UNITED WAY
West Florida

GET CONNECTED
VOLUNTEER OVERVIEW

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

1. Access Get Connected online.
2. Create a volunteer profile. (Skip to slide 7 if you already have a profile)
3. Navigate your volunteer profile.
4. Sign up for a need.
5. Sign up for an event.
6. Become a “fan” of an agency.
7. Use other features in your volunteer profile.
8. Find help and get your questions answered.

UNITED WAY
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ACCESSING GET CONNECTED &

CREATING YOUR VOLUNTEER PROFILE

*If you already have a volunteer profile, skip to slide 7.

UNITED WAY
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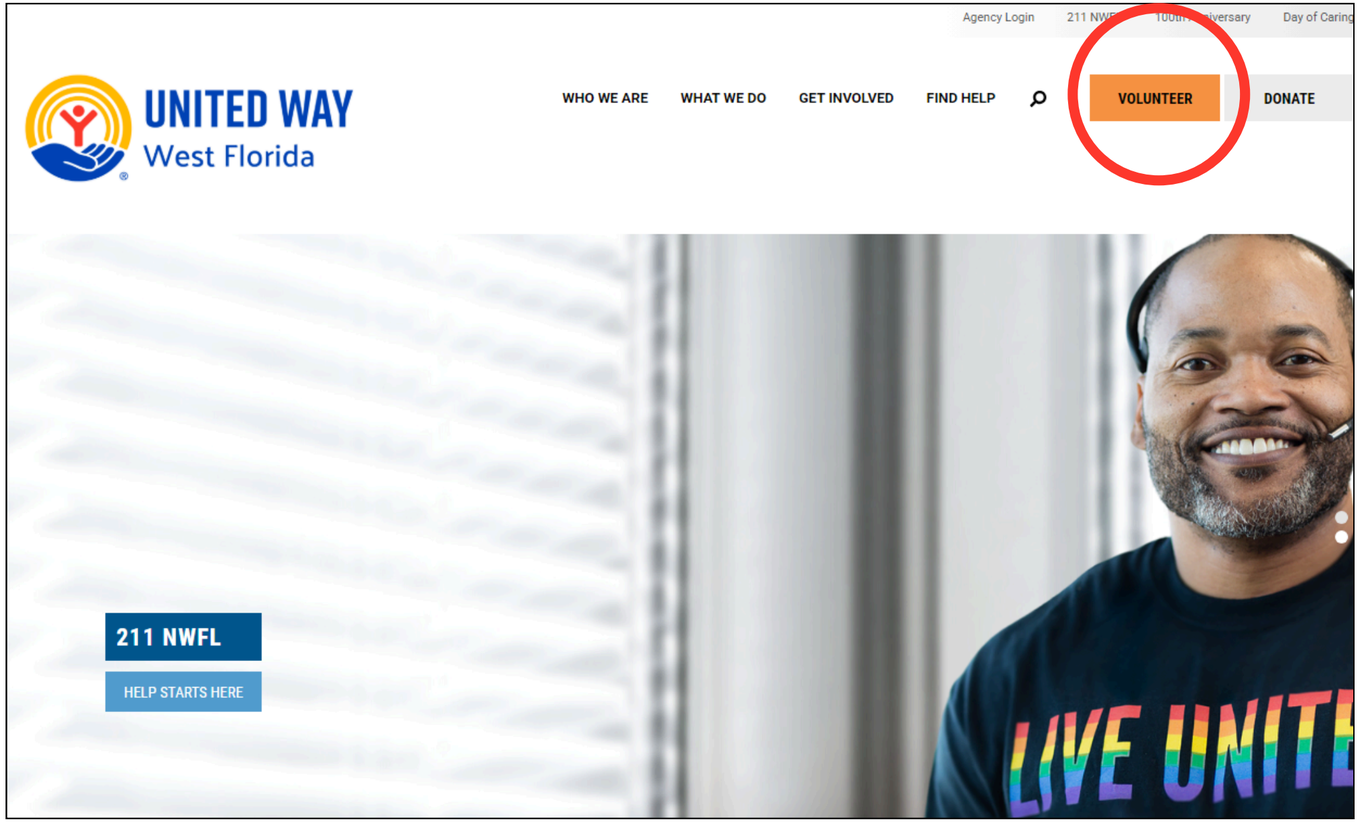
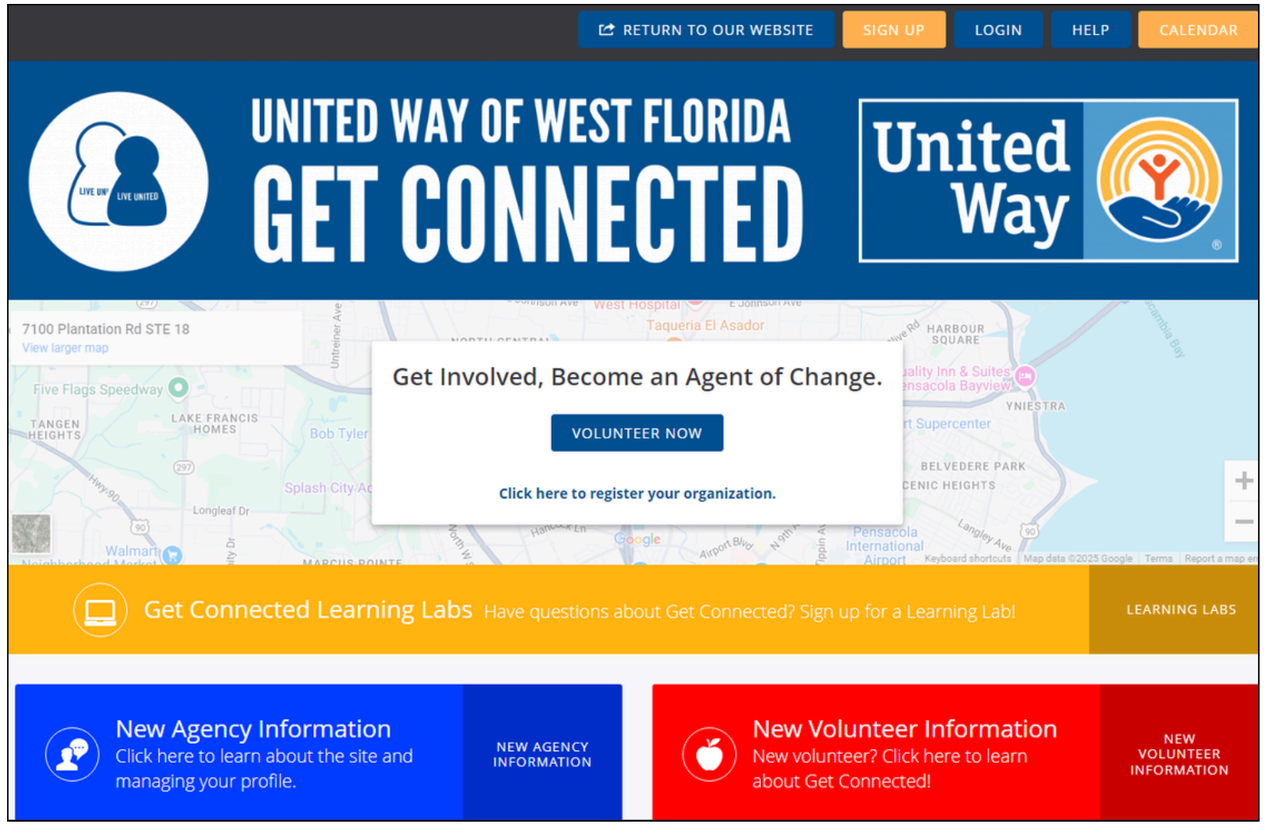
1.Go to United Way of West Florida's (UWWF) homepage at www.uwwf.org.

2.Click the orange **'Volunteer'** button in the upper right-hand corner of the page.



