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UNITED WAY OF WEST FLORIDA GET CONNECTED



Get Involved, Make a Difference.

[VOLUNTEER NOW](#)

[Click here to register your organization.](#)

Get Connected

United Way of West Florida's Volunteer Platform

United Way
of West Florida



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What is Get Connected?

- One-stop, free volunteer platform open to all non-profit agencies with volunteer opportunities in Escambia and/or Santa Rosa Counties
- Allows volunteers to view a large variety of opportunities
- 150+ agencies
- 3000+ volunteers

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What can you do?

- Create needs – volunteer opportunities
- Create events – non-volunteer opportunities open to the public
- Approve and track volunteer hours
- Check volunteers in and out to capture accurate hours
- Track and export responses, fans, and page views

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Benefits to joining

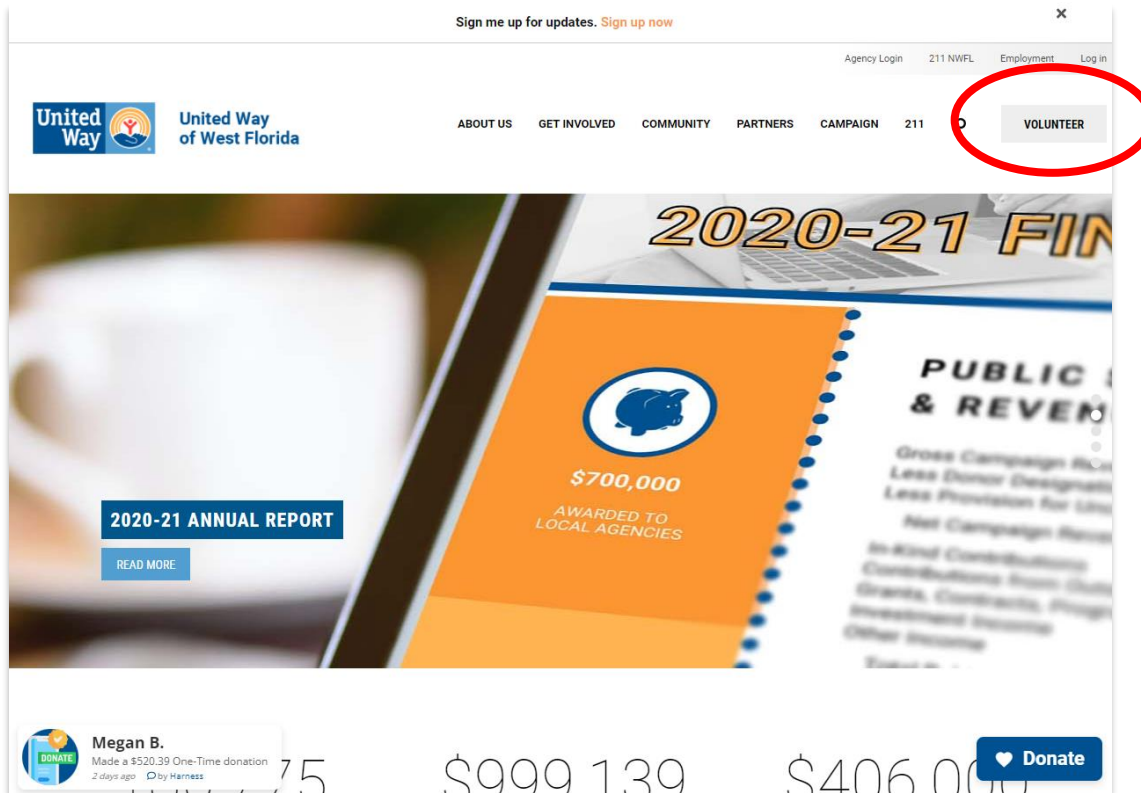
- Increase visibility and share your agency's services
- Collect valuable data
- Recruit and engage volunteers
- Increase donations
- Integrate social media
- Customize your page to fit your agency's brand
- Create a project for UWWF's Day of Caring

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Accessing Get Connected



- Go to the homepage for United Way of West Florida at <https://www.uwwf.org/>.
- Click the grey “**Volunteer**” button in the upper right-hand corner of the page.

