



# GET CONNECTED VOLUNTEER OVERVIEW

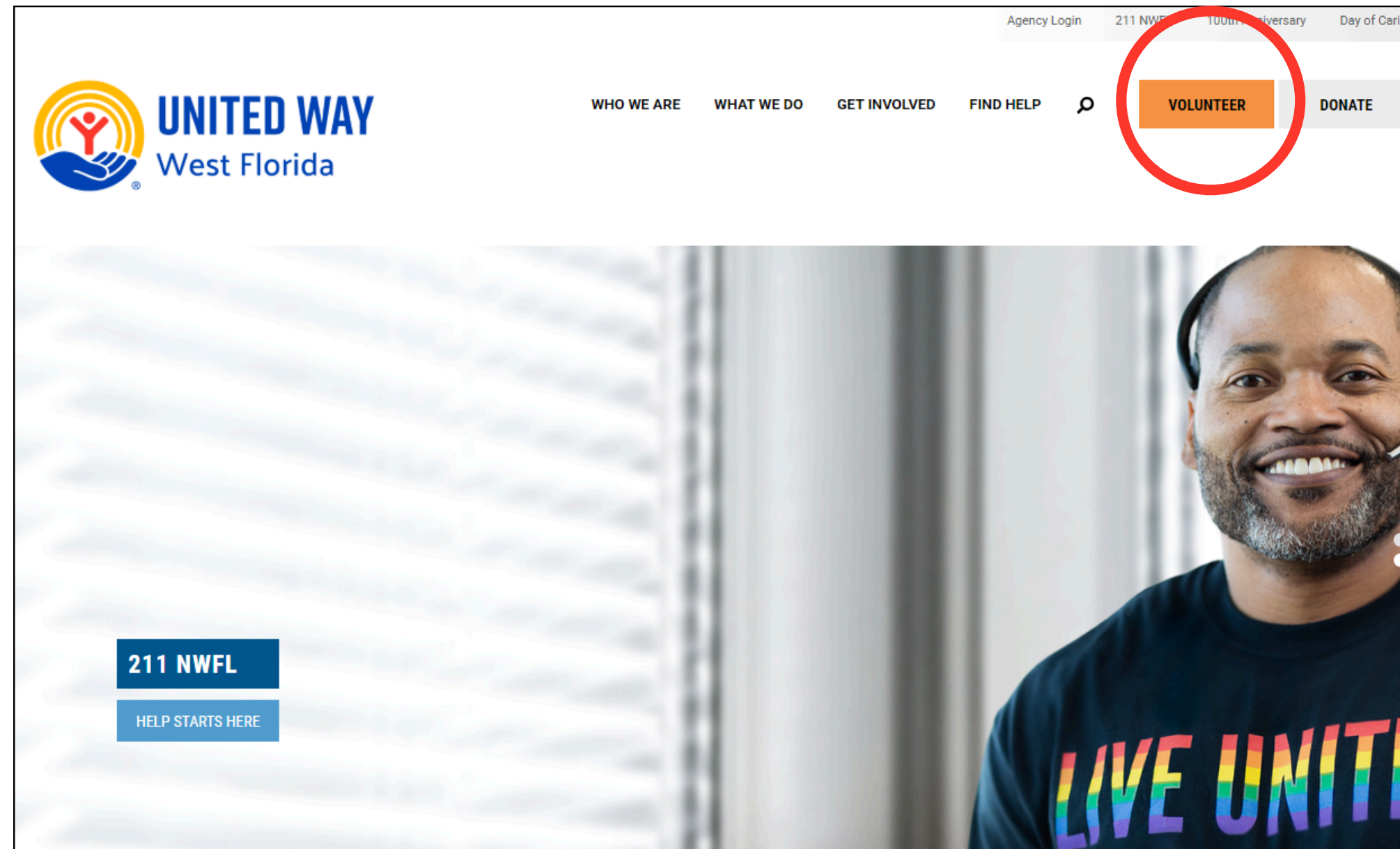
# BY THE END OF THIS OVERVIEW, YOU WILL KNOW HOW TO:

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.

