



GET CONNECTED AGENCY OVERVIEW

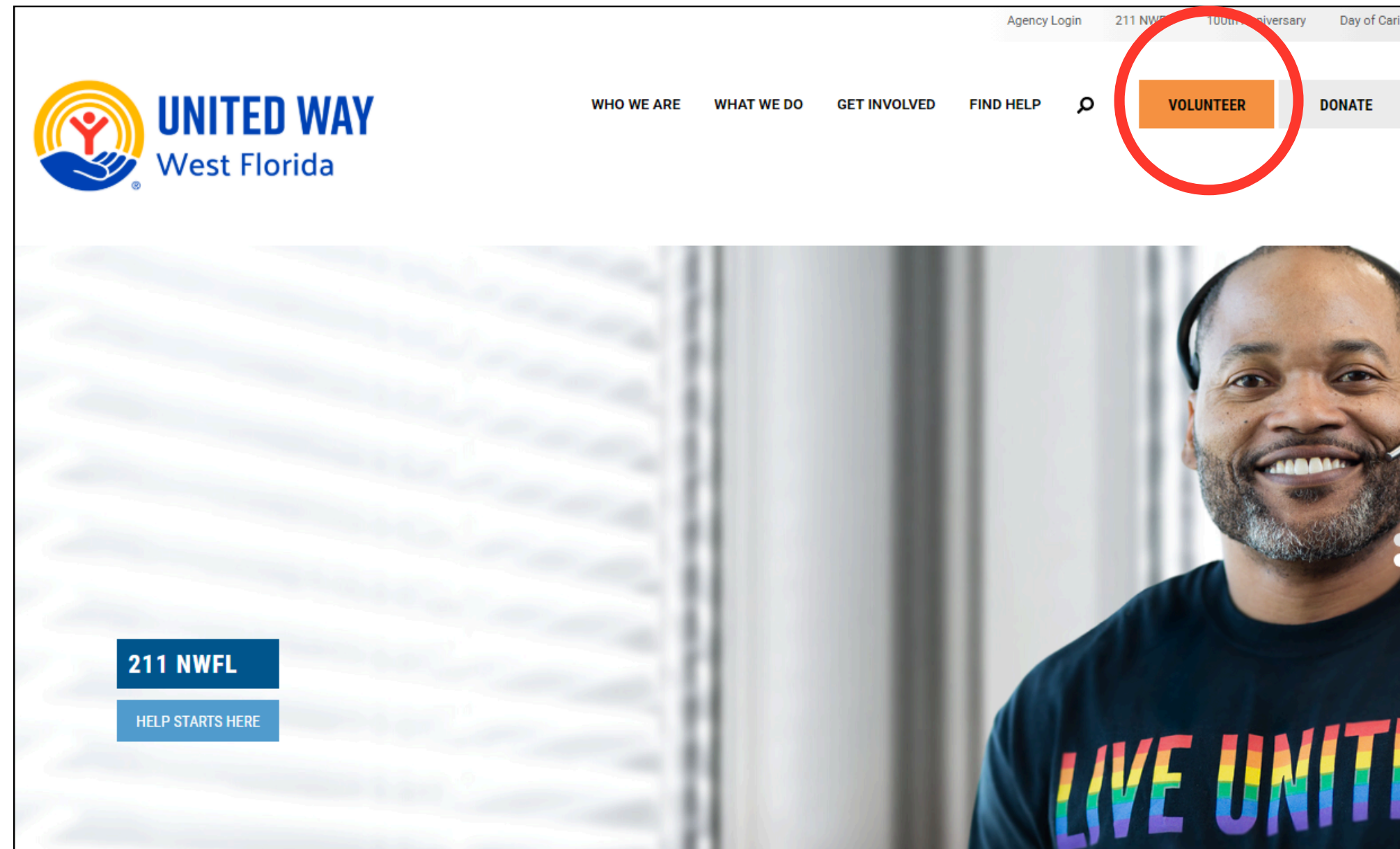
BY THE END OF THIS OVERVIEW, YOU WILL KNOW HOW TO:

- 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**

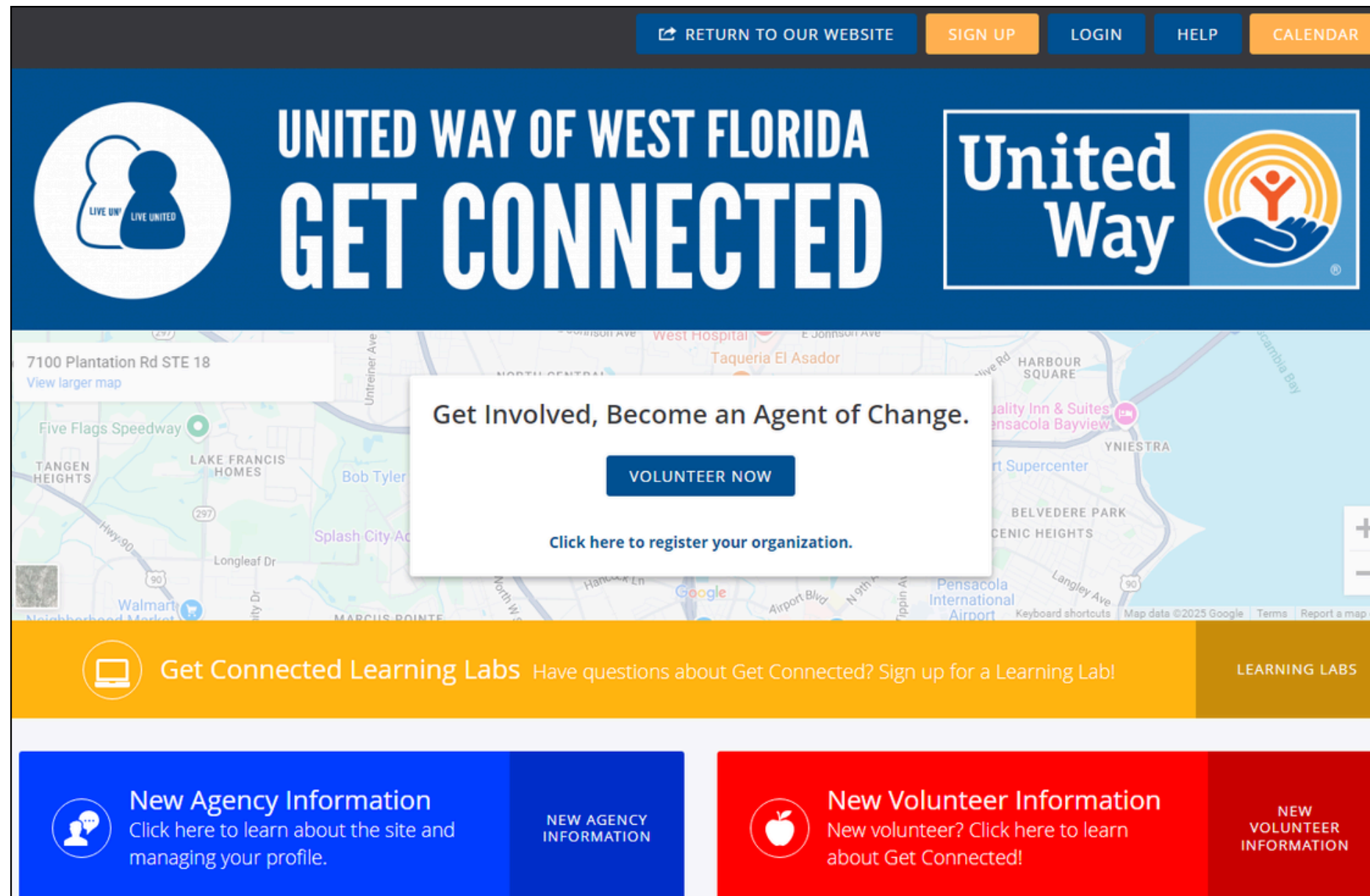
ACCESSING GET CONNECTED AND CREATING YOUR VOLUNTEER PROFILE

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



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

f

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 a 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

Pensapreneur Kids, Inc.

PATHWAYS for change

Camp Fire

Bright Bridge Ministries (formerly Pensacola United Methodist Community Ministries, Inc.)

Camp Fire Gulf Wind, Inc.

