



GET CONNECTED AGENCY OVERVIEW

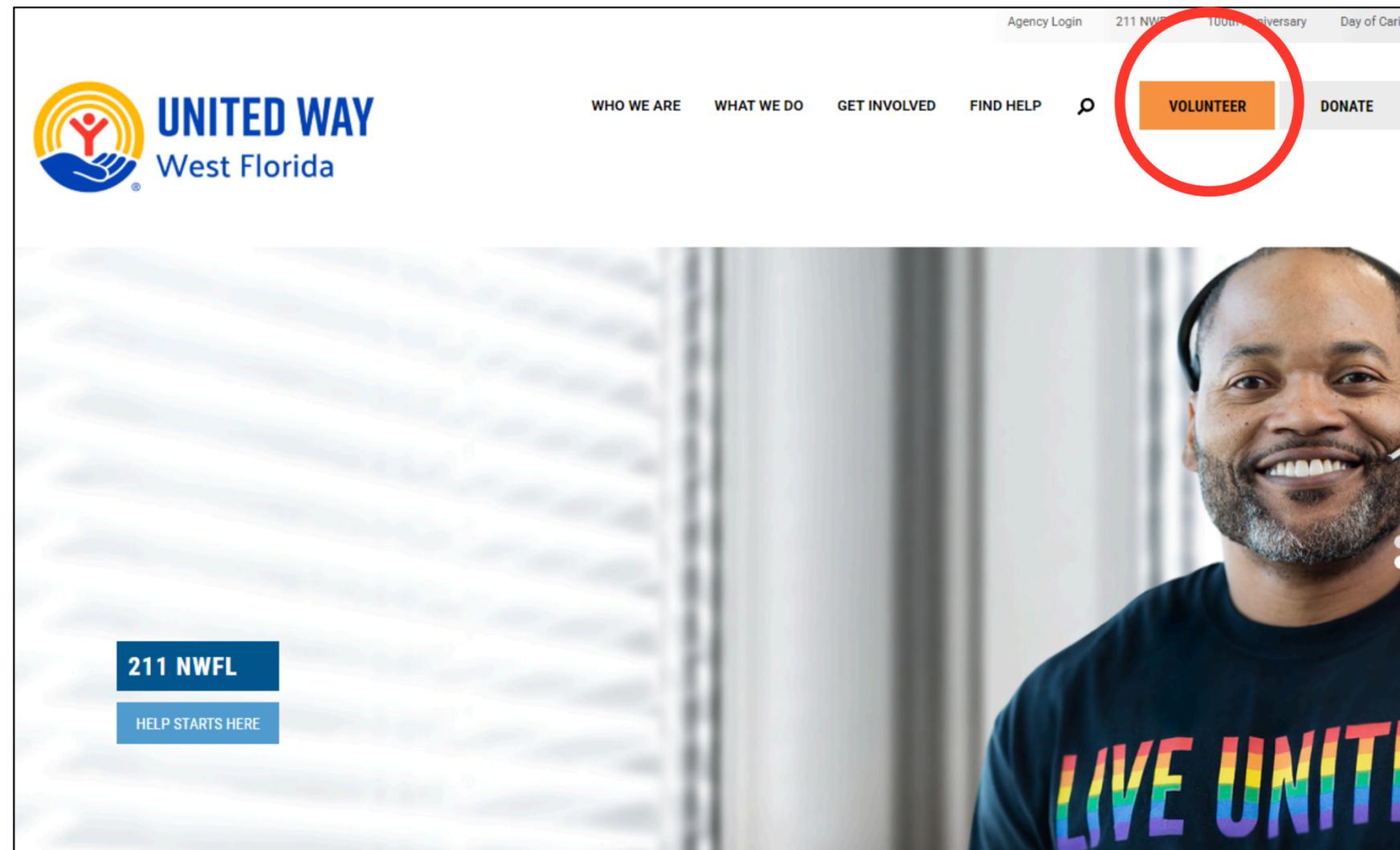
BY THE END OF THIS OVERVIEW, YOU WILL KNOW HOW TO:

- 1. Access Get Connected online.**
- 2. Create a volunteer profile.**
- 3. Navigate your volunteer profile.**
- 4. Register your agency account.**
- 5. Navigate your agency's profile.**
- 6. Create a need for your agency.**
- 7. Create an event for your agency.**
- 8. Learn about other features in the Agency Management Section.**
- 9. Find help and get your questions answered**

ACCESSING GET CONNECTED AND CREATING YOUR VOLUNTEER PROFILE

You must create a volunteer profile to create an agency profile.

1. Go to United Way of West Florida's (UWWF) homepage at www.uwwf.org.
2. Click the orange **'Volunteer'** button in the upper right-hand corner of the page.



CREATING YOUR VOLUNTEER ACCOUNT

The screenshot shows the top navigation bar with links for RETURN TO OUR WEBSITE, SIGN UP, LOGIN, HELP, and CALENDAR. Below this is a dark blue banner with the text 'UNITED WAY OF WEST FLORIDA GET CONNECTED' and the United Way logo. A map of the area is visible in the background. A white pop-up box is centered on the map with the text 'Get Involved, Become an Agent of Change.' and a blue 'VOLUNTEER NOW' button. Below the map is a yellow banner for 'Get Connected Learning Labs' and a footer with two columns: 'New Agency Information' and 'New Volunteer Information'.

NOTE: This step is only for new users.

1. Click the orange **'Sign Up'** button near the top right-hand corner.
2. Follow the prompts to complete the five steps to create an account.

CREATING YOUR VOLUNTEER ACCOUNT... CONT.

Step 1 of 5: Create an Account

Already have an account? [Click here](#)
Want to sign up your agency? [Click here](#)

[SIGN UP WITH FACEBOOK](#)

OR

Sign up with your email address

First Name (Required) Last Name (Required)

Email (Required) Phone (Required) Ext

Address (Required) City (Required)

Select a State Zip Code (Required)

Select a Gender (Required) Birthday (Required)

Select an Age (Required) Company

Step 3 of 5: Select Interests

What interests, talents, and skills do you have?

Food/Shelter	Animals	Disability Programs/Services	Advocacy
Military	Health	Arts	Skilled Labor
Seniors	Environment	Education	Clerical
Financial Stability	Mentoring	Holiday	Disaster Preparedness

Step 5 of 5: Become an Agency Fan

We found some agencies that match your interests. Click on the agencies you'd like to follow.
(You can always change them later)

Bright Bridge Ministries (formerly Pensacola United Methodist Community Ministries, Inc.)	Pensacola Kids, Inc.	Pathways for Change	Camp Fire Gulf Wind, Inc.
Baptist Health Care Foundation	Goodwill Gulf Coast	Feeding the Gulf Coast	Goodwill Easter Seals of the Gulf Coast/High School High

Step 2 of 5: Additional Questions

Which of the Following Best Describes You?

- Asian or Pacific Islander
- Black or African American
- Hispanic or Latino
- Native American or Alaskan Native
- White or Caucasian
- Multiracial or Biracial
- A race/ethnicity not listed here

How did you hear about us?

