Day of Caring

Posting your project on Volunteer HQ
**STEP 1:**

- You will receive an e-mail from no-reply@galaxydigital.com entitled “Submit your Day of Caring Projects!”
- Click the link to begin the process.
STEP 2:

After you click the link, you will be directed to login.

NOTE: You DO NOT need to use Facebook to sign in. Please contact Sarah at stremblay@supportunitedway.org if you need assistance with your password.
STEP 3:

- After you login, you will be automatically redirected to the “ADVANCED EVENTS” tab on your agency page.
- Click the orange “ADD NEW OPPORTUNITY” button to begin creating your Day of Caring project.
STEP 4:

Fill out your project submission form which has EIGHT Sections:

1. Basic Information
2. Location
3. Contact
4. Volunteers
5. Additional Information
6. Supplemental Questions
7. Description
8. Terms and Conditions

The next slides will break each section down with specific directions on how to appropriately complete them.
STEP 5: BASIC INFORMATION

• Create a catchy title

• Select all appropriate interests/abilities
  • These can be project AND mission specific
  • The interest area with a filled in star is the primary (you can see that housing/homelessness is the primary interest in the example on the right)

• You can only select 9/13/2018 as your project date

• You must put in the exact time frame of your project as well as a duration
  • This can be flexible, a full day or half day project (keep in mind, you will need to provide lunch either way)

• You **DO NOT** need to fill out “Registration Closed Date” or “Clusters”
STEP 6: LOCATION

- Include the address **where the project will take place**
- Be sure to add written directions OR a link to your “Contact Us” page on your agency’s website
STEP 7: CONTACT

- Include your agency point of contact for the Day of Caring project
- This individual will be in charge of working with the Company Team Leader and running the project on 9/13/18
- You do not need to include a fax number
STEP 8: VOLUNTEERS

• You **MUST** include the total number of volunteers needed for the project

• Be sure to click “YES” and allow team registration

• Volunteers **MUST** be 18 to participate in Day of Caring – be sure to put 18 in the appropriate slot

• Leave the “Minor” question blank
STEP 9: ADDITIONAL INFORMATION

- If it is an outdoor project please include inclement weather plans
  - You could reschedule with the team
  - Pick a rain date
  - Or cancel altogether

- You can skip “Family Friendly” as we do not accept family volunteers/minors

- Your agency **MUST** provide all tools and supplies necessary to complete the project. However, it doesn’t hurt to ask volunteers if they are open to providing tools from home!

- Your agency **MUST** provide water and lunch for volunteers – please click **YES** and describe *if* you have that information figured out already
STEP 10: SUPPLEMENTAL QUESTIONS

• A secondary contact is required

• Be sure to indicate whether or not volunteers will interact with clients

• Finally, add any additional restrictions
**STEP 11: DESCRIPTION**

- Be sure to include major aspects of your project and what the volunteers can expect if they select your agency.

- It might be helpful to draft this in a separate Word document in case your computer crashes, you lose internet connection, etc.
STEP 12: TERMS AND CONDITIONS

- Read and agree to the Agency Guidelines
- Simply click the orange “Agency Guidelines” link to download and read the PDF
STEP 13: CREATE OPPORTUNITY

• Click the orange “CREATE OPPORTUNITY” button at the bottom of the page to finalize your project submission

• United Way will receive an alert to look over your project submission

• Once approved, it will go live on the Volunteer HQ website
STEP 14: ADDING ADDITIONAL OPPORTUNITIES

- After you have created your project you have the opportunity to add additional projects or edit existing projects.

- To add another project simply click the “ADD NEW OPPORTUNITY” button.

- To edit an existing opportunity, click the title of the project.

- ALWAYS CLICK THE “UPDATE OPPORTUNITY” BUTTON AFTER MAKING ANY CHANGES.

- This is also where you can go to track the progress of your project sign ups once it starts in August.
Still have questions? We have answers!

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