



## **MyVolunteerPage.com – Instructions for Volunteers**

Updated 10/1//05

### **INTRODUCTION**

We are proud to embrace a new online communications tool for volunteers, MyVolunteerPage.com. This program is very user-friendly and offers many benefits to you and to our organization. The success of this program within our organization depends highly on the support of the volunteers.

Please join us as we take a leap forward in volunteer management and lead the way within our community.



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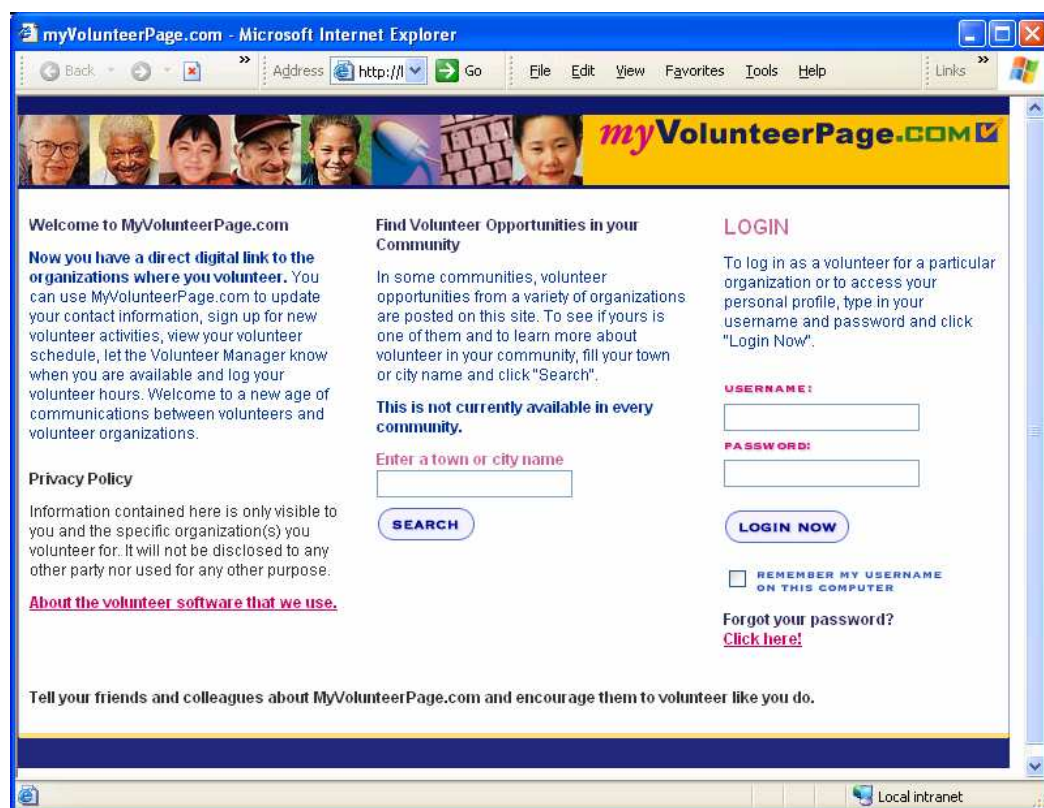
# MyVolunteerPage.com Instructions

## LOGIN:

**STEP #1:** Go to **www.MyVolunteerPage.com**

**STEP #2:** Enter your username\* and password\*\* and click on the **“CLICK HERE TO LOGIN”** button.

*If your name is entered into the system by an agency, you will be issued a temporary username and password and you should change your password (and your username if you wish) the first time you enter the site.*



## Navigating The Website:

On **myVolunteerPage.com** there are five Menu Tabs as seen below:



The options for each of the Menu Tabs are outlined in the following pages.



## My Profile Menu:

### Contact Information

This section allows you to update your personal contact information as well as manage your **myVolunteerPage.com** account settings such as your username and password. Information on this page is accessible by the organization you volunteer. Any changes you make to your “Contact Information” will be automatically updated in volunteer management profile where you volunteer.

#### MY PROFILE - CONTACT INFO

Any changes you make here will automatically update your file in the software used by the organization(s) you work for.