[CONTINUE TO NEXT STEP](#)

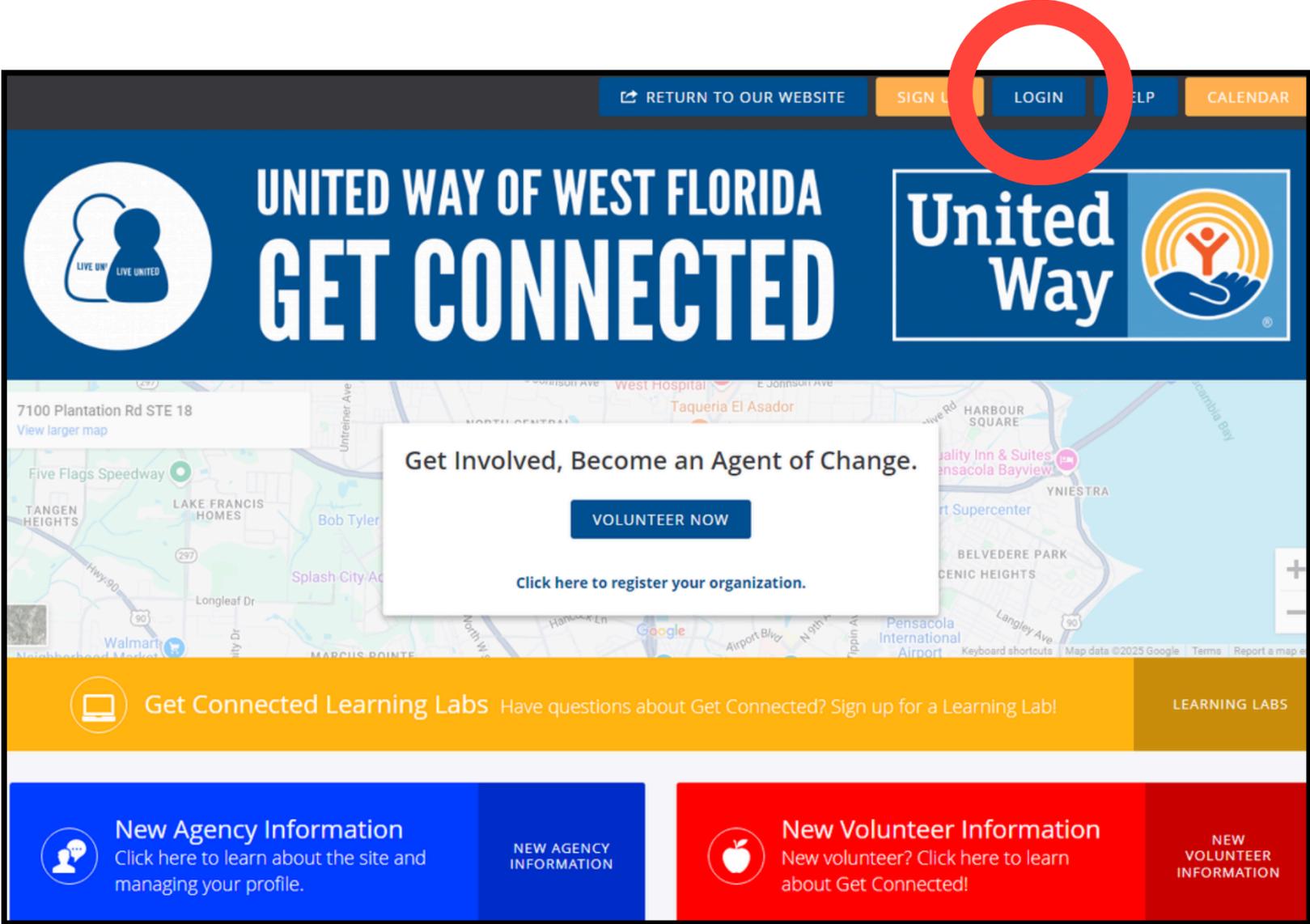
What types of causes are you passionate about?

Health	Crisis	Environment	Basic Needs
Veterans	Hunger	Financial Stability	Arts & Culture
Disaster Response	Education	Crime & Safety	Family
Mental Wellness	Housing	Disability	Community



NAVIGATING YOUR VOLUNTEER PROFILE

NAVIGATING THE DASHBOARD



As a returning user ...

1. Go to the Get Connected webpage.
2. Click the blue **'Login'** button on the upper right side of the page.

NAVIGATING THE DASHBOARD... CONT.

What you can do in the Dashboard:

- Track your volunteer hours and their impact value.
- Explore current volunteer needs and upcoming events.
- Identify favorite agencies and become a “fan.”

How the Dashboard is organized:

- Needs: list of volunteer opportunities.
- Events: community activities sponsored or promoted by agencies - can often RSVP to attend.
- Agency: a nonprofit or school.

The screenshot shows the United Way of West Florida dashboard for user Kari. The top navigation bar includes links for 'RETURN TO OUR WEBSITE', 'MY AGENCY', 'CALENDAR', a notification bell with '(280)', a user profile icon 'KL', and a 'HELP' link. The main header features the United Way logo and the slogan 'GET CONNECTED'. Below the header, a welcome message reads 'Welcome back, Kari! Here's your volunteer snapshot for February 13, 2025'. The dashboard is organized into several sections: a left sidebar with navigation options (Dashboard, Needs, Events, Agencies, Learning Labs, New Agency Information, New Volunteer); a central area with a 'VOLUNTEER HOURS' card showing '0' and a 'HOURS BY INTEREST' chart showing 'No hours by interest found.'; and a bottom section with four cards: 'IMPACT VALUE' at '\$0.00', 'NEED RESPONSES' at '0', 'EVENTS RSVP'D' at '1', and 'AGENCIES FANNED' at '0'. A 'View your full Volunteer Resum' link is also visible.

SIGNING UP FOR NEEDS

UNITED WAY OF WEST FLORIDA
GET CONNECTED

United Way

DASHBOARD
NEEDS
EVENTS
AGENCIES
LEARNING LABS
NEW AGENCY INFORMATION
NEW VOLUNTEER INFORMATION
VOLUNTEER INCOME

Needs

SEARCH BY Search Phrase

SORT BY -- SELECT SORTING --

FILTER BY -- SELECT A FILTER --

1 2 3 > Last

Happens On Feb 28, 2025
AmeriCorps MLK (Make-Up) Project
at Bright Bridge Ministries
AmeriCorps Seniors RSVP (Retired and Senior Vol...
VIEW DETAILS

Happens On Mar 22, 2025
Free local Fire Corps Training! March
Class!
Be Ready Alliance Coordinating for Emergencies
VIEW DETAILS

Oct 14, 2025 through Oct 25, 2025
Volunteers for Escambia Community
Emergency Response Team (CERT)
Be Ready Alliance Coordinating for Emergencies
VIEW DETAILS

What does the 'Needs' tab do?

- Accesses a list of volunteer opportunities in your area.
- Takes you to the opportunity when you click view details.