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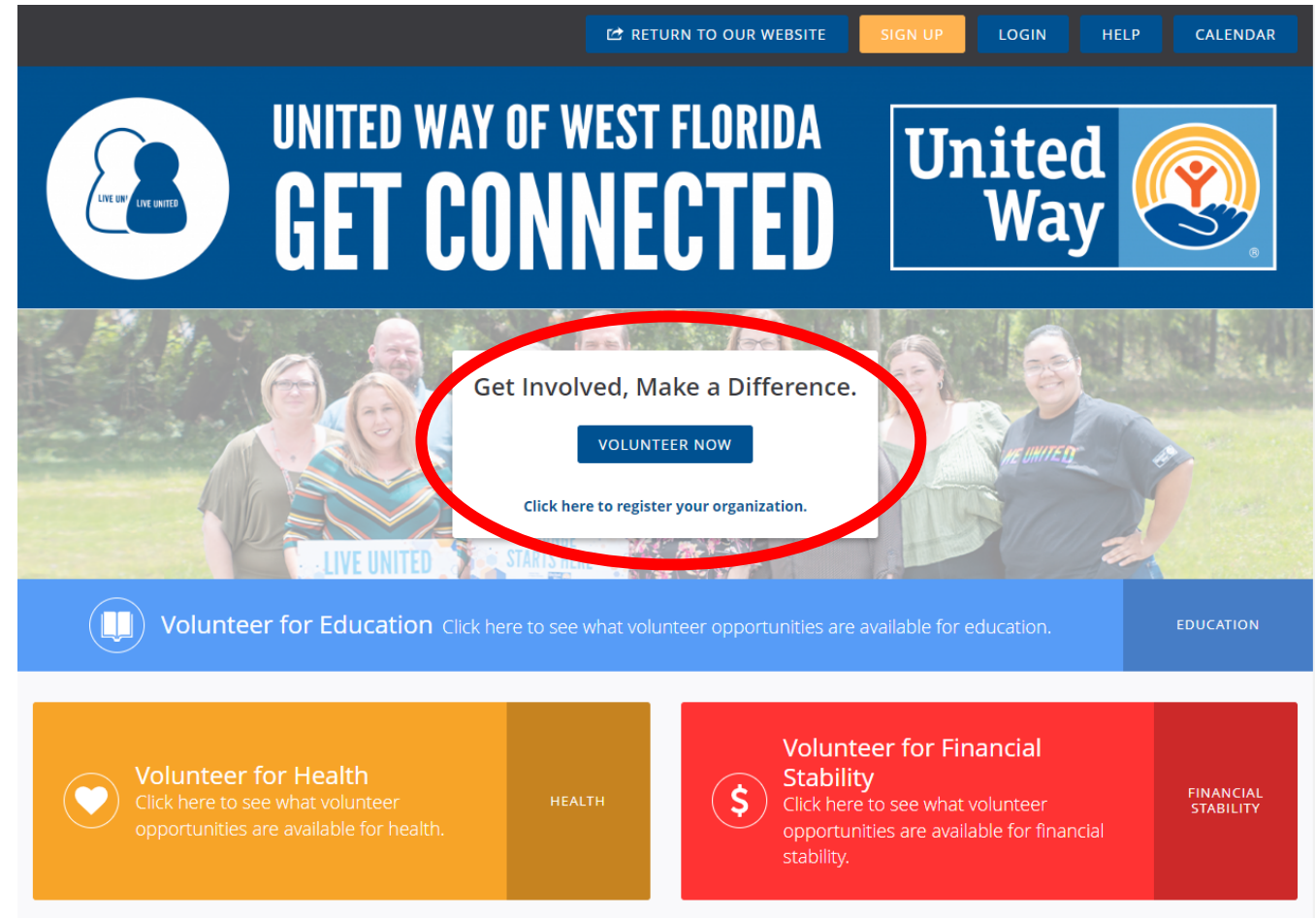
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Registering Your Agency

NOTE: Skip this step if your agency already has an account.

- Go to the *Get Connected* homepage at <https://uwwf.galaxydigital.com/>.
- Underneath the blue 'Volunteer Now' button, there is the option to register your organization.