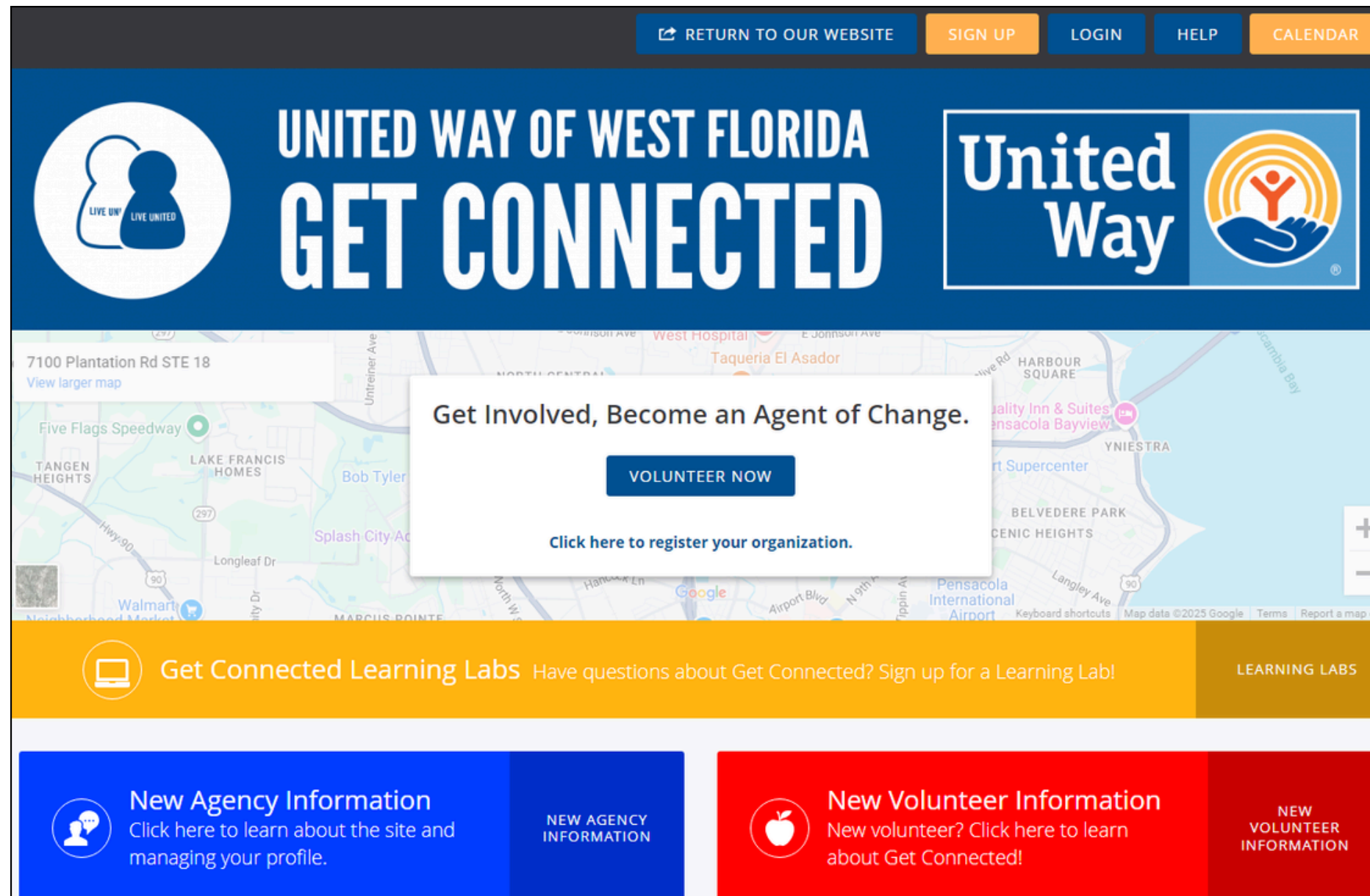
# **ACCESSING GET CONNECTED & CREATING YOUR VOLUNTEER PROFILE**

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

- 1.Go to United Way of West Florida's (UWWF) homepage at [www.uwwf.org](http://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

[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 (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