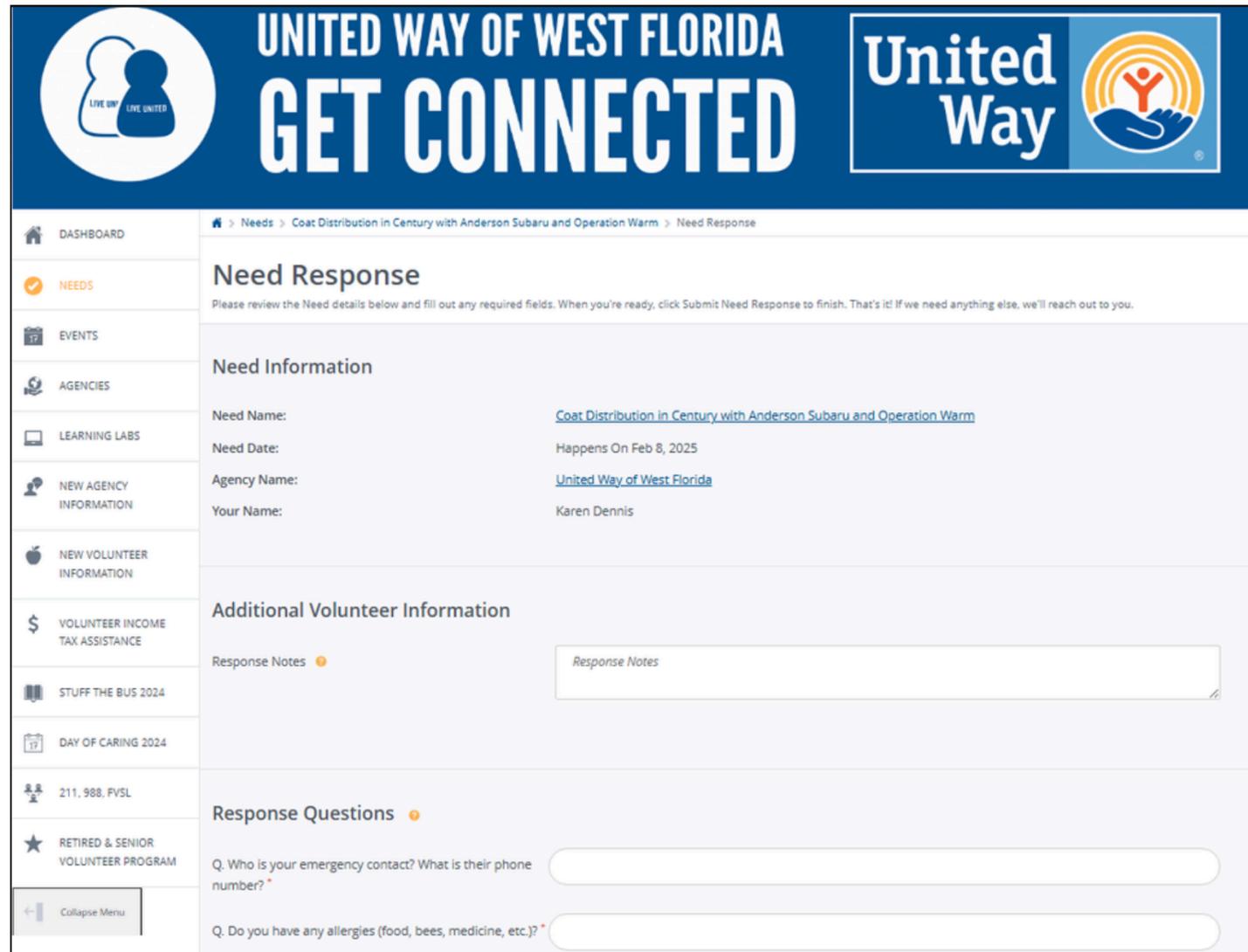
SIGNING UP FOR NEEDS... CONT.

The screenshot displays the United Way of West Florida 'GET CONNECTED' portal. The header features the 'LIVE UNITE' logo and the United Way logo. The main content area shows a listing for 'Coat Distribution in Century with Anderson Subaru and Operation Warm' on Feb 8, 2025, from 9am-2pm. The listing includes a description, contact information for Julia Helton, and additional details such as 'Is Family Friendly', 'Is Not Outdoors', and 'Is Wheelchair Accessible'. The right sidebar shows 'Volunteer Spots Remaining' as 6, 'Interests' with an Apple icon, and the 'Agency' as United Way of West Florida. A 'FANNED' button is visible at the bottom of the agency section.

Here is what you'll see:

- Each listing includes a description of the need, hosting agency, location, and more.
- Options for signing up to volunteer: **“Respond”** button = individual volunteer. **“Respond as Team”** button = group of volunteers.

SIGNING UP FOR NEEDS ... CONT.



UNITED WAY OF WEST FLORIDA
GET CONNECTED

United Way

DASHBOARD
NEEDS
EVENTS
AGENCIES
LEARNING LABS
NEW AGENCY INFORMATION
NEW VOLUNTEER INFORMATION
VOLUNTEER INCOME TAX ASSISTANCE
STUFF THE BUS 2024
DAY OF CARING 2024
211, 988, FVSL
RETIRED & SENIOR VOLUNTEER PROGRAM

Needs > Coat Distribution in Century with Anderson Subaru and Operation Warm > Need Response

Need Response

Please review the Need details below and fill out any required fields. When you're ready, click Submit Need Response to finish. That's it! If we need anything else, we'll reach out to you.

Need Information

Need Name: [Coat Distribution in Century with Anderson Subaru and Operation Warm](#)
Need Date: Happens On Feb 8, 2025
Agency Name: [United Way of West Florida](#)
Your Name: Karen Dennis

Additional Volunteer Information

Response Notes 

Response Questions

Q. Who is your emergency contact? What is their phone number? *

Q. Do you have any allergies (food, bees, medicine, etc.)? *

Signing up for a need as an individual volunteer:

- Two questions require answers before signing up:
 - Emergency Contact name and number.
 - Allergies the agency needs to know about.

SIGNING UP FOR NEEDS... CONT.

Signing up for a need as a team:

One person can sign up an entire team. That person will need to do the following:

- Select a team name.
- Add yourself.
- Add additional volunteers, including first name, last name, email, emergency contact, and allergies.
- Select a **“Team Lead”** to be the point of contact.
- Once everyone has been added, select **“Finish”**.

*A volunteer does not need to have a profile to be signed up for a need. Their profile is created once added to the team

The screenshot shows a web application interface for building a team. The main heading is "Build Your Team" with a sub-heading "Want guidance? Read how to create a team". Below this is a "Team Name" input field with a red asterisk indicating it is required. There are two buttons: "ADD ME" and "ADD VOLUNTEER". To the right, there is a question "How big is my team now?" with a sub-question "How big can my team be for this need? 100". Below this is a text prompt: "Add new team members. Add new team members as needed. Check by a name to select one or more team leaders." This is followed by a table with columns: LEADER, FIRST NAME, LAST NAME, EMAIL, QUESTIONS, and REMOVE. At the bottom of the form are two buttons: "FINISH" and "CANCEL". The background shows a sidebar with navigation options like DASHBOARD, NEEDS, EVENTS, AGENCY, LEARNING, NEW AGENCY INFORMATION, NEW VOLUNTEER INFORMATION, VOLUNTEER TAX ASSISTANCE, RETIRED VOLUNTEER, DAY OFF, and STAFF.

SIGNING UP FOR EVENTS

The screenshot shows the 'GET CONNECTED' events page for the United Way of West Florida. The header features the organization's logo and the text 'UNITED WAY OF WEST FLORIDA GET CONNECTED'. Below the header is a navigation menu with options like 'RETURN TO OUR WEBSITE', 'MY AGENCY', 'CALENDAR', and 'HELP'. The main content area is titled 'Events' and includes a search bar and a filter dropdown. Two event cards are displayed: 'Pensacola Chocolate and Cheese Fest' on Feb 16 at 10:00am CT, and 'ReadingPals: Volunteer Orientation (Feb. 18)' on Feb 18 at 12:00pm CT. Each card has a 'MORE INFO' or 'RSVP' button.

What is an Event?

- The events tab is for various occasions that are open to the public.
- When you click on an event, it provides specific information about the program.

SIGNING UP FOR EVENTS ... CONT.

