

## Project Lead Team Sign-up and Admin

### Login to Your Volunteer Now Account

#### Have an Account?

Go to [www.uweci.org/volunteernow](http://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](http://www.uweci.org/volunteernow) and click on **Sign Up** (orange button at top-right)

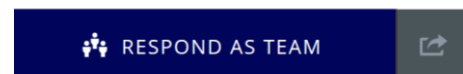
1. Add your name
2. Email
3. Company
4. Zip Code
5. Create a password



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

### Sign-up a Team for Day of Caring Projects

1. **Follow the general Day of Caring link sent in the email.**
2. View all Day of Caring projects.
3. Tips for viewing, sorting and selecting a project
  - a. **View opportunities in Grid View**  or toggle to **List View**  (right side of screen).
  - b. 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.
  - c. 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.
  - d. In the upper right-hand corner  **15** is the **number of volunteer spots available** for the opportunity.
  - e. To see a full description and sign up click on **View Details**. There you will find: Project description and tasks, tools needed and address of the project
4. 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).**

5. You will see the project information and complete your team registration.
6. When signing up for a project, you will be able to review the information and complete the team details.
  - a. **Identify your company in the team name.**
  - b. **Select “No, I am just managing the team”.** Even if you are participating you will sign up with the employee link and indicate you are the project lead.
  - c. **Add the number of volunteers** that will be participating
  - d. Click **I have read and agree to the following volunteer waiver**
  - e. Click on **Update Team**.

Once registered for the volunteer project you will receive an email. **Congratulations! You have reserved a project for your team.**

UWECI will make only your select projects viewable to your company. Once this is complete (3-5 business days), you will receive an email with your admin and employee access links.

## **Share the Employee Link to Have Them to Sign Up for Projects**

After you select projects UWECI will send you an email which includes an admin link to your company’s Day of Caring Dashboard and a special link to share with your employees. **We request all employees use the link to complete the liability and photo release waiver.** This will eliminate additional paperwork to be completed at the site on the Day of Caring.

**Employee Link** will allow employees to see only your selected projects. Use this custom link in all communications with employees. Do not share your admin link.

1. Cut and paste the [Employee Instructions](#) (separate document) to help them sign up.
2. Once employees open the link, they see available projects and sign up.
3. Employees will need to set up an account (see first section).
4. When they sign up, they will read the liability waiver and **check the box to acknowledge they are releasing liability.**
5. After signing up they will receive an email with project details.

**Questions: Contact to Sue Driscoll, [unitedway.volunteer@uweci.org](mailto:unitedway.volunteer@uweci.org), 319 398-5372 ext. 822**

## Add Volunteers Without Access to Computers:

If your employees do not have access to a computer, you are able to register them with a name and email address.

- On your company dashboard (accessible through the Admin link) click the opportunity's **dark grey bar** to access your reserved slots.
- Click on **Add Respondent**
- Enter email and name
- **Note: You will be required to have all volunteers that you register sign the paper liability form and email it to Volunteer@uweci.org**
- Continue until slots are filled



## Admin of Day of Caring Projects

As the project lead, you will be able to view volunteer sign up status for all your projects by using your admin link. This admin link brings you to a private dashboard where only you can make changes to your teams. With this admin link you will be able to:

1. Change and/or remove team members as needed
  - a. Access your team information by clicking on your **Initial Icon** in the dark grey header bar. Then select **View Profile** and clicking on **My Teams**.
  - b. To delete members, click X
  - c. When entering the team member information **click on the pencil icon** and add the email, first and last name of each volunteer.
2. Message all participants
3. Export responses

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