

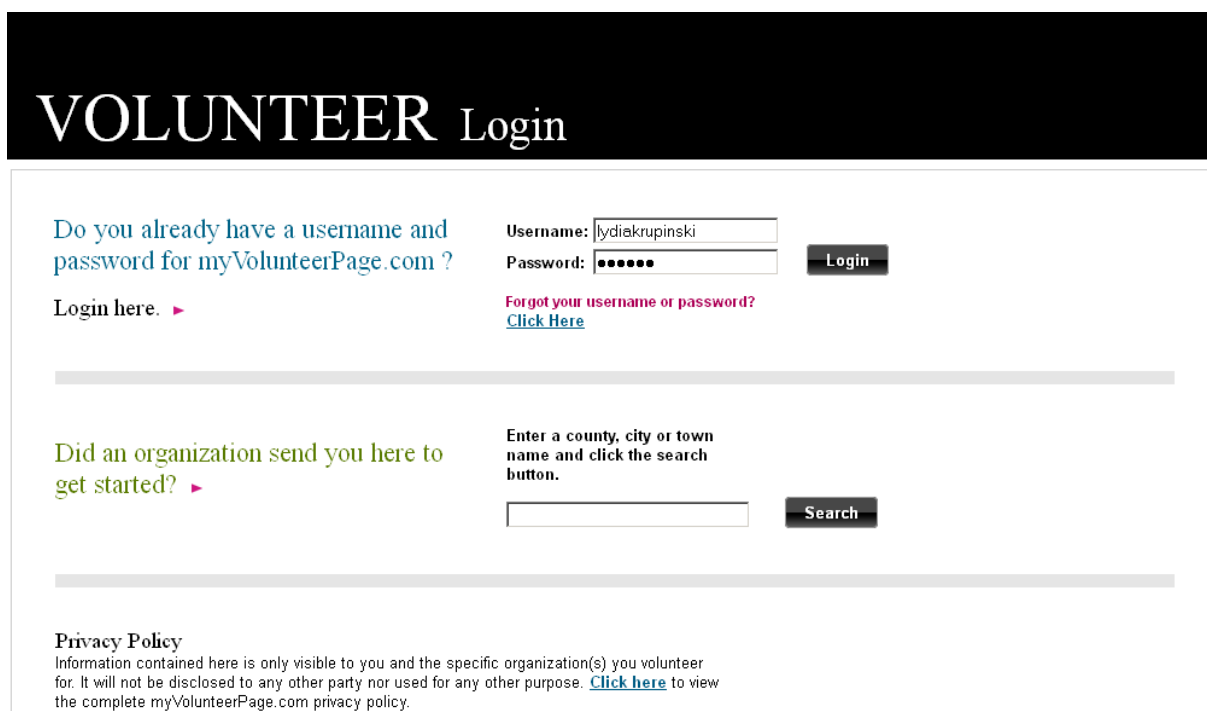
YOUR VOLUNTEER PROFILE

The Anti-Cruelty Society utilizes a volunteer management software called Volunteer2 to help us track everything we need to know about volunteers. Not only does this database allow us to store volunteer's contact and training information, it is also used by volunteers to schedule shifts and log completed hours.

This document was designed to help you navigate your volunteer profile. Use the step-by-step guides to help you make the most of your volunteer experience with us.

LOGGING IN

1. Visit the following website to log in to your profile: www.myvolunteerpage.com



The screenshot shows the 'VOLUNTEER Login' page. It features a dark header with the text 'VOLUNTEER Login' in white. Below the header, there are two main sections. The first section is for login, with the text 'Do you already have a username and password for myVolunteerPage.com?' and a 'Login here.' link. It includes input fields for 'Username:' (containing 'lydiakrupinski') and 'Password:' (containing six dots), and a 'Login' button. A link for 'Forgot your username or password? Click Here' is also present. The second section is for search, with the text 'Did an organization send you here to get started?' and a link. It includes an input field for 'Enter a county, city or town name and click the search button.' and a 'Search' button. At the bottom, there is a 'Privacy Policy' link and a paragraph of text: 'Information contained here is only visible to you and the specific organization(s) you volunteer for. It will not be disclosed to any other party nor used for any other purpose. Click here to view the complete myVolunteerPage.com privacy policy.'