RETURN TO OUR WEBSITE MY AGENCY CALENDAR (280) KL HELP

UNITED WAY OF WEST FLORIDA GET CONNECTED

ReadingPals: Volunteer Orientation (Feb. 18)

YES MAYBE DECLINE

Start	Feb 18, 2025	12:00pm CT
End	Feb 18, 2025	1:00pm CT

Description

ReadyKids! is a local nonprofit with the mission of Kindergarten readiness. A ReadingPal is a caring individual (18 years or older) who dedicates their time to mentor a Pre-K student once a week during a 45 minute mentoring session. Our goal is to create a foundation for learning for students to be more successful once the child enters kindergarten. During our 1 hour Volunteer Orientation, you will learn about our program and how to become a ReadingPal in Escambia County.

Agency

ReadyKids!

BECOME A FAN

DASHBOARD NEEDS EVENTS AGENCIES LEARNING LABS NEW AGENCY INFORMATION NEW VOLUNTEER INFORMATION

Here is what you'll see:

- The event provides a description, date and time, hosting agency, and contact person
- To RSVP, you click yes, maybe, or decline in the top right-hand corner.

FINDING AGENCIES

The screenshot displays the 'United Way of West Florida GET CONNECTED' portal. At the top, there is a navigation bar with links for 'RETURN TO OUR WEBSITE', 'MY AGENCY', 'CALENDAR', a notification bell with '(280)', a user profile 'KL', and 'HELP'. Below this is a large blue banner with the United Way logo and the text 'UNITED WAY OF WEST FLORIDA GET CONNECTED'. The main content area is titled 'Agencies' and features a search bar with 'SEARCH BY' and 'Search Phrase' fields, a 'SORT BY' dropdown menu set to '-- SELECT SORTING --', and a 'FILTER BY' dropdown menu set to '-- SELECT A FILTER --'. Below the search and filter options is a pagination control showing '1 2 3 > Last'. The main content area displays three agency cards, each with a logo, the agency name, and a 'BECOME A FAN' button. The agencies shown are: American Red Cross of Northwest Florida, AmeriCorps Seniors RSVP (Retired and Senior Volunteer Program), and AMikids Pensacola. A left sidebar contains navigation links for 'DASHBOARD', 'NEEDS', 'EVENTS', 'AGENCIES', 'LEARNING LABS', 'NEW AGENCY INFORMATION', 'NEW VOLUNTEER INFORMATION', and 'VOLUNTEER INCOME'.

Fan your favorites:

- You can search for specific nonprofit organizations with the agency tab.
- Agencies can share who they are, what they do, where they're located, and a point of contact along with needs and events.



CREATING YOUR AGENCY PROFILE

REGISTERING YOUR AGENCY

RETURN TO OUR WEBSITE SIGN UP LOGIN HELP CALENDAR

UNITED WAY OF WEST FLORIDA
GET CONNECTED

United Way

Get Involved, Become an Agent of Change.

VOLUNTEER NOW

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

Get Connected Learning Labs Have questions about Get Connected? Sign up for a Learning Lab! LEARNING LABS

New Agency Information
Click here to learn about the site and managing your profile. NEW AGENCY INFORMATION

New Volunteer Information
New volunteer? Click here to learn about Get Connected! NEW VOLUNTEER INFORMATION

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

- Go to the Get Connected homepage.
- Underneath the blue **'Volunteer Now'** button, there is the option to register your organization.

REGISTERING YOUR AGENCY ... CONT.

RETURN TO OUR WEBSITE SIGN UP LOGIN HELP CALENDAR

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.](#)

Agency Name (Required)

Agency Manager Email (Required)

Address Line 1 (Required)

Address Line 2

City (Required)

Select a State

Zip Code (Required)

DASHBOARD

NEEDS

EVENTS

AGENCIES

LEARNING LABS

NEW AGENCY INFORMATION

NEW VOLUNTEER INFORMATION

VOLUNTEER INCOME TAX ASSISTANCE

RETIRED & SENIOR VOLUNTEER PROGRAM

DAY OF CARING 2023

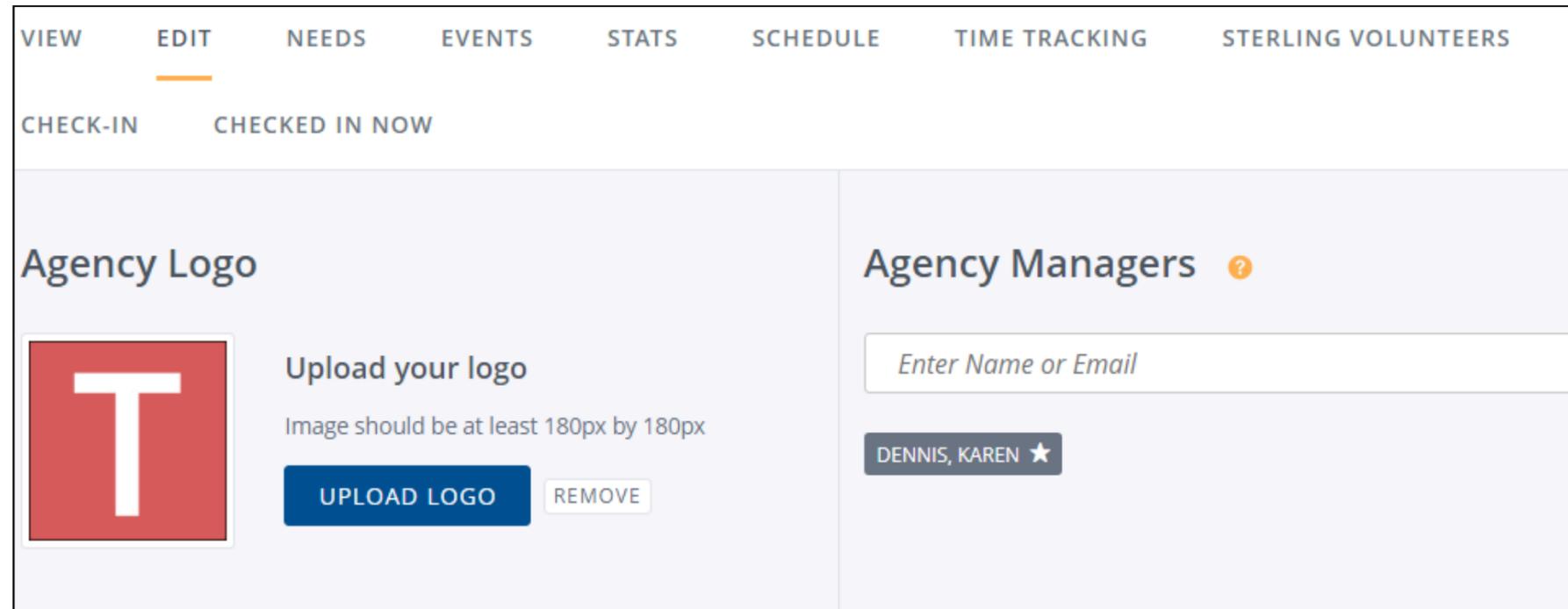
STUFF THE BUS 2023

Required information:

- Agency Name
- Agency Manager Email
- Location
- Contact Person/Title
- Agency Email
- Causes
- Phone
- Additional information that allows volunteers to know about your agency and its services.

To connect with your agency profile, use the same email you used to create your volunteer profile.