BAPTIST

Goodwill

FEEDING THE GULF COAST

G

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

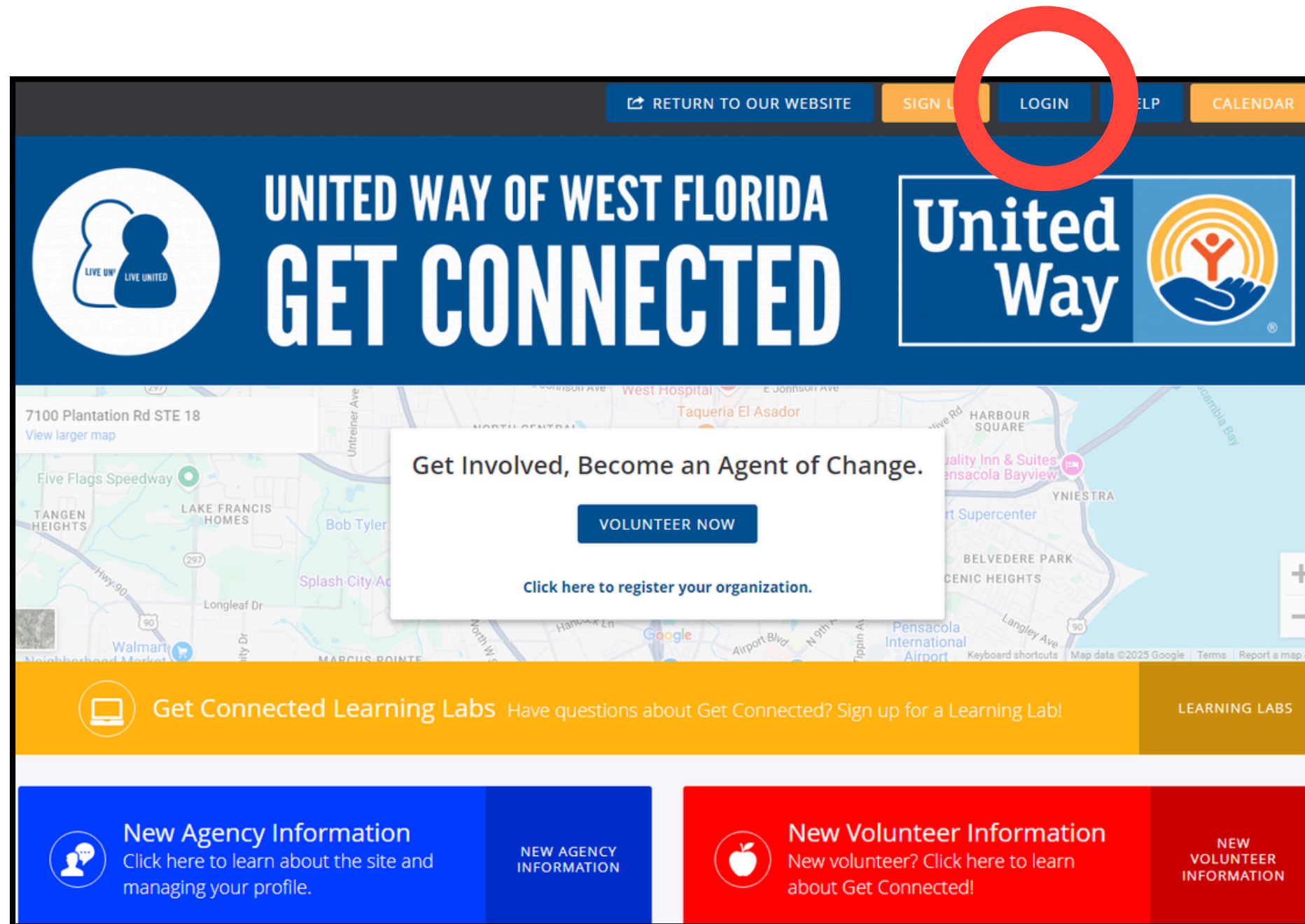
Disability

Community



NAVIGATING YOUR VOLUNTEER PROFILE

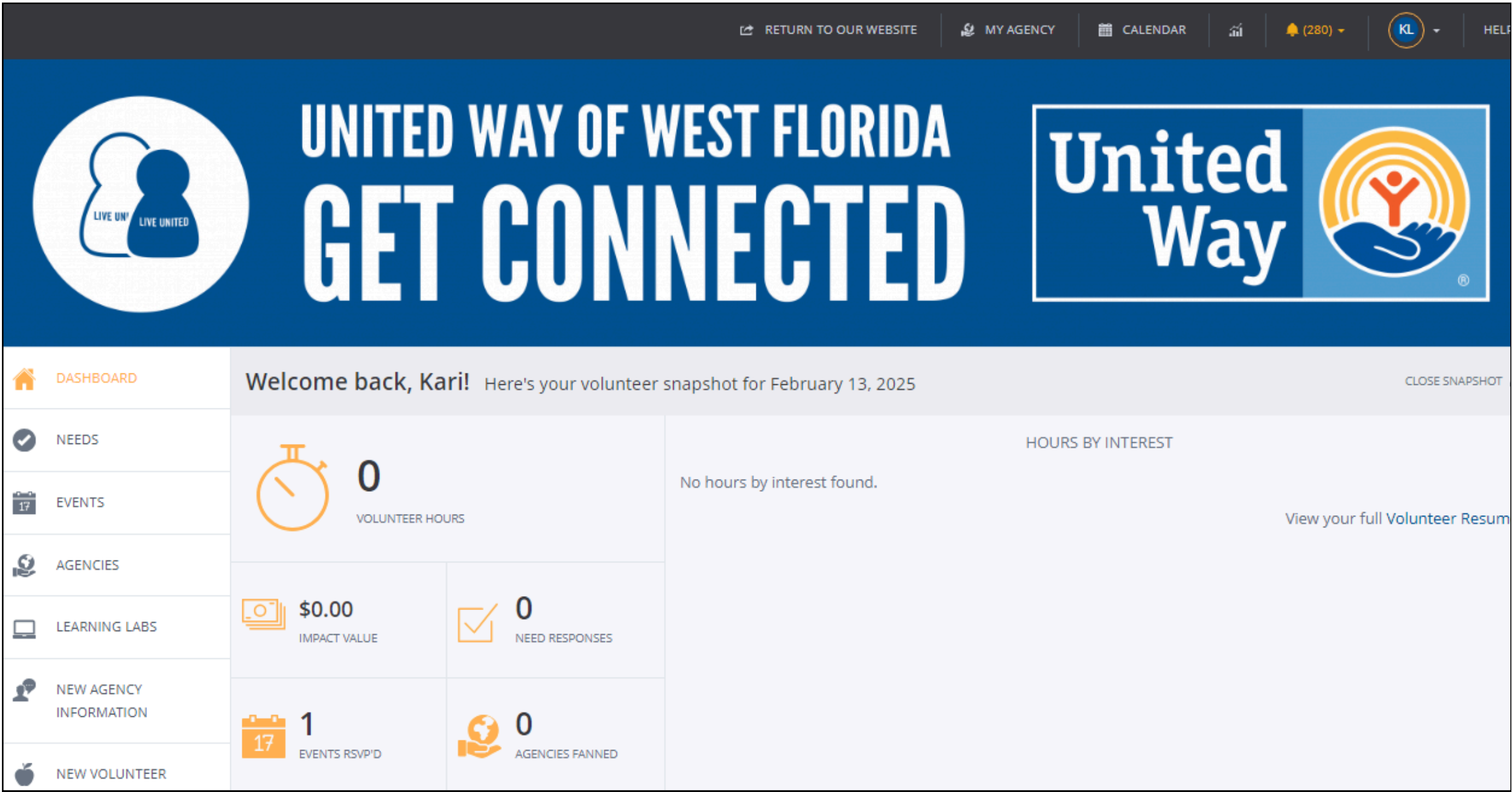
NAVIGATING THE DASHBOARD



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.



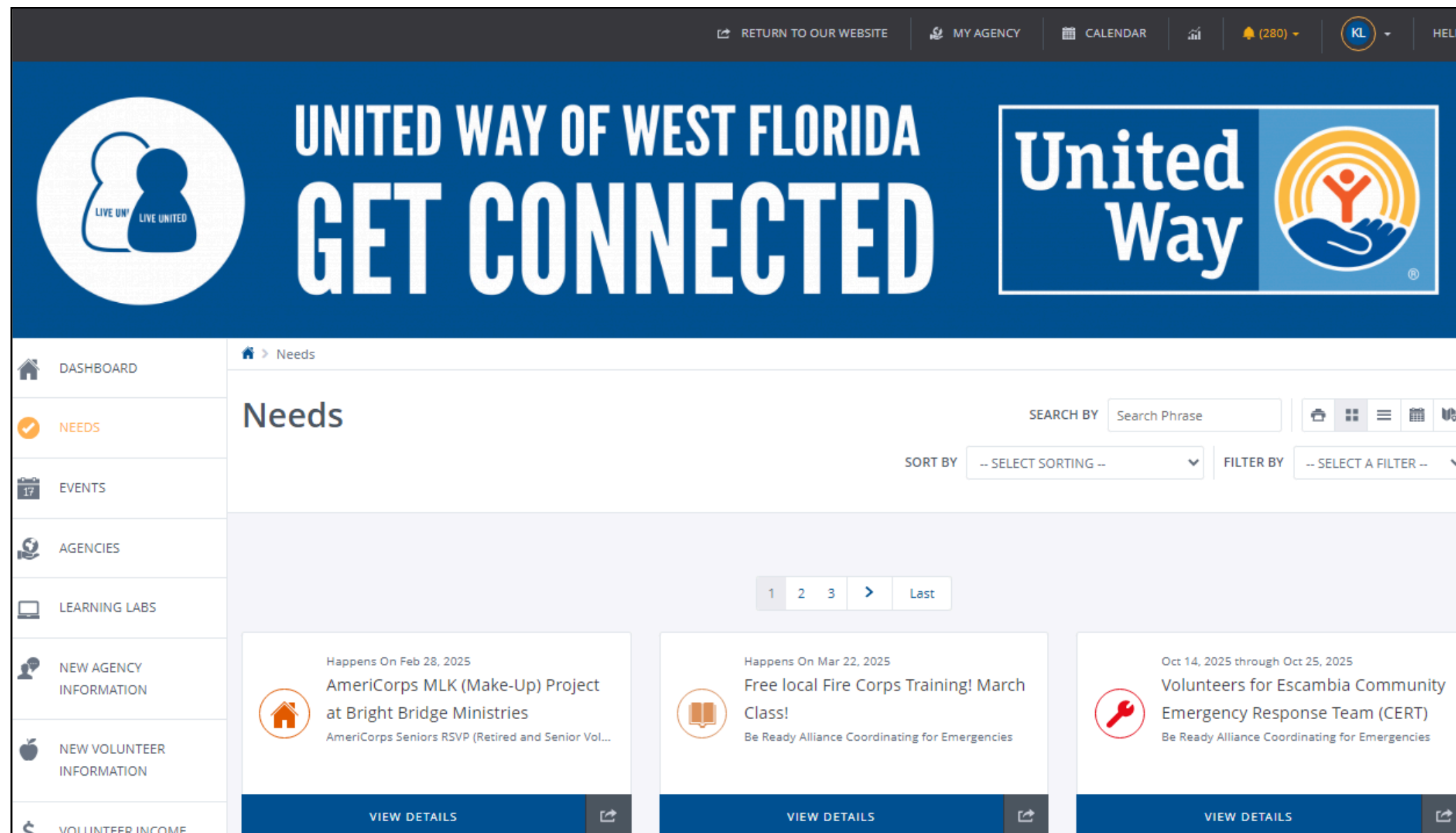
What you can do in the Dashboard:

- 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.

