**Tip #1:** If you signed up to volunteer *after* May 24, 2017, you automatically created your volunteer account on MyVolunterPage.com when you completed your application. You would NOT have received a Username and Password from us because you already created your account. Simply go back and log in with the Username and Password you created at that time; update your profile as needed.

**Tip #2:** If you had completed the Volunteer Process **before** May 24, 2017. We sent out a mass email in June 2017, with a Username that started with SDLGBT- and a random number, along with a 6-digit password. Many people did not receive the email or it got blocked so if you are one of those people, simply reply to this email and we will re-send it to you.

**Tip #3:** Forget your username or password? On the login page, simply click on "Forgot your username or password?" and follow the prompts. If you are unsuccessful, please email <u>volunteeradmin@thecentersd.org</u>. and your username and/or password will be reset and sent to you.

**Tip #4:** When you log into the system the example below 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.

VOLUNT	REERS @ The Center THE					
HOME OPPORTUNITIES SCHEDULE HOU	RS REPORTS CONT	АСТ	MY PROFILE			
Home - San Diego LGB I Comn	nunity Center Vol	lunteers	? <u>Help</u> 🖕 Log O			
Welcome Jessica Sinado Edit	VOLUNTEER HO This Week 0.0	This Month 5.0	This Year 13.0			
* San Diego LGBT Community Center Volunteers						
News		Get Social				
Greetings and Welcome!		Share t	his f 💟 🕂			
We are pleased that you have taken the time to open and read Volunteer Profile as part of our NEW Volunteer Database! Take a few minutes to explore, you'll discover that you have yo ability to upload your picture, login at anytime and search out your own for volunteer shifts, login your hours, and look at you hours.	I our invitation to update your individ our very own Volunteer Profile, and I rolunteer opportunities and sign up r record of assignments and comple	the Tweet	S by @LGBTCenter 0			
If you have any questions, simply hit "Contact" and send me a and so is the invitation for coffee.	pen image MT 12 hours of encourage	TV Australia will go off the air for 12 hours on Thursday in a move meant to encourage viewers to make				
Director of Volunteer Services 2		fb.me/DtK	hf2e0			
Community Leadership Development						
San Diego LGBT Community Center's Mission Statement			-			
The mission of The San Diego LGBT Community Center is to well-being of the lesbian, gay, bisexual, transgender and HIV programs and services that create community; empower con essential resources; advocate for civil and human rights; and cultural diversity.	o enhance and sustain the health a communities by providing activitie nmunity members; provide embrace, promote and support ou	nd Embed	View on Twitter			

AIDS Walk & Run - Registration - Walk

AIDS Walk & Run - Site Breakdown - AM

AIDS Walk & Run - Site Breakdown - PM

AIDS Walk & Run - Volunteer Check-In - Farly Shift

AIDS Walk & Run - Teams

**Tip #5:** Please make sure to click on OPPORTUNITIES so that you can see the many activities and shifts currently open for volunteers. Make sure to scroll down so that you see the full list of activities, some of which include:

- AIDS Walk
- Community Ldrshp Council
- Cyber Center
- Dining Out for Life
- Food Bank
- Food Bank Translators
- Front Desk
- General Admin Support
- Guys, Games & Grub
- Volunteer Resources Team

**JNTEERS** *@* OPPORTUNITIES **Opportunities** ? Help OLog Out FILTERS Only include activities that I am qualified for Only include activities that have openings available Include activities for which I am currently Generally Available Signed Up Scheduled On the backup list SORT Activity Name 

SORT Activity Name

SORT Coupling of the second • Make these my default filters R Filter Activities San Diego LGBT Community Center Volunteers AIDS Walk & Run - Communications • 9/30/2017 9/30/2017 AIDS Walk & Run - Festival Site 0 9/30/2017 9/30/2017 AIDS Walk & Run - Health & Happiness Monitors (Route & Safety/H 0 9/30/2017 9/30/2017 AIDS Walk & Run - Hoopla - Start/Finish 9/30/2017 9/30/2017 0 AIDS Walk & Run - Reasons We Remen 9/30/2017 9/30/2017

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9/30/2017

Tip #6: After you find the activity you are interested in, simply click on that activity; for example, Food Bank. After clicking on Food Bank, it will take you to this page showing dates for upcoming Food Bank Simply click on events. "Sign Up" for the dates that work for you. These dates will appear automatically on your Schedule. You can subscribe to a Weekly Reminder referenced in Tip #7.



**Tip #7:** You can subscribe to a Weekly Reminder of upcoming shifts by clicking on SCHEDULE, see below:

VOLU	NTEE	RS	@ the	RUPY MAN
HOME OPPORTUNITIES SCH	EDULE HOURS REPORTS	CONTACT		MY PROFILE
Schedule				? Help 😃 Log Out
Filters				
From 08/23/2017 To 10/23/2017	Filter Shifts			
To subscribe to weekly reminder emails or sub	oscribe to a calendar feed visit <u>your contact i</u>	nformation page.		
ACTIVITY	DATE	START.	END ACTIONS	-
You have no scheduled activity assignment	s between the dates specified.			Select All
Monthly Calendar Schedule				
Paper Size Letter Landscape (11" x 8.5") Start Date 08/01/2017	Download Calendar View Calendar			
MyVolunteerPage.com	<u>Site Map</u>		Powered By	BETTER

Tip #8: I cannot stress enough how important it is for you to log your hours. Showing strong community commitment through volunteerism strengthens some applications for Center funding so we encourage you to please log in your hours soon after volunteering.

Logging your hours is in the same location that 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 have to do is confirm that you worked those hours.



If you did not Sign Up in advance, all you have to do is Click on the down-arrow at the Activity bar and select the activity you volunteered for; key in the Date Volunteered, number of hours and minutes you volunteered, then simply click SAVE. Your hours will be saved and recorded. (If for some reason you do not see your activity, please tab over to CONTACT and send me an email. I will look into it.)

**Tip #9** - Reports, if you are geeky fun like me, you will love this section. It actually gives you a graph on hours. How fun is that!

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	INITIES	SCHEDUL	E HO	URS	REPORTS	CONTA	ст			MY	PROFILI
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Hours Over tl	ne Past )	/ear								10	
	Nov	Dec	Ian	Feb	Mar	Apr	Max		al Aug	7.5 5 5 2.5 0	
NIDS								-			

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

Cheli Mohamed Cmohamed@thecentersd.org Jon McMullen Volunteeradmin@thecentersd.org