NAVIGATING YOUR AGENCY'S PROFILE



Becoming an Agency Manager:

- Only existing users with a Get Connected account can be an agency manager.
- Only agency managers can create needs, events, edit, approve/decline hours.
- An agency should have more than one manager.
- A filled in star indicates the primary manager of the agency's account.
- Primary managers can add or remove agency managers.

NAVIGATING YOUR AGENCY'S PROFILE... CONT.

After you are assigned as an agency's manager, you will have access to numerous Get Connected tools after logging in.

- You will land on your personal profile's dashboard.
- Click the 'My Agency' button at the top of the page to access to your agency's dashboard.

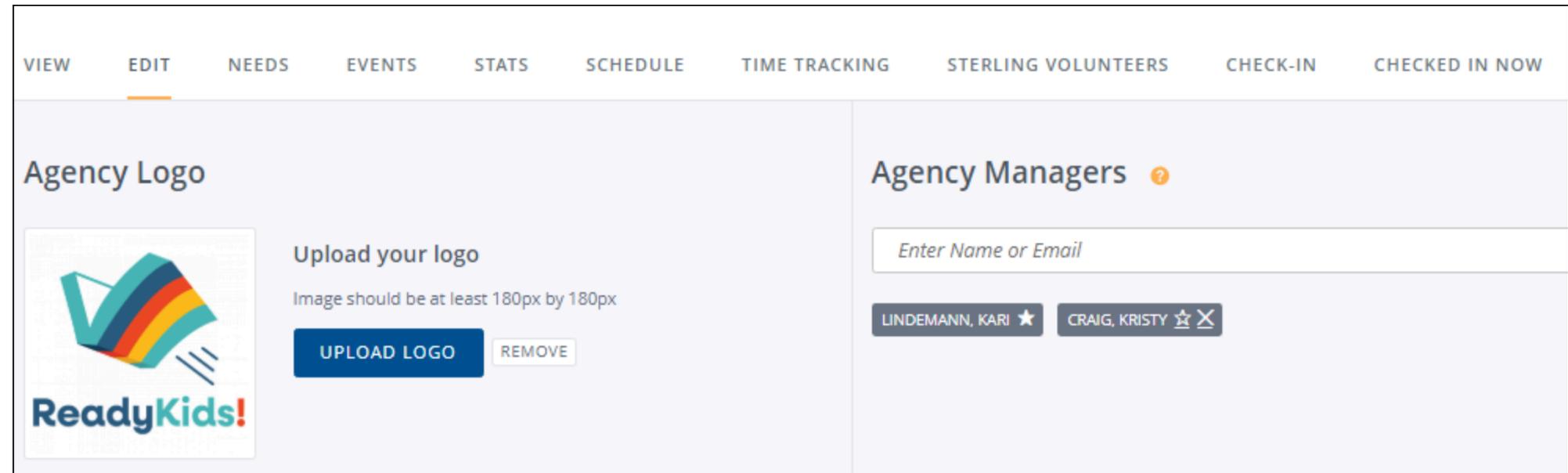
The screenshot shows the 'GET CONNECTED' dashboard for the United Way of West Florida. The top navigation bar includes 'RETURN TO OUR WEBSITE', 'MY AGENCY' (circled in red), 'CALENDAR', a notification bell with '(38)', a user profile icon 'LC', and 'HELP'. The main header features the United Way logo and the text 'UNITED WAY OF WEST FLORIDA GET CONNECTED'. The dashboard content includes a welcome message for 'Luke!' and a volunteer snapshot for March 4, 2024. Key metrics shown are 0 Volunteer Hours, \$0.00 Impact Value, 0 Need Responses, 0 Events RSVP'd, and 0 Agencies Fanned. A sidebar on the left contains navigation options: DASHBOARD, NEEDS, EVENTS, AGENCIES, LEARNING LABS, NEW AGENCY INFORMATION, and NEW VOLUNTEER INFORMATION. A red arrow points from the 'MY AGENCY' button to the 'NEW VOLUNTEER INFORMATION' button.

A close-up of the top navigation bar showing the following elements from left to right: 'RETURN TO OUR WEBSITE' with an external link icon, 'MY AGENCY' with a person icon, 'CALENDAR' with a calendar icon, a bar chart icon, a notification bell with '(38)', a user profile icon 'LC', and 'HELP'.

NAVIGATING YOUR AGENCY'S PROFILE... CONT.

Your Agency's Profile You can edit your agency's profile by including the following information:

- Agency managers
- Contact information
- Links
- Location
- Photos
- Not all information is required but fill out as much as you can so volunteers can learn about your agency.