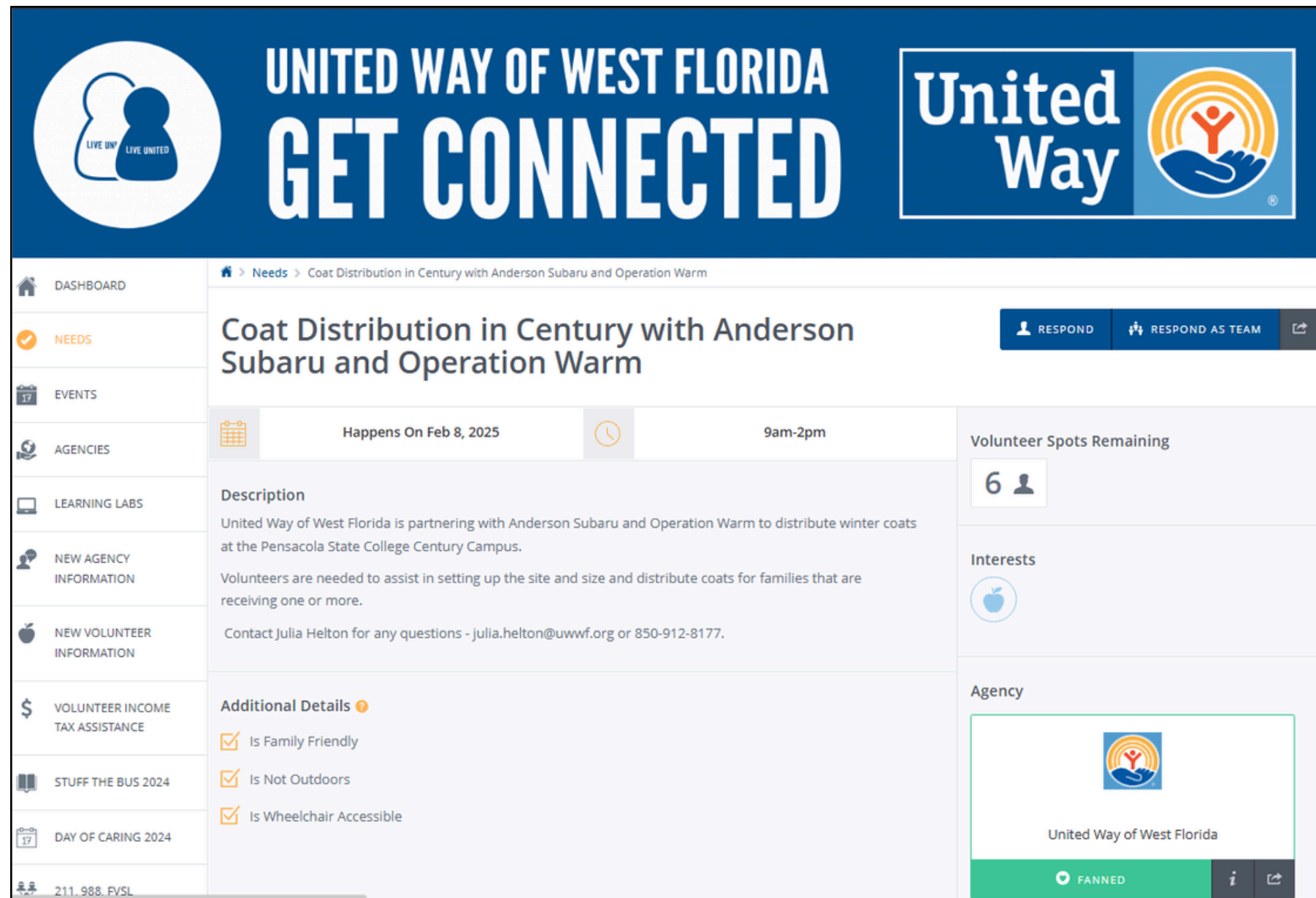
SIGNING UP FOR NEEDS



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.



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

Collapse Menu

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 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

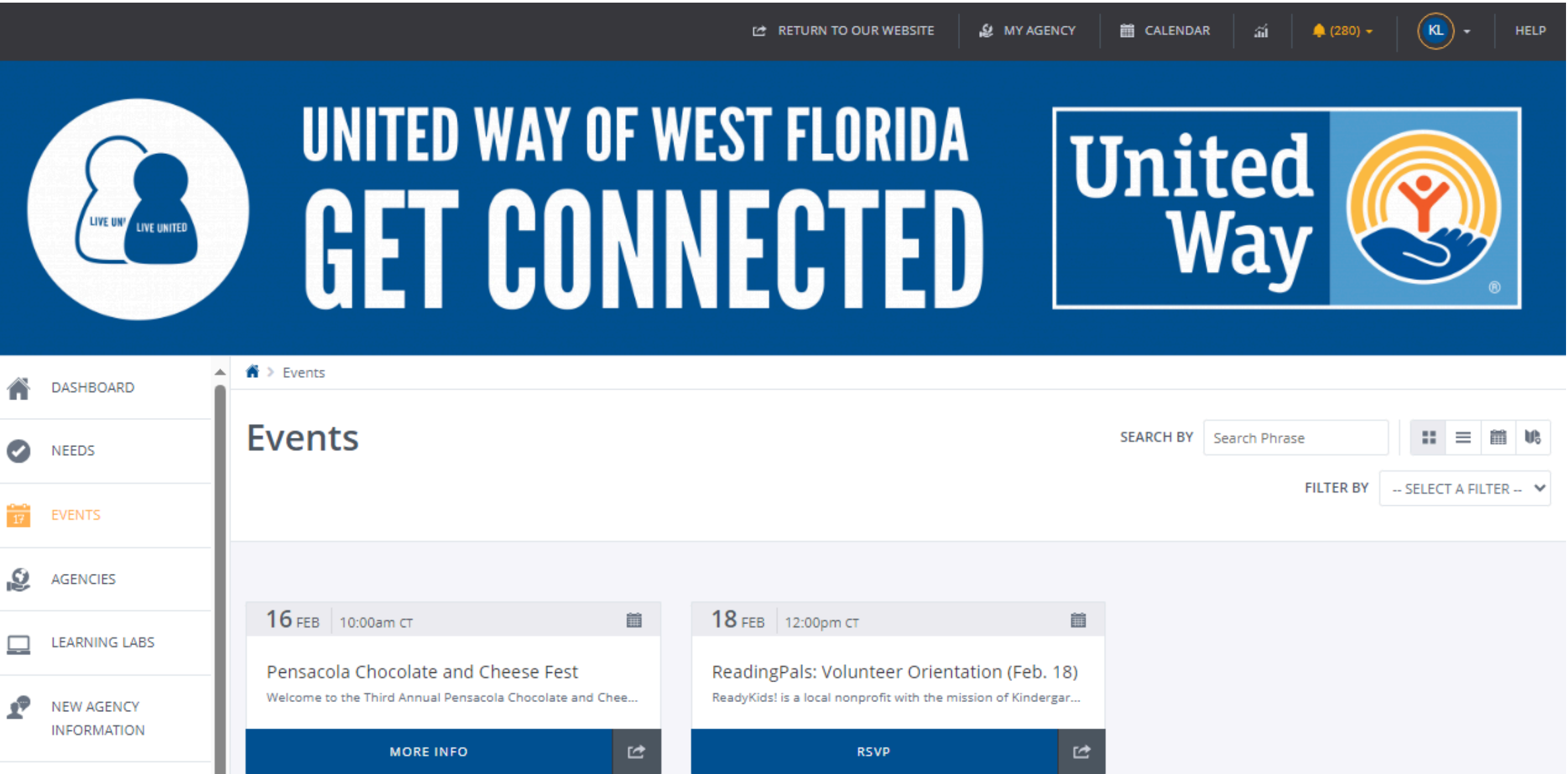
The screenshot shows a web application interface with a modal window titled "Build Your Team". The modal has a close button (X) in the top right corner. Below the title, there is a link: "Want guidance? Read how to create a team".

The form contains the following elements:

- A "Team Name" label with a red asterisk, followed by a text input field.
- Two buttons: "ADD ME" and "ADD VOLUNTEER".
- Text prompts: "How big is my team now?" and "How big can my team be for this need? 100".
- Instructions: "Add new team members. Add new team members as needed. Check by a name to select one or more team leaders."
- A table with the following headers: LEADER, FIRST NAME, LAST NAME, EMAIL, QUESTIONS, and REMOVE.
- Two buttons at the bottom: "FINISH" (highlighted in blue) and "CANCEL".

The background shows a sidebar with various icons and a top navigation bar with links like "RETURN TO OUR WEBSITE", "MY AGENCY", and "CALENDAR".

SIGNING UP FOR EVENTS



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


LIVE UN!

LIVE UNITED

UNITED WAY OF WEST FLORIDA

GET CONNECTED

United Way



DASHBOARD

NEEDS

EVENTS

AGENCIES

LEARNING LABS

NEW AGENCY INFORMATION

NEW VOLUNTEER INFORMATION

Events

ReadingPals: Volunteer Orientation (Feb. 18)

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!

ReadyKids!