**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

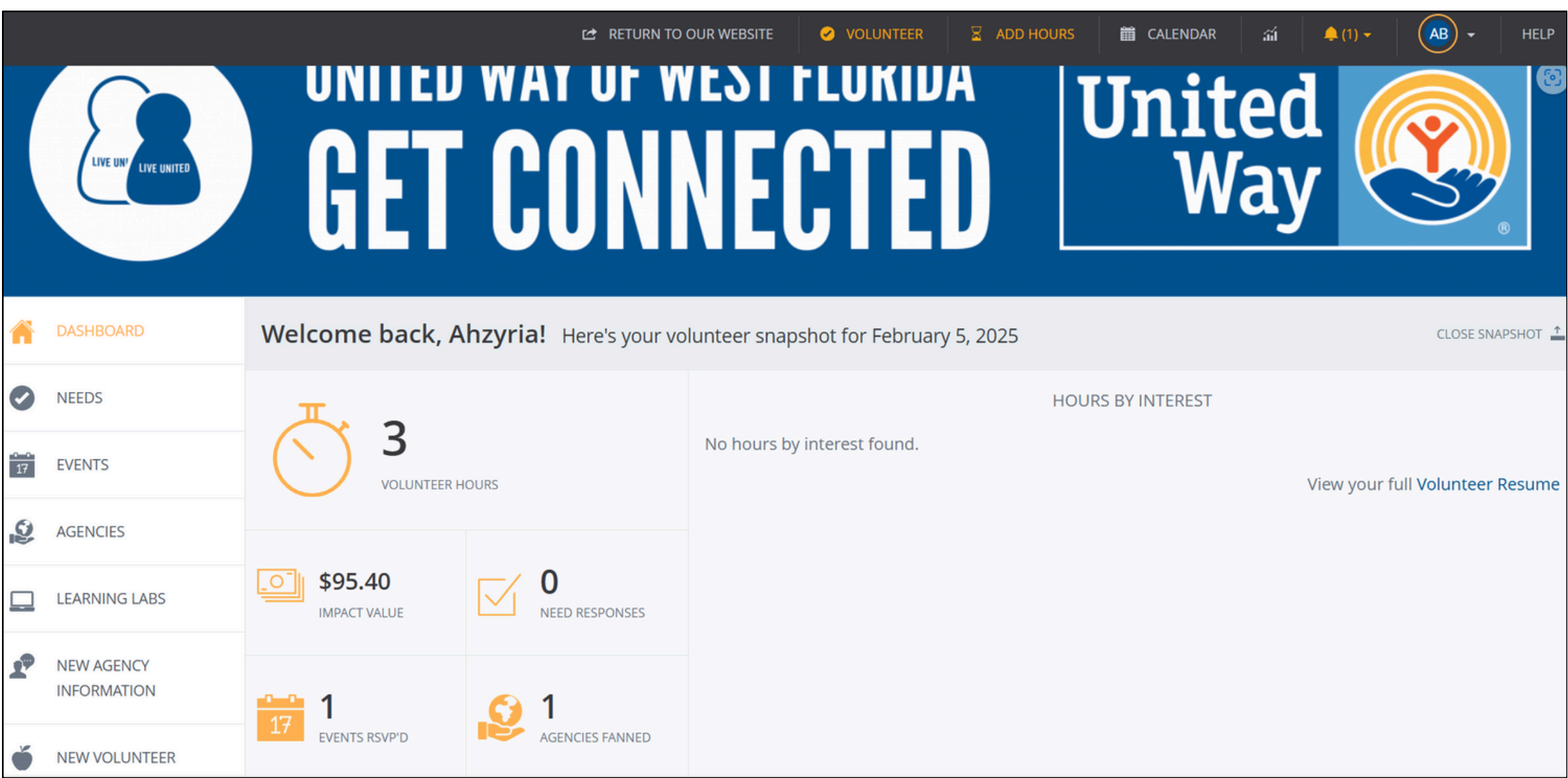
# NAVIGATING THE DASHBOARD



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.



