



Welcome To United Way of the Mid-South's Volunteer Website

Volunteer United

uwmidsouth.galaxydigital.com

We are excited for you to experience our new site and its functionality. Below are brief instructions and screenshots to help you navigate the site and get your organization account set-up. Soon you'll be ready to recruit and track volunteers, gather and report data, and promote and manage your organization's events.

Before you get started, here are a few things you should know:

- Volunteer United is free to any non-profit operating in United Way's of the Mid-South's 8-county service area (Crittenden, DeSoto, Fayette, Lauderdale, Shelby, Tate, Tipton, Tunica)
- All users must first create a personal account. You can manage your organization's account via your personal account if you are a designated Account Manager.
- Before you register your organization, check to see if a profile already exists. If your organization is a United Way funded Partner Agency or you have participated in Days of Caring before, your organization may already have a profile. Some of your information was pre-loaded. You will need to review and edit it. You can jump to [Already Registered](#).
- Everyone else will follow the instructions for [New Organizations](#).
- Have questions? Email volunteers@uwmidsouth.org or Galaxy Digital's [Help Center](#)

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NEW ORGANIZATION REGISTRATION

1. Go to our website: <http://uwmidsouth.galaxydigital.com>
2. Click where it says, "[Click here to register your organization.](#)"
3. Sign up your organization by entering your information.
4. Click Request Account at the bottom of the form.

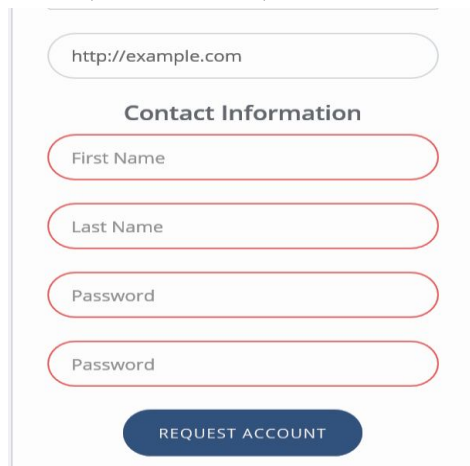


The form asks for the following information: (* fields are required)

Agency Name *
Agency Manager Email *(see notes below)
Agency Address *
City, State, Zip Code *
Employer Identification Number (EIN) *
Contact Person (visible on organization profile) *
Contact Title

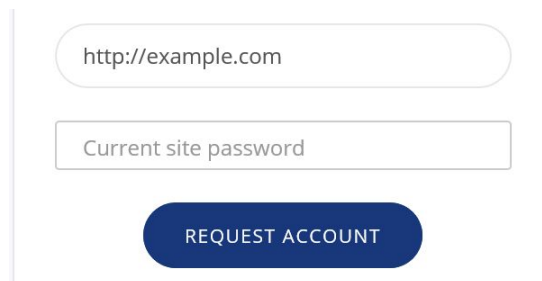
Agency Email (General) *
Agency Phone *
Causes (drop-down menu) *
Customize Link
Hours of Operation
What We Do
Who We Are: mission, vision, history

If the **Agency Manager Email** is a new email, additional fields will appear at the end of the form asking for your First Name, Last Name, and Password (twice)



The form for a new email registration includes a text input field at the top containing 'http://example.com'. Below this is a section titled 'Contact Information' in bold. Under this section are four text input fields: 'First Name', 'Last Name', 'Password', and another 'Password' field. At the bottom of the form is a dark blue button with the text 'REQUEST ACCOUNT' in white capital letters.

If the **Agency Manager Email** is in the system already, you will be asked for your password when you reach the bottom of the form.



The form for an existing email registration includes a text input field at the top containing 'http://example.com'. Below this is a text input field labeled 'Current site password'. At the bottom of the form is a dark blue button with the text 'REQUEST ACCOUNT' in white capital letters.

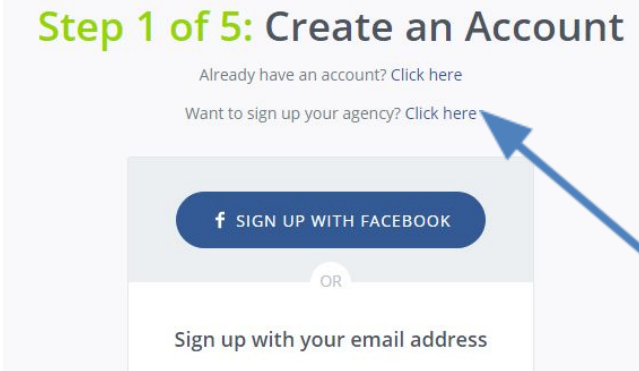
When you click on “**Request Account**” you will go to your Agency [Manager](#) page. If not, click the **My Agency** button at the top of your screen.