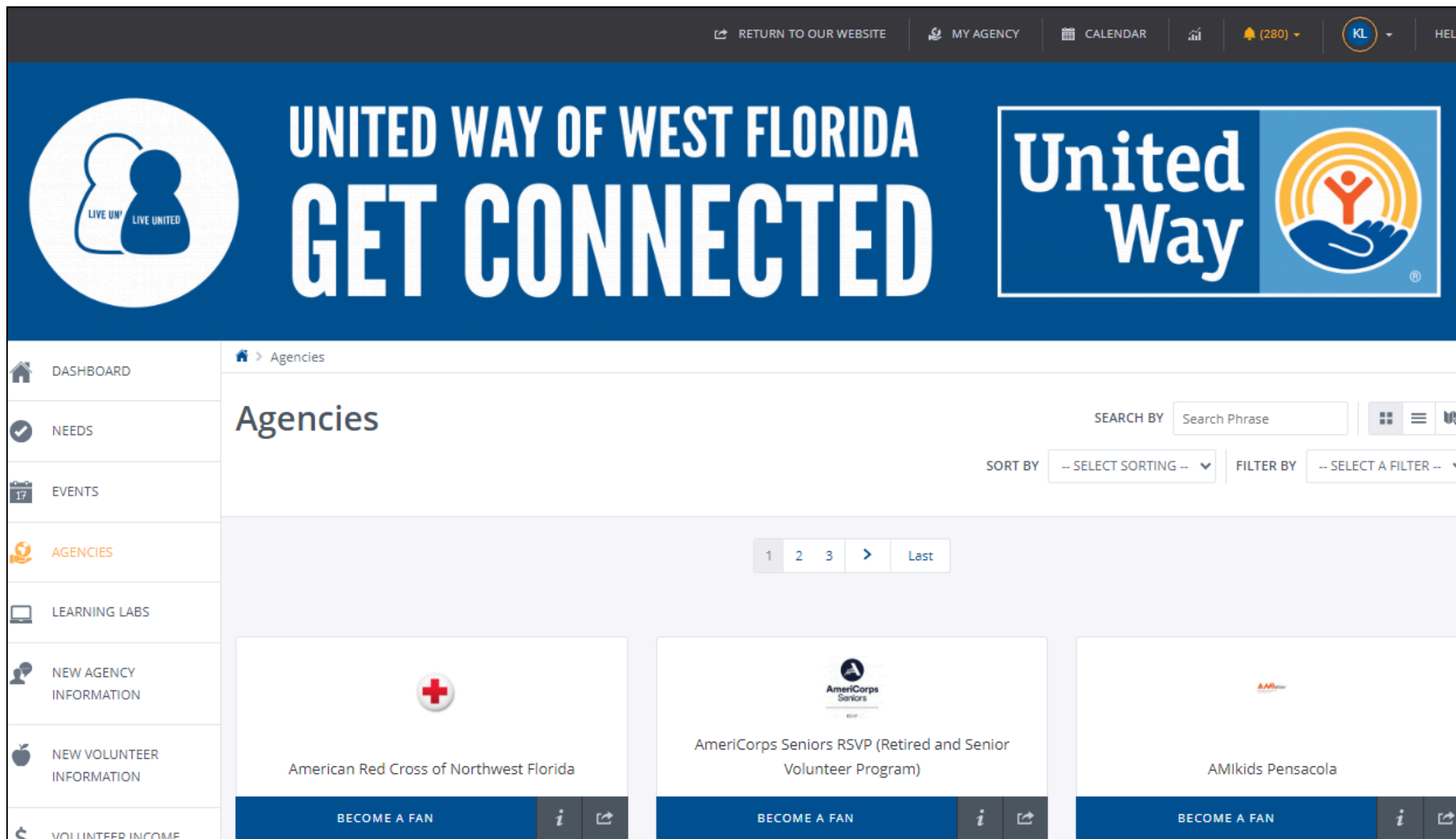
BECOME A FAN

i

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



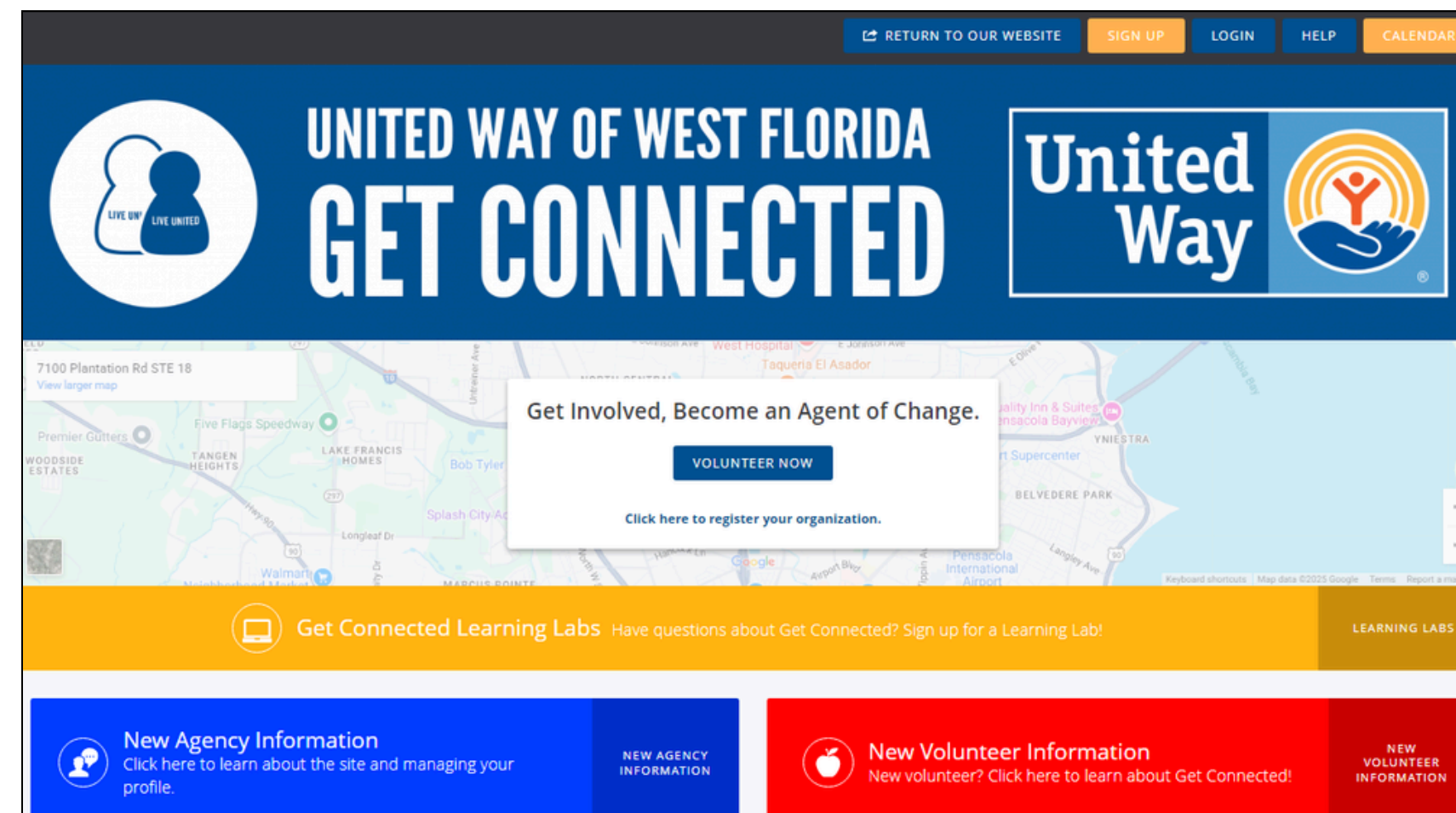
Fan your favorites:

- 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



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

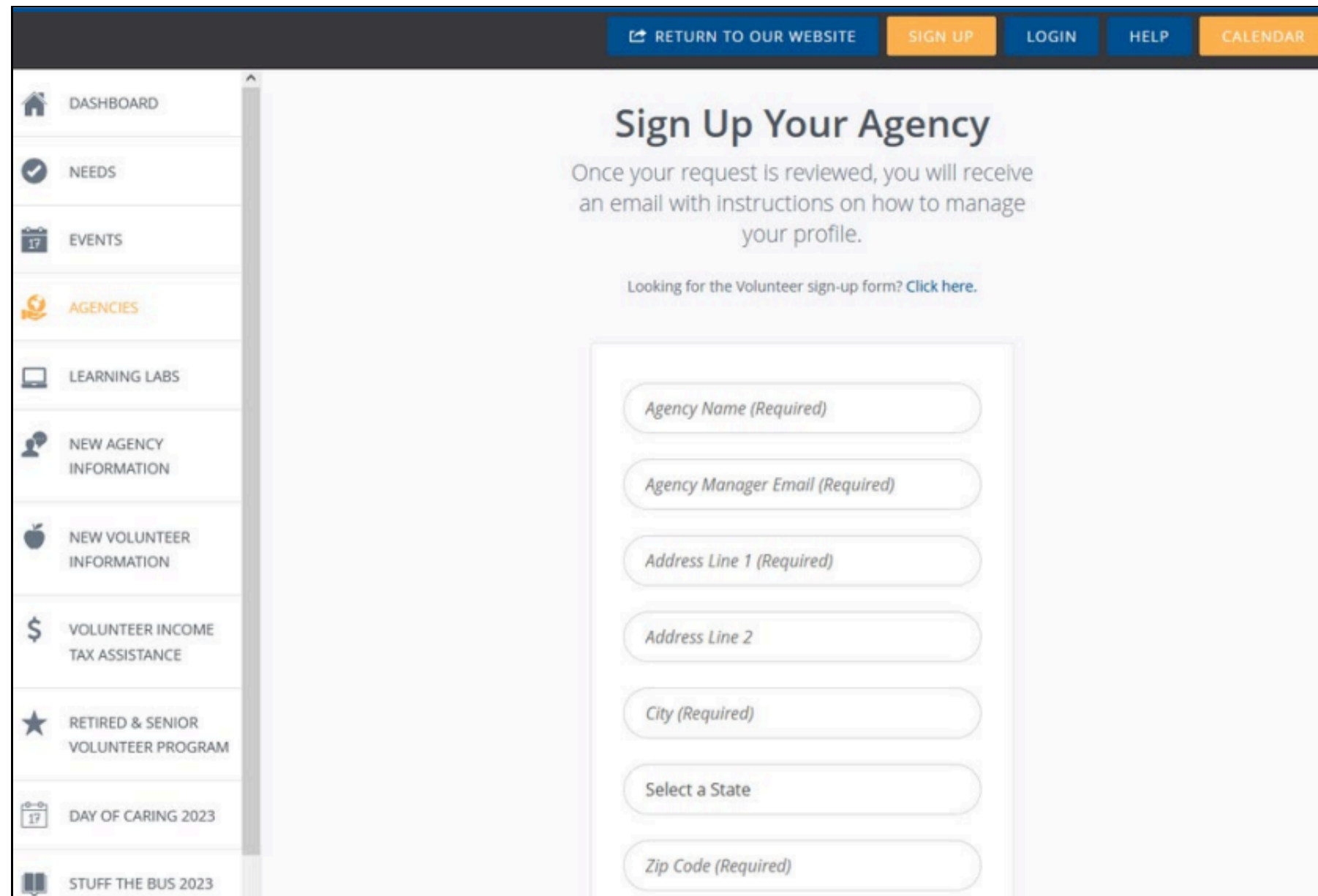
- Go to the Get Connected homepage.
- Underneath the blue **‘Volunteer Now’** button, there is the option to register your organization.