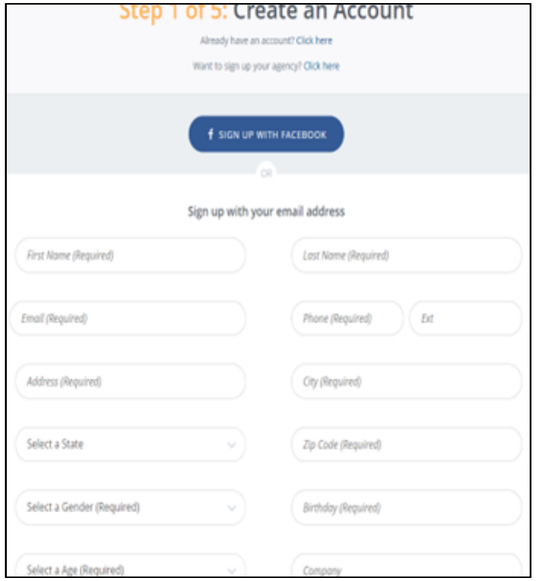
CREATING YOUR VOLUNTEER ACCOUNT

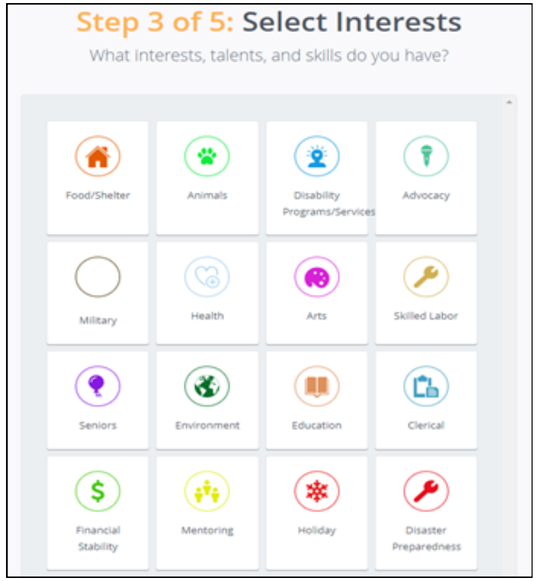


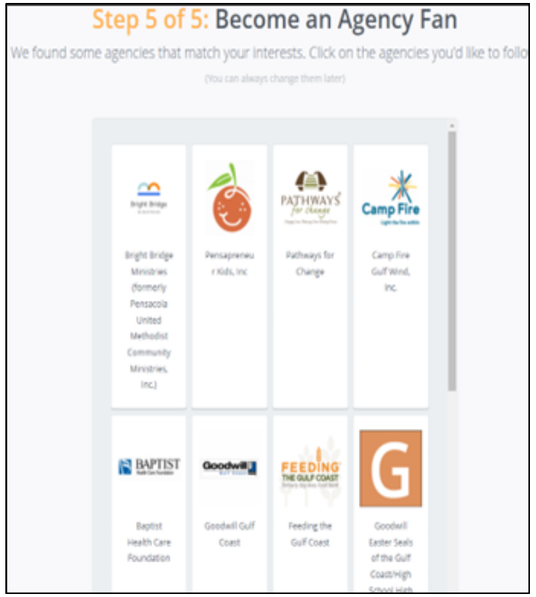
NOTE: This step is only for new users.

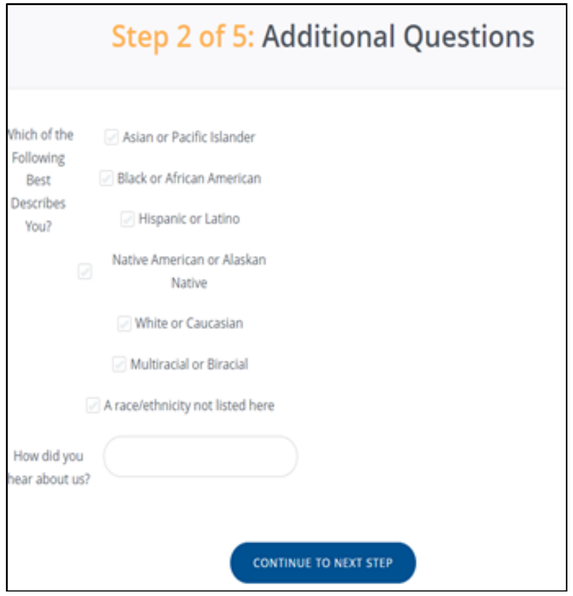
1. Click the orange **'Sign Up'** button near the top right-hand corner.
2. Follow the prompts to complete the five steps to create an account.

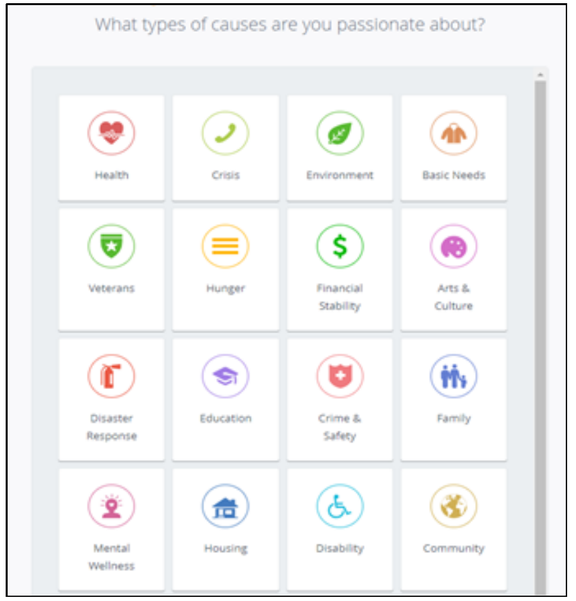
CREATING YOUR VOLUNTEER ACCOUNT ... CONT.











UNITED WAY
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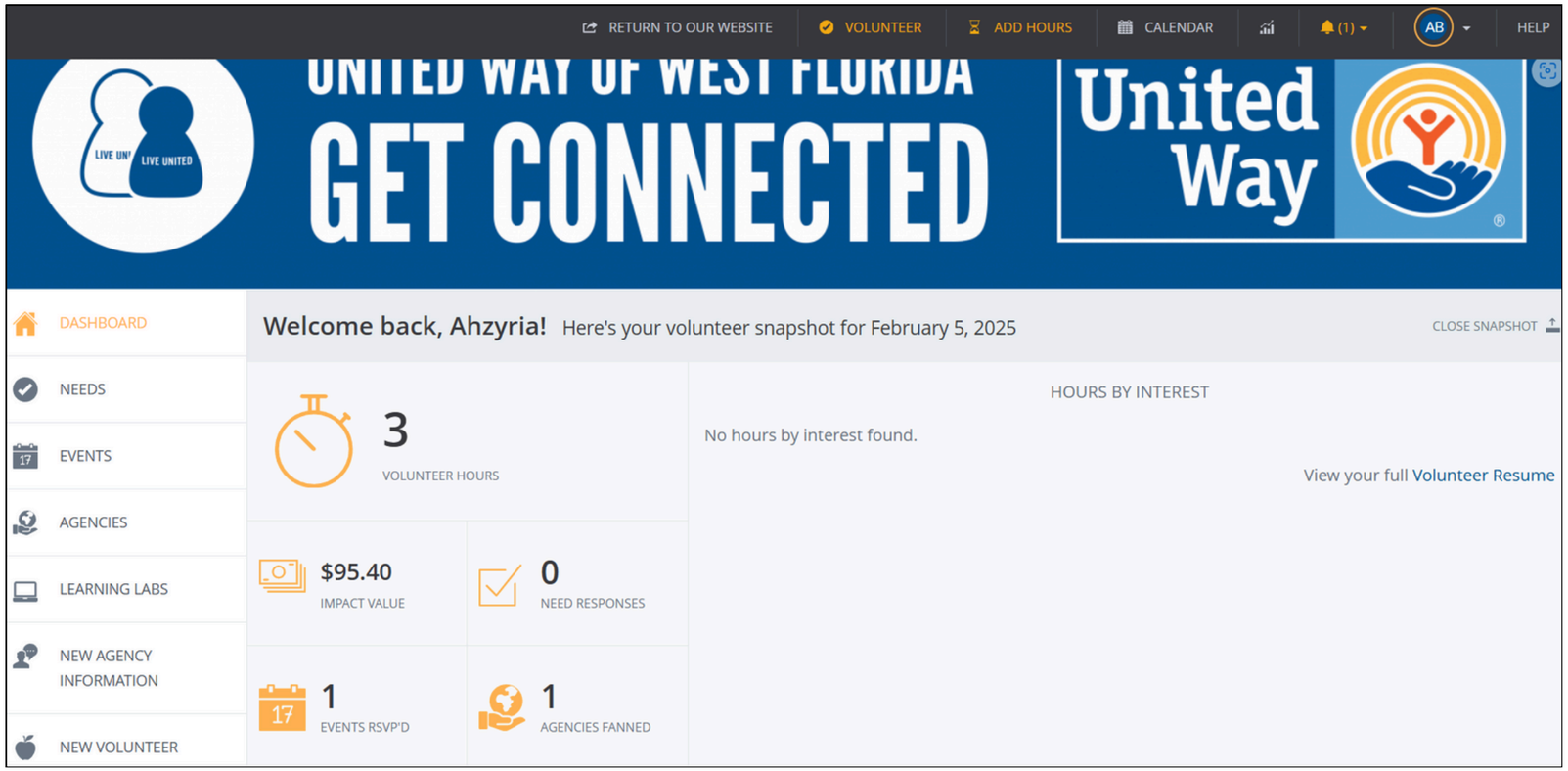
NAVIGATING YOUR VOLUNTEER PROFILE

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.