UWMS staff will review your organization profile and approve it as quickly as possible –usually within 48 hours (or we’ll contact you to request additional information or clarification).

While you await your organization’s approval, you can complete your organization’s profile, formatting your content, adding your logo, photos, and additional volunteer managers. You can even begin creating your volunteer opportunities.

ALTERNATIVE ORGANIZATION REGISTRATION

If you clicked  at the top of the main page first:

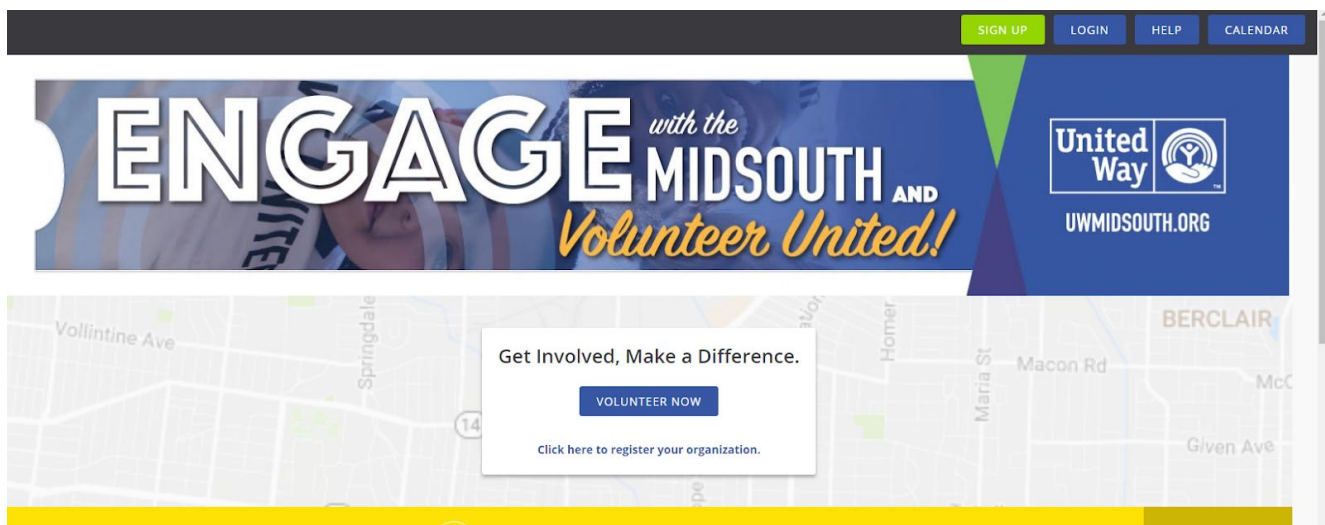


You can create your personal account first by choosing:

- 1) to sign up with Facebook or your email
- 2) begin organization registration by selecting **“Want to sign-up your agency? Click here?”**

And follow the instructions above for [NEW ORGANIZATION REGISTRATION](#)