REGISTERING YOUR AGENCY ... CONT.

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.



The screenshot shows a web interface for signing up an agency. At the top, there is a dark navigation bar with links: RETURN TO OUR WEBSITE, SIGN UP, LOGIN, HELP, and CALENDAR. On the left, a sidebar menu lists various options: DASHBOARD, NEEDS, EVENTS, AGENCIES (highlighted), LEARNING LABS, NEW AGENCY INFORMATION, NEW VOLUNTEER INFORMATION, VOLUNTEER INCOME TAX ASSISTANCE, RETIRED & SENIOR VOLUNTEER PROGRAM, DAY OF CARING 2023, and STUFF THE BUS 2023. The main content area is titled 'Sign Up Your Agency' and includes a sub-header: 'Once your request is reviewed, you will receive an email with instructions on how to manage your profile.' Below this, a link states: 'Looking for the Volunteer sign-up form? Click here.' The form itself consists of several input fields: Agency Name (Required), Agency Manager Email (Required), Address Line 1 (Required), Address Line 2, City (Required), Select a State, and Zip Code (Required).

NAVIGATING YOUR AGENCY'S PROFILE

VIEW

EDIT

NEEDS

EVENTS

STATS

SCHEDULE


TIME TRACKING

STERLING VOLUNTEERS

CHECK-IN

CHECKED IN NOW

Agency Logo




Upload your logo


Image should be at least 180px by 180px

UPLOAD LOGO

REMOVE

Agency Managers 

Enter Name or Email

DENNIS, KAREN 

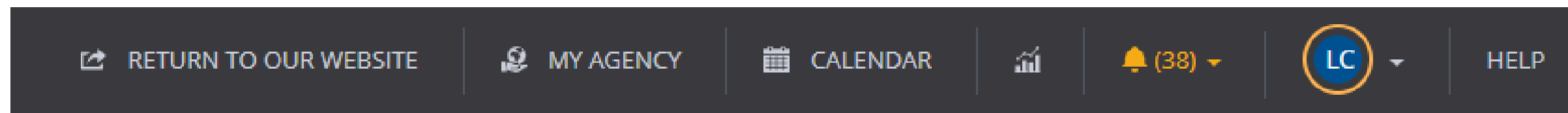
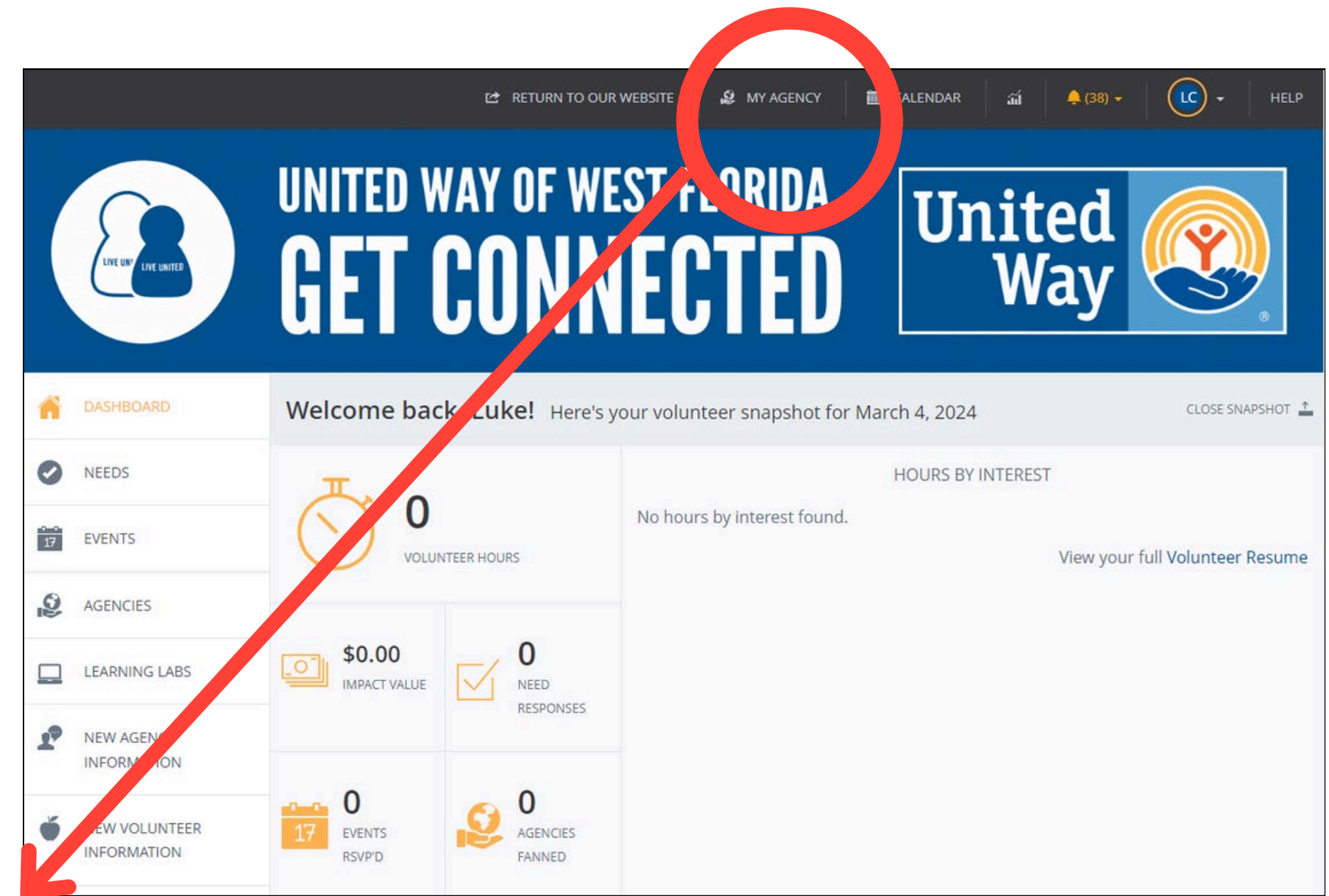
Becoming an Agency Manager:

- 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.




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.

VIEW	EDIT	NEEDS	EVENTS	STATS	SCHEDULE	TIME TRACKING	STERLING VOLUNTEERS	CHECK-IN	CHECKED IN NOW
------	------	-------	--------	-------	----------	---------------	---------------------	----------	----------------