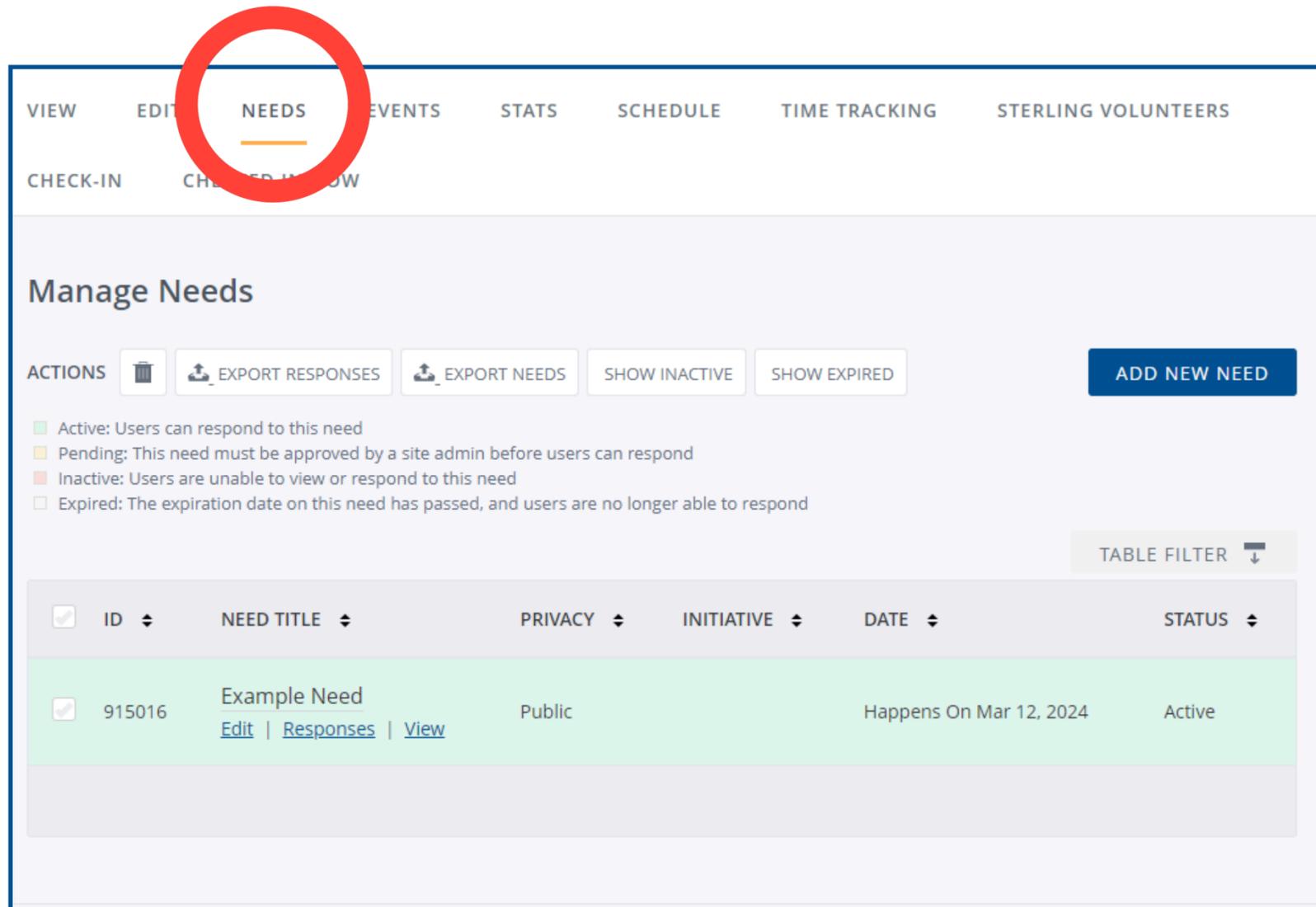


The screenshot shows the 'Edit' page for an agency profile. The navigation bar at the top includes: VIEW, EDIT (highlighted), NEEDS, EVENTS, STATS, SCHEDULE, TIME TRACKING, STERLING VOLUNTEERS, CHECK-IN, and CHECKED IN NOW.

The main content area is divided into two sections:

- Agency Logo:** Features a preview of the 'ReadyKids!' logo (a colorful umbrella) and an upload area. The upload area includes the text 'Upload your logo' and 'Image should be at least 180px by 180px', with 'UPLOAD LOGO' and 'REMOVE' buttons.
- Agency Managers:** Includes a search input field labeled 'Enter Name or Email' and two manager cards: 'LINDEMANN, KARI' with a star icon and 'CRAIG, KRISTY' with star and close icons.

CREATING NEEDS



The screenshot shows a web application interface for managing needs. At the top, there is a navigation bar with several menu items: VIEW, EDIT, **NEEDS** (circled in red), EVENTS, STATS, SCHEDULE, TIME TRACKING, and STERLING VOLUNTEERS. Below the navigation bar, there are additional options: CHECK-IN and CHECKED IN NOW. The main content area is titled 'Manage Needs' and contains a toolbar with buttons for ACTIONS, a trash icon, EXPORT RESPONSES, EXPORT NEEDS, SHOW INACTIVE, SHOW EXPIRED, and a prominent blue 'ADD NEW NEED' button. Below the toolbar, there is a legend for the status of needs: Active (green), Pending (yellow), Inactive (red), and Expired (grey). A 'TABLE FILTER' dropdown is also present. The table below lists one need with the following details:

ID	NEED TITLE	PRIVACY	INITIATIVE	DATE	STATUS
915016	Example Need Edit Responses View	Public		Happens On Mar 12, 2024	Active

Needs: volunteer opportunities

Where to go:

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

CREATING NEEDS ... CONT.

Create Need

Title * ?

Description * ?

Rich text editor toolbar with icons for undo, redo, cut, copy, paste, code, table, bulleted list, numbered list, indent, outdent, link, unlink, bold, italic, underline, strikethrough, text color, background color, and link icon.

Paragraph

Privacy * ? Public Private

Initiative

When creating a need, you will need to include:

- Title
- Description
- Privacy (You can send links for private needs)
- Duration
- Capacity
- Individual or Team Responses
- Hours
- Address
- Interests
- Any additional information volunteers should know to feel prepared for the need.

CREATING EVENTS

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

CHECK-IN CHECKED IN NO

Manage Events

ACTIONS EXPORT RSVPs EXPORT EVENTS SHOW INACTIVE **ADD NEW EVENT**

TABLE FILTER

<input checked="" type="checkbox"/>	ID	EVENT TITLE	DATE	UPDATED	STATUS	RSVP
<input checked="" type="checkbox"/>	100076	Example Event Edit View	Mar 6, 2024 - Mar 6, 2024	Mar 5, 2024	Active	n/a

Event: community activities sponsored or promoted by agencies -- can often RSVP to attend.

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

CREATING EVENTS... CONT.

Create Event

Title *

Enable RSVPs? OFF

Description *

Rich text editor toolbar: Undo, Redo, Cut, Copy, Paste, Bold, Italic, Underline, Strikethrough, Paragraph, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image.

Paragraph

All Day Event OFF

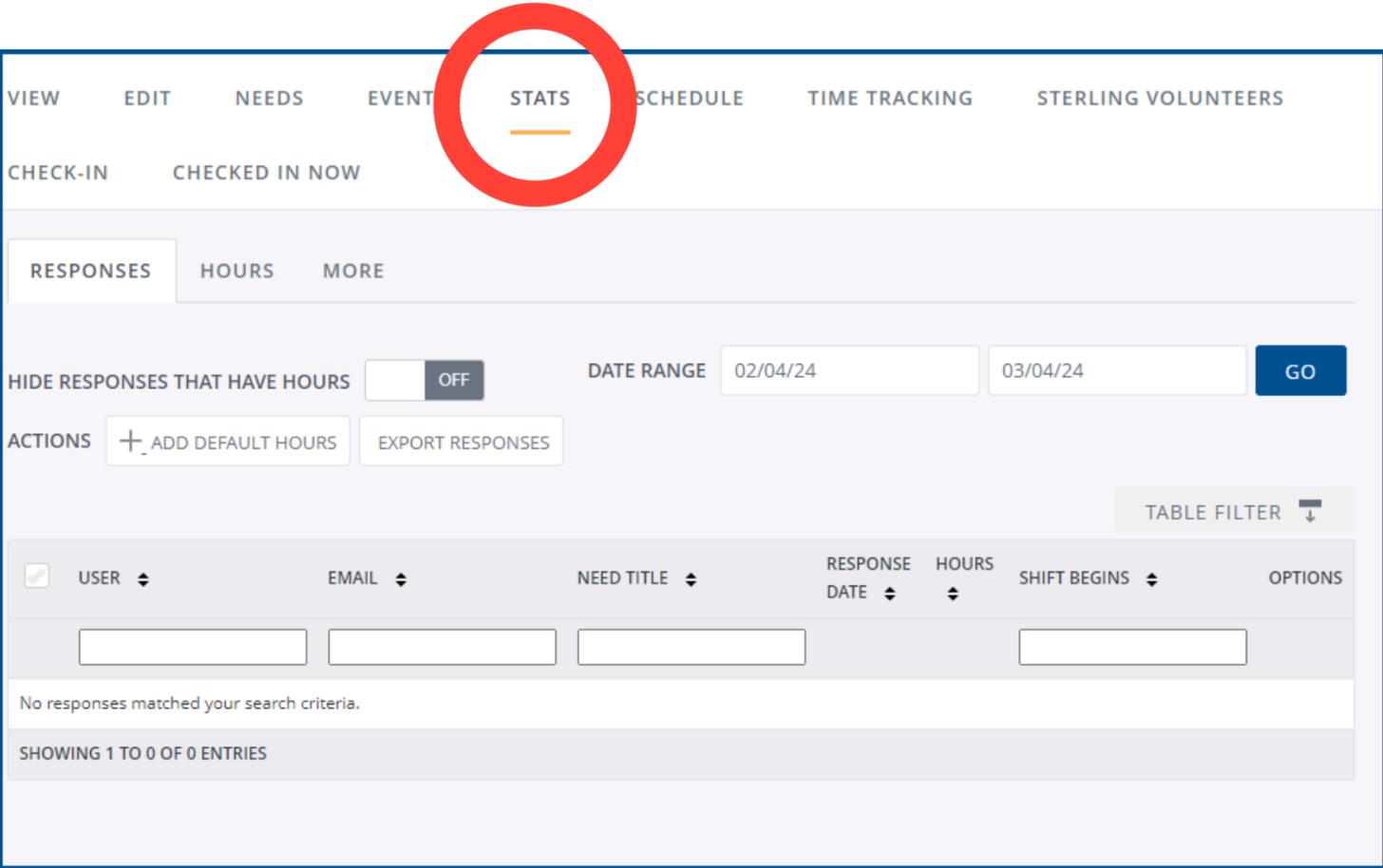
Start Date/Time *

End Date/Time *

When creating a need, you will need to include:

- Title
- Description
- Start/End Time
- Event Contact
- Event Location
- Any additional information volunteers should know to feel prepared for the need.