If you would like to change your password, type it in the box labeled "New password" and type it in again in the box labeled "Verify new password".

**Legend**

! Change needed
+ This information is optional

<p>Username: <input type="text" value="staffmembers"/></p> <p>New Password: <span style="color: #000080;">+</span> <input type="text"/></p> <p>Verify New Password: <span style="color: #000080;">+</span> <input type="text"/></p> <p>Title: <span style="color: #000080;">+</span> <span style="border: 1px solid black; padding: 2px;">( Not Specified )</span> ▼</p> <p>First Name: <input type="text" value="my first name"/></p> <p>Middle Name: <span style="color: #000080;">+</span> <input type="text"/></p> <p>Last Name: <input type="text" value="my last name"/></p> <p>Suffix (Jr. Sr. III): <span style="color: #000080;">+</span> <input type="text"/></p> <p>Email Address: <span style="color: #000080;">+</span> <input type="text" value="callme@email.com"/></p> <p>Language: <span style="border: 1px solid black; padding: 2px;">English (Canada)</span> ▼</p>	<p>Address 1: <input type="text" value="my street"/></p> <p>Address 2: <span style="color: #000080;">+</span> <input type="text"/></p> <p>City: <input type="text" value="my city"/></p> <p>Province/State: <span style="border: 1px solid black; padding: 2px;">Ontario</span> ▼</p> <p>Country: <span style="border: 1px solid black; padding: 2px;">CANADA</span> ▼</p> <p>Postal/Zip Code: <input type="text" value="L1N 7H8"/></p> <p>Home Phone: <span style="color: #000080;">+</span> <input type="text" value="905 555-5555"/></p> <p>Work Phone: <span style="color: #000080;">+</span> <input type="text"/> x <input type="text"/></p> <p>Cell Phone: <span style="color: #000080;">+</span> <input type="text"/></p> <p>Fax: <span style="color: #000080;">+</span> <input type="text"/></p> <p>Phone Preference: <span style="color: #000080;">+</span> <span style="border: 1px solid black; padding: 2px;">Home Any Time</span> ▼</p>
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Click on “Save” after making any changes on any screen.

## My Profile Menu: (continued)

### Additional Info

Some organizations might not have any sections to fill out here. If there are any fill-in sections on this page, it is important that you fill in everything that is relevant to you.

If you work for more than one organization, a drop down menu will appear giving you a way to choose which organization for which you would like to view or edit your volunteer profile.

If the item is underlined you can read more details by clicking on it.

If there is no box next to the question or label, only authorized administrators at the organization where you volunteer can enter or change the information.



### Qualifications

The notes shown with “Additional Info” section above apply for this section as well. The organization you are volunteering with may have specific qualifications for the positions they have available. This section allows you to enter, view and edit your qualifications. The qualifications that you enter are used by the organization to match you with appropriate jobs.



## About Me

The About Me section allows you to provide demographic information about yourself that can be used to generate reports on volunteer activity. None of this information except for the date and month of your birth is visible to the organization where you volunteer. It is only used as aggregate data, grouped together with the data from other volunteers. In some organizations, your birth date is used to remind the organization you volunteer with when your birthday is approaching. All fields are optional and can be removed from your profile at any time. See notes under “My Profile – About Me” below for more information.

The screenshot shows the 'myVolunteerPage.com' website in a Microsoft Internet Explorer browser window. The address bar shows 'http://l'. The page has a yellow header with the site logo and navigation links: home, about MVP, my contacts, feedback, help, and logout. Below the header is a blue navigation bar with tabs: MY PROFILE, MY ORGANIZATIONS, MY HOURS LOG, MY GROUPS, and MY COMMUNITY. Under 'MY PROFILE', there are sub-tabs: contact info, additional info, qualifications, about me (selected), goals, and general interests. The main content area is titled 'MY PROFILE - ABOUT ME' and contains a disclaimer about data visibility. Below this is a 'Legend' section with two items: a red exclamation mark icon for 'Change needed' and a red plus icon for 'This information is optional'. The form fields are as follows:

Date of birth:	+ 15 / 11 / 1979
Gender:	+ Male
Highest level of education completed:	+ ( Not Specified )
Current employment status:	+ ( Not Specified )

The bottom of the browser window shows a 'Local intranet' status bar.



