



911day.org

**The following information guide is designed to assist you in registering as a volunteer team for a 2023 Clark County Service Day project on the Volunteers United website.**

If you already have a Volunteers United account, simply log in at [www.uwccmc.org/volunteer](http://www.uwccmc.org/volunteer), and follow the instructions below to register for a 2023 Clark County Service Day project.

If you are new to Volunteers United, please skip to page 12 in this guide to learn how to create an account and get started. After you create an account, return to page two to learn how to respond to a need as a team for 2023 Clark County Service Day.

**Any questions regarding Volunteers United or registering for a project can be directed to Meredith Setterfield at United Way, [msetterfield@uwccmc.org](mailto:msetterfield@uwccmc.org) or 937-324-5551.**

## **How to Register for 2023 Clark County Service Day as a Volunteer Team**

First, go to [www.uwccmc.org/volunteer](http://www.uwccmc.org/volunteer) and click on “Volunteer Now”. Go to the top right corner of the page and click “Login”. Login to the site using your Facebook or your email and password. If you do not have a Volunteers United profile, see page 12.

Once you login to the site, scroll down to the “2023 Clark County Service Day” tab on the left side of the screen.

Scroll through the Needs/Projects for the day.

Pick a project for your team and click on it.

Then, on the right side of the screen, respond to the need/project.

## Signing up a Team

1. Click the **Respond as Team** button on the right side of the page to respond to a need as a team leader.

The screenshot shows a web interface for an event titled "Test". The top navigation bar includes links for "RETURN TO OUR WEBSITE", "MANAGER", "MY AGENCIES", "CALENDAR", a notification bell with "(61)", a "UW" logo, and "HELP". The left sidebar contains menu items: "DASHBOARD", "NEEDS", "EVENTS", "AGENCIES", "CLARK COUNTY LEADERSHIP ACADEMY SERVICE PORTAL", "2023 CLARK COUNTY SERVICE DAY", and "COLLAPSE MENU". The main content area shows the event details: "September 15, 2023" and "9am-Noon". A "Description" section is partially visible. On the right, there are buttons for "RESPOND" and "RESPOND AS TEAM", along with a "Volunteer Spots Remaining" indicator showing "1" person. Below this, there are sections for "Interests" and "Agency" with a "BECOME A FAN" button at the bottom.

You are then taken to a page that provides your team information, along with fields for creating your team.

The screenshot shows the "Test" event page with the "Team Information" section expanded. The top navigation and sidebar are identical to the previous screenshot. The "Team Information" section contains the following details:

Team Creator:	United Way
Event:	2023 Clark County Service Day
Need:	Test
Date:	September 15, 2023
Hours:	9am-Noon

Below the "Team Information" section, there is a "Team Details" section which is currently empty.

2. Complete the fields provided.

<b>Team Name (required)</b>	Enter the name of your team.
<b>Team Description</b>	Provide a brief description of your team.
<b>Will you be attending ... ?</b>	Indicate whether you'll personally be responding to the need as part of your team.
<b>Number of team members</b>	Indicate the number of people (besides you, if attending) will be volunteering as part of your team

3. If there are additional volunteer questions, a waiver to agree to or both, complete these fields *for yourself*.

4. Click **Submit Need Response**.

**Note:** When you specify the **Number of team members**, you essentially reserve spots for that number of individuals.

## Providing Team-Member Information

Now that you've reserved spaces for your team, you'll see a listing of the spaces, along with the space you reserved for yourself, if you're planning to attend as a volunteer. Note that the blank spaces indicate reserved spots. Your next step is to provide details for each of those reserved spots.

The screenshot shows a web application interface for managing team members. At the top, there is a navigation bar with links for 'RETURN TO OUR WEBSITE', 'MANAGER', 'MY AGENCIES', 'CALENDAR', a notification bell with '(63)', a 'UW' logo, and 'HELP'. On the left, a sidebar menu includes 'DASHBOARD', 'NEEDS', 'EVENTS', 'AGENCIES', 'CLARK COUNTY LEADERSHIP ACADEMY SERVICE PORTAL', '2023 CLARK COUNTY SERVICE DAY', and 'COLLAPSE MENU'. The main content area is titled 'Team Members' and contains a table with the following data:

EMAIL	FIRST	LAST	OPTIONS	LEADER
unitedway@uwccmc.org	United	Way		<input checked="" type="checkbox"/>

Below the table is the 'Team Details' section with two input fields: 'Team Name' (containing 'UWCCMC') and 'Team Description'. At the bottom of this section are two buttons: 'UPDATE TEAM' (blue) and 'DELETE TEAM' (red).

