pm to 3:00pm | <input checked="" type="checkbox"/> Wed Jun 24, 2020 @ 12:00pm to 3:00pm |

SUBMIT OPPORTUNITY RESPONSE



TIP #7



How to Add Your Hours

For most opportunities, if you volunteer your hours will be added automatically. If you respond to an opportunity that doesn't have specified hours, you need to add your hours manually and they must be approved.

Go to your dashboard and click on "Opportunity Responses." You then will click the drop-down bar and select "Add Hours."

My Responses

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE QUALIFICATIONS MY FILES **OPPORTUNITY RESPONSES**

MY TEAMS INBOX

Volunteer Responses

OPPORTUNITY NAME	NONPROFIT PARTNER NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
Make Placemats at Home!	Alvis, Inc.	Mar 30, 2020	2266232	Mar 27, 2020	<div>Select an action</div>
SHOWING 1 TO 1 OF 1 ENTRIES					

From there, you will answer all of the questions and the submit it for approval. Once it's approved, the hours will be added to your dashboard.

DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
No hour entries.					
TOTALS					

Hour Type

Are these hours in reference to a need you responded to on this site?

☒ Yes

Opportunity

Hour Details

Date Worked

Hours Worked

Miles Traveled

Description



TIP #8



Creating Teams

If you don't want to volunteer alone, you can create teams!

When you click on an opportunity, in the top-right corner select "Respond As Team."



It will then take you to a place to select your time. Select "Respond As Team" for the time you want.

BEGINS	DURATION	OPEN SPOTS	RESPOND
Mon Mar 30, 2020 @ 12:00pm to 3:00pm	3.00 hours	4 of 5	<div>RESPOND INDIVIDUALLY</div> <div>RESPOND AS TEAM</div>
Wed Apr 1, 2020 @ 12:00pm to 3:00pm	3.00 hours	4 of 5	<div>RESPOND INDIVIDUALLY</div> <div>RESPOND AS TEAM</div>

You then fill out your team information and hit "Create Team" when you're done.

Team Information

Team Name *

Team Name

Team Description

Team Description

CREATE TEAM

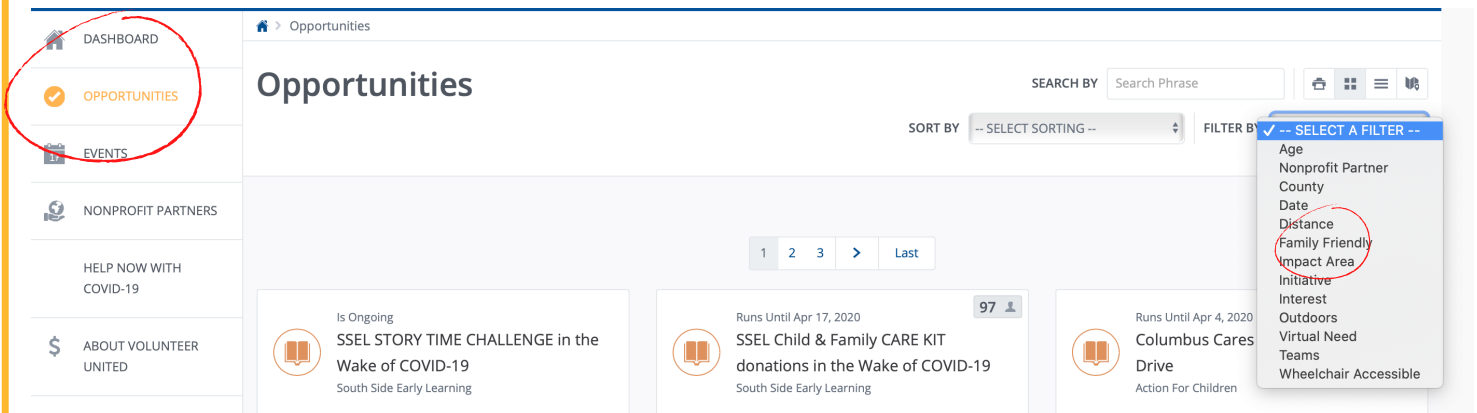
TIP #9

Registering As a Family

Want to donate your time as a family? There is a way to do that on Volunteer United!