Agency Logo



Upload your logo
Image should be at least 180px by 180px

UPLOAD LOGO

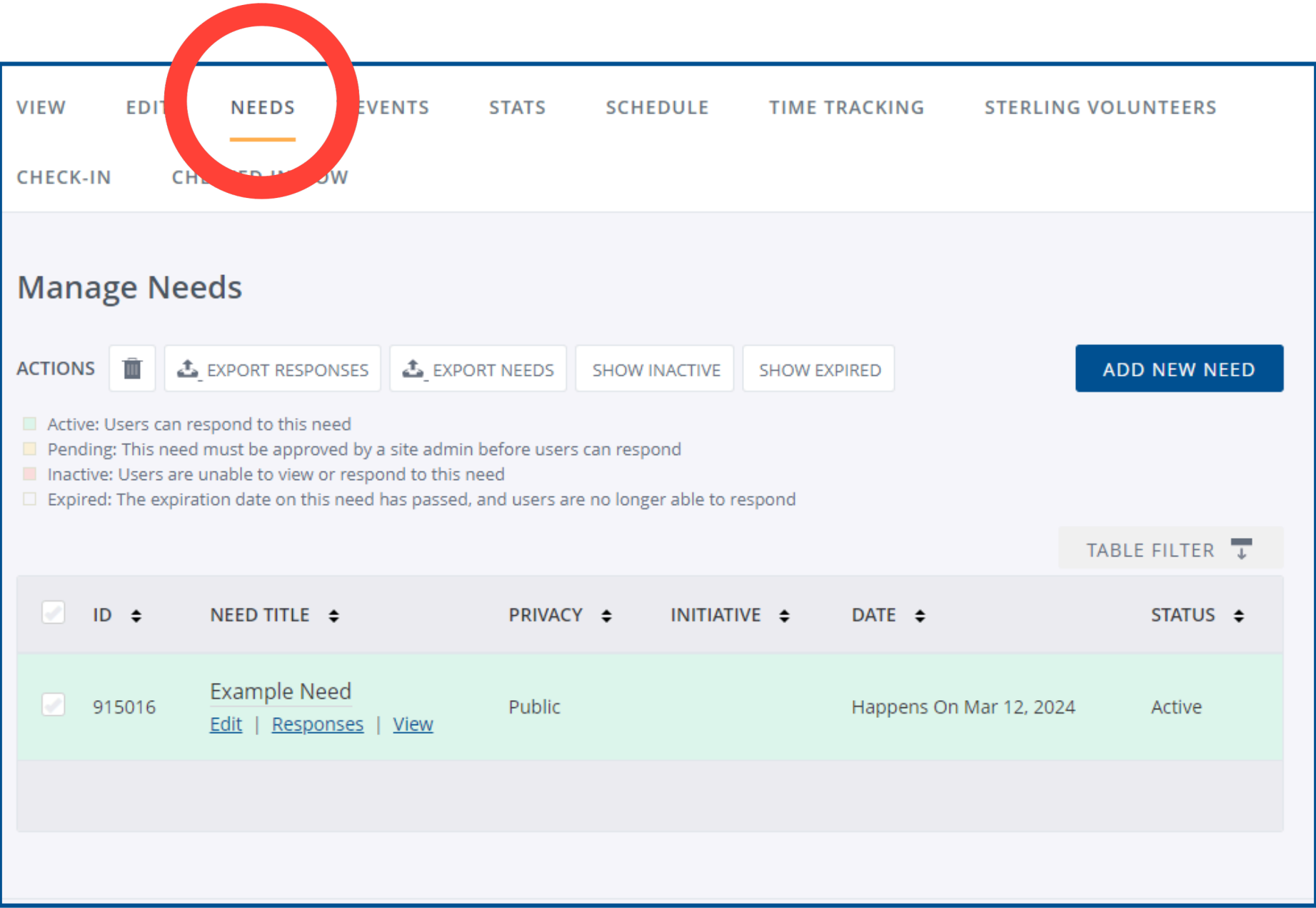
REMOVE

Agency Managers ?

LINDEMANN, KARI ★

CRAIG, KRISTY ☆ ✕

CREATING NEEDS



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 * ?

↶ ↷ ✂ 📄 📋 < > 📊

☰ ☲ ☱ ☴ ☳ ☶ ☵ ☷

Paragraph **B** *I* U ~~S~~ A **A** 🔗 🌐

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 type="checkbox"/>	ID	EVENT TITLE	DATE	UPDATED	STATUS	RSVP
<input 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 ^{*}








































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

VIEW

EDIT

NEEDS

EVENTS

STATS

SCHEDULE

TIME TRACKING

STERLING VOLUNTEERS

CHECK-IN

CHECKED IN NOW

RESPONSES

HOURS

MORE

HIDE RESPONSES THAT HAVE HOURS

☐

OFF

DATE RANGE

02/04/24

03/04/24

GO

ACTIONS

+_ADD DEFAULT HOURS

EXPORT RESPONSES

TABLE FILTER

☒

USER

EMAIL

NEED TITLE

RESPONSE DATE

HOURS

SHIFT BEGINS

OPTIONS

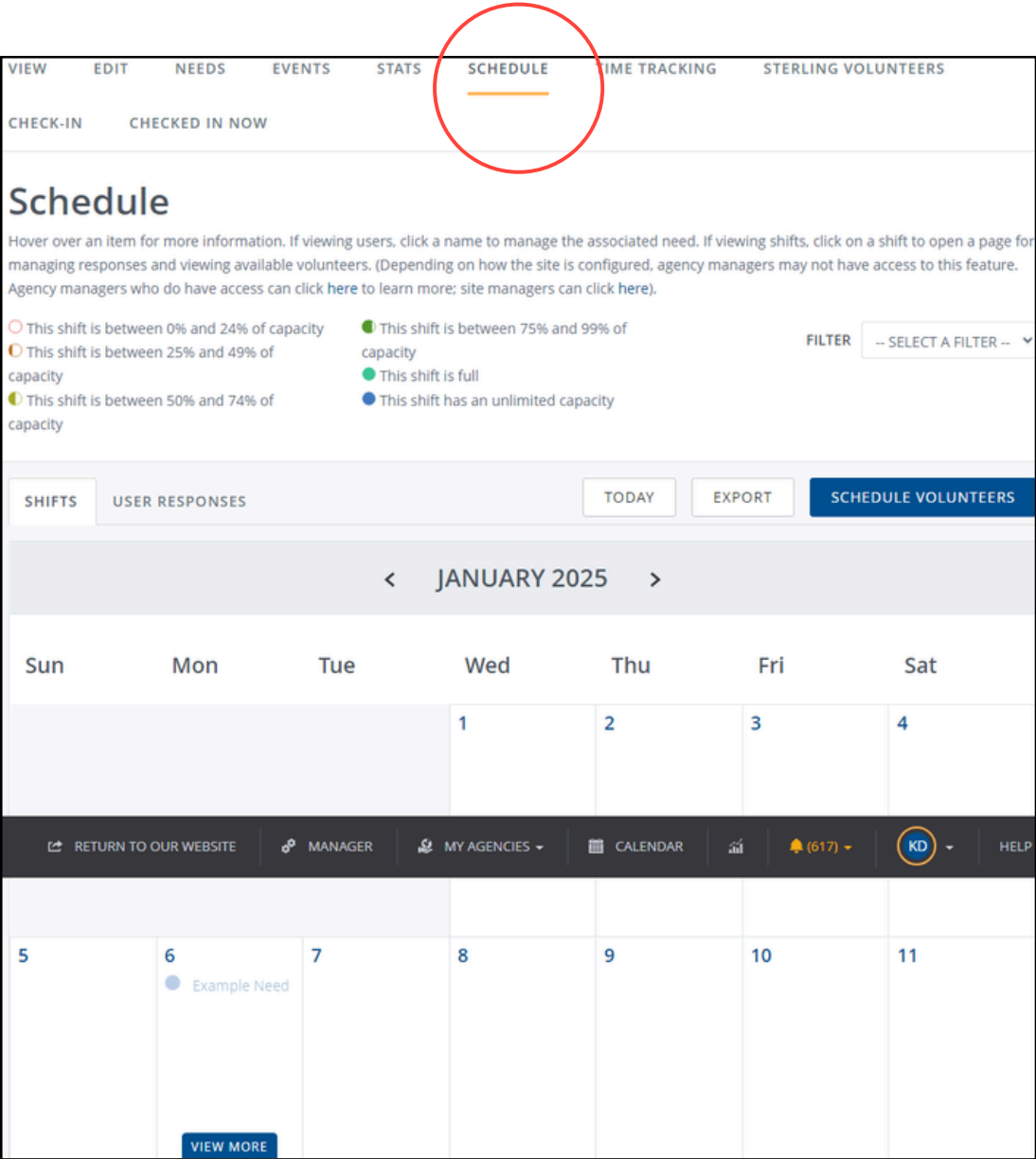
No responses matched your search criteria.

SHOWING 1 TO 0 OF 0 ENTRIES

In the Stats section, you can:

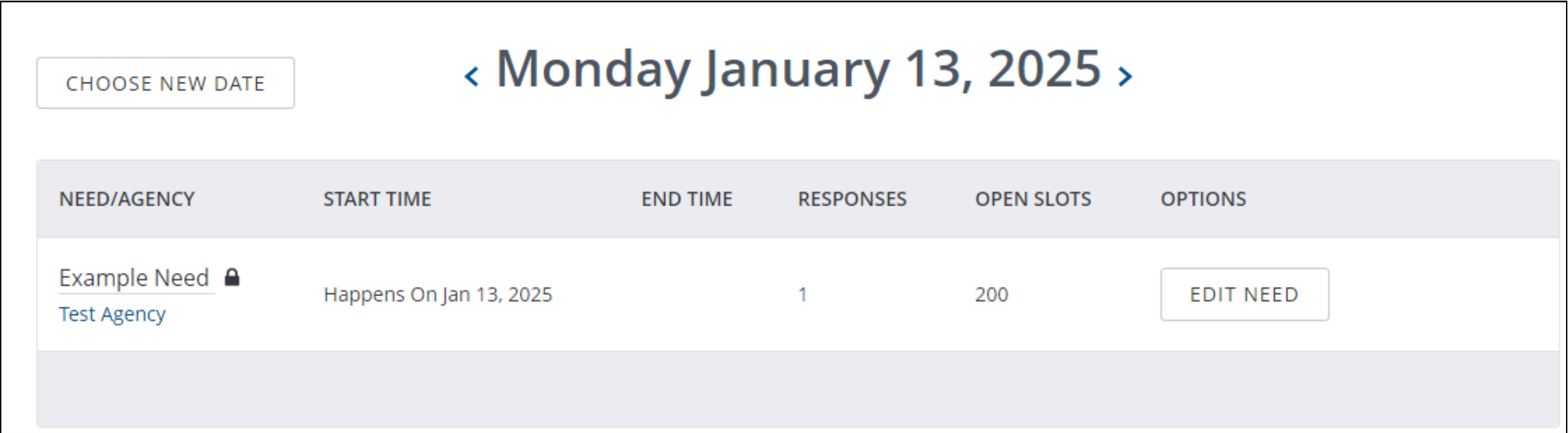
- Track the number of responses and hours your agency receives.
- You can select a date range for a specific time you may be looking for data.
- You can also export responses and hours into an Excel Spreadsheet.