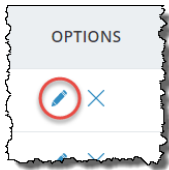
This screenshot shows a table of team members with a blue 'ADD TEAM MEMBER' button in the top right corner. The table has the following structure:

<input checked="" type="checkbox"/>	EMAIL	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/>	willy.gilligan@example.com	Willy	Gilligan		<input checked="" type="checkbox"/>

**Note:** If you created the team and are attending, you will automatically be designated as a *team leader*. If are *not* attending, you'll need to assign a team leader. A team leader is someone who can access the team management area and serves as the team contact person, should someone from the agency need to reach out to them.

To provide volunteer information for a reserved spot:

1. Click the **Edit** icon (located in the **Options** column) to add information for the first reserved spot.





2. Complete the fields provided.

Field	Description
<b>Member Email</b>	Type the email address of the team member. If they already have an account, you'll be asked to confirm that person's first and last name. <b>Note:</b> If they don't have an account, a new one will be created for them. We strongly recommend providing email addresses, which will enable team members to log in later, learn more about the need, and find future opportunities.
<b>Member First Name</b>	Type the team member's first name (if it wasn't auto-filled).
<b>Member Last Name</b>	Type the team member's last name (if it wasn't auto-filled).

3. If there are additional volunteer questions, a waiver to agree to, or both, you will need to complete these fields for *each team member*. Make sure to have each team member read and sign the Volunteer Waiver.
4. Click **Submit Member**.

As you add team members, they will be listed in the **Team Members** table.

<input checked="" type="checkbox"/>	EMAIL	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/>				 	
<input checked="" type="checkbox"/>	willy.gilligan@example.com	Willy	Gilligan	 	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ginger.grant@example.com	Ginger	Grant	 	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	roy.hinkley@example.com	Roy	Hinkley	 	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	maryann.summers@example.com	Mary Ann	Summers	 	<input checked="" type="checkbox"/>

In the image above, the team creator has filled four of the five slots that were reserved.

Team creators and team leaders can also access this list from the team management area in **My Teams**. See below for details on managing a team.

## **Signing Up a Team When You Don't Yet Know Who's On It**

If your site does not require email addresses of team members, it's best to simply reserve your team spots without providing placeholder names. If you provide any name (even if that name is something like "Placeholder 1" or "First TeamMember"), your Connect site interprets that as a real person and creates an account for them. Because a team member cannot edit the account profile of another "user," the system will not allow you to update the email address later on.

If you don't provide names or email addresses for your reserved slots, you'll be able to go back later and update the slots with the names and email addresses of your volunteers.

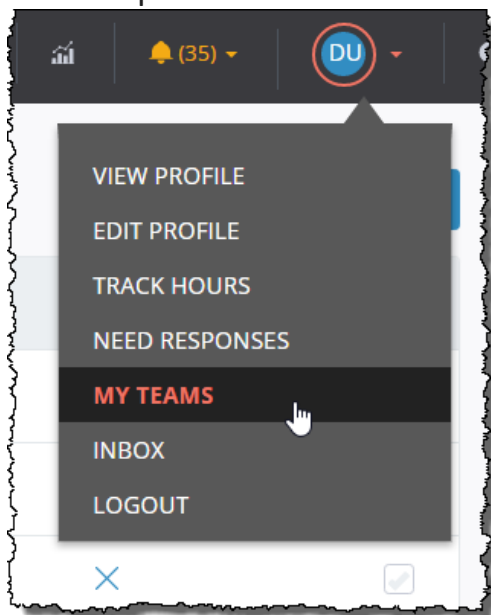
If your site does require email addresses, you should not sign up a team for an advanced event until you have the email addresses of your team members. As described previously, if you use fake information in the name and email fields, you will not be able to update them later.



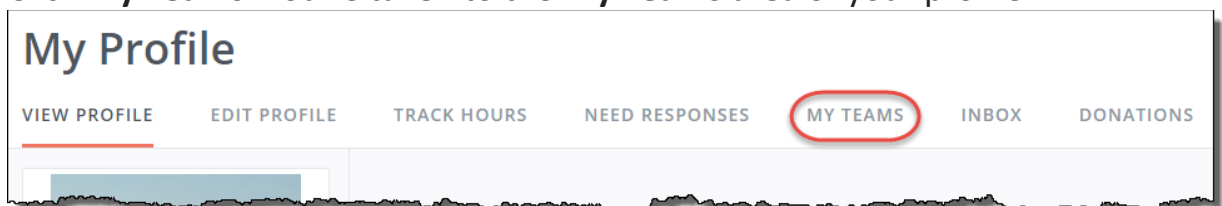
## Managing a Team

If you are a team creator or a team leader, your Volunteers United profile will include a **My Teams** area. To access it:

1. Log into Volunteers United.
2. Click the dropdown area next to your initials or your photo in the utility bar at the top of the screen.