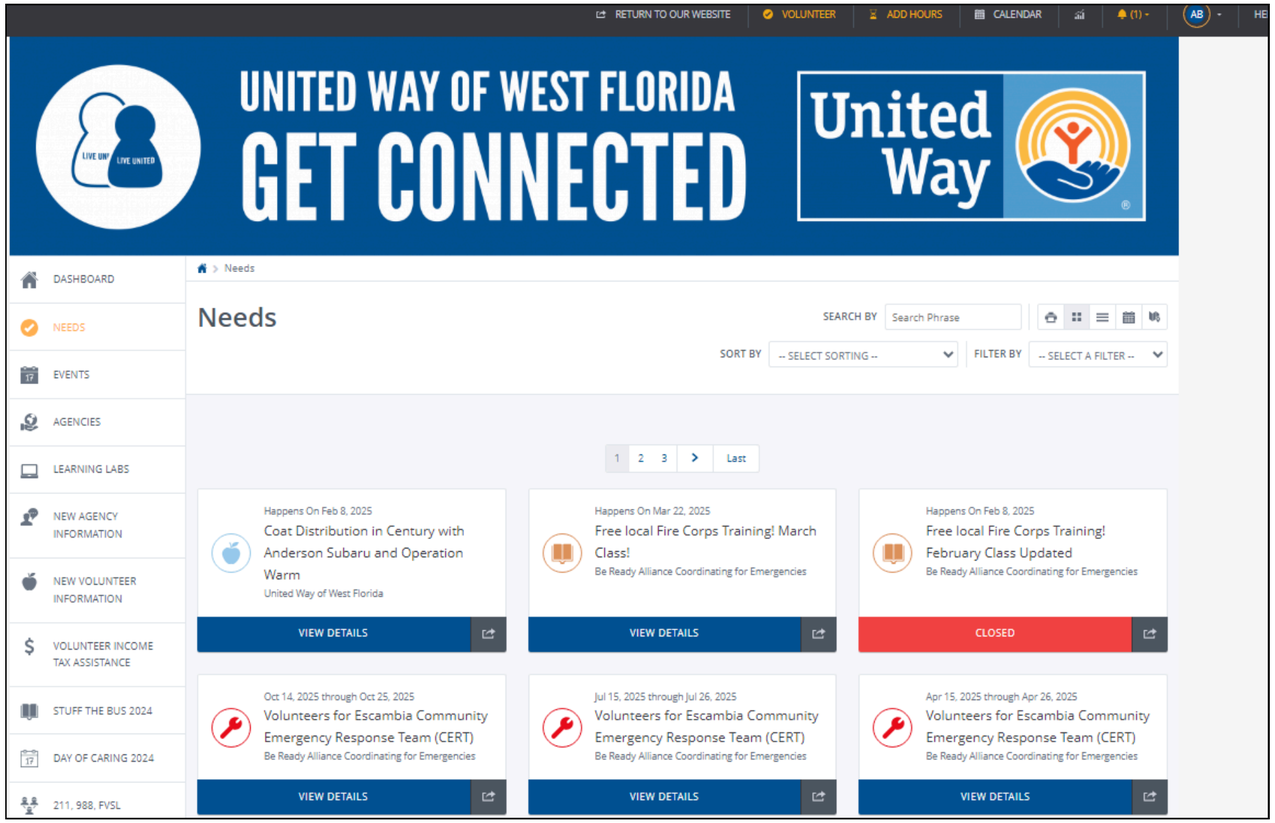
What you can do in the Dashboard:

- 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.

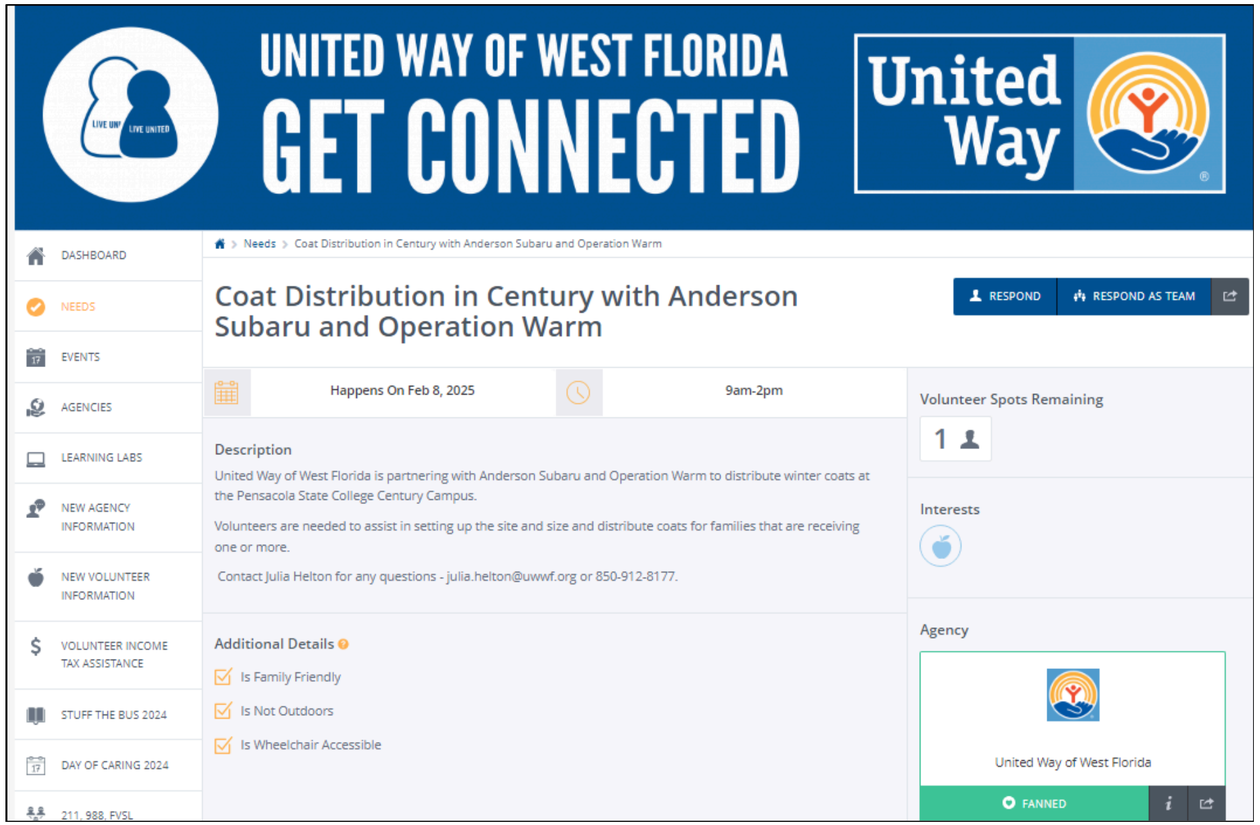
SIGNING UP FOR NEEDS



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.

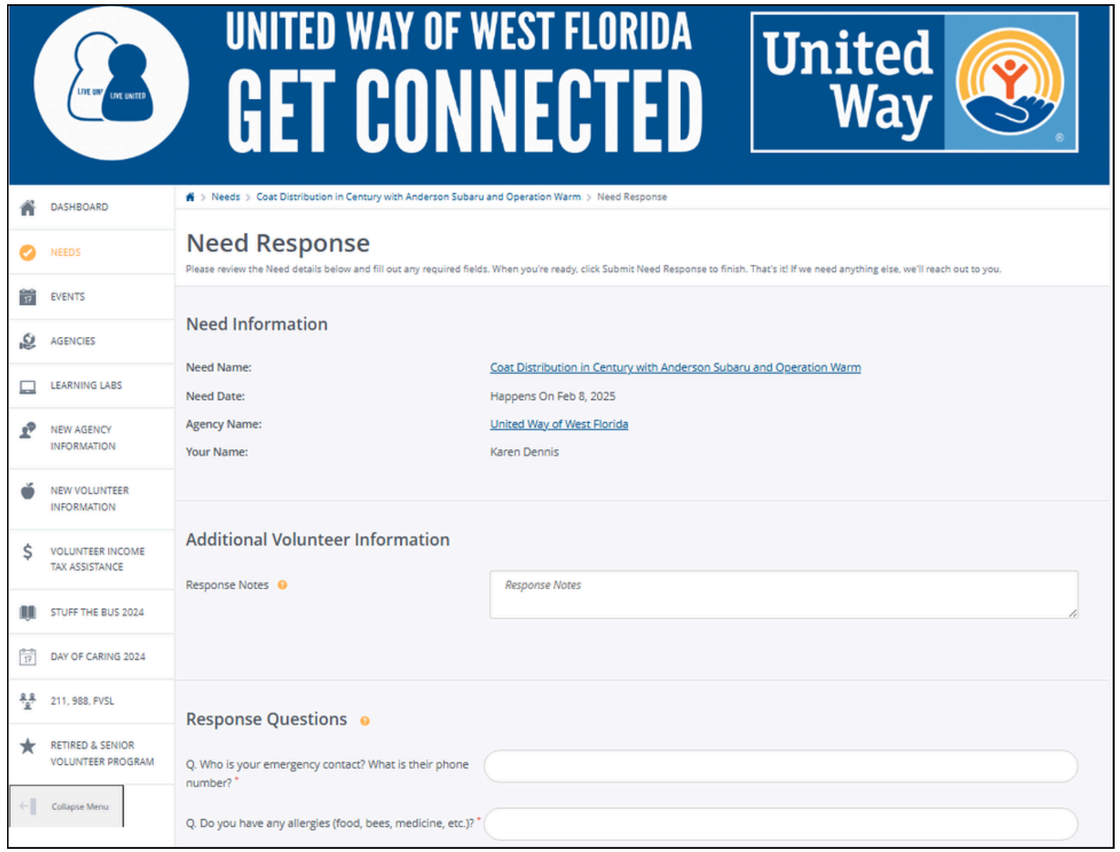
SIGNING UP FOR NEEDS... CONT.