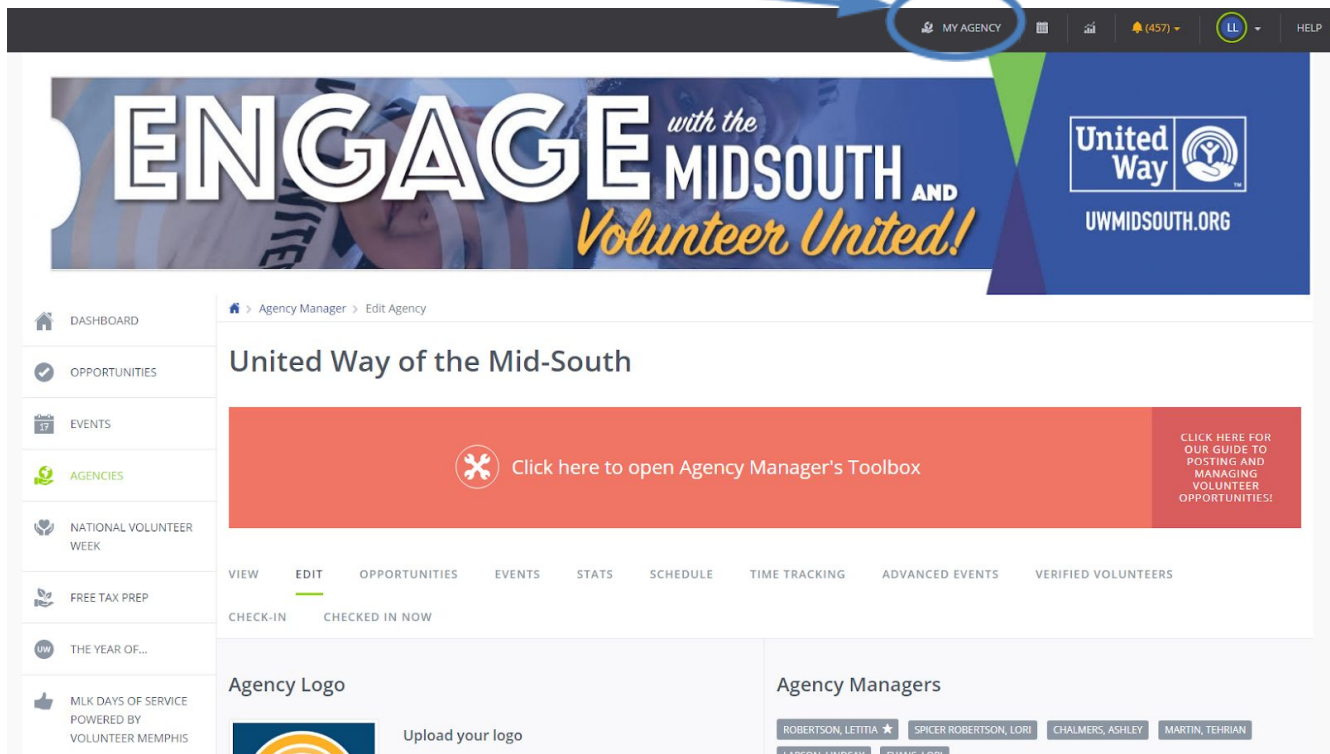
ALREADY REGISTERED OR SIGNING IN



If you received an email with “Sign-in credentials,” or your organization has been approved, use the **“Login”** tab on the top menu bar to enter your email address and password to access your individual and organization accounts.

YOUR ORGANIZATION'S PROFILE

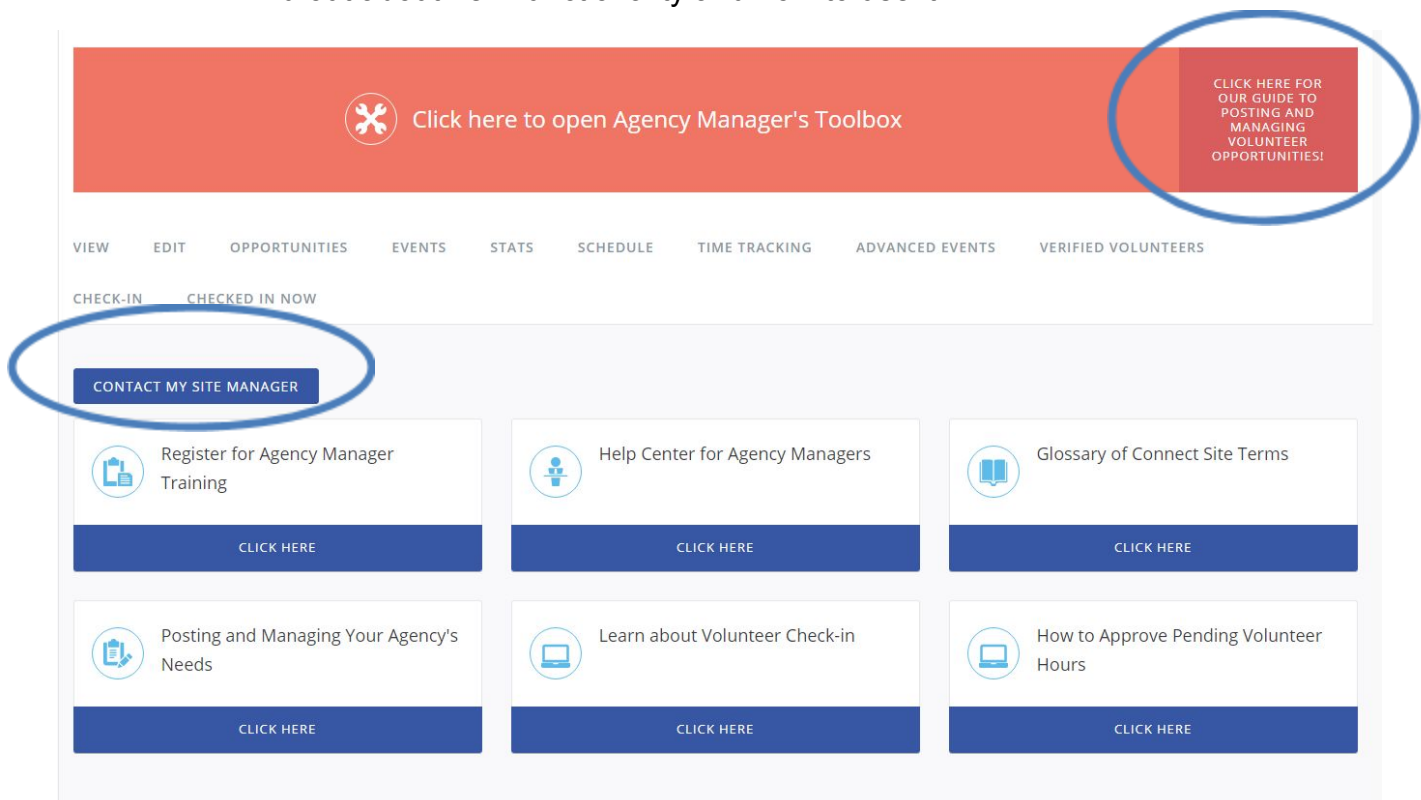
Once you have logged into the site, click **"My Agency"** from the top of the menu bar to access your agency's profile.