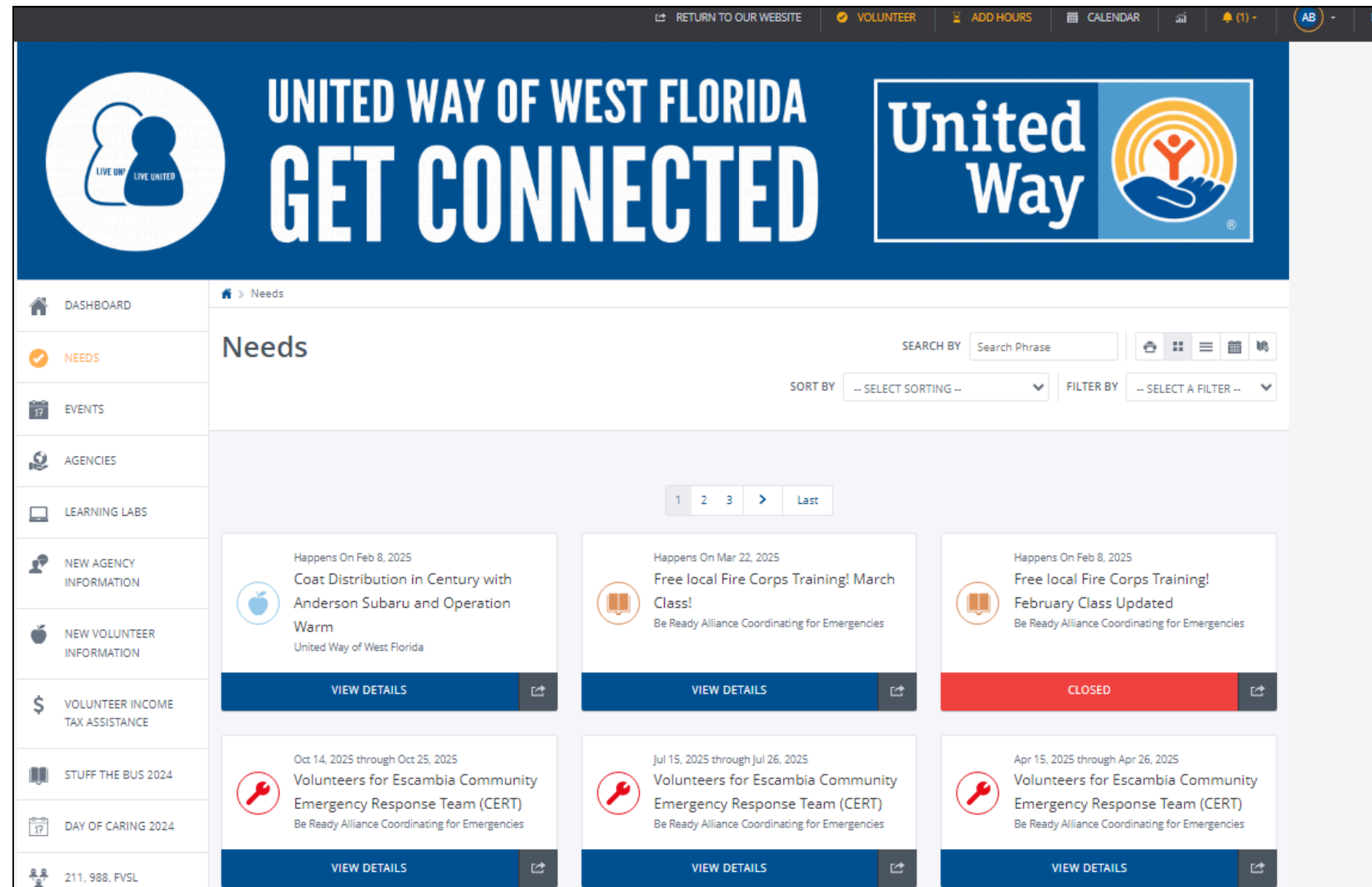
## What you can do in the Dashboard:

- 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.