3. Click **My Teams**. You're taken to the **My Teams** area of your profile.



**Note:** You can also access the team-management area by clicking the link in the email you receive after signing up the team, or by going to the need in Volunteers United and clicking the **Manage Team** icon.



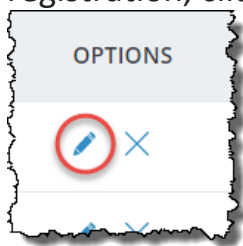
## Editing Team Information

From your **My Teams** area, you can make the following changes:

- To make someone else a team leader, check the **Leader** column box for that person.

**Note:** Multiple team leaders are allowed.

- To remove a member from the team, click the **X** in the row of their name.
- To edit answers to any volunteer questions that were answered during registration, click the **Edit** icon, located in the **Options** column.



**Important:** You cannot edit or add a team member's email address once the member has been submitted as part of a team. If you did not provide an email address previously but want to add one now, you must delete the team member and re-add them with the email address.

**Note:** If you have reserved slots for a team but want to delete a reserved slot, you can do so by going to your team-management area and clicking the **X** for the reserved slot. If that slot is already taken by a team member, clicking the **X** will remove the team member but not the slot. In that case, you'll need to click the **X** a second time to remove the slot completely.

## Frequently Asked Questions

Here are some questions we receive from time to time regarding teams:

### **Can I sign up my team without attaching it to a particular need?**

No, you can sign up a team only in response to a need.

### **How do I sign up for a need as a team member (rather than as a team leader)?**

You don't need to sign up if someone has already signed you up. Only a team leader can sign up team members.

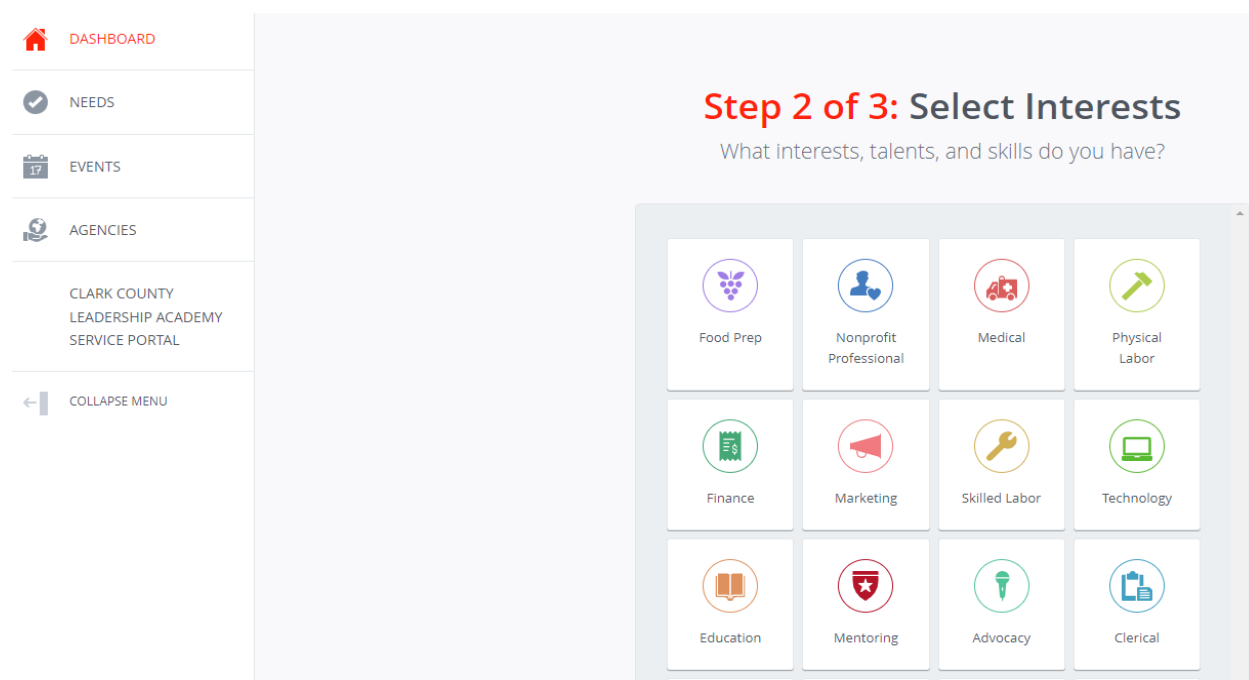
## How to Create a Volunteers United Profile

Go to [uwccmc.org/volunteer](http://uwccmc.org/volunteer).

