

USING THE VOLUNTEER PORTAL

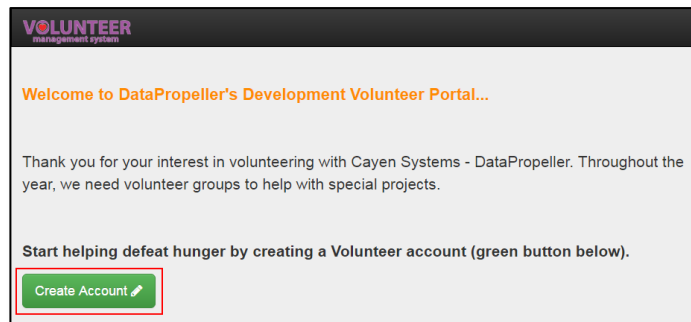
Ready to volunteer? Great! The Volunteer Portal allows adults and children to track volunteer hours. Here's how to sign up at the portal. There are THREE steps.

1. Create an account for you and/or your group (do this once).
2. Apply for volunteer positions. Some need approval, so please apply early!
3. Sign up for the dates when you can volunteer.

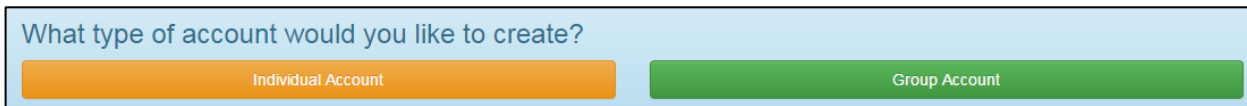
If you already have an account and an approved application, you can skip to Step 3 of this document.

STEP 1: CREATE AN ACCOUNT

Click Create Account to make a portal account.



The first prompt that appears is...



Choose "Group" to add your own information first and then information about your other group members. You can create a group later (instructions below) if you don't want to do it now, but it is easier to do at this point.

Choose "Individual Account" if you are an adult with no other group members.

You will need to select a Group Type. Choose Corporate if your group members have their own email address at which they should receive volunteer information. Complete the Sign Up information and Submit. You will then have the option to add group members to your new group.

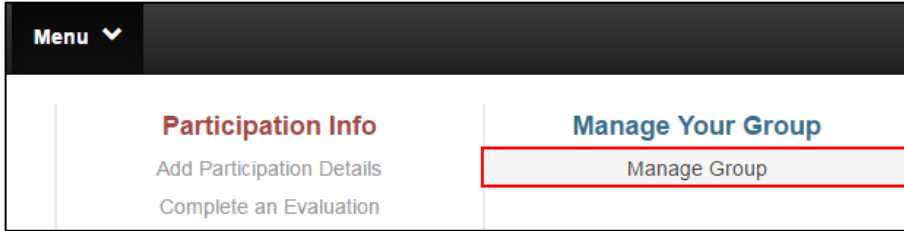
Notes on making an Account:

- To keep your online information secure, a complex password is required. As you enter the correct type and number of characters, the little thumbs get turned up and change from red to green.
- If you want to receive text reminders for the events you sign up for, enter your Mobile number. Standard text rates will apply.
- Your account request will be immediately approved and you will be logged in to the portal. To log in to the portal in the future, choose "Log in" at the upper right of the screen. Then just enter your email address and password, and away you go!

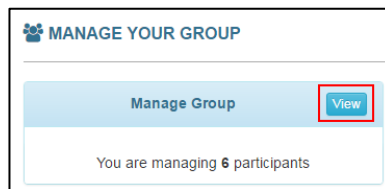


If you already set up an individual portal account in the past, but now want to add your group members to your Group, follow these steps.

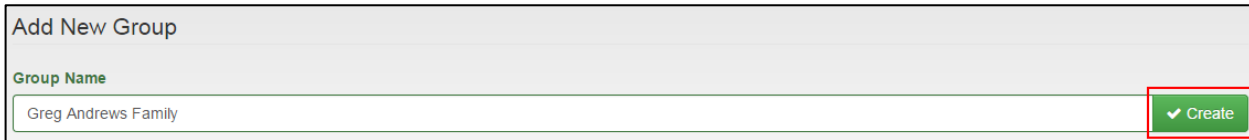
- From the Menu, select Manage Group.



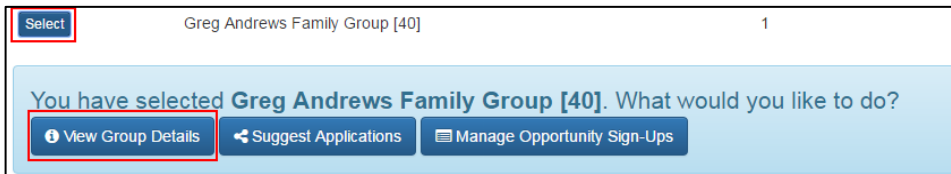
– OR on your Dashboard, click View in the MANAGE GROUP section.