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.



Signing up for a need as an individual volunteer:

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

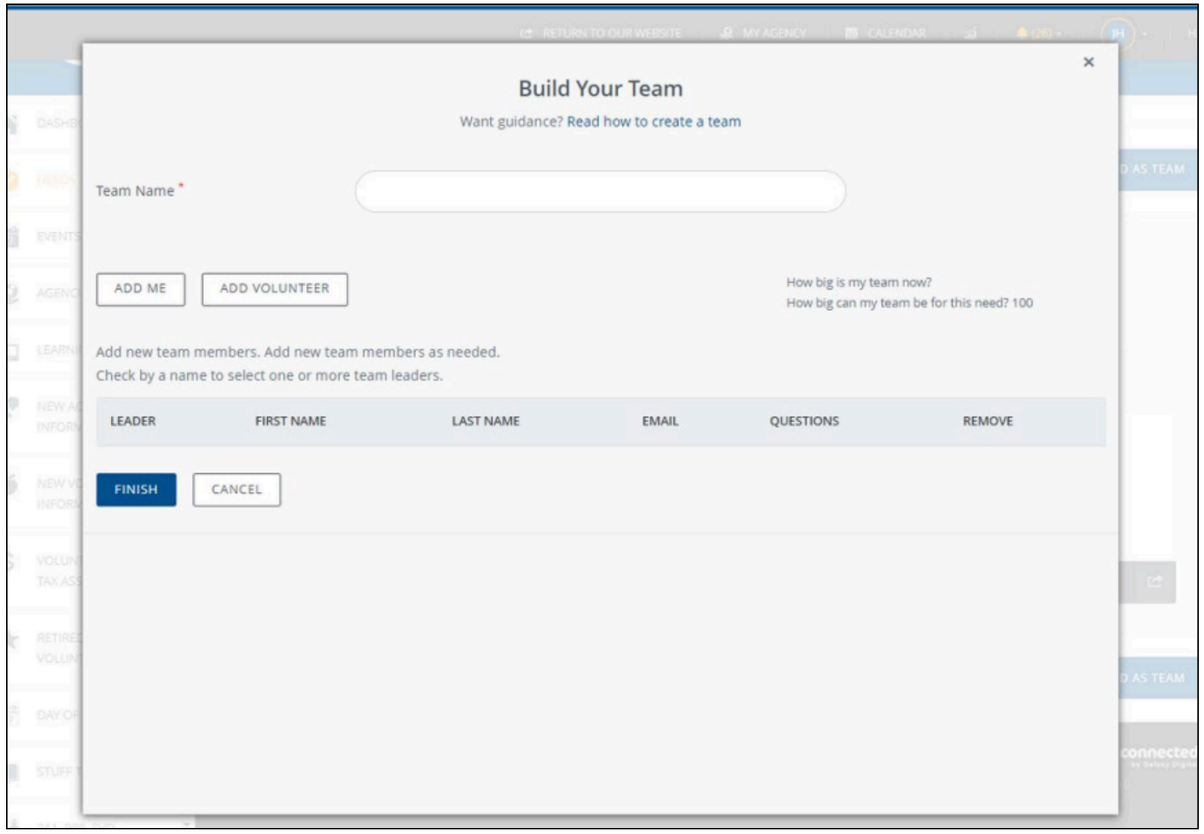
SIGNING UP FOR NEEDS... CONT.

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”.

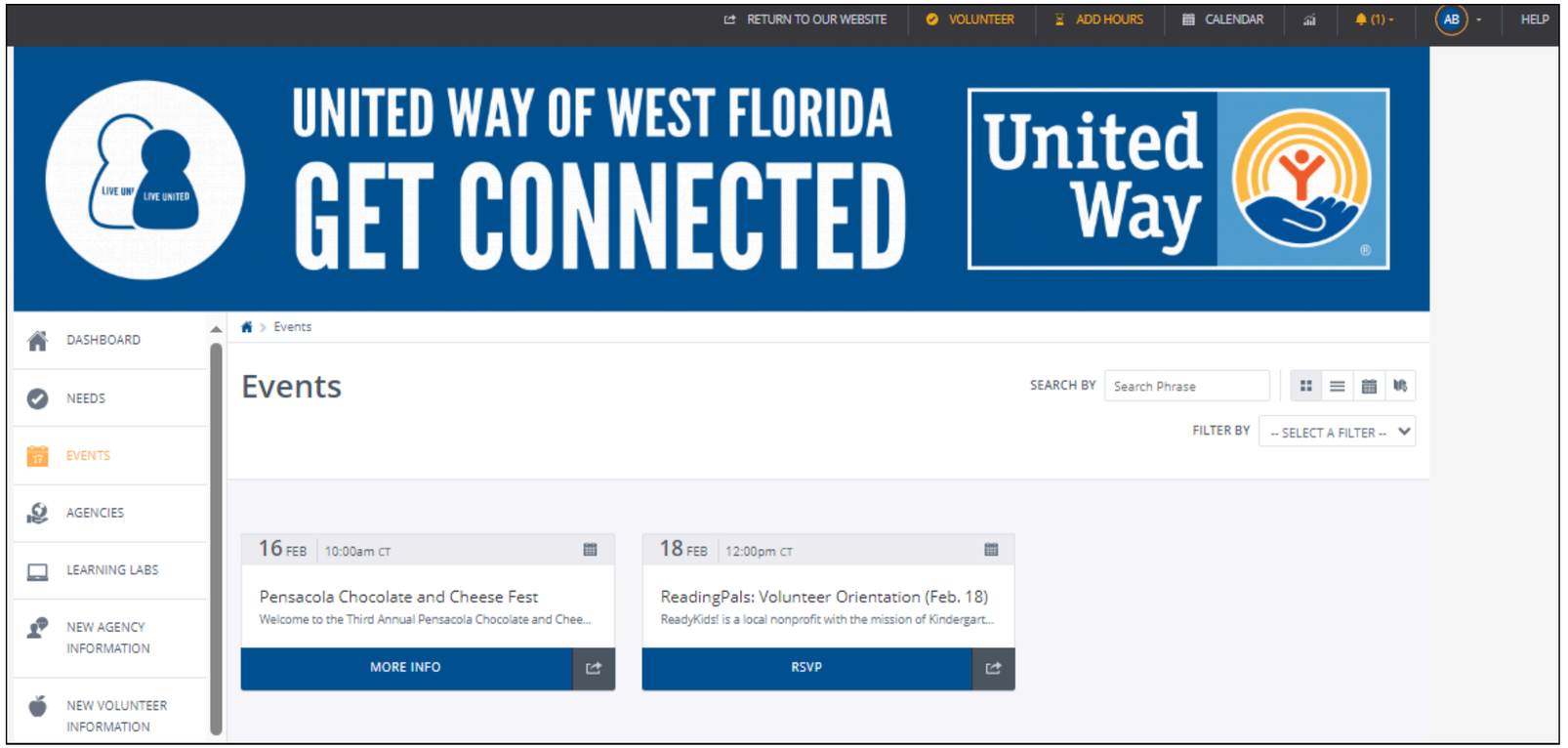
*A volunteer does not need to have a profile to be signed up for a need. Their profile is created once added to the team



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.