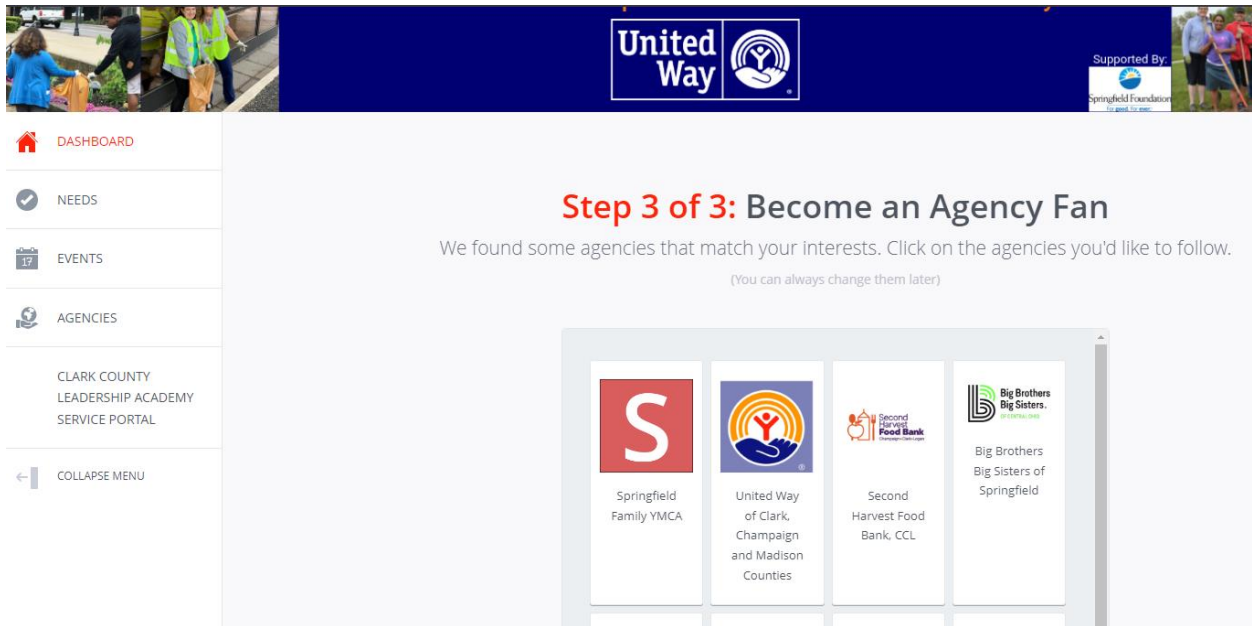
Then click on “Login” at the top right of the page.

If you do not have a Volunteers United account, click “Sign Up!”, if you do have an account, simply login and follow the instructions starting on page 2 of this guide.

Once you click “Sign Up!”, you will be taken to a page that allows you to sign up using Facebook or signing up with your email address. Fill out the information required. Read and agree to the Privacy Policy and click on “Create your account”.



This will then take you to a page where you can select interests you have. Once you select your interests, scroll down and click on “Continue to Next Step”



There, you can become an Agency Fan and follow different agencies. Once you select which agencies you would like to follow, scroll down and click “Continue to Next Step”.



The site will then bring you to a page notifying you that your account has been set up. Click “Continue”.

This will then bring you to your profile's Dashboard where you can view your Volunteer Hours, Impact Value of the Hours Served, what Needs you have responded to, Events you have RSVP'd to, and Agencies you have Fanned.

There, you can see the 2023 Clark County Service Day Banner on the left of the screen. Click on it to view the Needs/Projects for that day. Follow the instructions starting on page 2 for more information on how to sign up a team for a need/project.

**Any questions regarding Volunteers United or registering for a project can be directed to Meredith Setterfield at United Way, [msetterfield@uwccmc.org](mailto:msetterfield@uwccmc.org) or 937-324-5551.**