## Goals

On this page you can create your own goals if you would like and the system will keep track of your success toward achieving your goal.

myVolunteerPage.com - Microsoft Internet Explorer

Address <http://> Go

File Edit View Favorites Tools Help

home • about MVP • my contacts • feedback • help • logout

**myVolunteerPage.COM**

MY PROFILE MY ORGANIZATIONS MY HOURS LOG MY GROUPS MY COMMUNITY

contact info additional info qualifications about me **goals** general interests

### MY PROFILE - GOALS

If you would like to set a goal for your volunteer efforts, you can set it here and monitor your progress in your hours log.

Show my goal for: Hospice

**Legend**

! Change needed + This information is optional

#### My goal for Hospice

Number of hours: + 200

Date that my goal starts: + 01 / 01 / 2004

Date that my goal ends: + 31 / 12 / 2004

Save

Done Local intranet

## General Interests

The interests that you indicate on this screen will make it possible for the Volunteer Center and other organizations in the community to let you know when there is a volunteer opportunity that might of interest to you.

The screenshot shows a Microsoft Internet Explorer browser window displaying the myVolunteerPage.com website. The browser's address bar shows 'http://l'. The website has a blue header with navigation links: home, about MVP, my contacts, feedback, help, and logout. Below the header is a yellow banner with the myVolunteerPage.COM logo. The main navigation menu includes MY PROFILE, MY ORGANIZATIONS, MY HOURS LOG, MY GROUPS, and MY COMMUNITY. Under MY PROFILE, there are sub-tabs: contact info, additional info, qualifications, about me, goals, and general interests. The 'general interests' tab is selected, showing the 'MY PROFILE - GENERAL INTERESTS' section. This section contains instructions on how to use the interest form and a list of checkboxes for various interests. The checkboxes are arranged in two columns. The first column includes 'Select All', 'Affordable Housing', 'Animal Protection / Care', 'Arts and Culture', 'Children's Issues', 'Civic Services', and 'Correctional Efforts'. The second column includes 'Mental Health', 'Mentally Challenged', 'Museums / Historical Preservation', 'Parks, Recreation and Sports', 'Physically Challenged', and 'Political Campaigns'. The bottom of the browser window shows a 'Done' button and a 'Local intranet' status bar.

myVolunteerPage.com - Microsoft Internet Explorer

Address http://l Go File Edit View Favorites Tools Help Links

home • about MVP • my contacts • feedback • help • logout

myVolunteerPage.COM

MY PROFILE MY ORGANIZATIONS MY HOURS LOG MY GROUPS MY COMMUNITY

contact info additional info qualifications about me goals general interests

**MY PROFILE - GENERAL INTERESTS**

If you would like other organizations to contact you when they have opportunities that match your interests, fill out the form below.

Organizations will not know who they are emailing when they send out a recruitment invitation that matches your profile so you can feel free to accept or ignore the initiation. If later on you do not want receive further invitations you can simple uncheck the box at the bottom of this page.

If you would like to receive notices about volunteer opportunities that match your profile, from other organizations, you must be sure to check the box the bottom of the page. You will not receive the notices if this box is not checked.

**I am interested in working for these types of organizations**

☐ Select All

☐ Affordable Housing

☐ Animal Protection / Care

☐ Arts and Culture

☐ Children's Issues

☐ Civic Services

☐ Correctional Efforts

☐ Mental Health

☐ Mentally Challenged

☐ Museums / Historical Preservation

☐ Parks, Recreation and Sports

☐ Physically Challenged

☐ Political Campaigns

Done Local intranet

There are so many interest options that we are unable to list them all. Please view them on the website.

The system will only send you emails if you indicate your permission for this to happen at the bottom of the screen

☒ Please check this box if you would like organizations to email you directly when they are recruiting for an activity that matches the profile above.