2. To log-in type your username and password (both of which are case sensitive) in the boxes on the home page and click the "Login Now" button.
 - Your username and password are both defaulted as your first and last name combined. Example: johnsmith
 - You are welcome to change your password after your first log-n



3. When accessing your volunteer profile for the first time, please double-check that all of the information under the “my profile” tab is accurate. This includes your address, zip code, phone number, email address, birthday and emergency contact.
 - If at any time your contact information changes, please be sure to update it directly on your profile.

The Anti-Cruelty Society
A caring commitment to the animals and our community.

Home Sign-Up Assignments Hours Log Contact Reports My Profile

Home - Welcome Lydia

The Anti-Cruelty Society

News

Thank you to everyone who participated in our Cupcake Day fundraiser! Whether you baked, bought or promoted the event, we appreciate your help!

For details about other volunteer opportunities and upcoming special events, check out the most recent edition of the Volunteer Announcements.

- Lydia

Mission Statement
Building a community of caring by helping pets and educating people.

No upcoming shifts

HOURS:
This Week: 0
This Month: 0
This Year: 0

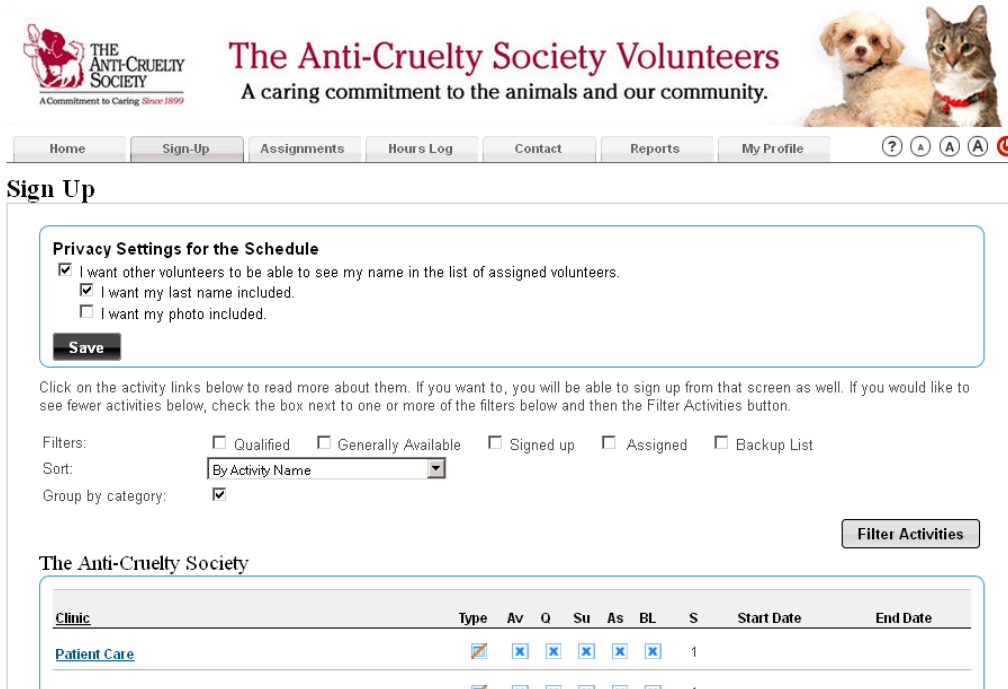
SCHEDULING A SHIFT

1. Log into your Volunteer Profile.
2. Click on the “Sign Up” tab at the top of the page.
 - If you have not been trained in a certain area, but are interested in helping out, you should contact the Volunteer Services Department before scheduling a shift.
 - The first time you look at this page, you will receive a prompt asking what kind of profile visibility you would like to make available to other volunteers. Check your preferences and click “Save.”

Privacy Settings for the Schedule

- I want other volunteers to be able to see my name in the list of assigned volunteers.
 - I want my last name included.
 - I want my photo included
- To narrow down the list of volunteer activities check any of the listed filter boxes and click “Filter Activities.” This will make the list your viewing smaller.

3. Scroll down and click on the activity for which you would like to sign up.



The Anti-Cruelty Society
A caring commitment to the animals and our community.

Home Sign-Up Assignments Hours Log Contact Reports My Profile

Sign Up

Privacy Settings for the Schedule

I want other volunteers to be able to see my name in the list of assigned volunteers.

I want my last name included.

I want my photo included.

Save

Click on the activity links below to read more about them. If you want to, you will be able to sign up from that screen as well. If you would like to see fewer activities below, check the box next to one or more of the filters below and then the Filter Activities button.

