

How to Access your Volunteer Page

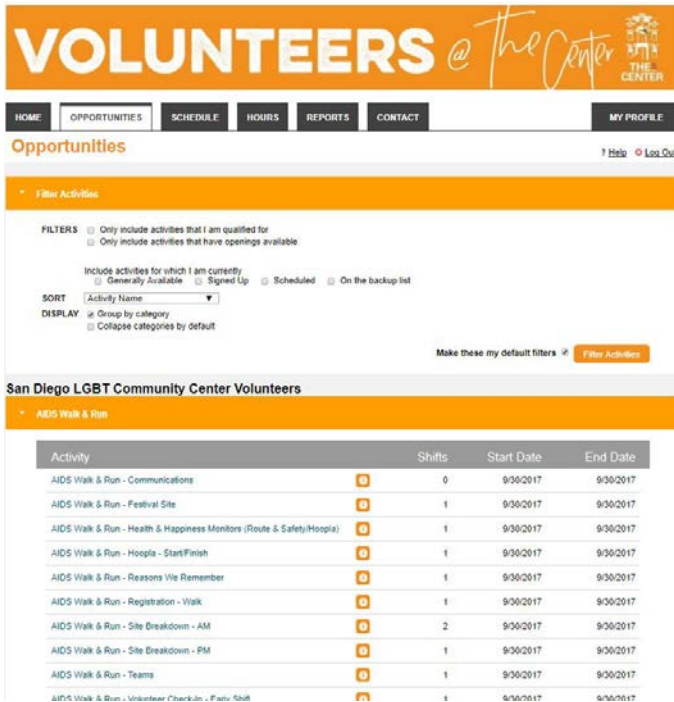
Tip #1: If you signed up to volunteer after May 24, 2017 (this year) you automatically created your volunteer account under MyVolunterPage.com when you completed your application. You would NOT have received a username and password from us. Simply go back and log in with the username and password you created at that time, and update your profile if needed. Sorry for the confusion.



Tip #2: If you completed the volunteer signup process before May 24, 2017, we sent you an email in June with a username that started with SDLGBT and a random number, along with a 6 digit password. If you did not receive it, simply reply to this email and we will re-send it to you.

Tip #3: When you log into the system this is what you should see. If you do not see 7 tabs (Home, Opportunities, Schedule, Hours, Reports, Contact, and My Profile) try refreshing the page.

Tip #4: Make sure to click on **OPPORTUNITIES** so that you can see the many shifts currently open for volunteers. Please make sure to scroll down so that you see the full list of activities.



Currently listed are:

- AIDS Walk
- AIDS Walk Phone Banks
- Community Leadership Council All Boards Reception
- Cyber Center - if approved
- Food Banks
- Food Bank Translators: Russian, Japanese, Spanish
- Guys, Games & Grub
- Volunteer Resources Team - if approved

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Tip #5: After you find the activity that you are interested in and that works best with your schedule, simply click on that activity. Let's use FOOD BANK as an example - after you click on Food Bank it will take you to a page that will list the upcoming Food Banks. Simply click on the ones that work best with your time frame and they will appear automatically on your schedule. You can even subscribe to a weekly reminder of upcoming shifts (see below).

VOLUNTEERS @ The Center

HOME OPPORTUNITIES **SCHEDULE** HOURS REPORTS CONTACT MY PROFILE

Food Bank - Food Bank [← Back to Activity List](#) [? Help](#) [Log Out](#)

Activity Details

[+ Add me to the back-up list in case you ever need extras](#)

Share this [f](#) [t](#) [+](#)

Filters

FILTER THE LIST OF SHIFTS [Filter Shifts](#)

DATE	START	END	Overlap	Openings	Actions
Tuesday, September 05, 2017	7:00 AM	10:30 AM		32 / 35	+ Sign Up
Tuesday, October 03, 2017	7:00 AM	10:30 AM		32 / 35	+ Sign Up
Tuesday, November 07, 2017	7:00 AM	10:30 AM		33 / 35	+ Sign Up
Tuesday, December 05, 2017	7:00 AM	10:30 AM		32 / 35	+ Sign Up

[Select All](#)

Tips #6: To subscribe to a Weekly Reminder of upcoming shifts just go to SCHEDULE (see below).