Save

Done Local intranet

## My Organizations

### Schedule

Once you have been accepted as a volunteer and assigned to or scheduled for a position, you may view your schedule and confirm or decline assignments.

myVolunteerPage.com - Microsoft Internet Explorer

Back Address http:// Go File Edit View Favorites Tools Help Links

home • about MVP • my contacts • feedback • help • logout

**myVolunteerPage.COM**

MY PROFILE MY ORGANIZATIONS MY HOURS LOG MY GROUPS MY COMMUNITY

schedule activity signup

### MY ORGANIZATIONS - SCHEDULE

If this is your first time here, there most likely will not be anything showing on this page because you have just been added to the system.

When you get assigned an activity that you have indicated you are available to do, it will show up on this page and you will have the option of confirming that you will do the work or, if you are no longer available, declining it. Click "Save" at the bottom once your selections are made.

To view your schedule for dates other than the ones shown, change the dates in the boxes below and click "Refresh Schedule".

View scheduled activities from: 13 / 10 / 2005 to: 19 / 10 / 2005 Refresh Schedule

**Legend**

☒ I have confirmed that I will do this

**Activities on my own time**

Activity	Organization	Start Date	End Date	Save Action
<a href="#">Administration - Bookkeeping</a>	Hospice			<input checked="" type="radio"/> Not sure yet <input type="radio"/> Confirm <input type="radio"/> Decline

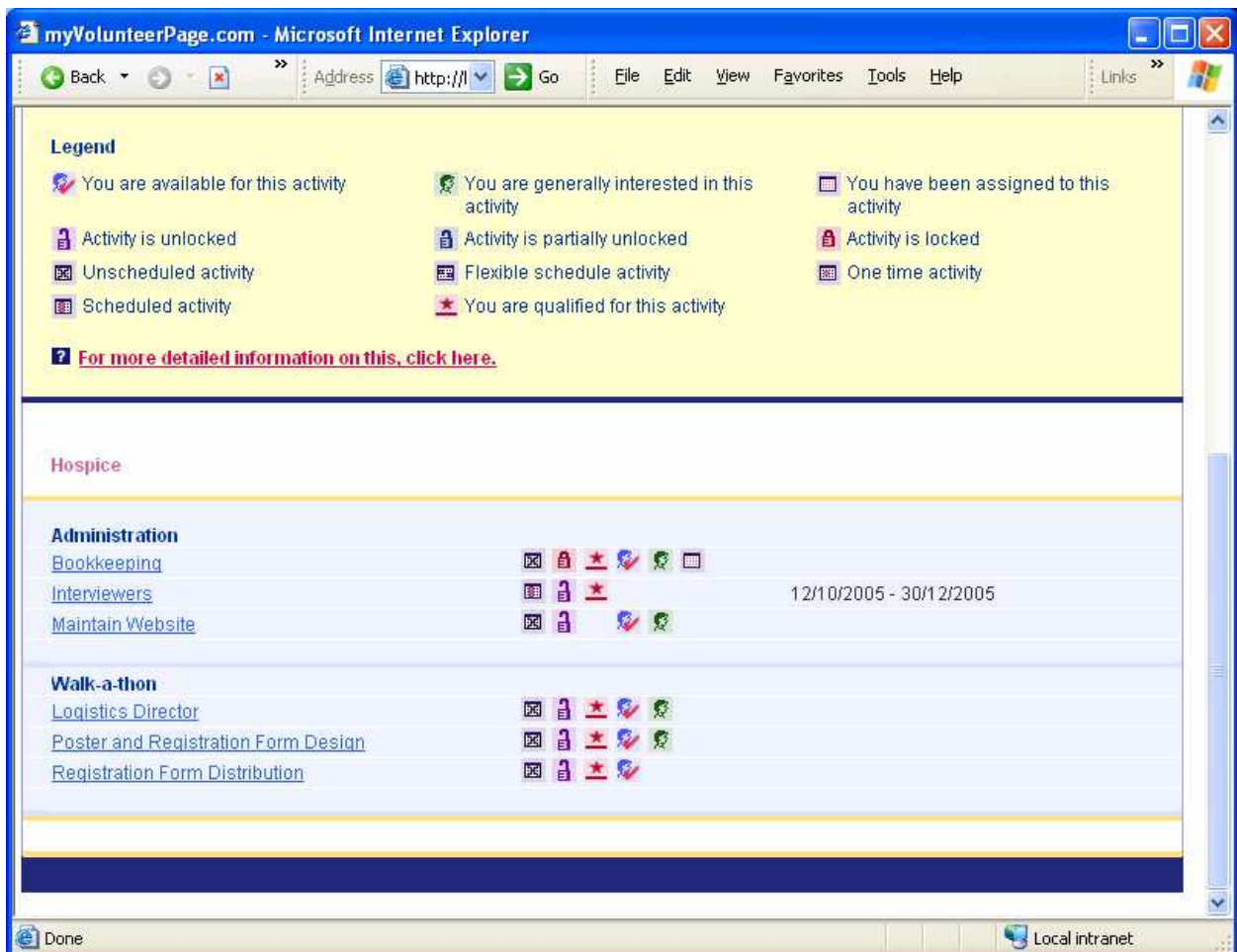
Scheduled activities from 13/10/2005 to 19/10/2005