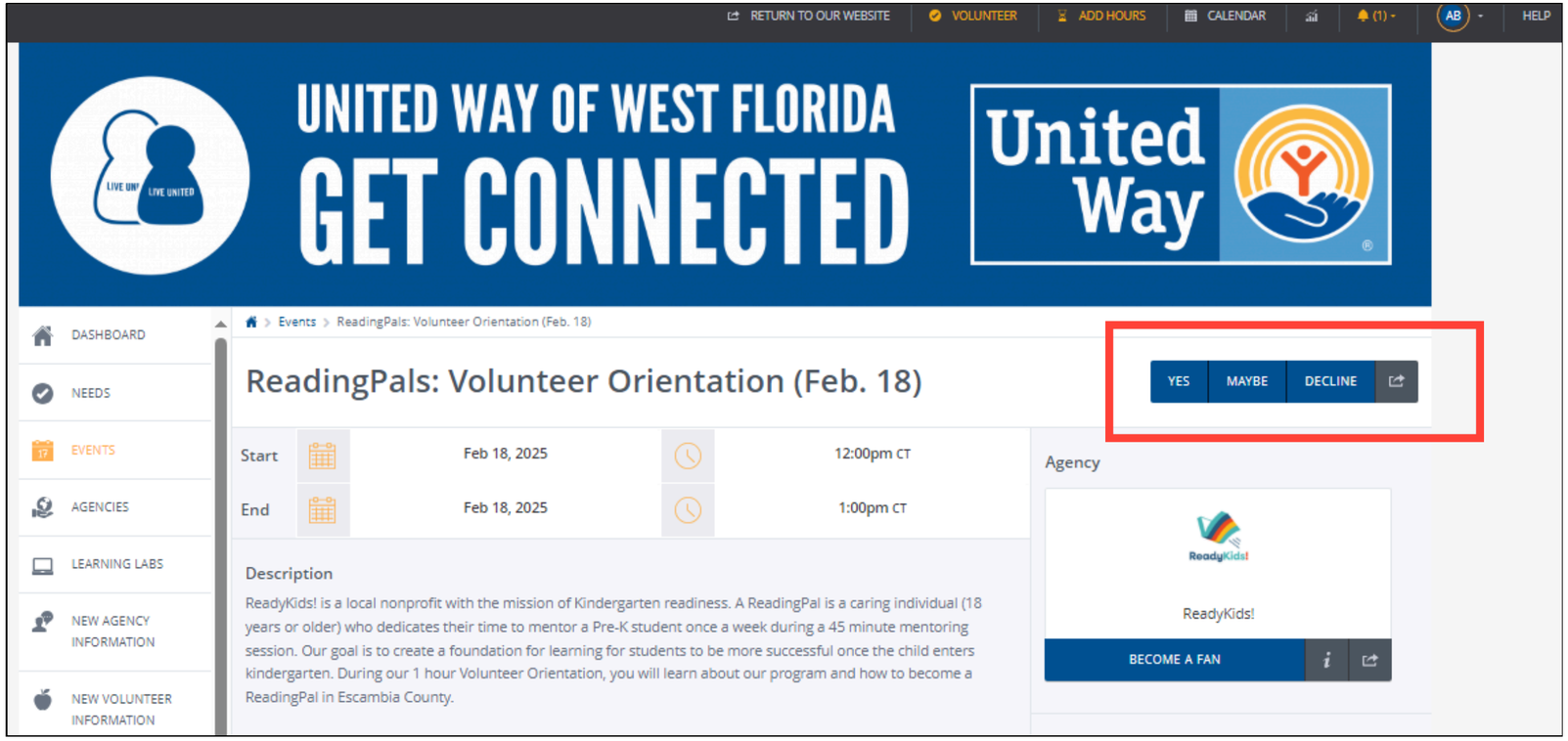


SIGNING UP FOR EVENTS... CONT.

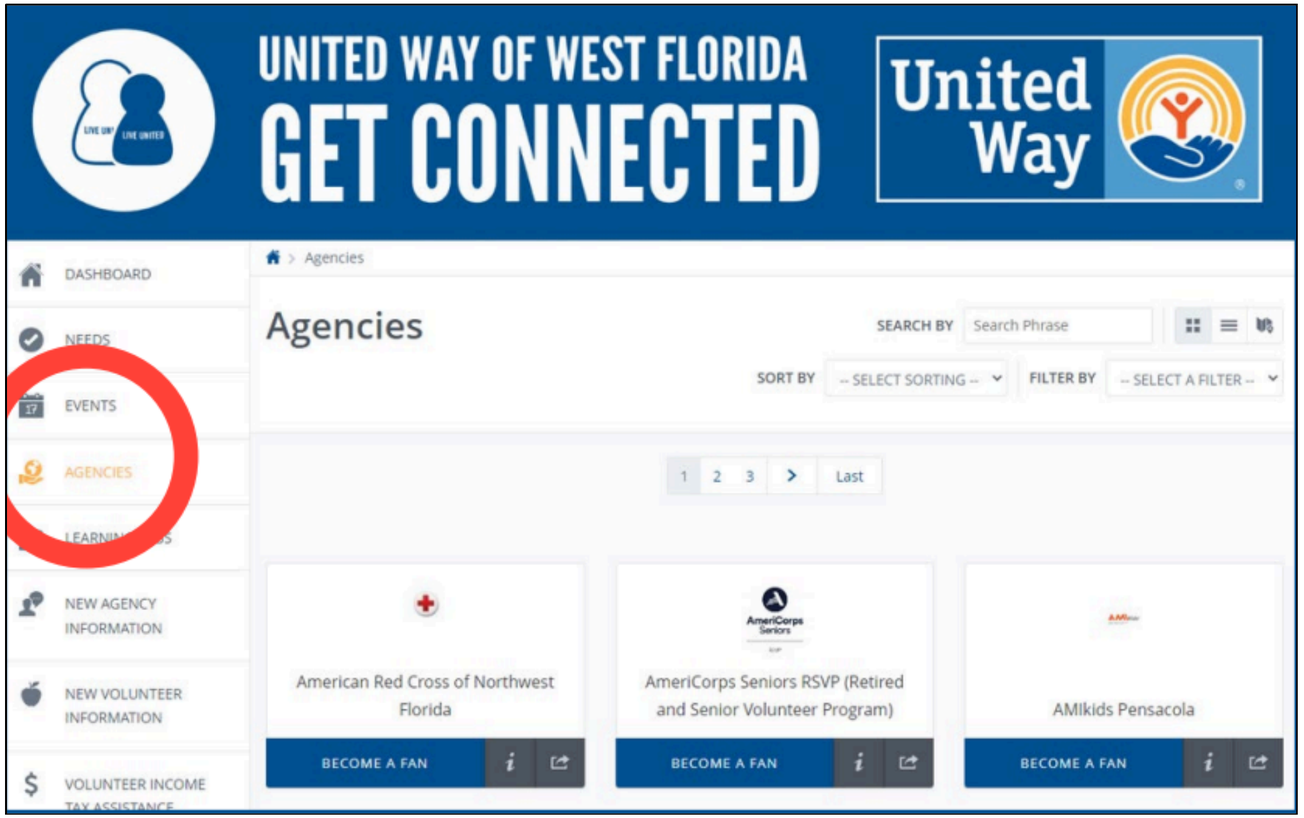
Here is what you'll see:

- 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.

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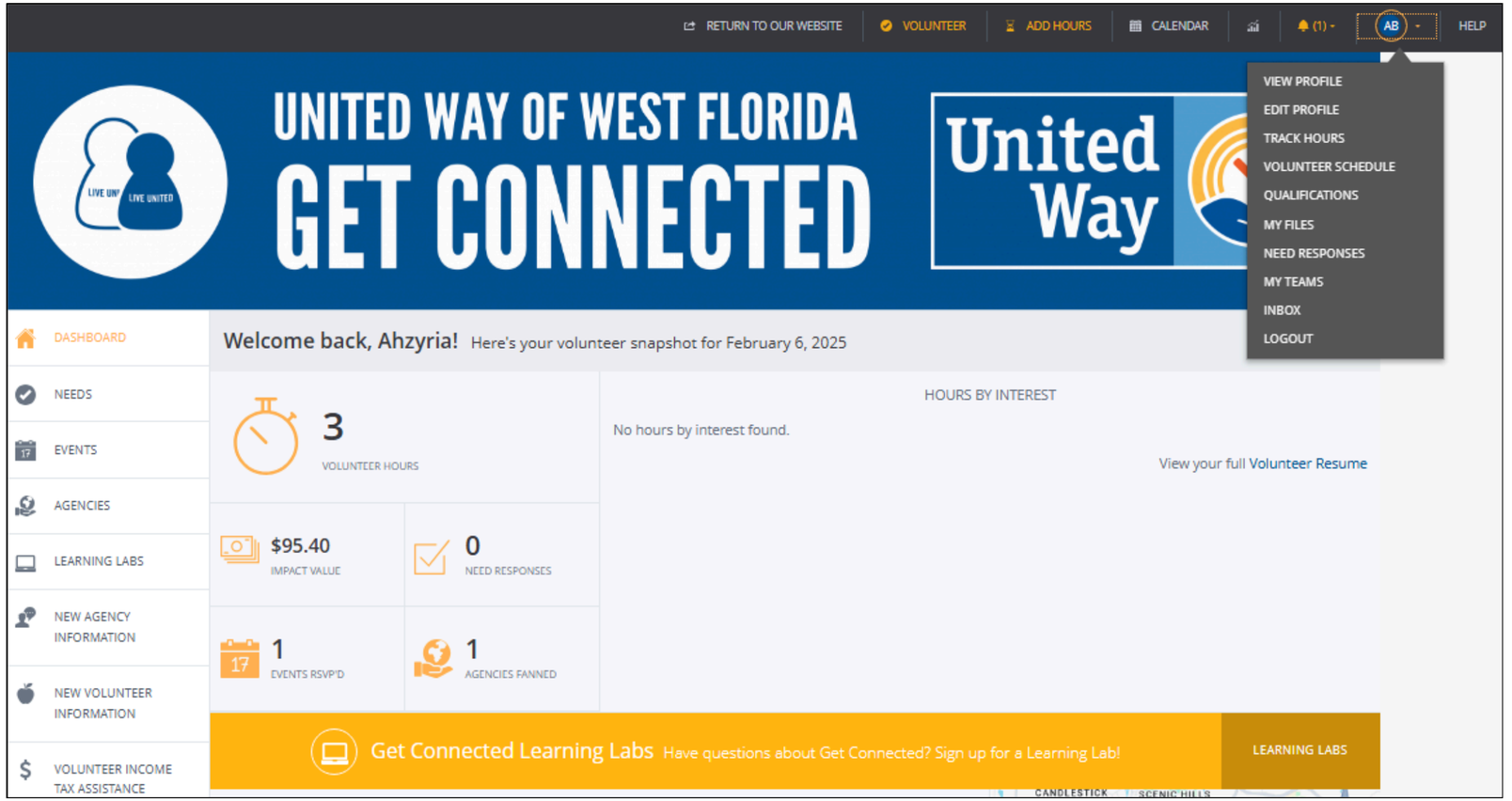
USING OTHER GET CONNECTED FEATURES