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Registering Your Agency... *cont.*

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DASHBOARD

NEEDS

EVENTS

AGENCIES

EDUCATION

HEALTH

FINANCIAL STABILITY

VOLUNTEER INCOME TAX ASSISTANCE

UWWF CERTIFIED AGENCIES

COLLAPSE MENU

Sign Up Your Agency

Once your request is reviewed, you will receive an email with instructions on how to manage your profile.

Looking for the Volunteer sign-up form? [Click here.](#)

Required information:

- Agency Name
- Agency Manager Email
- Location
- Contact Person/Title
- Agency Email
- Causes
- Phone

Additional information allows volunteers to understand your agency better.

Navigating Your Agency's Profile


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VIEW EDIT NEEDS EVENTS STATS SCHEDULE TIME TRACKING ADVANCED EVENTS

STERLING VOLUNTEERS CHECK-IN CHECKED IN NOW

Agency Logo

 Upload your logo
Image should be at least 540px by 540px

UPLOAD LOGO REMOVE

Agency Managers ?

Enter Name or Email

ZALEDONIS, MARY ☆ X EVELAND, MIKE ☆ X HELTON, JULIA ☆

PEACH, WINTER ☆ X










Becoming an Agency Manager:

- Only existing *Get Connected* users can be an agency manager.
- Only agency managers can create needs, create events, edit information, and approve/decline hours.
- An agency should have more than two agency managers.

Navigating Your Agency's Profile... cont.

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	DASHBOARD
	NEEDS
	EVENTS
	AGENCIES
	EDUCATION
	HEALTH
	FINANCIAL STABILITY
	VOLUNTEER INCOME TAX ASSISTANCE
	UWWF CERTIFIED AGENCIES



You will have access to numerous Get Connected tools after you have been assigned as an agency manager.

- Upon log-in as an agency manager, you will land on the dashboard associate with your personal profile.
- Click the “**My Agency**” button at the top of the page to have access to your agency’s dashboard.

Note: The primary manager can be changed, however, once you are logged into the account.

Creating Needs

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VIEW EDIT **NEEDS** EVENTS STATS SCHEDULE TIME TRACKING STERLING VOLUNTEERS

CHECK-IN CHECK-OUT NOW

Manage Needs

ACTIONS EXPORT RESPONSES EXPORT NEEDS SHOW INACTIVE SHOW EXPIRED **ADD NEW NEED**

☒ Active: Users can respond to this need
☐ Pending: This need must be approved by a site admin before users can respond
☐ Inactive: Users are unable to view or respond to this need
☐ Expired: The expiration date on this need has passed, and users are no longer able to respond

Table Filter

<input checked="" type="checkbox"/>	ID	NEED TITLE	PRIVACY	INITIATIVE	DATE	STATUS
<input checked="" type="checkbox"/>	667248	Community Investment Staff Liason	Private	Is Ongoing		Active

[Edit](#) | [Responses](#) | [View](#)

Where to go:

- Go to the toolbar of your agency and click “Needs”.
 - Click ‘Add New Need’ to create an opportunity.
- The next slide shows what to include when creating a need.

Creating Needs... cont.

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Create Need

Title *

Description *

Paragraph

B

I

U

A

Link

Image

Table

Code

Privacy * ☒ Public ☐ Private

Initiative

Duration *

Capacity

Hours *

Hours Description

Require Background Check? ☐ Interested in adding a background check requirement to this need? [Click here to get started.](#)

Allow Team Registration? ☒ No ☐ Yes ☐ Teams only

Minimum Age

Maximum Age

Family Friendly? ☐ Yes ☐ No ☒ N/A

Outdoors? ☐ Yes ☐ No ☒ N/A

When creating a need, you will need to include:

- Title
- Description
- Duration
- Hours
- Zip Code
- Interests
- Any addition information volunteers should know

Wheelchair Accessible ☐ Yes ☐ No ☒ N/A

Attributes

Virtual Need? ☐ Yes ☐ No

Address

Zip Code *

Interests & Abilities *

Interests & Abilities *

Additional Notification Recipient(s) ☐ OFF

Designate a Site Supervisor ☐ OFF

Waiver No file chosen

Tracking Volunteer Hours

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What an agency manager sees:

- Volunteers must enter their own hours when responding to a need.
- Agency Managers can approve/deny volunteer hours in this area.
- Volunteer hours appear in the 'pending hours' section.