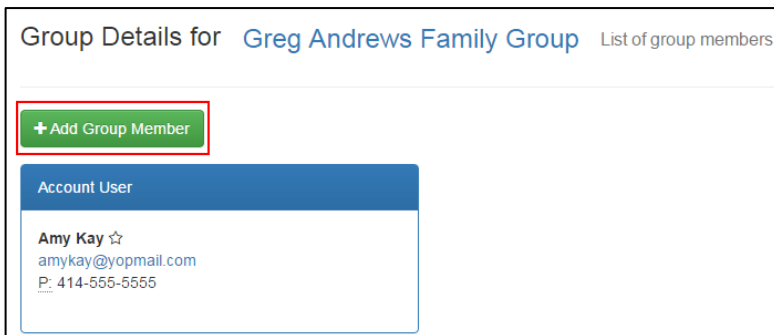
- Enter in the name of your group, if you have not already done so, and click **Create**. If your family uses more than one last name, use whichever name you'd like.



- Click Select next to your Group Name, the Action Menu will open. Click View Group Details.



Click Add Group Member. Complete the information for the participant and click Submit.



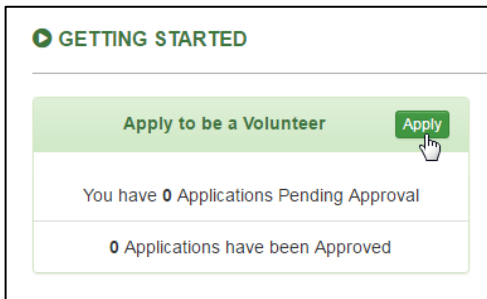
STEP 2: SUBMIT AN APPLICATION

To make it clear exactly what the volunteers will be doing, view the descriptions for each volunteer position. (Dashboard/ Getting Started/ View Volunteer Positions)

Some positions require you to “apply” for the job by answering a few simple questions. Positions involving working with children may require a background check.

Here’s how to apply:

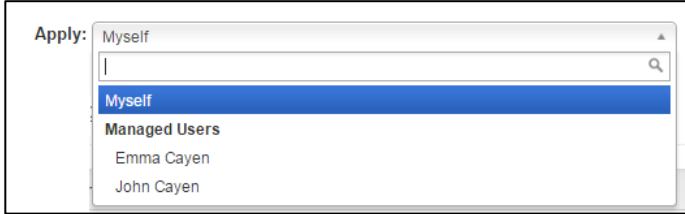
Your Dashboard will tell you how many Applications have been approved and pending. Click Apply in the GETTING STARTED section to begin the application process for yourself or one the group members you are managing.



A screen like this will appear listing all the available applications. Those in green have been approved. The applications are associated with various positions. For example, completing a General Adult Application would allow you to sign up for many opportunities, including Fish Fry Positions, auction volunteers and more!