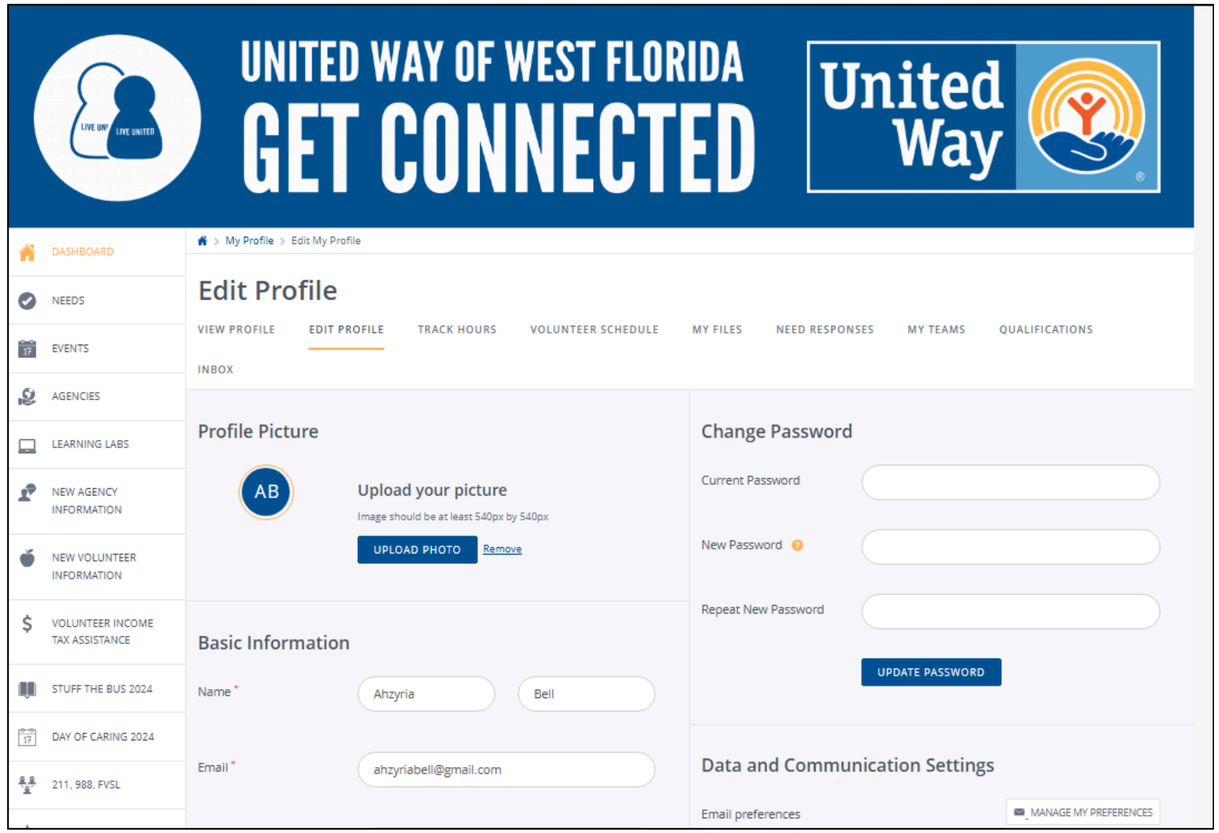
GETTING TO YOUR PROFILE



Getting to your profile:

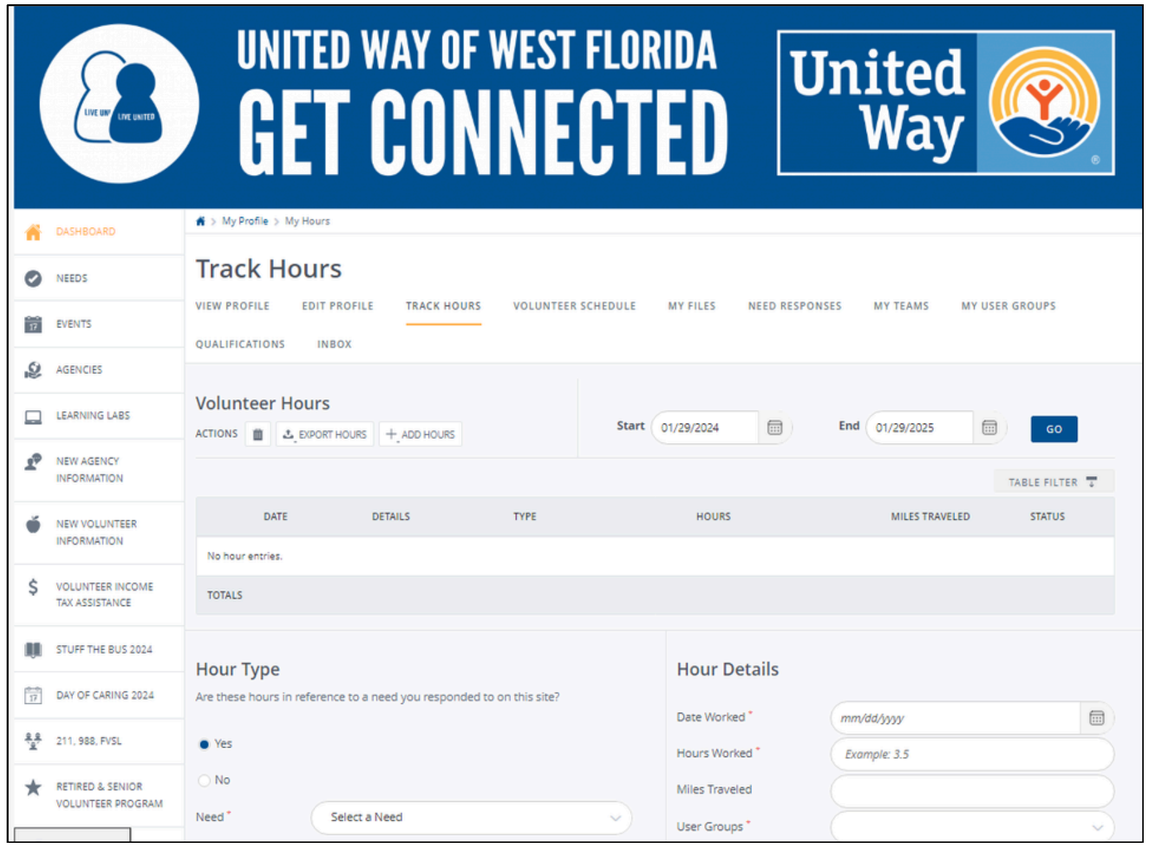
- Click your initials in the top right-hand corner.
- Select where you want to go from the dropdown.

EDIT YOUR PROFILE



- In this section you can:
- Update your profile.
- Select the **“Update”** button in each section after making any changes.

