Agency Instructions

Add Day of Caring projects

1. Login as an individual **www.uweci.org/volunteernow**
2. **Click on My Agency** –upper right corner
3. Click on **Advanced Event** (from the horizontal menu)
4. Click **on Day of Caring 2018**
5. **Click Add New Opportunity**
   a. **Example title- Clean garden beds, Outdoor, PM**
      i. Type in a **title** that is engaging and in a few words, describes the activity.
      ii. Add if the activity is **outdoor or indoor** in the title
      iii. Add **AM, PM of Full Day** to explain duration of activity in the title
6. Drop down menu **Interests and Abilities**- most will fall under physical labor but may be in education, skilled labor or food prep. Check all that apply
7. **Date** 05/10/2017 (ONLY date available)
8. Registration close date- if you will no longer accept volunteers after a certain date type this date in
9. **Hours** 8-12:00, 12-4:30, or full day 8-4:30
10. **Duration** # of hours volunteered
11. **Address**- of the location of the activity or TBD if client personal address
12. **Direction**s-give specific direction if your location is difficult to find
13. **Number of volunteers**- Enter a specific number. If you anticipate needing 5-10 volunteers put 10 (if you have additional projects to keep them busy if they finish early).
14. Allow team registration- click YES, for the company project leads to sign up multiple people you must click this as YES; otherwise only one person will be able to sign up at a time.
15. **Minimum age** is 18
16. **Click Outdoors** if applicable- **if "Yes" it will require you to enter a rain plan**. Add the re-scheduled date 5/12/2017 or another date or list it as TBD (to be determined) by agency and company at first meeting.
17. Answer yes or no to:
    a. **Handicap Accessible**
    b. **Tools required**- If "Yes" then a drop-down box will appear and list the tools volunteers need to bring
    c. **Adequate parking**- if "No" a drop-down box will appear to give further parking instructions
    d. **Drinks provided**- if "Yes" list what will be provided, i.e. water, coffee
    e. **Meals provided**-if "Yes", list if it is snacks or lunch.
18. **Contact information**- list the name of the agency DOC project lead, email and phone

19. **Description**- provide a detailed description of the work so the volunteers know what to expect. Also include specialized skills and if the project is pending funding.
20. **Be specific, descriptive and brief. Don't enter a long wordy paragraph.**
21. **Check the box "I agree" to agency guidelines**
22. **Click Create opportunity**
23. Any required fields will need to be completed before moving forward
24. **Clone projects** if you have multiple times for the project or if all the contact information is the same. Don't forget to remove (Copy) in the title.

Other features

Click on My Agency –upper right corner
Click on **Advanced Event** (from the horizontal menu)
Click **on Day of Caring 2018**

- Export responses- export needs and names of volunteers
  - **Click on Export Responses**
- Email participants
  - Click on the **green** bar for each opportunity
  - Click on **Message Respondents**
- Add/delete participants
  - To remove a respondent, click on the **X icon**
  - To add click on **Add Respondent**
- Check-in volunteers
  - Check in a group of volunteer
    - Click **Check-in**
    - Click on **List** (to check in several volunteers at once)
    - Check mark next to volunteers and click **Check in User**
  - Volunteers check themselves in
    - Click on **Individual**
    - Have volunteer enter email
    - Click **on Find My Account**

Login in and make changes as needed.

We caution you to not make changes when companies start signing up unless necessary. Once the employee groups sign up for your projects you can make changes discussed at your company meetings. I.e. if you change to a different time, or the project shifts focus because you have certain skilled volunteers make sure these changes are reflected online. UWECI uses the online information in the advanced event module to download a project list to send to the media, for staff to stop by and say thank you and to report the impact of the projects. It is important the information is accurate

Questions: Contact to Sue Driscoll, 319 398-5372 ext. 822, Sue.Driscoll@uweci.org.