

Day of Caring Online Project Registration Part 3 September 15, 2010

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Overview

As a time saving way to manage your Day of Caring participation, you will use your current Agency Name and Password with Volunteer Solutions to register and maintain your Day of Caring projects. This process will save you time and resources in managing your projects and communicating with volunteers. As another benefit, volunteers will directly view and select projects online.

Follow the steps below to register your Day of Caring project(s):

Step 1

Go to www.volunteerv.org and click in the **Highlights Box** for Day of Caring

Step 2

From the Day of Caring page, Click on **Login for Agencies**

Step 3

Note: Save this page to your desktop or in your favorites for quicker access in the future.

Registered Agencies fill in your **Agency Name** and **Password***, then click **GO!**

***Forgot your Password?**

Click on "**Forgot your password?**" and follow the computer prompts ...

Note: the new password will be sent to the primary agency contact of record, usually the volunteer coordinator.

Step 4

Login brings you to your Agency Overview page. Scroll down to Events and find "**Agency Sign-up For Day Of Caring Projects, Wednesday, September 15, 2010**", click on "Details and Project Sign Up"

Note: You may be asked to login again, this is normal.

Step 5

Review important information and resource guides for Day of Caring. Scroll down to the bottom of the page and click on “Add a Project.”

Step 6

Create a Project - Project Details: Scroll down to fill in 14 fields...

*Fields marked with a red asterisk are required

1. Title for this opportunity
2. Detailed description of the project (See page 1 of Project Planning Guide for more information on writing project descriptions)
3. Time slot limitation default is “No”. There is no need to change it. Time slots do not apply to our Day of Caring Event.
4. If you are a United Way partner agency, please indicate which of the following Community Goals this project addresses: check one radio button per project.
5. Do you have all the Tools/Supplies needed to complete this project?
6. What tools/supplies does the volunteer HAVE to bring to complete this project?
7. Are there "additional" Tools/Supplies that the volunteer can bring to help this project along?
8. In the case of an outdoor project, do you have an alternate plan/project in case of bad weather? If so, please describe here. If this is already an indoor project, just say n/a.
9. For outdoor only projects, do you have a RAIN DATE? If so, please provide an alternate date (or range of dates) for volunteers to complete this project.
10. Will your agency provide a lunch for your Day of Caring volunteers?
11. Can Volunteer Center/United Way/newspapers take photographs of volunteers with your clients or of your facility?
12. Does your agency have liability insurance that would include this event?
13. Be sure to click **YES** on “Email primary contact upon signup?” This option will send volunteer contact information to the agency as soon as someone registers for this project.
14. Next, fill in the Project Coordinator & the Project Location for the project you just described. Select options by clicking on the little green arrow drop-down box next to the Name & Address. **This person, or another representative of your agency, is expected to be present on Day of Caring to instruct volunteers on their project.** If the correct address or contact person is not an available option in the drop down menu, choose “Another Person” or “Another Location” and you will be prompted to input the appropriate information at the end of the registration process.

Step 7

Create Slot

Timeframe and number of volunteers needed;

- Projects typically start at 9am and end at 3pm. You may choose another 6 hour time frame if necessary. Use the little green arrows in the drop down box to select.
- The number of openings should reflect your **maximum** number of volunteers needed for the specific project.
- You do **NOT** need to [Add more dates or times](#). Day of Caring is a one day event.
- Click Okay

Step 8

Time slot created

Your registration for this project is now complete.

You may [Add a new project](#) or [View details for this project](#) you just entered by clicking on the appropriate link.

Note: Do not click on View or Add time slots

When you are done adding or modifying projects, you can click on logout (top right corner of page) or **make updates to your agency listing and opportunities**. There may be **TASKS** waiting for you on the Overview page. Just click on the appropriate tabs and look for edit links under each section. If you have any questions, please ask!

Project Approval Process

Once your project registration is complete, Volunteer Center program coordinator will receive notification that a project was submitted. The project information will be reviewed and approved. Projects will be reviewed on a daily basis. Should your project not be approved for any reason, the program coordinator will contact you to discuss the project.

Project registration closes on July 19th in order to give corporate volunteers a chance to review all projects before they are opened for corporate registration on August 2nd.

Modifying Projects

If you need to modify any of your project information you may do so at any time prior to volunteer registration (beginning August 2nd.)

Note: Any changes you make to your projects will be automatically relayed to the Volunteer Center program coordinator through the system. If there is ever a question about a change to a project, you will be contacted by Volunteer Center staff.

To view/modify your Day of Caring projects, follow the steps below:

Step A

Login (see **Step 1**) and go to the “Events” tab to view and manage your projects

Step B

Locate this year’s event, Day of Caring Wednesday, September 15, 2010, on the table. **Please ignore any listing from previous years. They do not apply in this year’s event.**

- Select **‘Details’** to view the project description and to edit the information, if needed
- Select **‘View’** to edit the time frame and/or numbers of volunteers requested
- **‘Registrations’** allows you to view the Team Leaders’ information and how many participants are on their team
- **‘Participants’** allows you to view the names of the volunteers **IF** the Team Leader has entered them

Note: You may edit general information and the numbers of volunteers needed at any time **PRIOR to volunteer sign-up on August 2nd**.

Monitor Volunteer Participation

As soon as a volunteer team leader selects and registers his group for a project online, the system will automatically approve the assignment and automatically adjust the volunteer number requested for your project to reflect the registration.

If you selected **YES** on “Email primary contact upon signup?” volunteer contact information will be sent to the agency as soon as someone registers for this project.

Note: It is the responsibility of the Team Leader to enter the names of their team members into the system. However, it is NOT a requirement. As a result, there may **not** be an entire list of names for you to review, only that of the Team Leader.

Please call or email the Volunteer Center if you need any assistance or have any questions.