Local intranet

## Activity Signup

This section allows you to communicate your interest in volunteer positions directly with the organization where you volunteer. To indicate your interest in a position follow the steps below:

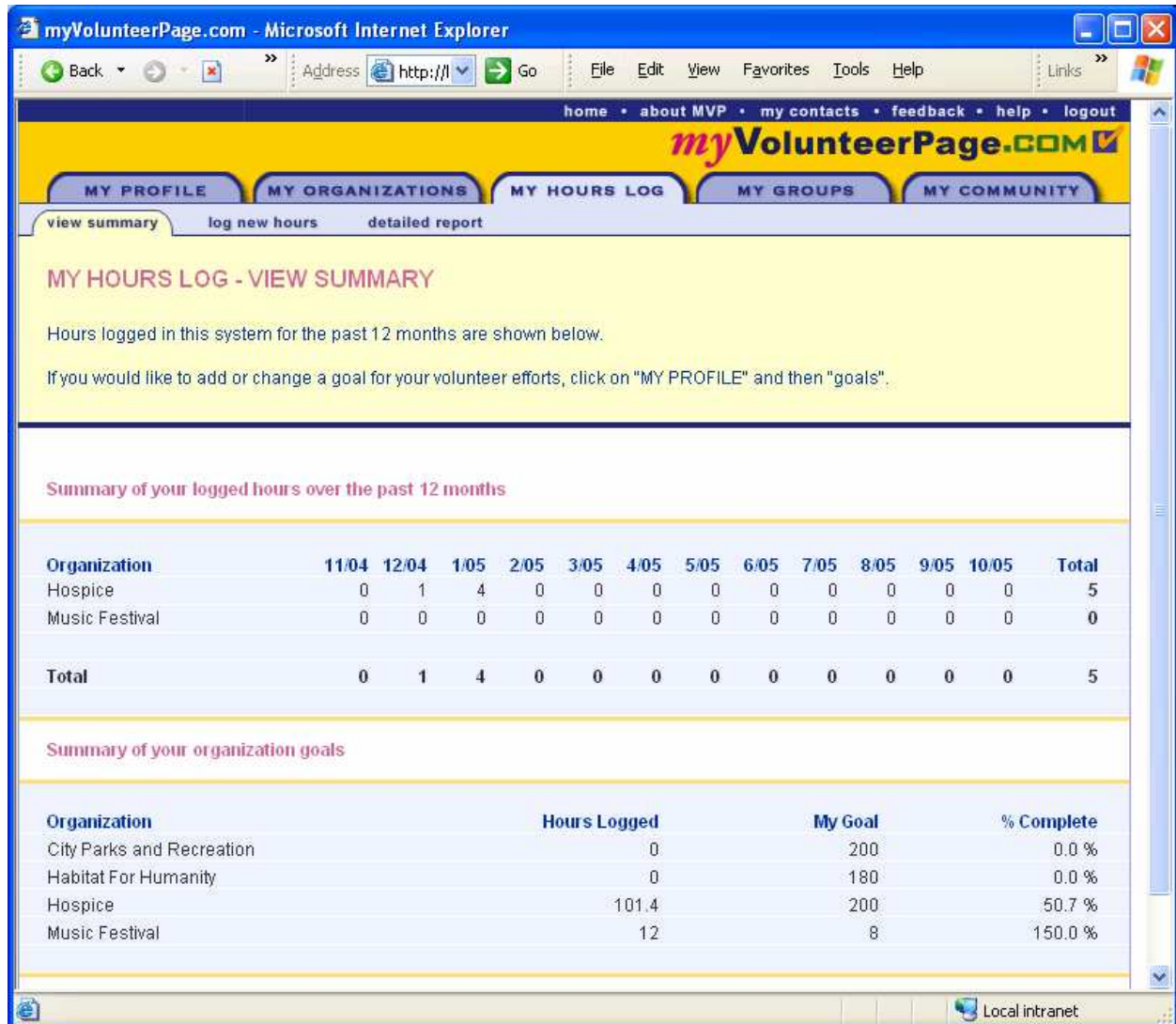
- Click on the position you are interested in (diagram below)
- Indicate your availability by checking the box next to “I am available” next to the activity (or in some cases, next to the specific shift for the activity).
- If do not want to sign up for the activity just yet but you are potentially interested in filling in if more volunteers are needed, click the box at the bottom next to “In general, I am interested in performing this activity and would like to be contacted if additional volunteers are needed in the future.”
- Information related to your availability/interest will now be sent to the organization
- The organization where you volunteer (or would like to volunteer) will then assign you as needed to your position of interest, if you meet the qualifications.