Your agency's profile page will look like this. Further details about editing this information will be discussed below.

Clicking on “**Agency Manager’s Toolbox**” gives you access to a variety of tools:

- register for a live training
- access a recorded training in the Galaxy Digital Help Center
- Contact your United Way of the Mid-South Site Administrators if you have questions or need help.
- Find out about new functionality and how to use it



Use the **menu bar** (located below Agency Manager’s Toolbox) to view and edit your organization’s profile, enter volunteer **opportunities**, **community events**, access your **stats**, enter volunteer hours in **time tracking**, participate in **United Way events** and **check-in** your volunteers.

Check out the other blocks for more helpful resources.

Upload your **agency's logo**
(540px by 540px)

Assign additional **Agency Managers** (additional managers need to create an account first by Clicking **Sign-in** at the top of the main page). The white star indicates which manager is the primary. To change the primary manager, click the star after the name, and re-assign to another staff member.

“Causes” are the issue(s) and/or population(s) served by your organization.

Causes areas are assigned at the organizational level and help volunteers identify like-minded organizations. You may select more than one cause, however, you should limit them to those most relevant to your work.

You may also add a **video link** if you have one. Further down the page, there is space to include **detailed information** about your agency and **add photos**. We highly recommend adding photos of your special events and volunteer projects in-action to give potential volunteers a visual representation of the work your agency does and make them want to learn more about you!

Descriptions

Who We Are

Emerging Leaders is a group of dedicated young professionals in their 20s and 30s who are interested in getting involved in their community through [United Way](#). We get together to give back and do good - and meet other young professionals in the process! We're passionate about the United Way mission and always engage with this goal in mind.

We're working to build a community where people have homes, students graduate, and families are financially stable.

Sound like a community you want to be a part of and say you had a role in building? We thought so.

Psst! Click [here to learn more and sign up to be an Emerging Leader if you aren't already on the team.](#)

What We Do

We focus on three main things here at Emerging Leaders: Volunteering, Networking, and Connecting with Community & Business Leaders.

Psst! Click on the headings to learn even more about each pillar!

Volunteering

With a full menu of volunteer projects each month, there's sure to be a time you can join us out in the community! We partner with a ton of great agencies around King County that do everything from throw birthday parties for kids in need to create and maintain a welcoming home environment for those currently experiencing homelessness. There's something for everyone - and if you don't see what you're

UPDATE ORGANIZATION INFO

Photos

ADD NEW PHOTO

Drag & Drop Files

ACTIONS

Grid of 6 photo thumbnails:

- 1. Group of people sitting around a table.
- 2. Group of people sitting around a table.
- 3. Group of people sitting around a table.
- 4. Group of people sitting around a table.
- 5. Group of people sitting around a table.
- 6. Group of people sitting around a table.

SAVE OFTEN!

UPDATE ORGANIZATION INFO

These buttons can be seen throughout the edit page. Click on any of them, and your work will be saved.

YOUR VOLUNTEER OPPORTUNITIES

Clicking on “**OPPORTUNITIES**” (aka “*Needs*” in Galaxy Digital [training materials](#)) takes you to the area where you manage your volunteer opportunities. Select an opportunity to **edit** it, view **responses** by volunteers, or **view** the opportunity as volunteers see it online. Or click on the “**ADD NEW OPPORTUNITY**” button.