COLLECTING STATS FROM YOUR AGENCY PROFILE



In the Stats section, you can:

- Track the number of responses and hours your agency receives.
- You can select a date range for a specific time you may be looking for data.
- You can also export responses and hours into an Excel Spreadsheet.

LOOKING AT YOUR AGENCY'S SCHEDULE

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

CHECK-IN CHECKED IN NOW

Schedule

Hover over an item for more information. If viewing users, click a name to manage the associated need. If viewing shifts, click on a shift to open a page for managing responses and viewing available volunteers. (Depending on how the site is configured, agency managers may not have access to this feature. Agency managers who do have access can click [here](#) to learn more; site managers can click [here](#)).

○ This shift is between 0% and 24% of capacity ● This shift is between 75% and 99% of capacity
○ This shift is between 25% and 49% of capacity ● This shift is full
● This shift is between 50% and 74% of capacity ● This shift has an unlimited capacity

FILTER -- SELECT A FILTER --

SHIFTS USER RESPONSES TODAY EXPORT **SCHEDULE VOLUNTEERS**

< JANUARY 2025 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 ● Example Need	7	8	9	10	11

RETURN TO OUR WEBSITE MANAGER MY AGENCIES CALENDAR (617) KD HELP

VIEW MORE

In the Schedule section, you can:

- View your posted needs or user responses in the Schedule section.
- You can also schedule a volunteer by selecting **‘Schedule Volunteers’**.
- A need must be posted in order to do this.

CHOOSE NEW DATE

< Monday January 13, 2025 >

NEED/AGENCY	START TIME	END TIME	RESPONSES	OPEN SLOTS	OPTIONS
Example Need Test Agency	Happens On Jan 13, 2025		1	200	EDIT NEED

CAPTURING ACCURATE VOLUNTEER HOURS

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

CHECK-IN CHECKED IN NOW

Volunteer Hours

ACTIONS APPROVE DENY

TABLE FILTER

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

Hour Type

Need Response *

Need *

Hour Details

Date Worked *

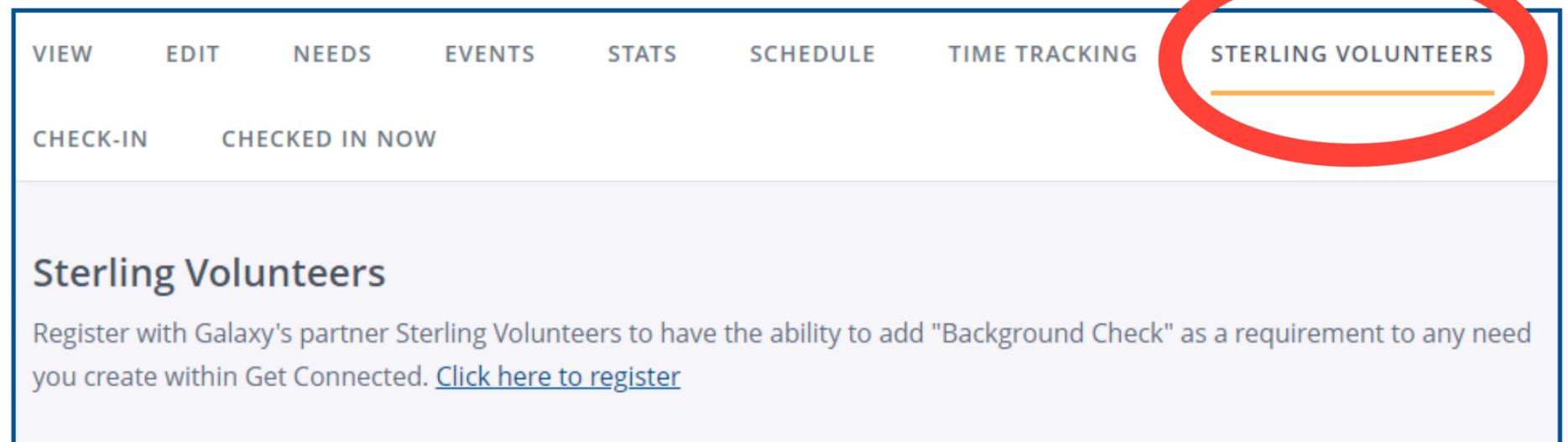
Hours Worked *

In the Time Tracking section, you can:

- Approve or deny volunteer hours
- Add hours for a volunteer.
- A dropdown of your agency's needs will appear.
- Date and hours worked will automatically populate when need and volunteer are selected.

STERLING VOLUNTEERS

If your agency requires volunteers to complete background checks, there is a way to complete them through Sterling Volunteers.



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

CHECK-IN CHECKED IN NOW

Sterling Volunteers

Register with Galaxy's partner Sterling Volunteers to have the ability to add "Background Check" as a requirement to any need you create within Get Connected. [Click here to register](#)