LOOKING AT YOUR AGENCY’S SCHEDULE

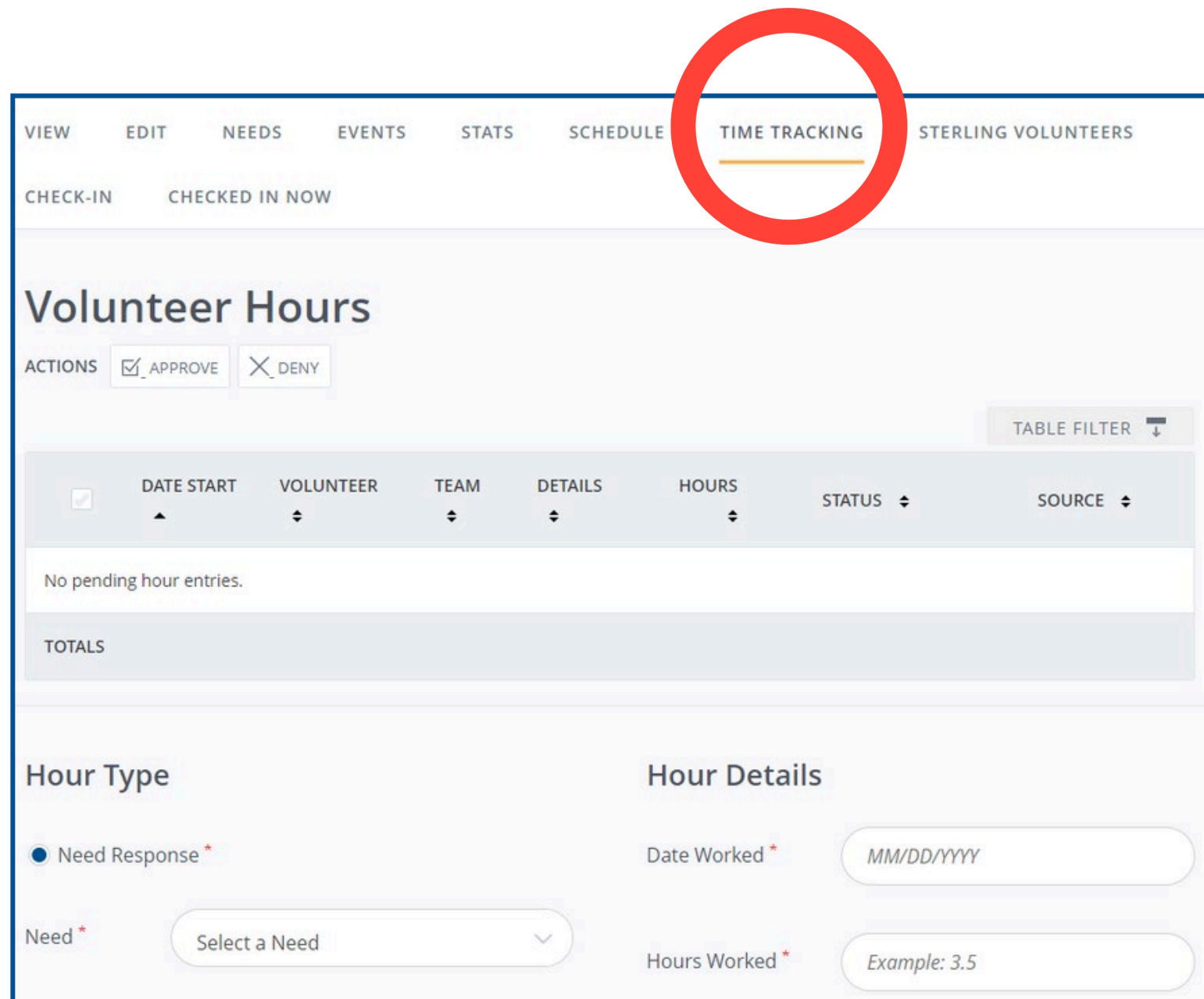


In the Schedule section, you can:

- 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.



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 checked="" 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

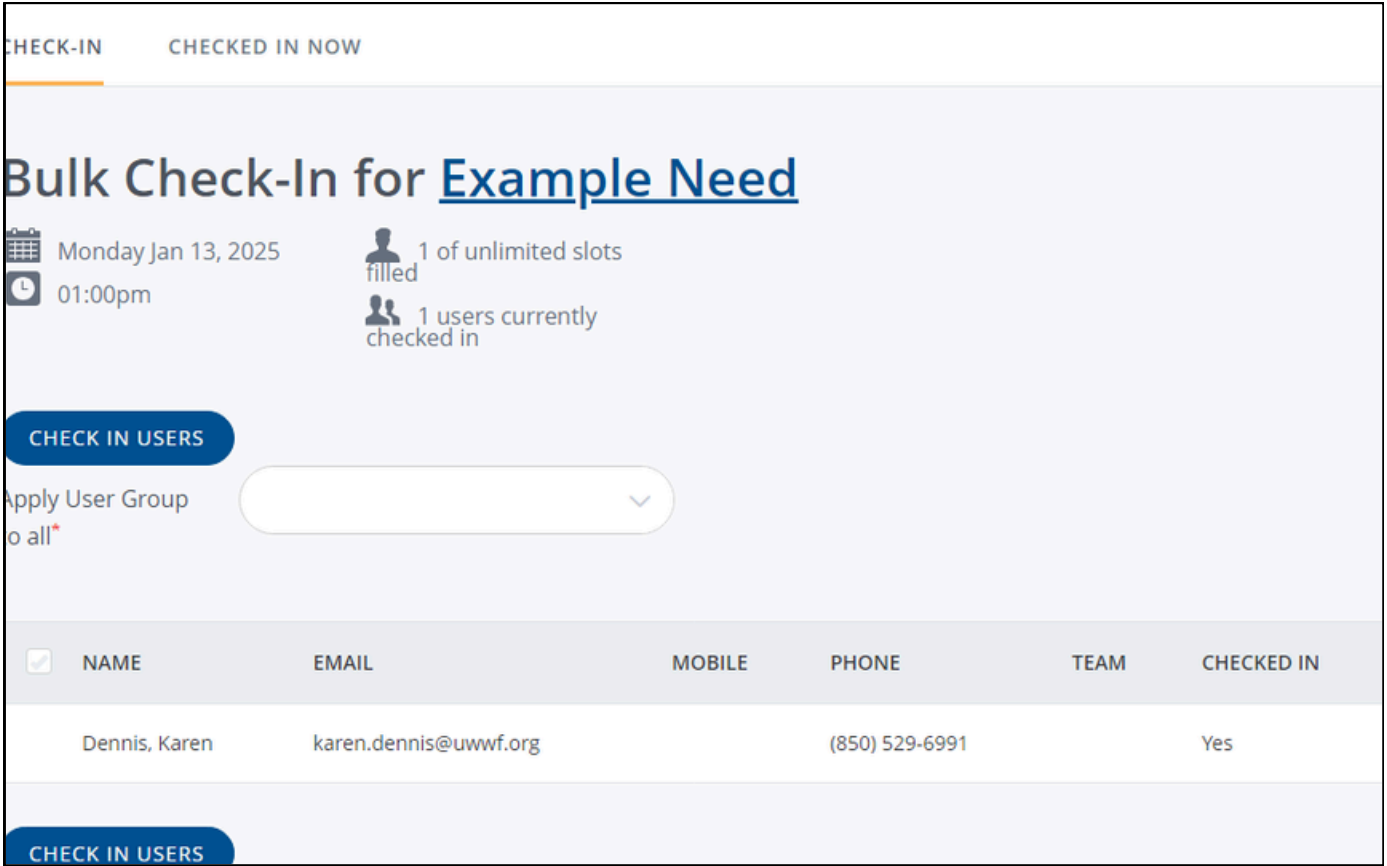
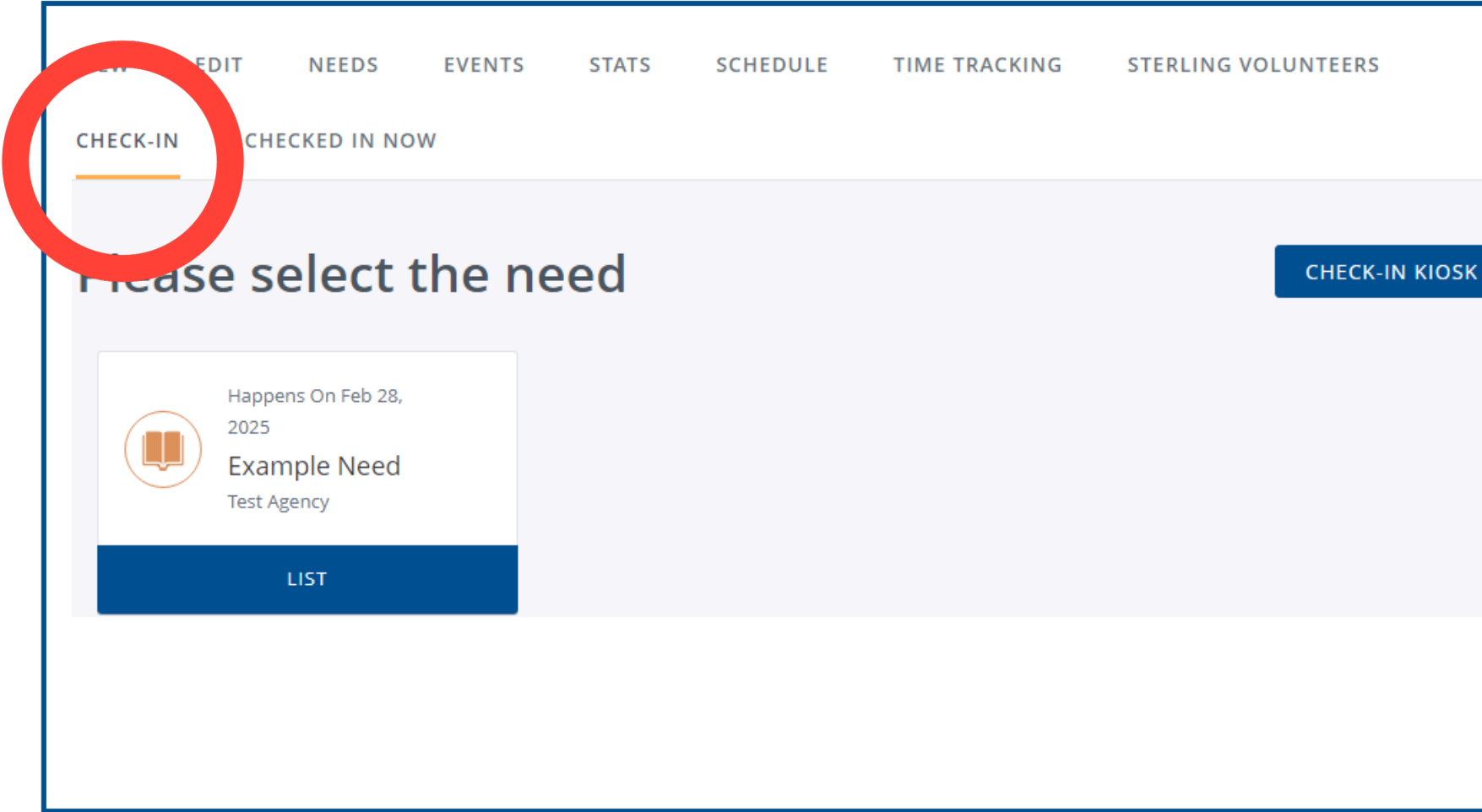
- a. Volunteers receive an email the morning of their project and check themselves in