Step by step instructions are located in the Help Center – [Agency Manager View](#)

Manage Opportunities						
ACTIONS   EXPORT RESPONSES  EXPORT OPPORTUNITIES  SHOW INACTIVE ADD NEW OPPORTUNITY						
1 2 3 > Last						
Table Filter 						
<input checked="" type="checkbox"/> ID	OPPORTUNITY TITLE	PRIVACY	DATE	ADDED	STATUS	
<input checked="" type="checkbox"/> 345819	5k Race Against Poverty Edit Responses View	Public	Happens On May 26, 2018	May 23, 2018	Active	
<input checked="" type="checkbox"/> 340271	March of Dimes- Food Station Edit Responses View	Public	Custom Shifts	Apr 23, 2018	Active	

The “**Opportunity Response**” allows you to add volunteers that did not respond to your opportunity through the website or to add volunteers who attended but didn’t pre-register.

The “**Opportunities Links**” gives you a URL for your organization’s opportunities you can copy/paste or hyperlink in emails, e-Newsletters and other electronic or social media platforms.

Manually Add a Opportunity Response

Select An Opportunity

Volunteer Email

User Group

ADD MANUAL RESPONSE

Opportunities Links

List of Public Opportunities

https://uwmidsouth.galaxydigital.com/need/?agency_id=68801

RSS Feed

https://uwmidsouth.galaxydigital.com/need/?agency_id=68801&rss=1

Clicking on a new or existing opportunity will take you to the following information page:

The screenshot shows a form for creating or editing a volunteer opportunity. The form is divided into several sections:

- Title:** A text input field.
- Description:** A rich text editor with a toolbar showing options like Paragraph, Bold, Italic, Underline, and Link.
- Duration:** A dropdown menu.
- Capacity:** A text input field with an example value of 30.
- Allow Team Registration?:** Radio buttons for Yes and No.
- Age Requirements:** A dropdown menu with an example value of Any Age.
- Address:** A text input field for Address Line 1.
- Impact Area:** A dropdown menu with an example value of Select Area.
- Activities & Abilities:** A dropdown menu with an example value of Select Activities.
- Clusters:** A dropdown menu with an example value of Select Cluster.
- Additional Notification Recipient(s):** A text input field with an example value of email@example.com.
- Waiver:** A section with a file upload button labeled "Choose File" and the text "No file chosen".

At the bottom of the form are four buttons: "UPDATE OPPORTUNITY" (blue), "CANCEL" (light gray), "CLONE OPPORTUNITY" (light gray), and "DELETE OPPORTUNITY" (red).

Duration Options:

“Happens On” for a one-day opportunity

“Runs Until” for a timeframe between now and a future date

“Ongoing” keeps the opportunity active

“Custom Shifts” and **“Recurring Shifts”** Based on the selection, options for date input will change

Impact Area: similar to “Causes,” but refers to UWMS impact areas: health, education, financial stability, and poverty

Activities: type of work the volunteer will do

Clusters: Extra categorization to help connect volunteers across issues or activities (e.g. Holiday, Court Ordered, Adopt A Family, Service-Learning)


“Waivers” can be attached to volunteer opportunities here. Remember to click “UPDATE OPPORTUNITY” to save your information. In addition, you can **“CLONE OPPORTUNITY,”** copy all the information from an opportunity – you then rename it and edit as needed (except **Duration**). Learn more about opportunity scheduling with this [video](#). Detailed information on how to input or edit an opportunity (aka “Need”) can be found in the **Help Center**, [Agency Manager View](#).

YOUR EVENTS

An “**EVENT**” is a public occasion sponsored or promoted by you and the community is invited to attend, such as a fundraiser, meeting or workshop. Click the “**EVENTS**” tab to add, change or manage your events and event RSVPs.

[Home](#) > [Agency Manager](#) > [Events](#)

United Way of the Mid-South


 [Click here to open Agency Manager's Toolbox](#)

[CLICK HERE FOR OUR GUIDE TO POSTING AND MANAGING VOLUNTEER OPPORTUNITIES!](#)

[VIEW](#) [EDIT](#) [OPPORTUNITIES](#) [EVENTS](#) [STATS](#) [SCHEDULE](#) [TIME TRACKING](#) [ADVANCED EVENTS](#) [VERIFIED VOLUNTEERS](#)

[CHECK-IN](#) [CHECKED IN NOW](#)

