

Login to Your Volunteer Now Account

Have an Account?

Go to www.uweci.org/VolunteerNow and click on **Login**. Use your individual account to sign-in.

Need an Account?

To create an account, go to www.uweci.org/VolunteerNow and click on **Sign Up** (orange button at top-right)

1. Add your name
2. Email
3. Company
4. Zip Code
5. Create a password



NOTE: You can sign-up quickly using your Facebook account.

Sign-up Team for Day of Caring Projects

1. **Follow the link sent in the email.**
2. View all Day of Caring projects.
3. **View opportunities in Grid View** or toggle to **List View** (right side of screen).
4. The titles of the projects also give a brief description; if it is an Indoor or Outdoor project and the Time of the project i.e. AM, PM or All Day. This will help you search for opportunities according to your availability/interests.
5. There are Sort/Search By options to filter projects by Agency or enter phrases such as “Outdoor” or “AM” to sort projects that fall into these categories.
6. In the upper right-hand corner is the number of volunteer spot available for the opportunity.
7. To see a full description and sign up click on **View Details**. There you will find:
 - a. The dates and time
 - b. Project description and tasks
 - c. Tools needed
 - d. Plans for inclement weather
 - e. If drinks or food is provided
 - f. Address of the project (map)
8. To register a team for a project, click on **Respond as a Team** (Left of the grey Respond icon).



Note: It is very important that you respond as a team otherwise it will only allow you to sign you up as an individual.

Note: If you are not logged in, the system will then take you back to create an account or Login (if you already have an account).

9. You will see the project information and complete your team registration.
10. When signing up for a project you will be able to review the information and indicate whether you will be attending this volunteer project personally or if you are organizing it on behalf of others.
 - a. **Identify your company in the team name.**
 - b. **Indicate if you will be part of the team?**
 - i. Yes, I will be attending - If you are participating and will be the "Team Leader".
 - ii. No, I am just managing the team.
 - c. Click **I have read and agree to the following volunteer waiver**
 - d. Click on **Submit Team.**
11. Once registered for the volunteer project you will receive an email like the example below. You can click on the link in the email to add team members information and update your team at any time:

Hello Sue

Thank you for registering your team for the May 10, 2018 from 1-4:30 project "Ante Up: Help with Casino Day for Elders, Half Day, PM-TEST" on Day of Caring 2018. Here is a description of the project:

Description of Project

The link below can be used to edit the users you signed up if changes need to be made (you may have to log in after you click the link).

<http://unitedwayofeastcentraliowa.galaxydigital.com/aem/user/respond/grou>

Thank you again for signing up to help. You are making a difference! Your friends at United Way of East Central Iowa.

Send Link to Employees to sign up for Day of Caring Projects

1. **UWECI will send a company specific Admin Link to you.**
2. **At the bottom of this page will be the employee sign up link.** This is the link you will send to your employees to sign themselves up.
3. They will need to set up an account **(see first section).**
4. When they sign up they **will be required to read the liability waiver and check the box to acknowledge they are releasing liability.**
5. **Volunteers will also submit t-shirt size**
6. After signing up they will receive an email with details about the project.

Employee Access Link

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https://unitedwayofeastcentraliowa.galaxydigital.com/aem/corp/?key=ae82efa8b82ca01ca9b9aaecbc0c2566
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Admin of Day of Caring Projects

1. Monitor your employee sign-ups through the admin link.
2. Change and/or remove team members as needed.
3. Message all participants.
4. Export responses.
5. You can also manage team from your profile.

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