Click the opportunities tab on the left-hand side of your screen. On the right-hand side, click the drop down "FILTER BY" tab and select "Family Friendly." These are opportunities that they whole family will be able to enjoy!

You can also use this to filter out different desires.

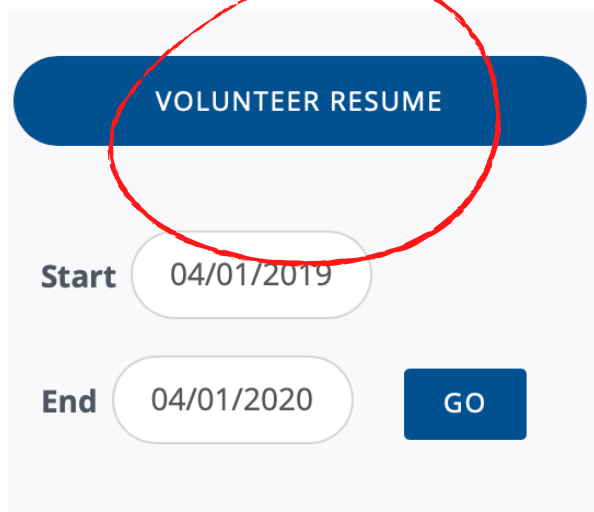


TIP #10

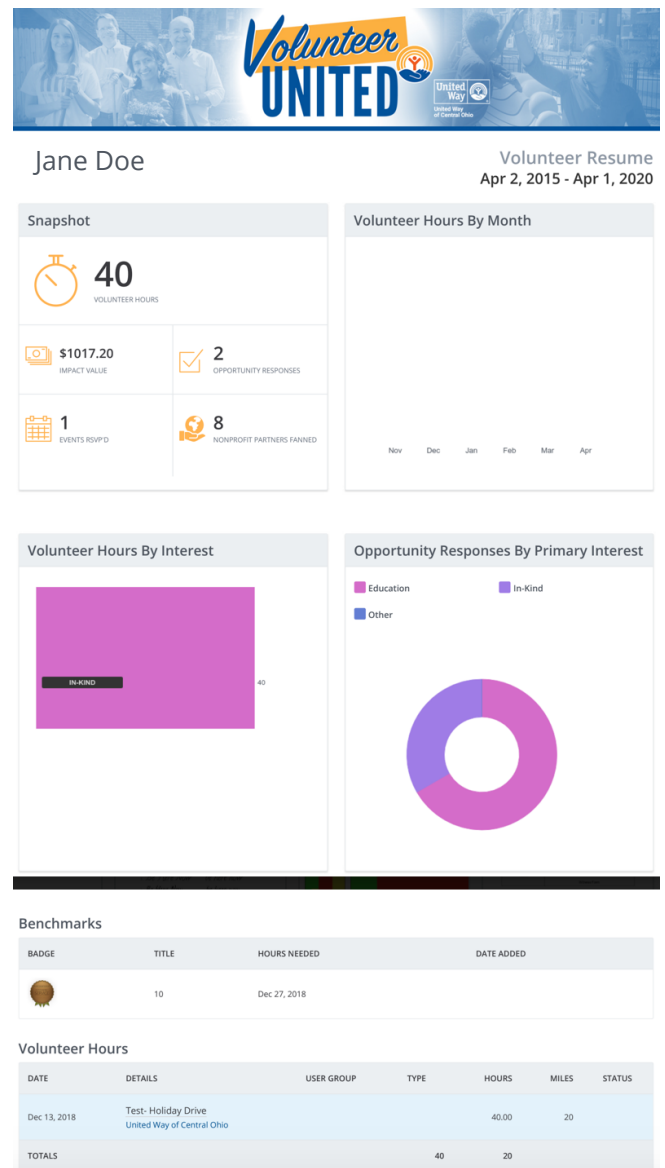
Your Volunteer Resume

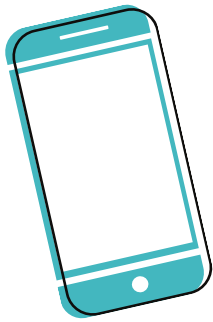
You can see how much time you've donated in an easy form! Print it out and connect it to your resume when applying to jobs!