VIEW EDIT NEEDS EVENTS STATS SCHEDULE **TIME TRACKING** STERLING VOLUNTEERS

CHECK-IN CHECKED IN NOW

Volunteer Hours

ACTIONS ☒ APPROVE ☐ DENY

Table Filter

<input checked="" type="checkbox"/>	DATE START	VOLUNTEER	TEAM	DETAILS	HOURS	STATUS	SOURCE
No pending hour entries.							
TOTALS							

Exporting Needs Responses & Volunteer Hours

VIEW

EDIT

NEEDS

EVENTS

STATS

SCHEDULE

TIME TRACKING

STERLING VOLUNTEERS

CHECK-IN

CHECKED IN NOW

- Where to go:
- a. Click the “My Agency” button in your utility bar
 - b. Click “Stats”
 - c. Exports need responses, and volunteer hours.

RESPONSES

HOURS

MORE

HIDE RESPONSES THAT HAVE HOURS

☐

OFF

DATE RANGE

04/24/22

10/11/22

GO

ACTIONS

+ ADD DEFAULT HOURS

EXPORT RESPONSES

Checking Volunteers In & Out

There are three options for checking volunteers in and out to record their service hours:

1. Self check-in

- Steps for volunteers

2. Agency/Program Check-in: Kiosk

- Steps for volunteers and agencies

3. Agency/Program Check-in: List

- Steps to agencies

Creating Events

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Where to go:

- Click on “Events” on the toolbar at the top of your agency’s page.
- Click ‘Add New Event’ to create an event.
 - This option could be for a training session or orientation of an agency.

VIEW EDIT NEEDS **EVENTS** STATS SCHEDULE TIME TRACKING STERLING VOLUNTEERS

CHECK-IN CHECKED IN NOW

Manage Events

ACTIONS EXPORT RSVPs EXPORT EVENTS SHOW INACTIVE ADD NEW EVENT

Table Filter

<input type="checkbox"/>	ID	EVENT TITLE	DATE	UPDATED	STATUS	RSVP
<input type="checkbox"/>	50585	Day of Caring Meet & Greet 2018 Edit View	Sep 25, 2018 - Sep 25, 2018	Sep 17, 2018	Active	89
<input type="checkbox"/>	58941	Day of Caring Project Leader Training Edit View	Aug 1, 2019 - Aug 1, 2019	Jul 11, 2019	Active	71
<input type="checkbox"/>	59138	Day of Caring Meet & Greet 2019 Edit View	Sep 9, 2019 - Sep 9, 2019	Aug 12, 2019	Active	124

Creating Events... cont.

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When creating an event, you will need to include:

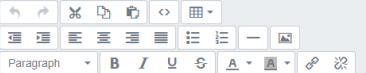
- Title
- Description
- Start/End Time
- Point of Contact
- Location