Those meaning of each of the symbols are given at the top of this screen.

# My Hours Log

## View Summary



The summary above shows a quick snapshot of your volunteer contributions to the community by displaying the last 12 months. The Hours Log Section allows you to log hours, view your hours and print reports of your hours. To log hours, click on “Log New Hours”. Enter required information and click on “Save”. Beside the date, there are pull-down menus so you can select the date that you need to log hours for.



## Log New Hours

[view summary](#) [log new hours](#) [detailed report](#)

### MY HOURS LOG - LOG NEW HOURS

Check the list of the last ten entries to make sure that you or your volunteer manager has not entered the hours already.

You can delete any recent entries by clicking the "Delete" button next to them in the list.




Select the activity you would like to record hours for from the drop-down list at the bottom of the page.




You can change the date if the hours are for a day other than today.

In some circumstances, the organization will have to approve the entry after you enter the hours here.

If you work for more than one organization, a drop down menu will appear giving you a way to choose which organization's activities you would like to view.

**Legend**

 Change needed  Approved  Awaiting approval

Activity	Date Worked	Hours Worked	Date Created	Status	
Office Support - Office Assistant	5/20/2005	3.5	6/7/2005		<a href="#">Delete</a>
Office Support - Office Assistant	5/6/2005	4	6/7/2005		<a href="#">Delete</a>
Office Support - Office Assistant	6/7/2005	3	6/7/2005		<a href="#">Delete</a>

### Log new hours for Hospice Durham

Activity:

Date worked:

Hours worked:

[Save](#)

As on every screen, after making any changes, click on "Save".

## Detailed Report

Any time you would like to see a detailed list of your volunteer contributions. Select date range and click on “Generate PDF Report” in order to view your hours. (You will require a PDF reader such as Adobe Acrobat to crate your report.)

Voila` - a detailed report of how many hours you have volunteered and in what area. You may print this if you wish.

[view summary](#) [log new hours](#) [detailed report](#)


### MY HOURS LOG - DETAILED REPORT

Enter any two dates and see a record of all the ways that you have helped in the community.

If there are hours that the organization has yet to approve, those hours will not be included in this report.

In the file download window that opens, you might need to click the "OK" button twice (it depends on your computer).