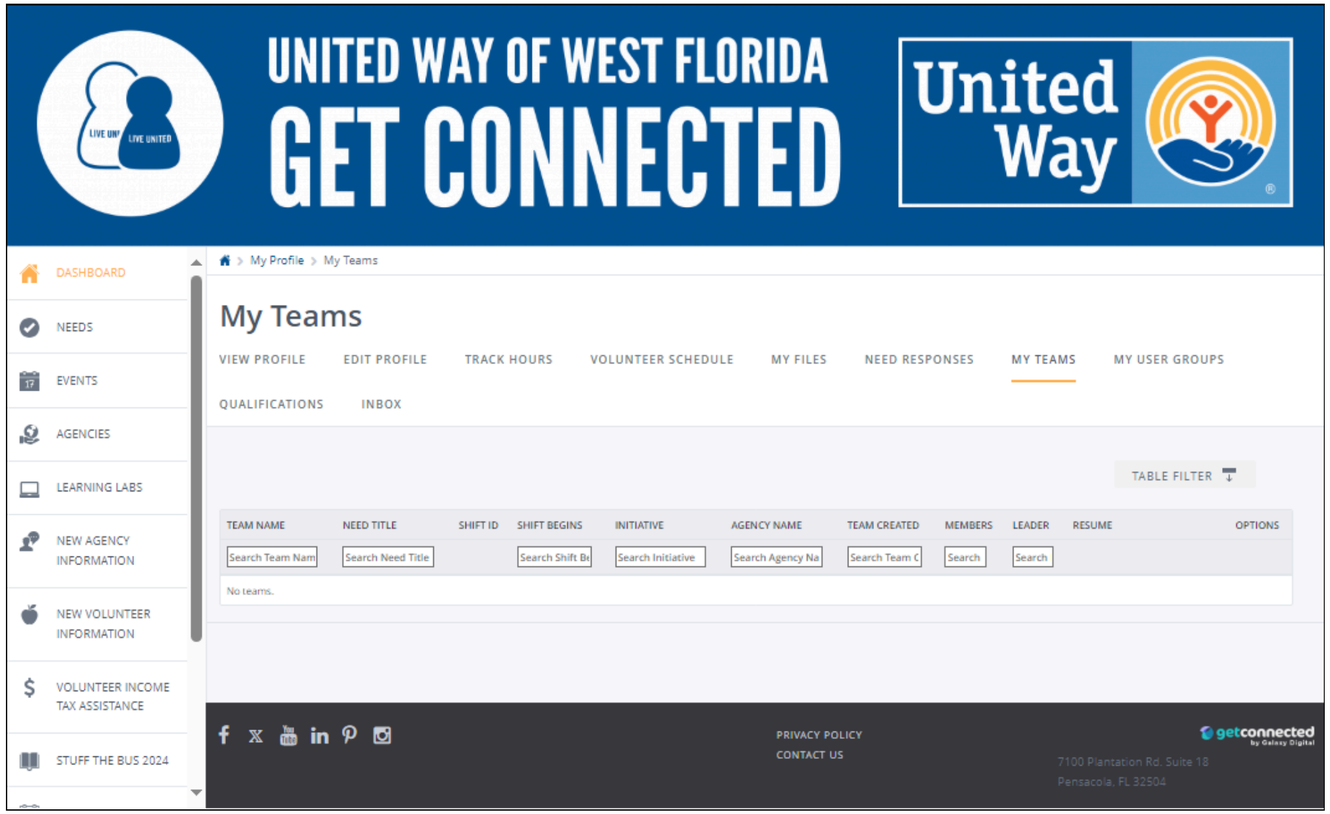
TRACK YOUR VOLUNTEER HOURS



In this section you can:

- Track your volunteer hours by adding entries.
- Add hours for needs that were shared on and off the platform.
- Add **‘Plus-one Hours’** for someone that volunteered with you but doesn’t have a Get Connected account.

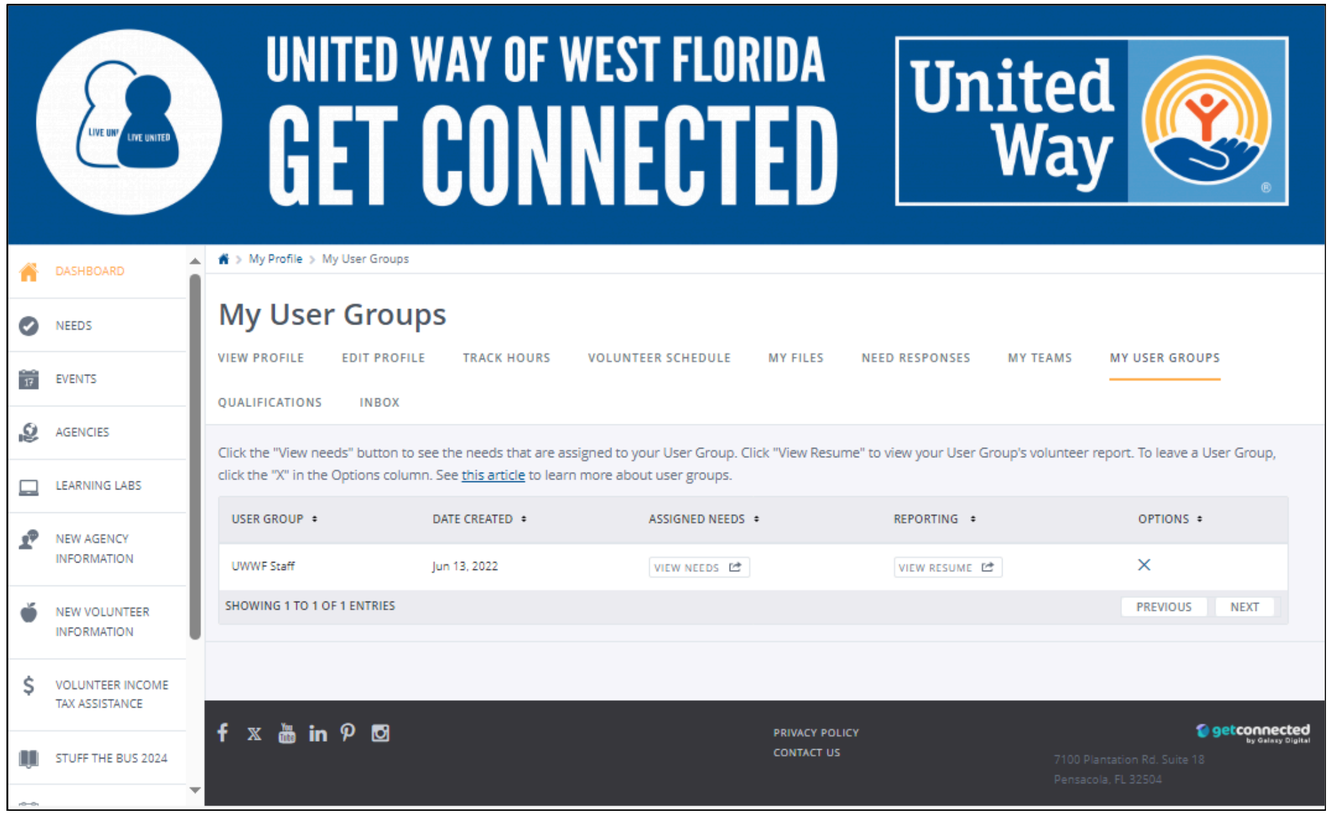
TEAMS



In this section you can:

- Track a group's hours using Teams.
- Team members can be friends, family, or co-workers that volunteer together.
- A Team is created when signing up for a need.

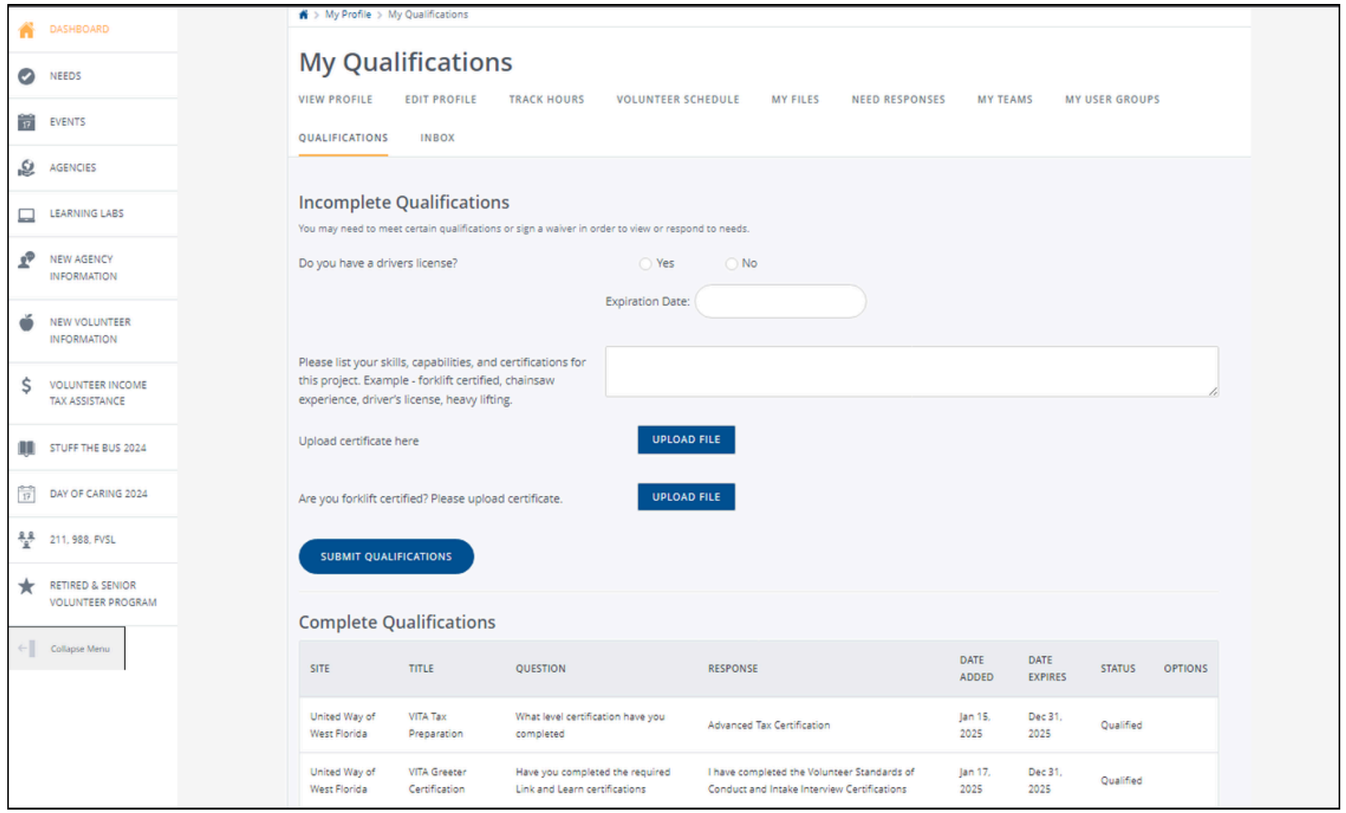
USER GROUPS



In this section, you can:

- User Groups are a good way to track an entire companies volunteer hours.
- View previous needs and pull a resume to share your work.
- If you like a company/club to have a user group, contact Karen Dennis at karen.dennis@uwwf.org to create a User Group.