Manage Events

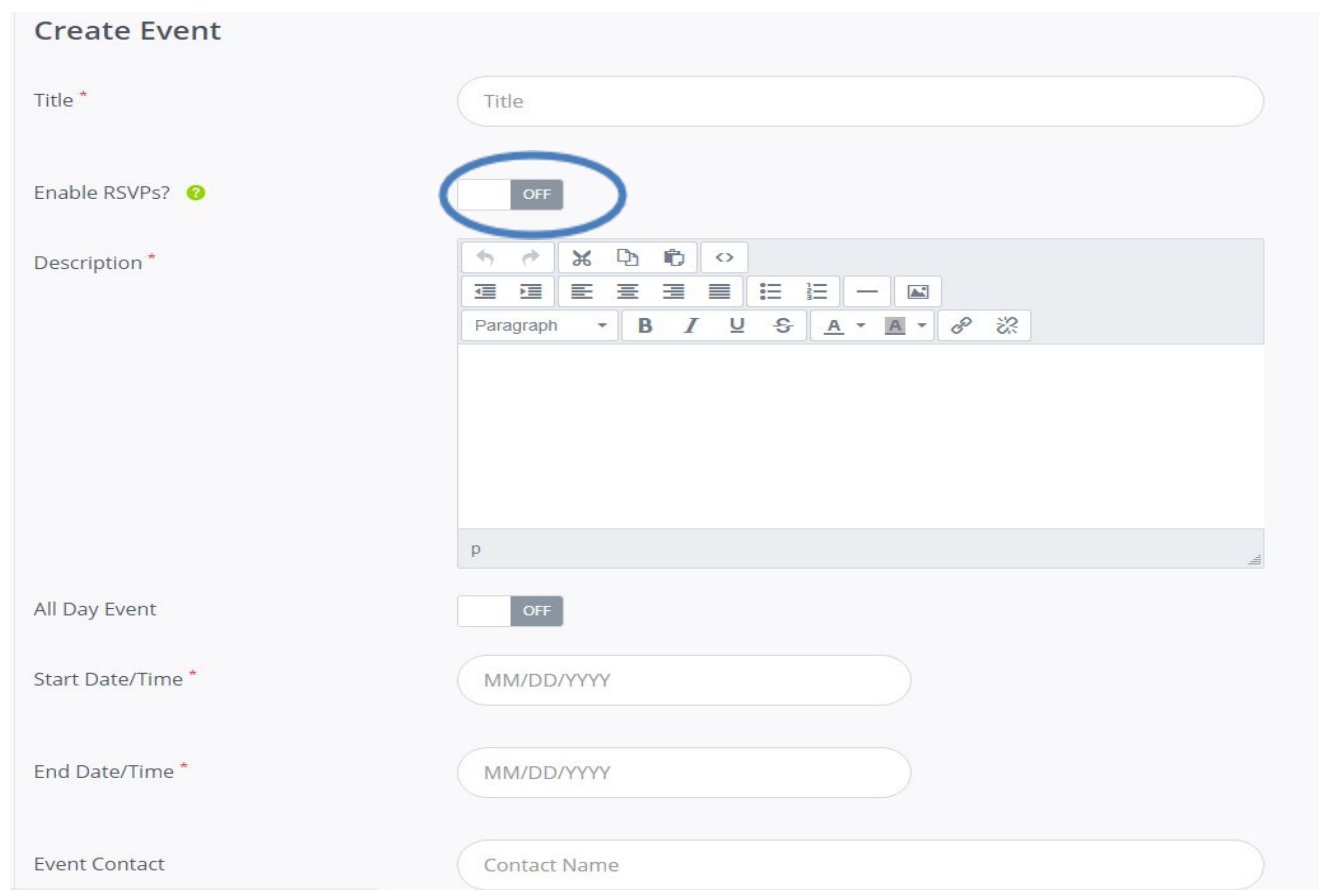
[ACTIONS](#)  [EXPORT RSVPs](#) [EXPORT EVENTS](#) [SHOW INACTIVE](#) [ADD NEW EVENT](#)

[1](#) [2](#) [3](#) [>](#)

<input type="checkbox"/>	ID	EVENT TITLE	DATE	UPDATED	STATUS	RSVP
<input type="checkbox"/>	37618	Employee Campaign Manager Summit Edit View	Jun 21, 2017 - Jun 21, 2017	Jun 2, 2017	Active	n/a

Click the “ADD NEW EVENT” button to go to the “Create Event” page.

On this page, you may enter all of the information for your event. If you would like to receive and track RSVPs through the volunteer website, turn the “**Enable RSVPs?**” button ON. That will bring up a field where you can enter the total number of RSVPs you can accept.