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	

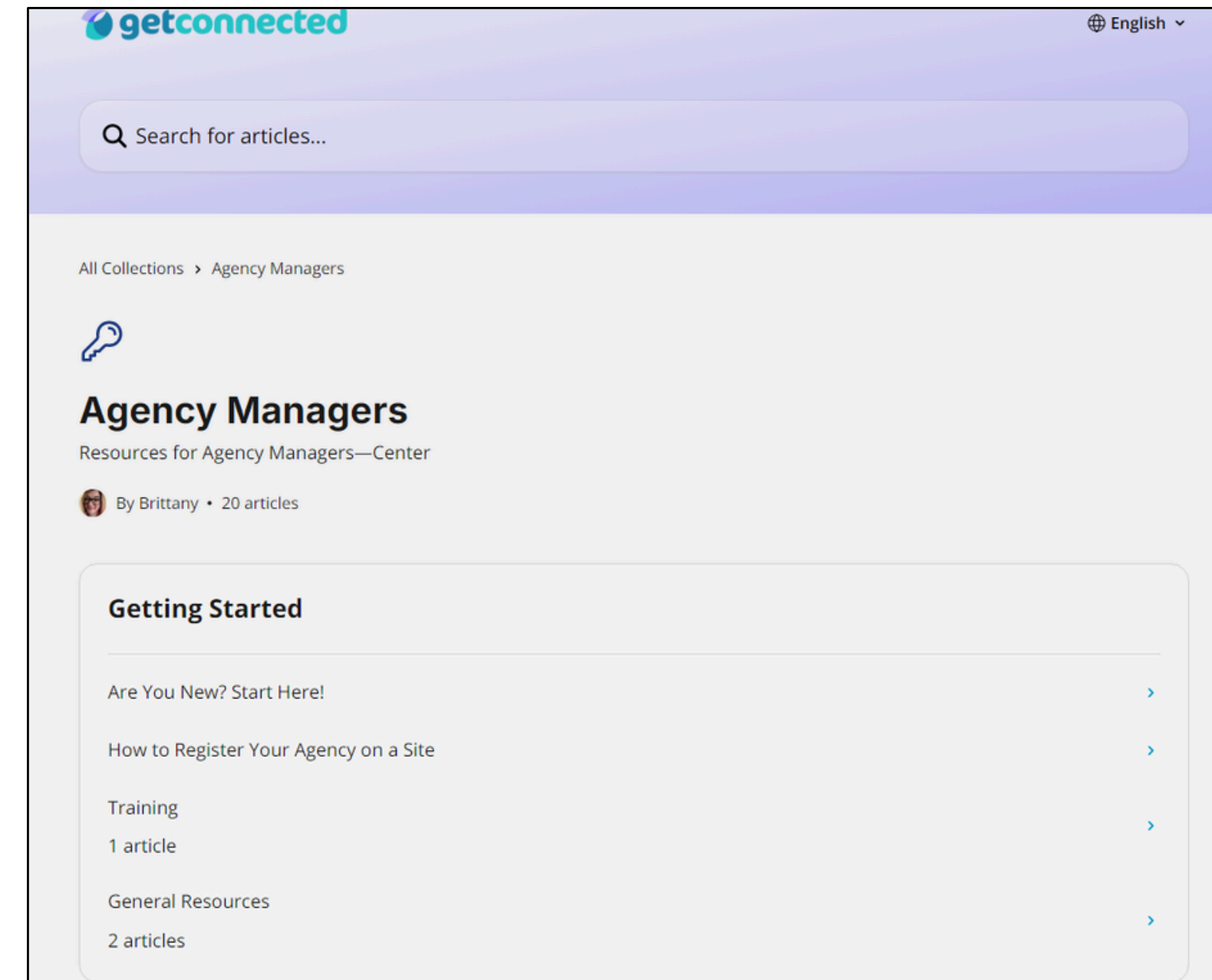
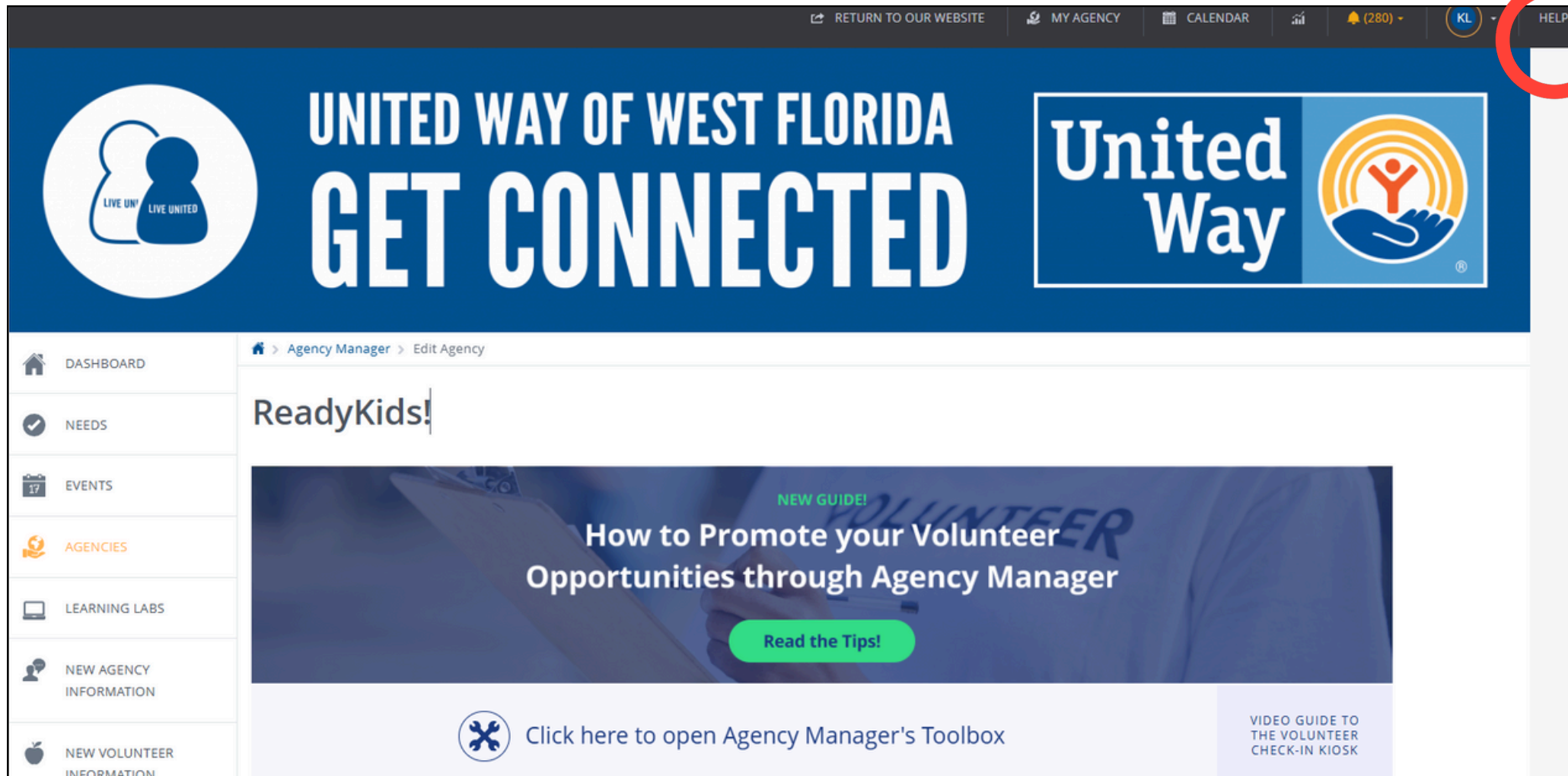
UNITED, WE CAN BUILD A BETTER TOMORROW

NEED HELP?

UNITED, WE CAN BUILD A BETTER TOMORROW

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.



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.