Create Event

Title *

Enable RSVPs? ☐ OFF

Description *



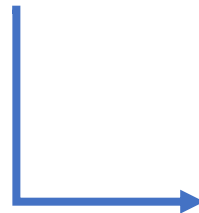
Paragraph **B** *I* U Link  

p

All Day Event ☐ OFF

Start Date/Time *

End Date/Time *



Event Contact

Contact Email

Contact Phone

Event Location

Address

Select a State

Zip Code *

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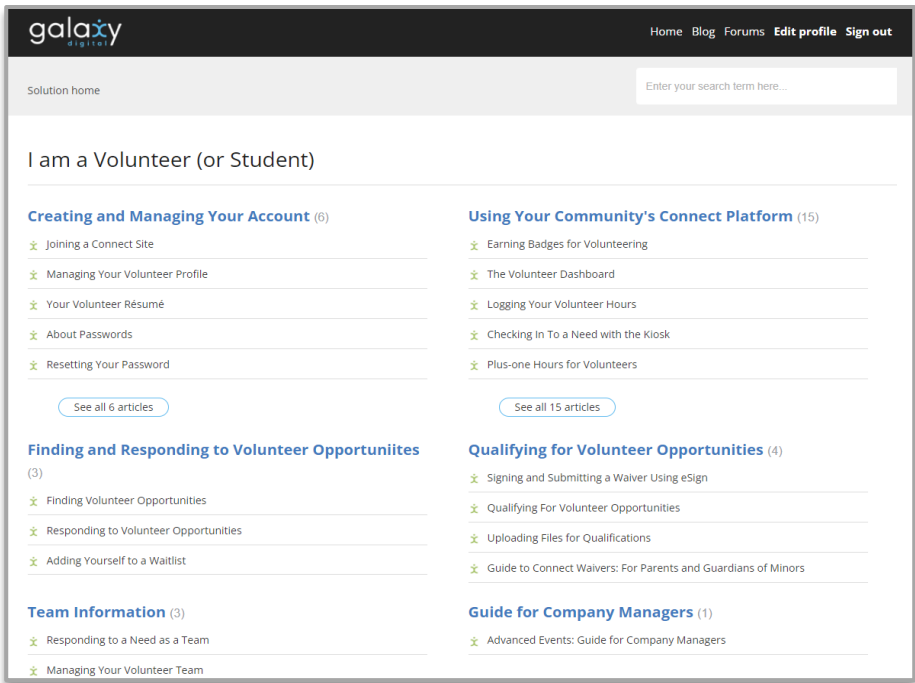
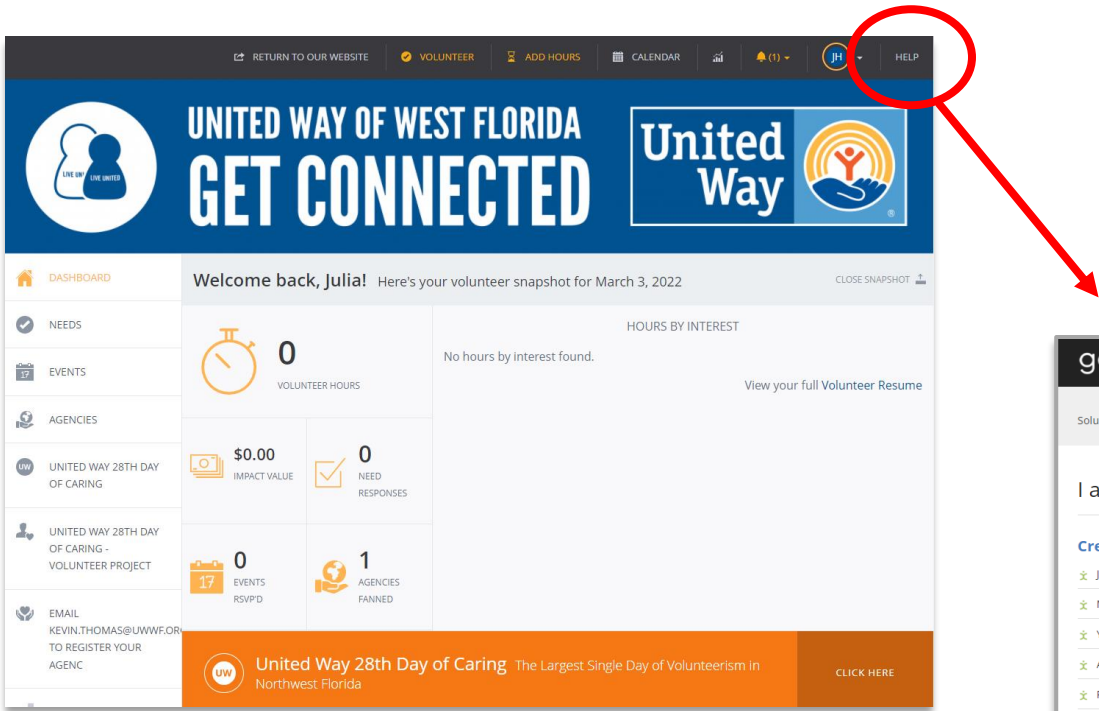


Need help?

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Go to the *Get Connected* homepage

- a. Click the **“Help”** button in the top right corner.
- b. Click or search a section, topic and/or key word for specific answers.



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Questions?

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