CHECKING VOLUNTEERS INTO NEEDS

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

1. Volunteer Check-in

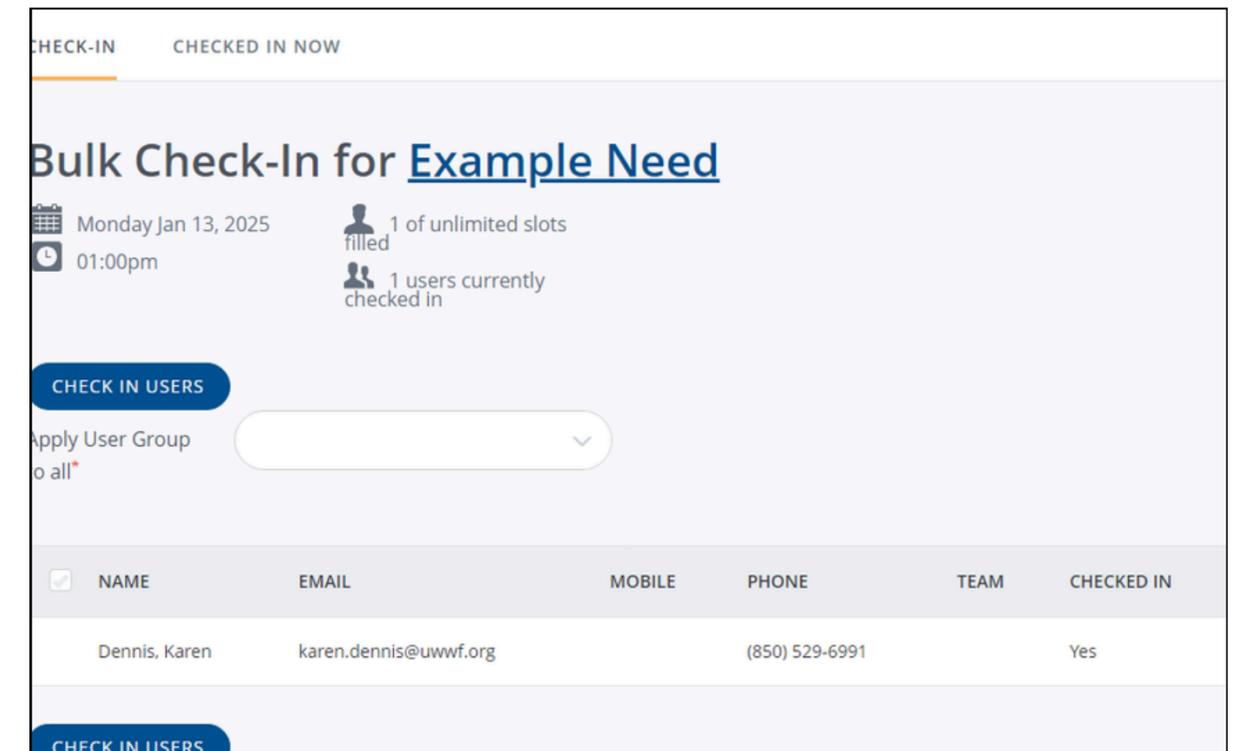
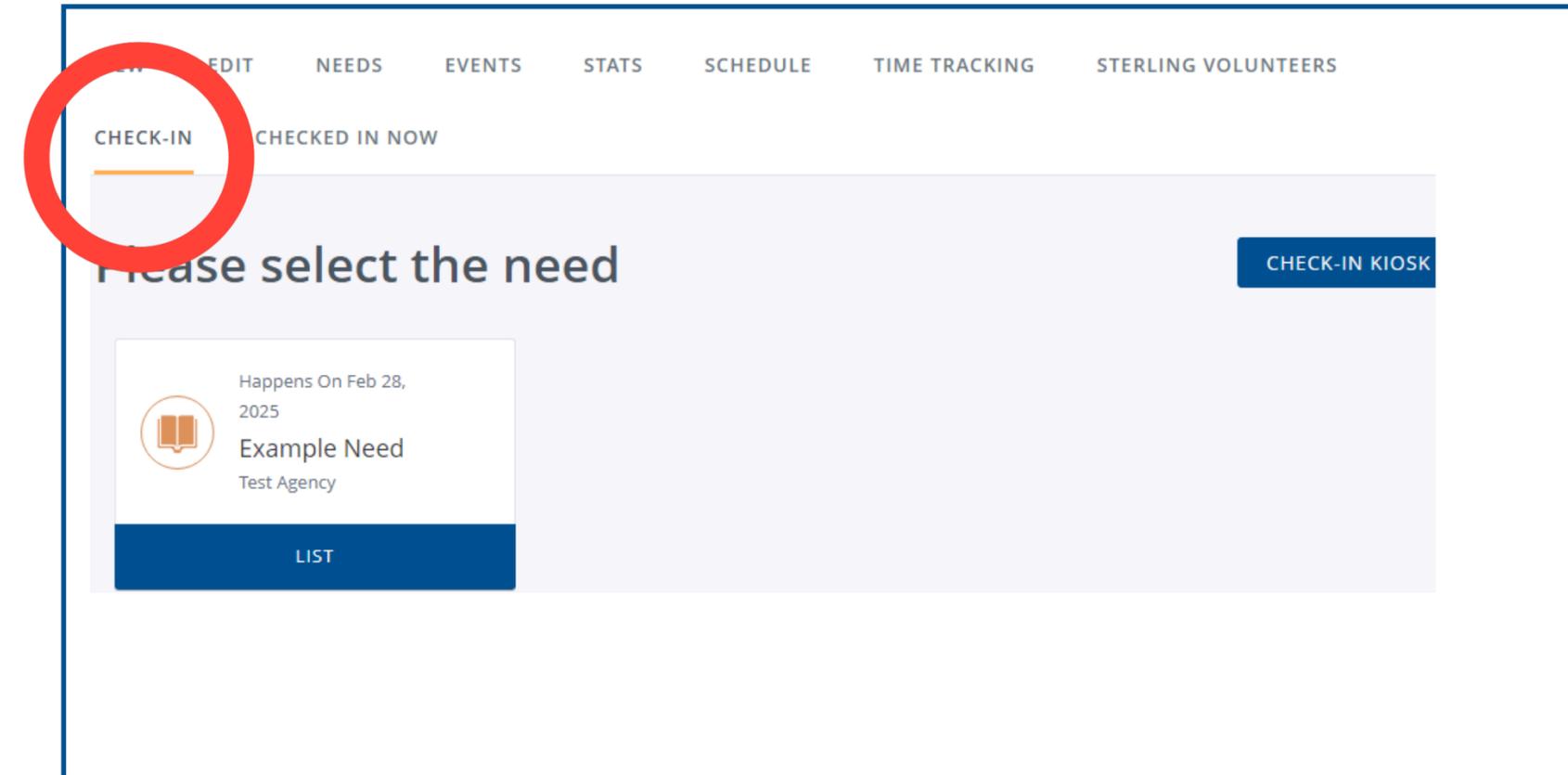
- a. Volunteers receive an email the morning of their project and check themselves in

2. Agency Check-in: Kiosk

- a. Have a computer or tablet at the project for a quick check-in and out.

3. Agency Check-in: List

- a. View who has signed up for a need and check them in through a list.



CHECKING VOLUNTEERS OUT OF NEEDS

In the Checked In Now section, you can:

- View who is checked into your need.
- Check volunteers out at the end of the need or a specific time.

CHECK-IN **CHECKED IN NOW**

Checked In Now

Monday Jan 13, 2025

1 users currently checked in

TABLE FILTER

USER	NEED	START	END	CHECK-IN	CHECK-OUT
Karen Dennis	Example Need	Jan 13, 2025 12:00 am	Jan 13, 2025 11:59 pm	Jan 13, 2025 2:34 pm	

UNITED, WE CAN BUILD A BETTER TOMORROW

NEED HELP?

UNITED, WE CAN BUILD A BETTER TOMORROW

RETURN TO OUR WEBSITE | MANAGER | MY AGENCIES | CALENDAR | (617) | KD | HELP

UNITED WAY OF WEST FLORIDA GET CONNECTED

United Way

Dashboard

Welcome back, Karen! Here's your volunteer snapshot for January 14, 2025

2 VOLUNTEER HOURS

\$63.60 IMPACT VALUE

1 NEED RESPONSES

0 EVENTS RSVP'D

3 AGENCIES FANNED

HOURS BY INTEREST

EDUCATION	2
FINANCIAL STABILITY	2
HEALTH	2

View your full Volunteer Resume

Go to the Get Connected homepage:

- Click the the 'Help' button in the top right corner.
- Click a section, topic and/or key word for specific answers.

getconnected English

Search for articles...

All Collections > Agency Managers

Agency Managers

Resources for Agency Managers—Center

By Brittany • 20 articles

Getting Started

- Are You New? Start Here! >
- How to Register Your Agency on a Site >
- Training >
1 article
- General Resources >
2 articles

UNITED, WE CAN BUILD A BETTER TOMORROW

UWWF hosts Learning Labs, 11:00am-12:00pm on the 3rd Wednesday of each month in-person at the UWWF office or virtually via Microsoft Teams.

You can sign up for Learning Labs on Get Connected or UWWF's website.

Contact Karen Dennis for questions or assistance at karen.dennis@uwwf.org or 850-912-8199.