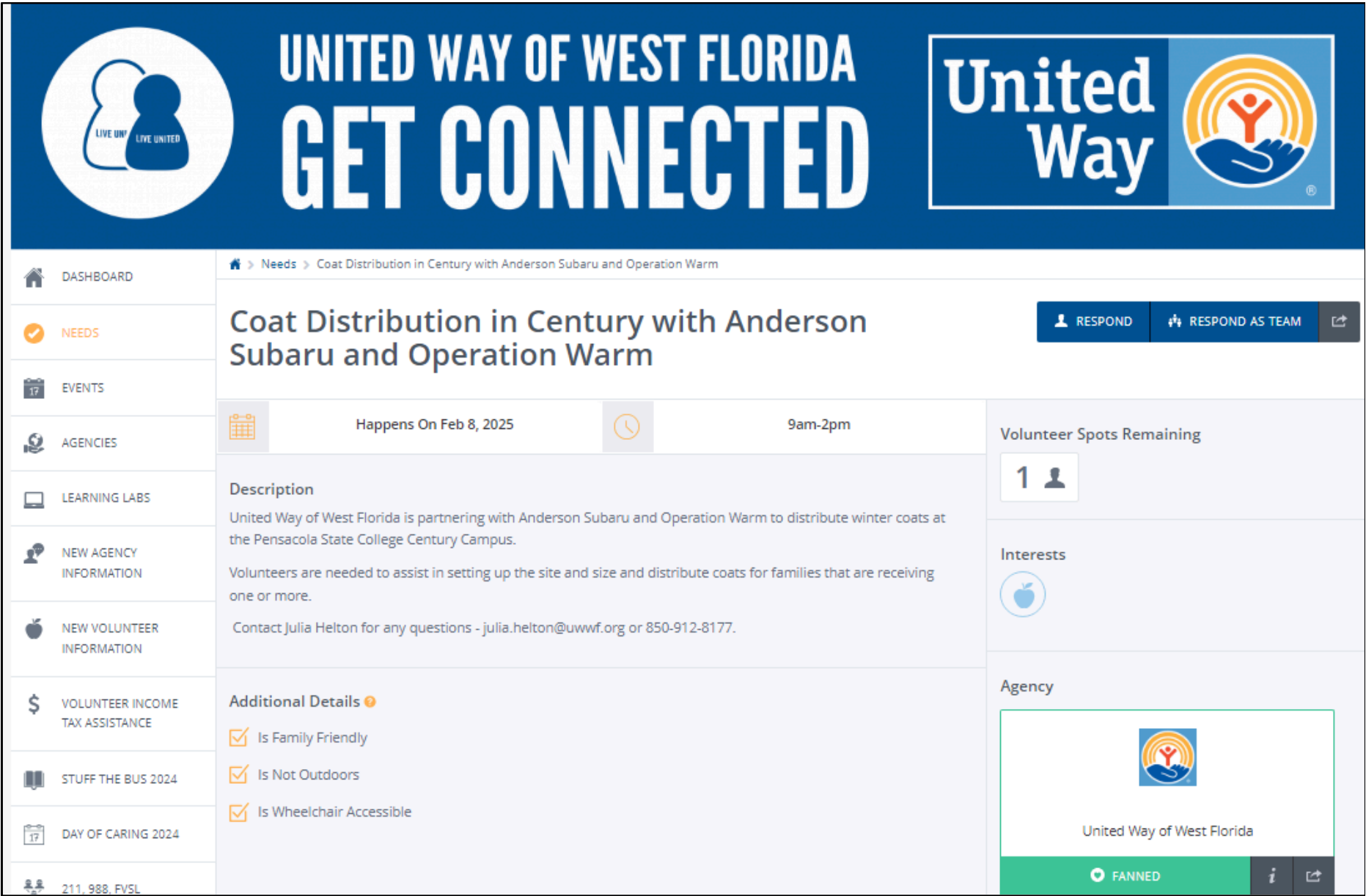
# SIGNING UP FOR NEEDS



## 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



- 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

[Home](#) > [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:

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

The screenshot shows a web application interface with a modal 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 modal contains a form with the following elements:

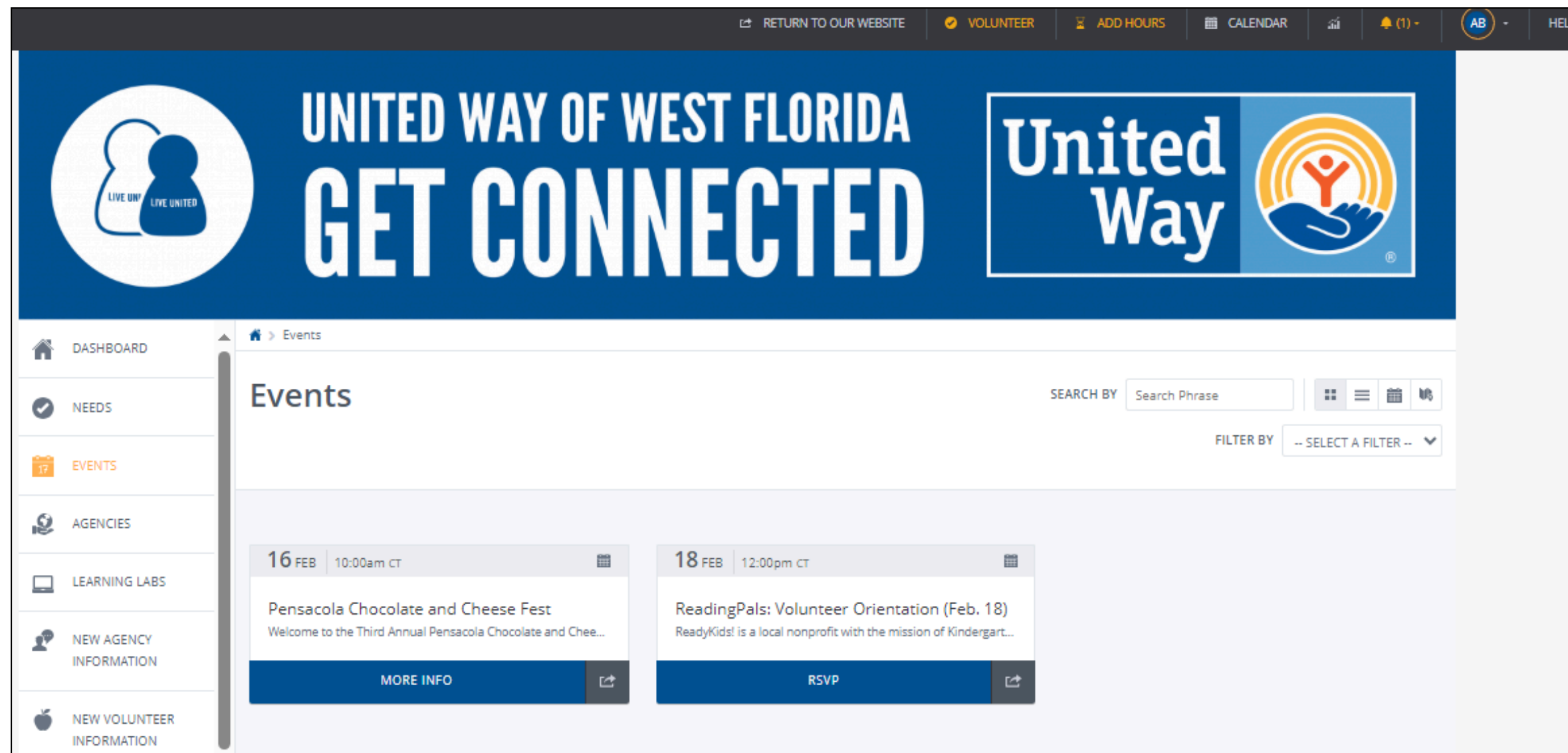
- A "Team Name" label with a red asterisk, followed by a text input field.
- Two buttons: "ADD ME" and "ADD VOLUNTEER".
- Text: "How big is my team now?" and "How big can my team be for this need? 100".
- Text: "Add new team members. Add new team members as needed. Check by a name to select one or more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