Actions	Applications	Volunteer Positions	Date Submitted	Date Reviewed	Status
Apply	Adult Cantor Application	Cantor at Mass			Available
Apply	General Adult Volunteer	Stewardship Portal Coordinator Adult 8th grade DC trip fund raising volunteer Adult Volunteer Auction Night Volunteer Auction Planning Committee Volunteer Boutique Clean up Adult Helper Breakfast with St. Nick-Clean Up Cabaret Game Coordinator Cabaret Game Seller Christmas Decorations Tear-Down Church Environment Volunteers Church Hall Kitchen Ministry Volunteers Church Hall Kitchen Organizer Clean Up Assistant Dessert Donations Dishwasher Easter Sunday Church Preparation Event Organizer Fish Fry Adult Volunteer Fish Fry Dinner Crew: Beverage Cart Fish Fry Dinner Crew: Beverage Table Fish Fry Dinner Crew: Cashier Assistant Fish Fry Dinner Crew: Dessert Table Monitor-Cashier Fish Fry Dinner Crew: Fries Fish Fry Dinner Crew: Fry Kid Coordinator Fish Fry Dinner Crew: Fryers Fish Fry Dinner Crew: Supervisor Fish Fry Dinner Host/Hostesses Fish Fry Dinner-Dining Room Crew: Busser Crew Fish Fry Dinner-Dining Room Crew: Cashier Fish Fry Dinner-Dining Room Crew: Fry Kid Adult Helper Fish Fry Dinner-Dining Room Crew: Salad Bar Supervisor Fish Fry Dinner-Kitchen Crew: Carryout Crew Fish Fry Dinner-Kitchen Crew: Dippers Fish Fry Dinner-Kitchen Crew: Dishwasher Fish Fry Dinner-Kitchen Crew: Floater Fish Fry Dinner-Kitchen Crew: Soup, Veggies & Nuggets Station Fish Fry Dinner-Kitchen Crew: Windows Volunteers Fish Fry Prep/Dinner: Cutter Fish Fry Set Up Crew Fish Fry: Clean Up Crew Fish Fry: Dinner Crew: Special Soup Maker Fish Fry: Prep Crew General Adult Volunteer Hello Dolly Waiters Morning Drop Off Attendant Selfless Saturday Volunteer Set Up Assistant Spiritwear Sale Coordinator St. Sebastian Girl Scout Coordinator Stewardship Committee member Teacher Appreciation Dinner Coordinator Teacher Appreciation Dinner Food Contributor Tri-Parish Mission -Day of Helper Winter Farmers' Market Beverage Table	6/9/2015	1/25/2016	Approved
Apply	General High School Volunteer	Fish Fry High School Volunteer General High School Volunteer			Available
Apply	General Youth Volunteer (Middle School & Younger)	Advent Fun Day - Student Volunteer Boutique Clean up Student Helper Fish Fry: Fry Kid Server Fry Kid Busser-Setter Fry Kid Child Care Assistant Fry Kid Childcare Assistant Fry Kid Elevator-Hallway Monitor Fry Kid Server Shadow Fry Kid: Fish Fry Youth Volunteer (Middle School & Younger) General Youth Volunteer Selfless Saturday Student Volunteer STUDENT Volunteer for 8th Grade DC Trip Fundraising			Available
	Safe Environment Compliant Adult Volunteer	Adult Volunteer - Assured Advent Fun Day - Adult Volunteer Catechist K4 to Grade 6 Catechist Youth Ministry 7th to 10th grade Chess Club/Team Volunteer DC Trip Chaperone Fish Fry Adult Volunteers: Child Care Coordinator and Fry Kid Coordinator Fry Kid Busser - Setter Lead Lunch Bunch Volunteer * Mileage Club Volunteer * Replacement Catechist/Assistant * Vacation Bible School Assistant *	9/25/2015	9/29/2015	Approved

Step 1. Decide who you are applying for. At the top of the screen, choose yourself or one of your family members that you manage. The application list on the page will refresh showing applications in green that they are approved for.



Step 2. Click **Apply** next to the correct application.

Actions	Applications	Volunteer Positions	Date Submitted	Date Reviewed	Status
Apply	Adult Volunteer with Background Check				Available
Apply	Board Member	Board Member			Available

The application screen will appear.

Application Sign Up

Use this application to submit requests to apply as various participant types.

[Back](#)

You need to fill out the following Evaluations for **Adult Volunteer** before submitting the application for review:

[Dress Code](#) >
 [Job Description](#) >
 [Interests](#) >
 [Experience](#) >
 [Background Check](#) >

Note: Your responses will be saved as you answer each question. Therefore, you can leave and come back anytime to finish and submit your application for review.

Dress Code

Answered: Green Required: Red Optional / Not Answered: No Color

Question 1

Question: Please review our organization's volunteer dress code. If you become a volunteer, do you agree to abide by this policy? There are several questions... Your appearance and work attire should reflect professionalism and high level of commitment to the Guest experience. All Team Members are expected to exercise good judgment, avoiding extremes in dress and maintaining a neat, well-groomed appearance at all times.

Instructions: Please indicate if you Agree or not

-- Please select an option --

Question 2

Next Screen

- Read each section of the application carefully and answer all questions. Click **Next Screen** at the bottom of each page to advance to the next section. Once all sections are completed, click **Submit**. You'll see a message saying that the application has been submitted.
- Check your email for application status including how long it may take the Volunteer Manager to complete the review. A notification of the review (approval or denial) will be sent to you via a Portal message and as well as via email.

STEP 3: SIGN UP TO VOLUNTEER!

- Once you get the email saying you're eligible to volunteer, on your Dashboard, click View to see the Calendar of Opportunities where help is needed.

[View Opportunity Calendar](#) View

3 new Opportunities have been added in the last 30 days

You are eligible for 12 upcoming Opportunities in the next 60 days

- Use the colors described at the top of the screen for more information:
 - Green** are ones you are eligible for based on your approved applications
 - Light cyan** are dates that are full or may have a waiting list you could sign up for
 - Red** means that registration is closed (usually the event is over)
 - Orange** means you are not eligible to volunteer (needs an approved application)
 - Light violet** are special events (see page 7 below for details on signing up for special events).
- Hover your mouse over an opportunity on the calendar to view a brief summary.
- Click on the opportunity to see more details, including who has already signed up.

HINT: Use the filters at the top to see just the opportunities you want to see. The rightmost filter will display just the opportunities you are signed up for.

Opportunities

Below are opportunities available for you to join.