The screenshot shows a 'Create Event' form with the following fields and controls:

- Title ***: A text input field with the placeholder 'Title'.
- Enable RSVPs? ?**: A toggle switch currently set to 'OFF'. This field is circled in blue.
- Description ***: A rich text editor with a toolbar containing icons for undo, redo, cut, copy, paste, and code. Below the toolbar is a 'Paragraph' dropdown menu and buttons for bold (B), italic (I), underline (U), strikethrough (ABC), text color (A), background color (A), link, and unlink. The text area contains the letter 'p'.
- All Day Event**: A toggle switch currently set to 'OFF'.
- Start Date/Time ***: A text input field with the placeholder 'MM/DD/YYYY'.
- End Date/Time ***: A text input field with the placeholder 'MM/DD/YYYY'.
- Event Contact**: A text input field with the placeholder 'Contact Name'.

The system will automatically generate an email reminder to all those who RSVP'd for your event one week prior to your event. You may also export your RSVP list into an Excel spreadsheet, giving you the attendees' first and last names and email addresses. RSVPs can be accessed through the “Manage Events” page accessed by clicking on “EVENTS” tab.

YOUR DATA & REPORTING

To view your overall opportunity responses, see how many people have viewed your Agency page and get information on how many “FOLLOWERS” you have, click on the “STATS” tab from the menu bar.

United Way of the Mid-South



Click here to open Agency Manager's Toolbox

CLICK HERE FOR
OUR GUIDE TO
POSTING AND
MANAGING
VOLUNTEER
OPPORTUNITIES!

[VIEW](#) [EDIT](#) [OPPORTUNITIES](#) [EVENTS](#) **[STATS](#)** [SCHEDULE](#) [TIME TRACKING](#) [ADVANCED EVENTS](#) [VERIFIED VOLUNTEERS](#)

[CHECK-IN](#) [CHECKED IN NOW](#)

Agency Stats

Start 04/23/18

End 05/23/18

SUBMIT DATE RANGE



20
TOTAL FANS



18
PAGE VIEWS

You can use these reports to get a sense for how much activity your agency has had between the dates you supply.

Active Opportunity Responses

EXPORT OPPORTUNITY RESPONSES

Table Filter

RESPONSE	OPPORTUNITY	OPPORTUNITY NAME	BEGINS	RESPONDENT	EMAIL
1526123	256847	Allocations Committee Volunteer	ongoing	Blissard, Reagan	reagancbyrne@gmail.com

You can change the date range displayed, and you can export your opportunity responses into an Excel spreadsheet. Below the “Active Opportunity Responses,” you can view “Active Opportunity Hours” for your organization and export those as well.

Active Opportunity Hours

EXPORT HOURS

Table Filter

RESPONSE	HOURS	USER	EMAIL	OPPORTUNITY NAME	DATE VOLUNTEERED	STATUS
1498220	2.00	Coleman, Virginia	virginia.a.coleman@irs.gov	Smart Start Community Baby Shower Sort-A-Thon	05/04/18	


The “AGENCY STATS” page shows cumulative information from all opportunities in your organization’s account. To isolate volunteer responses for a specific volunteer opportunity, use the “OPPORTUNITIES” TAB.


MANAGING YOUR VOLUNTEERS' HOURS

To track your volunteers' hours in the volunteer website system, click on the “STATS” Tab. Under the heading “Active Opportunity Hours” –volunteer hours are listed.

Agency Stats

Start End SUBMIT DATE RANGE


 **20**
TOTAL FANS







 **18**
PAGE VIEWS

You can use these reports to get a sense for how much activity your agency has had between the dates you supply.

Active Opportunity Responses

[EXPORT OPPORTUNITY RESPONSES](#)

Table Filter 

RESPONSE 	OPPORTUNITY 	OPPORTUNITY NAME 	BEGINS 	RESPONDENT 	EMAIL 
1526123	256847	Allocations Committee Volunteer	ongoing	Blissard, Reagan	reagancbyrne@gmail.com
1492915	340207	Germantown Education Foundation 5K Stampede Color Run	04/29/18 2:00pm	Martin, Tehrian	tehrian.martin@uwmidsouth.org
1496957	340207	Germantown Education Foundation 5K Stampede Color Run	04/29/18 2:00pm	Harvey, Adrese	aharvey25@liberty.edu

If you would like to enter hours for your volunteers, Select “TIME TRACKING”

VIEW EDIT OPPORTUNITIES COMMUNITY EVENTS STATS **TIME TRACKING** UNITED WAY EVENTS CHECK-IN

Volunteer Hours

ACTIONS ☒ APPROVE ☐ DECLINE

Use the area below “**Volunteer Hours**” to select the “**Opportunity**” you are reporting. Once you select an opportunity, another dropdown menu appears with a list of all the volunteers who responded to that opportunity. “**Select a Volunteer**” and enter date and hours served. You may even track volunteer mileage, if you like. Some volunteers use this mileage as a tax deduction and some programs provide mileage reimbursement. The “Description” field is optional.