The background of the application shows a sidebar with various menu items like DASHBOARD, NEEDS, EVENTS, AGENCY, LEARNING, NEW AG, NEW VO, VOLUN, TAX ASS, RETIRED, VOLUN, DAY OF, and STUFF.

# 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.

UNITED WAY OF WEST FLORIDA  
**GET CONNECTED**

United Way

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (1) AB HELP

Events > ReadingPals: Volunteer Orientation (Feb. 18)

### ReadingPals: Volunteer Orientation (Feb. 18)

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.

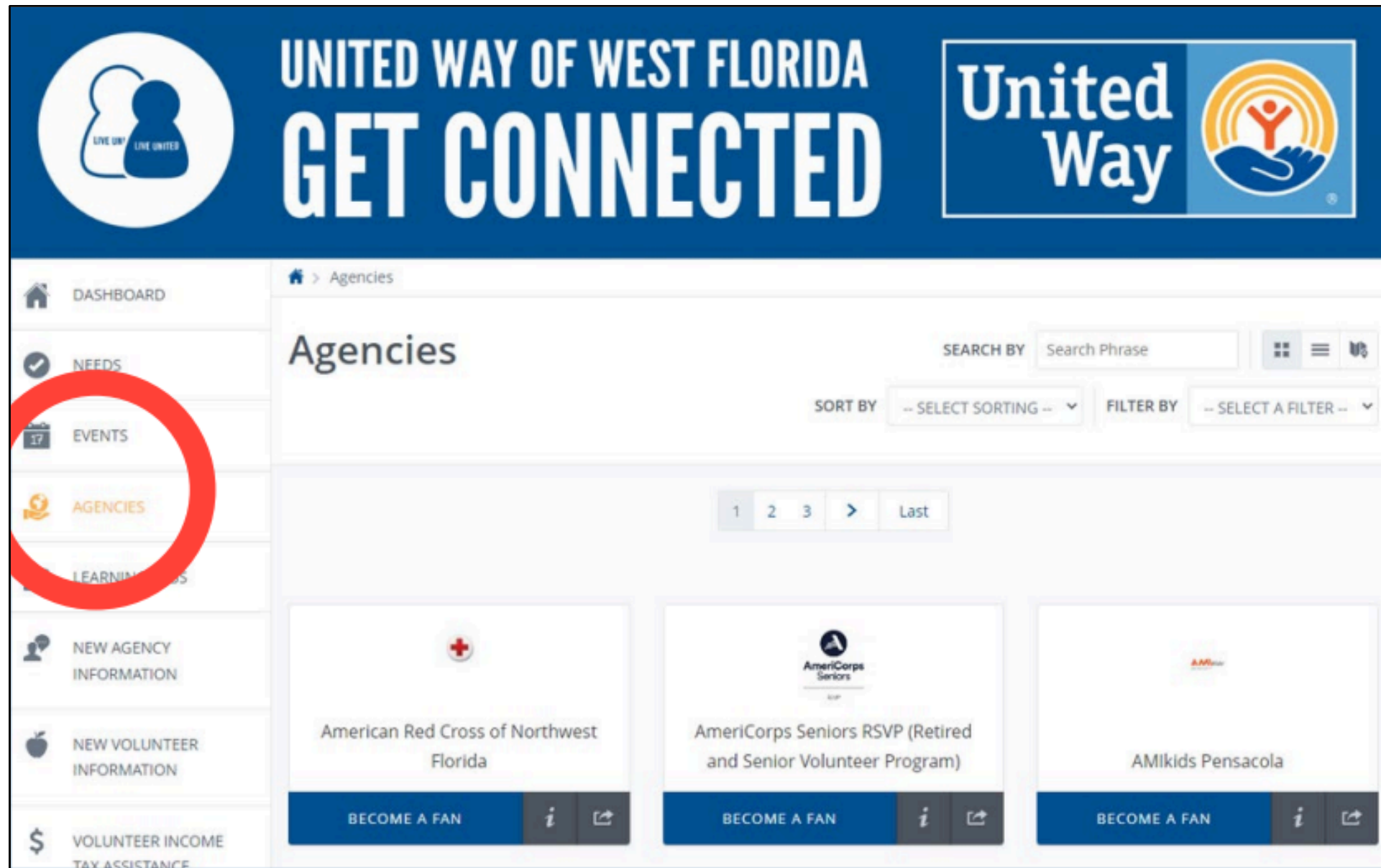
**Agency**

ReadyKids!

BECOME A FAN

YES MAYBE DECLINE

# 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.



# USING OTHER GET CONNECTED FEATURES

# GETTING TO YOUR PROFILE

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (1) AB HELP

**UNITED WAY OF WEST FLORIDA**  
**GET CONNECTED**

United Way

VIEW PROFILE  
EDIT PROFILE  
TRACK HOURS  
VOLUNTEER SCHEDULE  
QUALIFICATIONS  
MY FILES  
NEED RESPONSES  
MY TEAMS  
INBOX  
LOGOUT

**DASHBOARD**

Needs  
Events  
Agencies  
Learning Labs  
New Agency Information  
New Volunteer Information  
Volunteer Income Tax Assistance

Welcome back, Ahzyria! Here's your volunteer snapshot for February 6, 2025

**3**  
VOLUNTEER HOURS

**\$95.40**  
IMPACT VALUE

**0**  
NEED RESPONSES

**1**  
EVENTS RSVP'D

**1**  
AGENCIES FANNED

HOURS BY INTEREST  
No hours by interest found.  
[View your full Volunteer Resume](#)

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

## 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



UNITED WAY OF WEST FLORIDA  
GET CONNECTED

United Way



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DAY OF CARING 2024

211, 988, FVSL

My Profile > Edit My Profile

Edit Profile

VIEW PROFILE

EDIT PROFILE

TRACK HOURS

VOLUNTEER SCHEDULE

MY FILES


NEED RESPONSES

MY TEAMS

QUALIFICATIONS

INBOX

Profile Picture



Upload your picture

Image should be at least 540px by 540px

UPLOAD PHOTO

Remove

Basic Information

Name \*

Ahzyria

Bell

Email \*

ahzyriabell@gmail.com

Change Password

Current Password

New Password 

Repeat New Password

UPDATE PASSWORD


Data and Communication Settings

Email preferences

MANAGE MY PREFERENCES


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

# TRACK YOUR VOLUNTEER HOURS



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GET CONNECTED

United Way



DASHBOARD

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RETIRED & SENIOR VOLUNTEER PROGRAM

My Profile > My Hours

Track Hours

VIEW PROFILE

EDIT PROFILE

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MY TEAMS

MY USER GROUPS

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Volunteer Hours

ACTIONS

EXPORT HOURS

ADD HOURS

Start

01/29/2024

End

01/29/2025

GO

TABLE FILTER

DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
No hour entries.					
TOTALS					

Hour Type

Are these hours in reference to a need you responded to on this site?

Yes

No

Need

Select a Need

Hour Details

Date Worked

mm/dd/yyyy

Hours Worked

Example: 3.5


Miles Traveled

User Groups

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



UNITED WAY OF WEST FLORIDA

GET CONNECTED

United Way



DASHBOARD

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STUFF THE BUS 2024

My Profile > My Teams

My Teams

VIEW PROFILE

EDIT PROFILE

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VOLUNTEER SCHEDULE

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MY TEAMS

MY USER GROUPS







QUALIFICATIONS

INBOX

TABLE FILTER

TEAM NAME	NEED TITLE	SHIFT ID	SHIFT BEGINS	INITIATIVE	AGENCY NAME	TEAM CREATED	MEMBERS	LEADER	RESUME	OPTIONS
<input type="text" value="Search Team Nam"/>	<input type="text" value="Search Need Title"/>	<input type="text" value="Search Shift Id"/>	<input type="text" value="Search Shift Be"/>	<input type="text" value="Search Initiative"/>	<input type="text" value="Search Agency Na"/>	<input type="text" value="Search Team C"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>		

No teams.