Filter (Optional)

--All Program Activities--
--All Activities--
All Activities

Account Holder or Managed User Eligible: **Green** Full or Waiting List: **Light Cyan** Not Eligible: **Soft Orange** Registration Closed: **Red**
Special Event: **Light Violet**

Prev Year
Next Year

<
October 2015
>

today
month
week
day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 8a Driver for Mark Jones - St. Marys Elm Grove	28 Friday Fish Fry	29	30	1	2 Friday Fish Fry	3
4 8a Driver for Mark Jones - St. Marys Elm Grove	5 12a New Opportunity 12a New Opportunity			8	9 Friday Fish Fry	10
11 8a Driver for Mark Jones - St. Marys Elm Grove	12	13	14 9a Greeter	15	16 Friday Fish Fry	17
18 8a Driver for Mark Jones - St. Marys Elm Grove	19	20	21 9a Greeter	22	23 Friday Fish Fry	24

Greeter

Program: Art Museum
Activity: Halloween Scary Art Night
Location: Museum
Length: 1

People Needed: 5
People Signed Up: 5

[Click for more Details](#)

Single date sign up – After clicking on the opportunity of your choice on the date you can volunteer, click the green **Register** button and pick “Myself.” If you’re signing up for someone else in your group, choose that person from the list.

Organization Name	Program	Activity Name	Date
St. Sebastian	Playground Volunteers	Morning Drop Off Volunteers	9/25/2015

7:40 AM to 8:10 AM: Morning Drop Off Attendant - Friday 2 Signed Up of 3 Total Spots - 1 Available

Register **Cancel Registration**

You are signed up to attend this opportunity.

Description
Help keep kids safe getting into school and keep the traffic flowing smoothly.

Selected Day's Additional Detail
Not specified.

Interests
Not Specified.

Family / Group Holds (Family / Group Name (id) - # of holds)
Not specified.

Location Name
St. Sebastian School

Room
Parking Lot

Documents
No documents assigned

2 People Signed Up

Multiple date sign up – Click **Sign Up for Multiple Future Dates**, and additional dates for this opportunity will appear. Click the green **Register** button for each one you want to sign up for.

Sign Up for Multiple Future Dates

Future Dates			
Actions	Date	Start Time	End Time
Register Cancel Sign-Up	Monday 4/10/2017	3:00 PM	5:00 PM
Register Cancel Sign-Up	Monday 4/17/2017	3:00 PM	5:00 PM
Register Cancel Sign-Up	Monday 4/24/2017	3:00 PM	5:00 PM

SPECIAL EVENTS

Click a special event on the Calendar (denoted by its light violet color).

A screen will open like this.

Fri
2
Friday Fish Fry

1:30 PM to 4:30 PM: Fish Fry Set Up Crew	0 Signed Up of 7 Total Spots • 7 Available
2:00 PM to 7:30 PM: Fish Fry Prep & Dinner: Cutters	0 Signed Up of 1 Total Spots • 1 Available
2:00 PM to 2:30 PM: Fish Fry: Special Soup Maker	0 Signed Up of 2 Total Spots • 2 Available
3:45 PM to 7:30 PM: Fish Fry Dinner Crew: Fry Kid Coordinator	0 Signed Up of 1 Total Spots • 1 Available
4:00 PM to 7:30 PM: Fish Fry Dinner-Dining Crew: Salad Bar Supervisor	0 Signed Up of 1 Total Spots • 1 Available
4:00 PM to 7:30 PM: Fish Fry Dinner-Dining Room Crew: Busser	0 Signed Up of 3 Total Spots • 3 Available
4:15 PM to 7:30 PM: Fish Fry Dinner-Kitchen Crew: Windows Volunteers	0 Signed Up of 2 Total Spots • 2 Available

- All the different opportunities for that Special Event will appear and detail how many spots are available. They will be in **green** if you have an approved application and there are still volunteer spots open, **yellow** if it is full, and **blue** or **grey** if you don't have an approved application.
- Click on the Opportunity. It will open a registration/details screen like the non-special event opportunities.
- Click **Register** to sign up yourself or one of your family members up.

FOR ALL SIGN UPS

- You will receive a portal message and an email thanking you for registering for each opportunity. *Note you are not signed up and the Volunteer Coordinator for that event does not know you are coming until you get this email!*

Messages						
Below are messages sent to you from other users or the system.						
Show	10	▼	entries	Search all columns: <input type="text"/>		
Date Received	Message Type	From	Subject	Date Read	Read	Actions
9/4/2015 10:12:43 PM		admin	Thank you for registering Amy Kay to participate in Driver for Marie-Claire Gomez - Mt Olive Milwaukee		No	View Archive

- The email will have a link in it to add the Opportunity date/time to your Google or Outlook calendars.
- You may also receive an email and/or text reminder (if you entered a mobile number when creating your account) before your scheduled volunteer date.