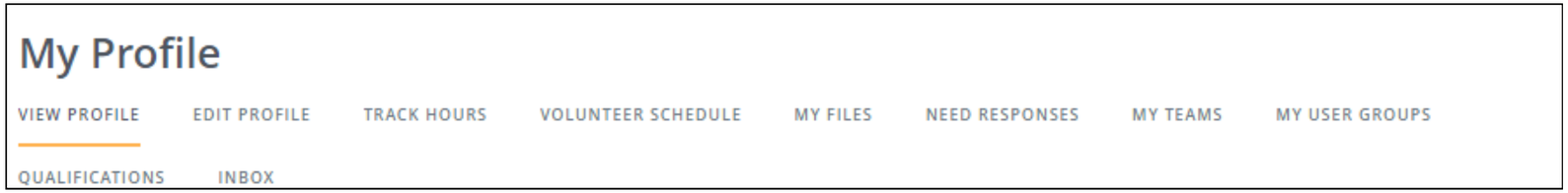
QUALIFICATIONS



- Some projects require certain qualifications for participation.
- Volunteers complete qualifications in this sections.
- Volunteers can also track their completed qualifications.

OTHER FEATURES

- **Volunteer Schedule:** View upcoming needs.
- **My Files:** Upload documents related to volunteering or needs for future reference.
- **Need Responses:** View needs/volunteer opportunities you have signed up for.
- **Inbox:** Reminders and messages about your upcoming needs or events.



UNITED,WE CAN BUILD A BETTER TOMORROW

NEED HELP?

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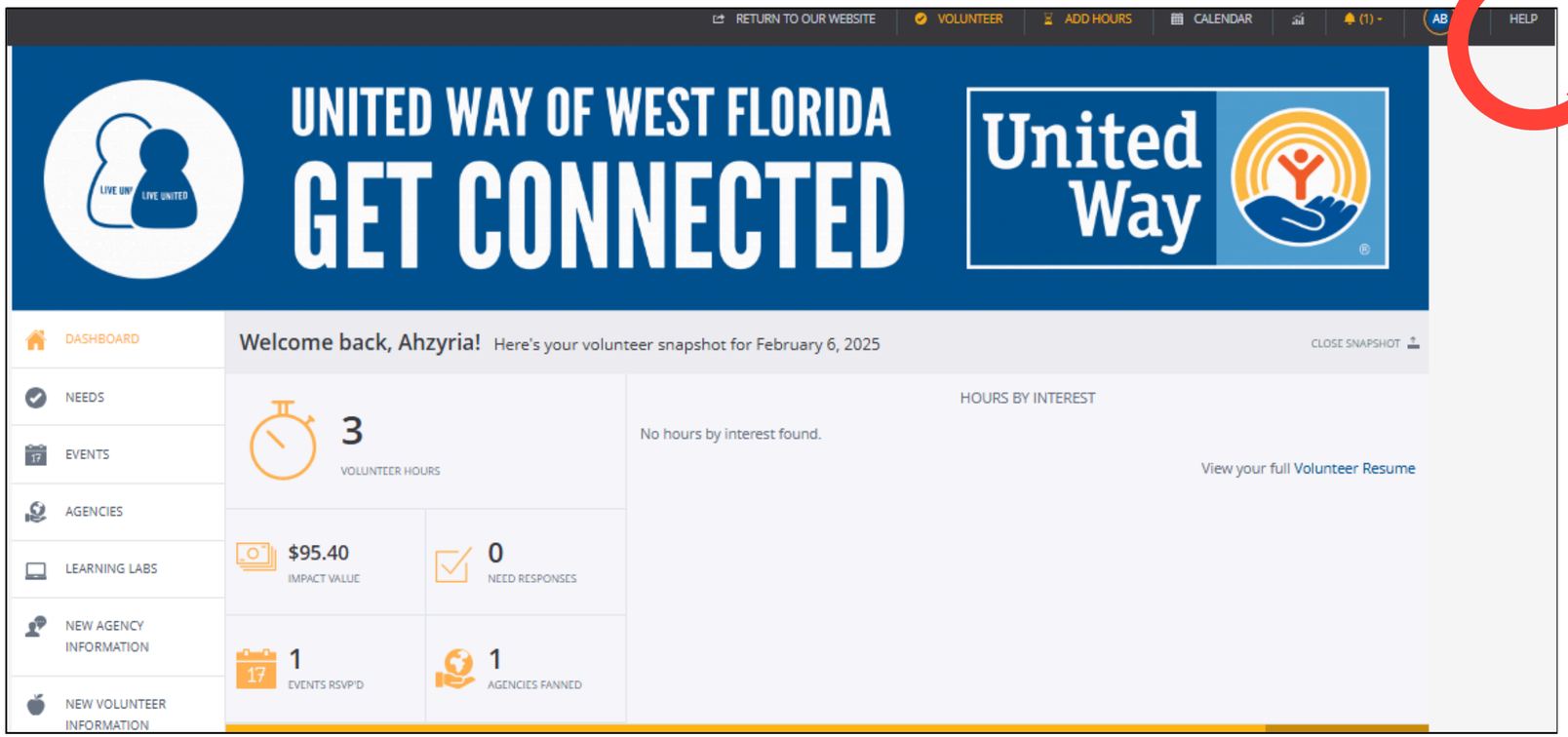
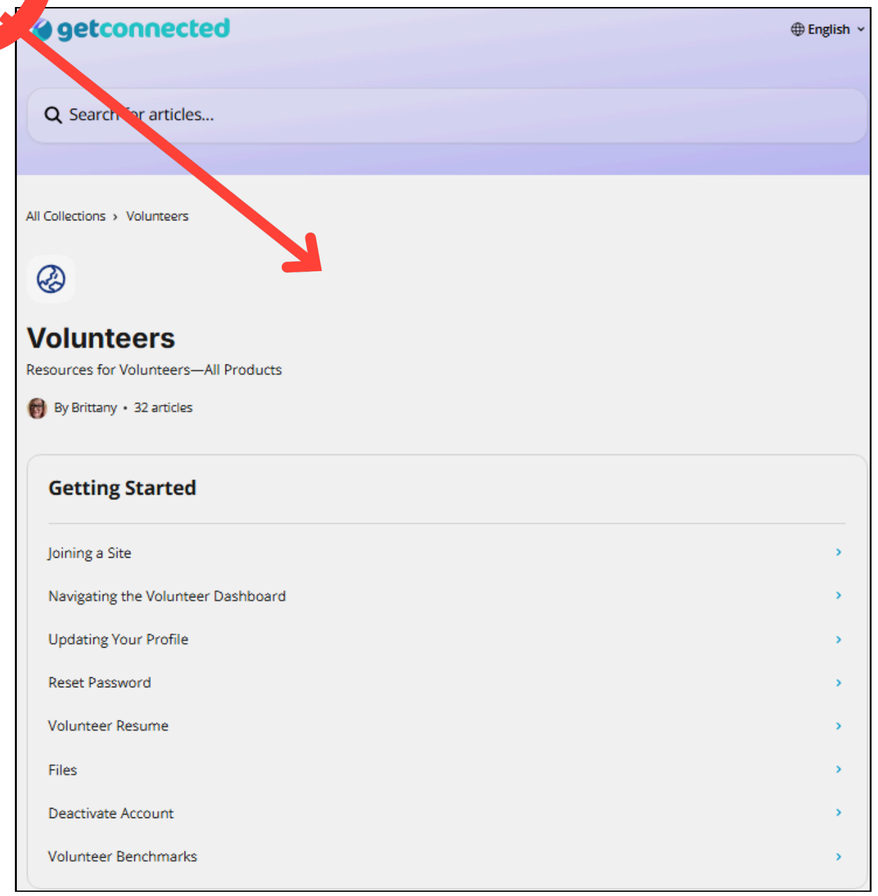
Go to the Get Connected homepage:

- Click 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.