VOLUNTEERS @ The Center

HOME OPPORTUNITIES **SCHEDULE** HOURS REPORTS CONTACT MY PROFILE

Schedule [? Help](#) [Log Out](#)

Filters

From To [Filter Shifts](#)

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ACTIVITY	DATE	START	END	ACTIONS
You have no scheduled activity assignments between the dates specified.				

[Select All](#)

Monthly Calendar Schedule

Paper Size Start Date [Download Calendar](#) [View Calendar](#)

MyVolunteerPage.com [Site Map](#) Powered By **BETTER IMPACT**

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Tip #7: Logging Your Hours

The screenshot shows the 'Log Hours' page. At the top, there's a navigation bar with 'HOME', 'OPPORTUNITIES', 'SCHEDULE', 'HOURS', 'REPORTS', 'CONTACT', and 'MY PROFILE'. Below the navigation bar, the 'Hours' section is active. The 'Log Hours' form includes a dropdown menu for 'Activity' (set to 'Please select an activity'), a 'Show these activities' section with 'Active' and 'Inactive' buttons, and input fields for 'Date Volunteered' (08/23/2017), 'Hours' (0), and 'Minutes' (0). There are 'Save and Log Another' and 'Save' buttons. Below the form is a 'Most Recent Entries' table with columns for Activity, Hours, Date Volunteered, Date Created, Status, and Actions. The table lists three entries: 'Special Projects - Assist with organizing mailer' (5.00 hours, 8/8/2017), 'Latino/ax Services - Pachanga De Frida' (4.00 hours, 6/24/2017), and another 'Latino/ax Services - Pachanga De Frida' entry (4.00 hours, 6/23/2017). At the bottom, there's a footer with 'MyVolunteerPage.com', a 'Site Map' link, and 'Powered By BETTER IMPACT'.

This is where you will be logging your monthly hours. Simply click on the **HOURS** tab. If you have signed up in advance or were assigned to a shift, all you need to do is confirm that you worked those hours.

If you did not sign up in advance, click on the down arrow by Activity and select the activity you volunteered at, complete the date volunteered, and the hours and minutes you volunteered, then hit **SAVE**. Your hours will be saved and recorded. If for some reason you do not see your activity, please just tab over to **CONTACT** and send me an email. I will look into it.

Tip #8: Reports, if you are geeky fun like me, you will love this section. It actually gives you a graph on your hours. How fun is that!

The screenshot shows the 'Reports' page. At the top, there's a navigation bar with 'HOME', 'OPPORTUNITIES', 'SCHEDULE', 'HOURS', 'REPORTS', 'CONTACT', and 'MY PROFILE'. Below the navigation bar, the 'Reports' section is active. The 'Reports' section displays 'Lifetime Hours' (13.00) and '2017 Hours' (13.00). Below this is a bar chart titled 'Hours Over the Past Year' showing hours logged by month. The y-axis is labeled 'Hours' and ranges from 0 to 10. The x-axis shows months from Sep to Aug. The chart shows 0 hours for Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May, 8 hours for Jun, 0 hours for Jul, and 5 hours for Aug. Below the chart is a table with columns for 'Month' and 'Hours' for each month from Sep to Aug, with values: Sep (0.00), Oct (0.00), Nov (0.00), Dec (0.00), Jan (0.00), Feb (0.00), Mar (0.00), Apr (0.00), May (0.00), Jun (8.00), Jul (0.00), Aug (5.00). At the bottom, there's a link for 'Hours and Feedback Report'.

I hope this has been helpful. Please do not hesitate to reach out to me for assistance.

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