On your profile, right below your profile picture, click the blue "VOLUNTEER RESUME" button. You can also customize the dates for it to portray.



A screenshot of a user interface showing a blue button labeled "VOLUNTEER RESUME" circled in red. Below the button are two date selection fields: "Start" with the date "04/01/2019" and "End" with the date "04/01/2020". A blue "GO" button is located to the right of the "End" field.





TIP #11

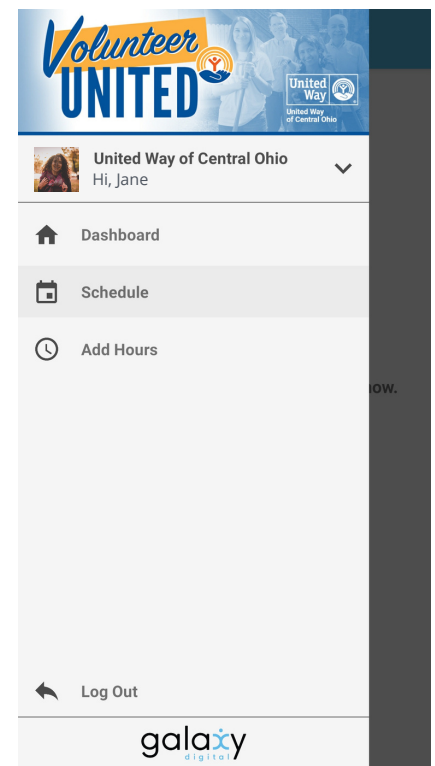
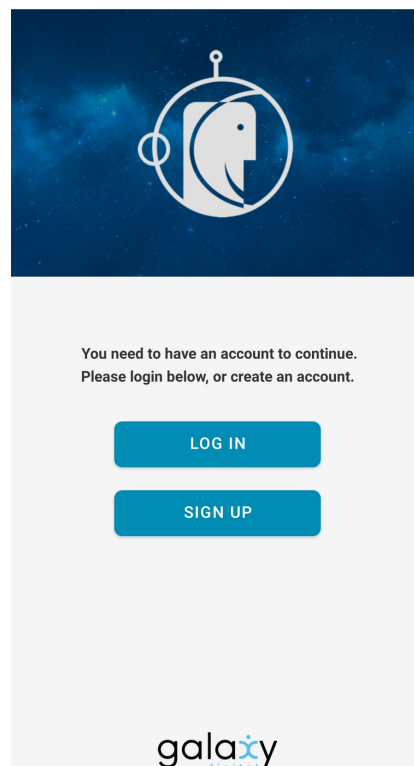
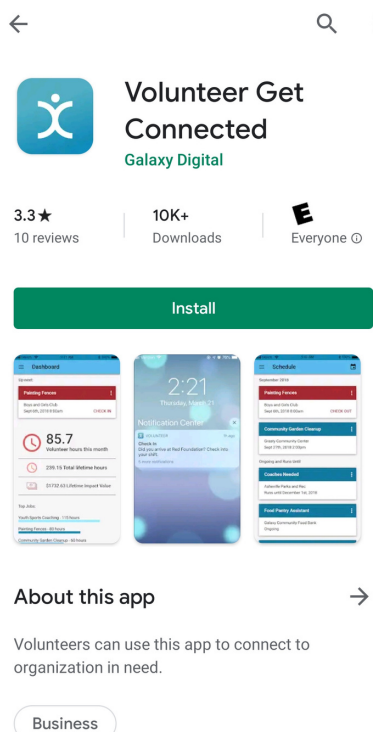


Going Mobile

You don't need to have a computer to use Volunteer United! It is available for download in the Apple App Store and Google Play Store!

Note that it is called "Volunteer Get Connected." When you input your email, it will connect you with Volunteer United.

Once you're in, you can check-in with your phone, access your dashboard and schedule as well as enable push-notifications so you never miss a volunteer opportunity!





Following these tips will put you on the fast-track to becoming a professional on Volunteer United.



If you have any questions, feel free to contact Brandi Davis at brandi.davis@uwcentralohio.org or call her at 614-227-2714