VIEW EDIT OPPORTUNITIES COMMUNITY EVENTS STATS **TIME TRACKING** UNITED WAY EVENTS CHECK-IN

Volunteer Hours

ACTIONS ☒ APPROVE ☐ DECLINE

DATE	VOLUNTEER	DETAILS	HOURS	MILES	STATUS
No pending hour entries.					
TOTALS					

Hour Type	Hour Details
<input checked="" type="radio"/> Opportunity Response *	Date Volunteered * <input type="text" value="YYYY/MM/DD"/>
Opportunity * <input type="text" value="Serving Meals - Ongoing Opportunity"/>	Hours Worked * <input type="text" value="3.5"/>
Opportunity Date: ongoing	Miles Traveled <input type="text" value="2.2"/>
Volunteer * <input type="text" value="Select a Volunteer"/>	
<div>Q. How did things go? Tell us about your experience volunteering.</div> <div><input type="text"/></div>	
<div>Description</div> <div><input type="text" value="Brief Description"/></div>	
<div>SUBMIT HOUR ENTRY</div>	

For detailed instructions on tracking volunteer hours, view the **Help Center** –[How To Log Volunteer Hours](#)

AUTO-GENERATED RESPONSES

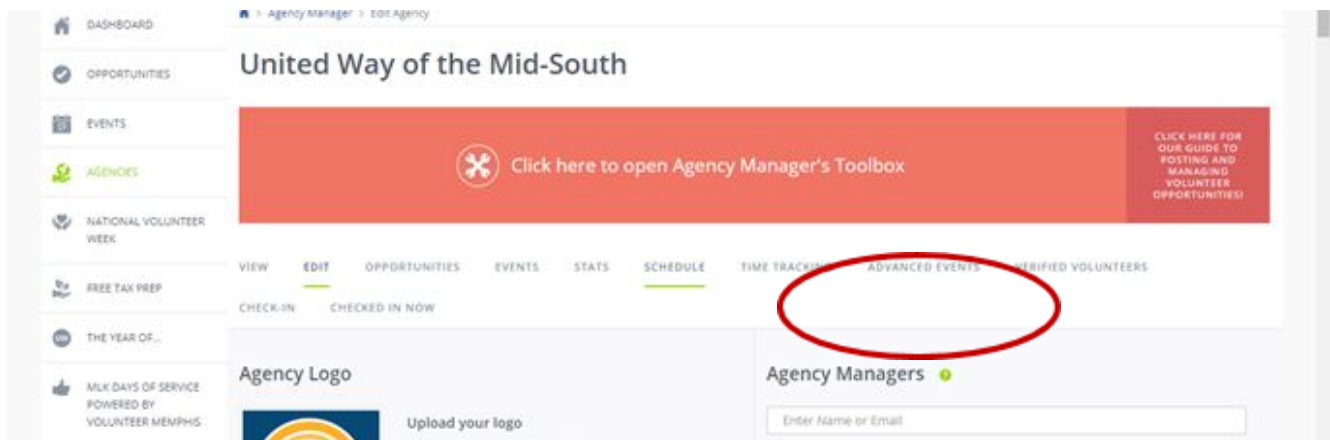
Our volunteer website is set up to auto-generate email responses for certain user actions. Auto-notifications will come from volunteer@uwmidsouth.org, so please add this address to your “safe senders” list to ensure you receive notifications as volunteers express interest in your volunteer opportunities AND when United Way of the Mid-South sends you information via our system.

ADVANCED EVENTS

An **Advanced Event** is typically a large-scale event in which multiple nonprofit organizations participate by offering volunteer opportunities. United Way of the Mid-South's Days of Caring is an example of an advanced event.

UWMS uses **Advanced Events** to post and manage all Days of Caring volunteer opportunities. Once you have decided to participate in Days of Caring, UWMS staff will add your organization to the module. Now you are ready to add volunteer opportunities.

Log into your account and select **My Agency**. Click the **ADVANCED EVENTS** tab.



Click **ADD NEW OPPORTUNITY** and enter your information. That's it! UWMS staff will review your opportunity and make it public.