Filters: Qualified Generally Available Signed up Assigned Backup List

Sort:

Group by category:

Filter Activities

The Anti-Cruelty Society

Clinic	Type	Av	Q	Su	As	BL	S	Start Date	End Date
Patient Care		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4		

4. Scroll down through the list of pre-determined shifts and check the “Sign Up” box for those which you would like to schedule. Then click “Save.”
- At the top of the page will see a variety of filters for navigating through the listed shifts. These include days, current volunteer count, etc. Checking these boxes will help build the shift list according to your preferences.
5. After signing up for your chosen shifts you will be asked to confirm your schedule. Click on each additional shift’s confirmation box and then click “confirm all” to have your sessions added to your activity list.

activity. Please click confirm next to each one (or confirm **Save**)

Overlap	Openings	Who?	Sign Up	Confirm
<input checked="" type="checkbox"/>	1 / 2		<input type="checkbox"/> Select All	Confirm All
<input checked="" type="checkbox"/>	2 / 2		<input type="checkbox"/>	Confirm

n assigned to one or more shifts for this activity. Please click confirm next to each one (or
ledge this.

Start Time	End Time	Overlap	Openings	Who?	Sign Up
6:15 PM	7:15 PM		2 / 2		<input type="checkbox"/>
6:15 PM	7:15 PM		2 / 2		<input type="checkbox"/>

Confirm Assignment ✕

Are you sure you want to confirm this assignment?

VIEWING SCHEDULED SHIFTS

To see a full list of your scheduled shifts click on the “Assignments” tab. On this page you can view all your upcoming shifts, as well as download a calendar of your assignments, sign up to receive email reminders or download and print your schedule.



The Anti-Cruelty Society Volunteers
A caring commitment to the animals and our community.



Home Sign-Up **Assignments** Hours Log Contact Reports My Profile ? A A A

[Switch to Administrator View](#)

Assignments

Scheduled Activities

Email me a weekly schedule reminder.

From: To:

Activity	Date	Start	End	Who?	Confirmed	Actions
						Confirm Decline <input type="checkbox"/>
Special Projects - Puppyville Socialization	Thu 3/27/2014	8:00 AM	9:00 AM		<input checked="" type="checkbox"/>	
Special Projects - Dog Walking: Evening	Tue 4/1/2014	6:15 PM	7:15 PM		<input checked="" type="checkbox"/>	Remove
						Confirm Decline <input type="checkbox"/>



For an alternate view of scheduled shifts, click on the “Home” tab. On the top right hand corner you will see a dialog box that lists your upcoming dates. You can even synch your

volunteer profile with your personal calendar by clicking the corresponding email service widget.



CANCELING A SHIFT

1. Log into your volunteer profile.
2. Click on the "Assignments" tab.
3. A list of your scheduled shifts will be listed on the page.
4. Check the box on the far right for the shift you'd like to cancel, and click "remove".

Start	End	Who?	Confirmed	Actions
				Confirm Decline <input type="checkbox"/>
6:15 PM	7:15 PM		<input checked="" type="checkbox"/>	Remove 
				Confirm Decline <input type="checkbox"/>



LOGGING HOURS

Volunteers can enter their hours at the end of a shift, prior to leaving, or from anywhere internet access is available.

Remember to enter all of your volunteer – event those for activities outside of the Society including special events, fostering, special projects and pet visitation.

Use the instructions below to enter and track your volunteer hours.

1. Log In to your volunteer profile.
2. Click on the “Hours Log” tab
 - At the top of the page you will see a summary of your recent volunteer hours.
3. Scroll down to the bottom of the page to log new hours.

Log Hours for The Anti-Cruelty Society

Activity: *
Don't see the activity you're looking for? Try: [All Active Activities](#) or [All Inactive Activities](#)

Date Volunteered: *

Total Time: Hours: Minutes: *

Post my hours to Facebook

4. Using the drop down menu, select “Active”, the department, and then the volunteer activity.
5. Next choose the date and enter the number of hours/minutes volunteered.
6. Click the “Save” button and you’re all done!
 - If you make a mistake or need to edit, click “Delete” to remove the entry.
 - When prompted, verify your choice by clicking “OK” to delete the entry or “Cancel” to end the function.
 - After deleting you can enter the correct information at the bottom of the page.

NEED HELP?

The Volunteer2 website has a great set of tutorials and help articles should you need assistance navigating through the system.

Visit the following webpage for a list of available help topics:

<https://volunteersquared.zendesk.com>