PRIVACY POLICY

CONTACT US

getconnected

by Galaxy Digital


7100 Plantation Rd, Suite 18

Pensacola, FL 32504


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



# UNITED WAY OF WEST FLORIDA GET CONNECTED



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STUFF THE BUS 2024

My Profile > My User Groups

## My User Groups

VIEW PROFILE

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Click the "View needs" button to see the needs that are assigned to your User Group. Click "View Resume" to view your User Group's volunteer report. To leave a User Group, click the "X" in the Options column. See [this article](#) to learn more about user groups.

USER GROUP	DATE CREATED	ASSIGNED NEEDS	REPORTING	OPTIONS
UWWF Staff	Jun 13, 2022	<a href="#">VIEW NEEDS</a>	<a href="#">VIEW RESUME</a>	<a href="#">X</a>

SHOWING 1 TO 1 OF 1 ENTRIES


PREVIOUS

NEXT

[f](#)[x](#)[yt](#)[in](#)[p](#)[ig](#)

PRIVACY POLICY

CONTACT US



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Pensacola, FL 32504

## 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](mailto:karen.dennis@uwwf.org) to create a User Group.

# QUALIFICATIONS

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RETIRED & SENIOR VOLUNTEER PROGRAM

Collapse Menu

My Profile > My Qualifications

My Qualifications

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Incomplete Qualifications

You may need to meet certain qualifications or sign a waiver in order to view or respond to needs.

Do you have a drivers license?

☐ Yes

☐ No

Expiration Date:

Please list your skills, capabilities, and certifications for this project. Example - forklift certified, chainsaw experience, driver's license, heavy lifting.

Upload certificate here

UPLOAD FILE

Are you forklift certified? Please upload certificate.

UPLOAD FILE

SUBMIT QUALIFICATIONS

Complete Qualifications

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS
United Way of West Florida	VITA Tax Preparation	What level certification have you completed	Advanced Tax Certification	Jan 15, 2025	Dec 31, 2025	Qualified	
United Way of West Florida	VITA Greeter Certification	Have you completed the required Link and Learn certifications	I have completed the Volunteer Standards of Conduct and Intake Interview Certifications	Jan 17, 2025	Dec 31, 2025	Qualified	

- 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.

My Profile

VIEW PROFILE

EDIT PROFILE

TRACK HOURS

VOLUNTEER SCHEDULE

MY FILES

NEED RESPONSES

MY TEAMS

MY USER GROUPS

QUALIFICATIONS

INBOX

**UNITED, WE CAN BUILD A BETTER TOMORROW**

**NEED HELP?**

# UNITED, WE CAN BUILD A BETTER TOMORROW

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.

The image shows two screenshots from the United Way of West Florida 'Get Connected' website. The left screenshot is a user's dashboard for 'Ahzyria' as of February 6, 2025. It features a sidebar with navigation links: DASHBOARD, NEEDS, EVENTS, AGENCIES, LEARNING LABS, NEW AGENCY INFORMATION, and NEW VOLUNTEER INFORMATION. The main content area displays a 'Welcome back, Ahzyria!' message and a 'volunteer snapshot' with four metrics: 3 Volunteer Hours, \$95.40 Impact Value, 0 Need Responses, and 1 Events RSVP'd. A 'HOURS BY INTEREST' section shows 'No hours by interest found.' and a link to 'View your full Volunteer Resume'. The right screenshot shows the 'getconnected' help page. A red circle highlights the 'HELP' button in the top right of the dashboard, and a red arrow points from it to the 'getconnected' page. The help page includes a search bar, a 'Volunteers' section with 32 articles by Brittany, and a 'Getting Started' list with links like 'Joining a Site', 'Navigating the Volunteer Dashboard', 'Updating Your Profile', 'Reset Password', 'Volunteer Resume', 'Files', 'Deactivate Account', and 'Volunteer Benchmarks'.

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (1) AB HELP

**UNITED WAY OF WEST FLORIDA GET CONNECTED**

United Way

**getconnected** English

Q Search for articles...

All Collections > Volunteers

**Volunteers**  
Resources for Volunteers—All Products  
By Brittany • 32 articles

**Getting Started**

- Joining a Site >
- Navigating the Volunteer Dashboard >
- Updating Your Profile >
- Reset Password >
- Volunteer Resume >
- Files >
- Deactivate Account >
- Volunteer Benchmarks >

# 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](mailto:karen.dennis@uwwf.org) or 850-912-8199.