**Legend**

 Change needed

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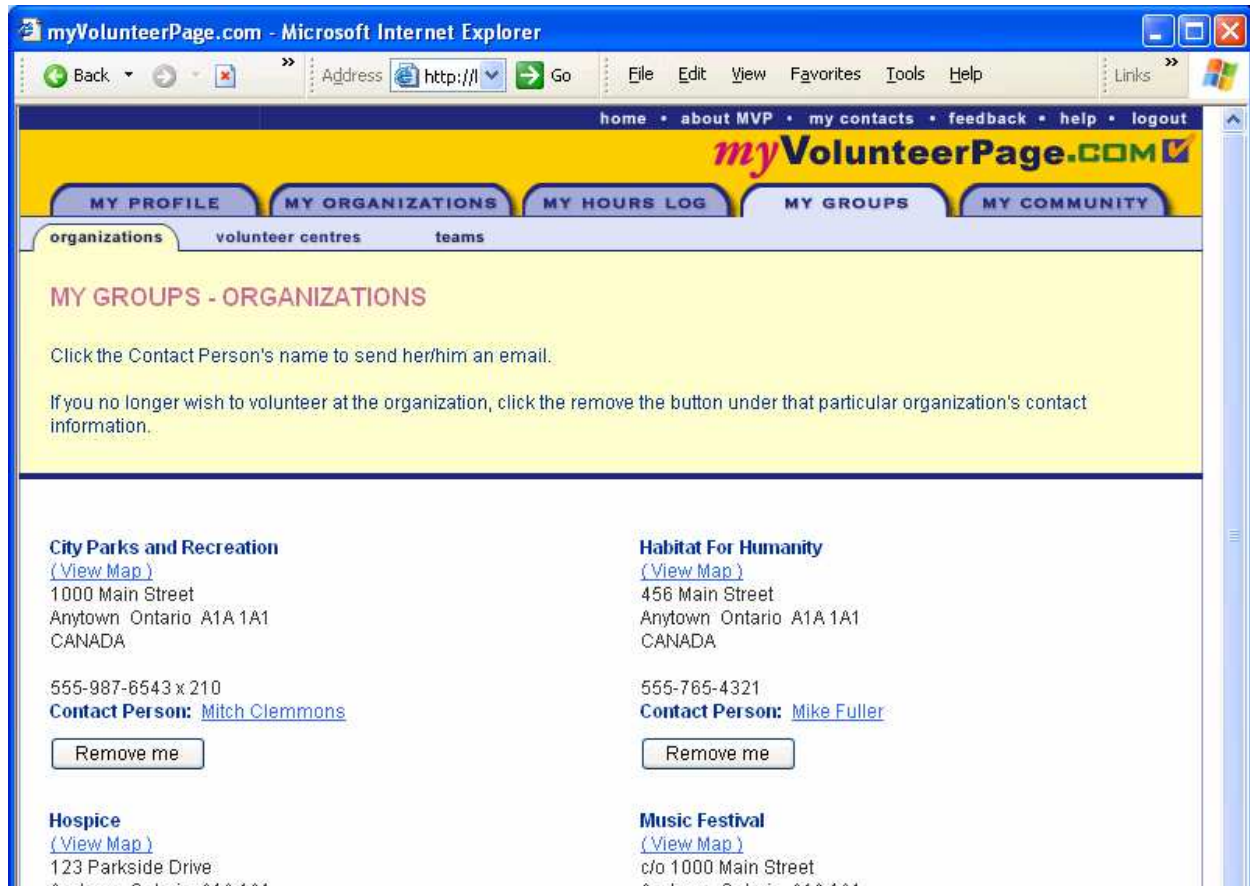
**Generate a detailed report of my logged hours**

From:    to:

## My Groups

### Organizations

This section allows you to view contact information for the organization(s) where you volunteer to as well as allowing you to remove yourself from an organization if you no longer wish to volunteer there. It also allows you to contact the organization you volunteer with directly via email.



### Volunteer Centres / Teams

If you signed up to MyVolunteerPage.com through a volunteer centre, its contact information will be displayed on this screen. If you are part of a volunteer group (such as your workplace or school) the team information will also be displayed in this area.

