

How to Access your Volunteer Page

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 volunteeradmin@thecentersd.org. 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.

The screenshot shows the 'VOLUNTEERS @ The Center' website interface. At the top is a navigation bar with tabs: HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. Below the navigation bar is a header for 'Home - San Diego LGBT Community Center Volunteers' with links for Help and Log Out.

The main content area features a 'Welcome Jessica Sinado' message with an 'Edit' link. To the right, a 'VOLUNTEER HOURS' table displays the following data:

	This Week	This Month	This Year
VOLUNTEER HOURS	0.0	5.0	13.0

Below the welcome message is a 'News' section with a 'Greetings and Welcome!' message from Cheli Mohamed, Director of Volunteer Services & Community Leadership Development. The message includes instructions for updating the volunteer profile and a link to the 'San Diego LGBT Community Center's Mission Statement'.

On the right side, there is a 'Get Social' section with social media sharing options (Facebook, Twitter, and a plus sign for more). It shows a tweet from @LGBTCenter about MTV Australia and a video player for 'San Diego LGBT C' with 15K likes.

How to Access your Volunteer Page

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

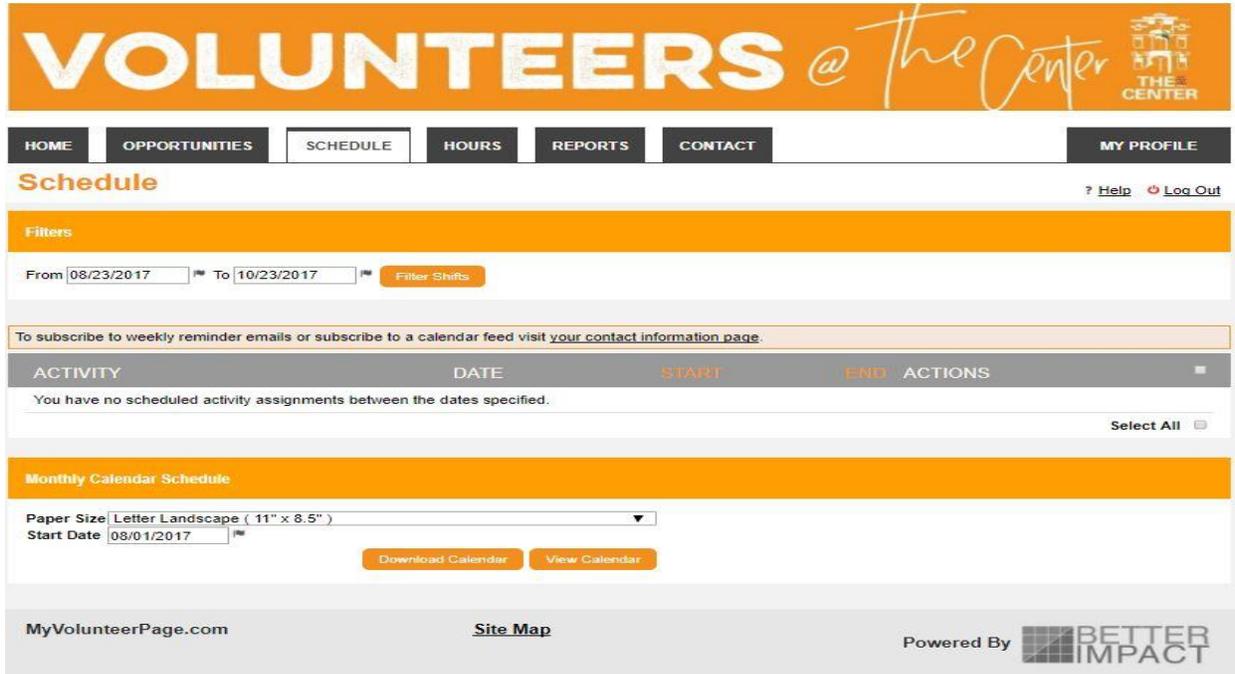
Activity	Shifts	Start Date	End Date
AIDS Walk & Run - Communications	0	9/30/2017	9/30/2017
AIDS Walk & Run - Festival Site	1	9/30/2017	9/30/2017
AIDS Walk & Run - Health & Happiness Monitors (Route & Safety/Hoopla)	1	9/30/2017	9/30/2017
AIDS Walk & Run - Hoopla - Start/Finist	1	9/30/2017	9/30/2017
AIDS Walk & Run - Reasons We Remember	1	9/30/2017	9/30/2017
AIDS Walk & Run - Registration - Walk	1	9/30/2017	9/30/2017
AIDS Walk & Run - Site Breakdown - AM	2	9/30/2017	9/30/2017
AIDS Walk & Run - Site Breakdown - PM	1	9/30/2017	9/30/2017
AIDS Walk & Run - Teams	1	9/30/2017	9/30/2017
AIDS Walk & Run - Volunteer Check-In - Early Shift	1	9/30/2017	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 events. Simply click on "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.

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

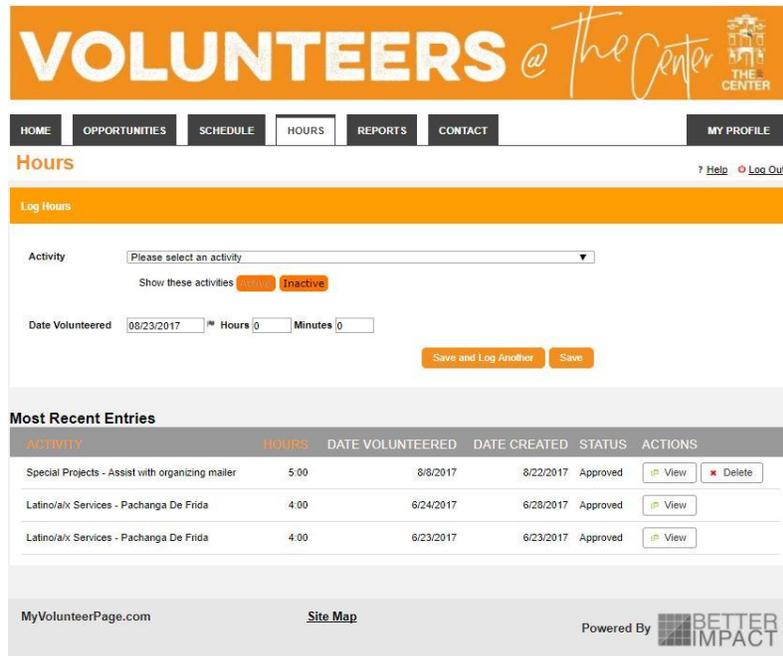
How to Access your Volunteer Page

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



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.*

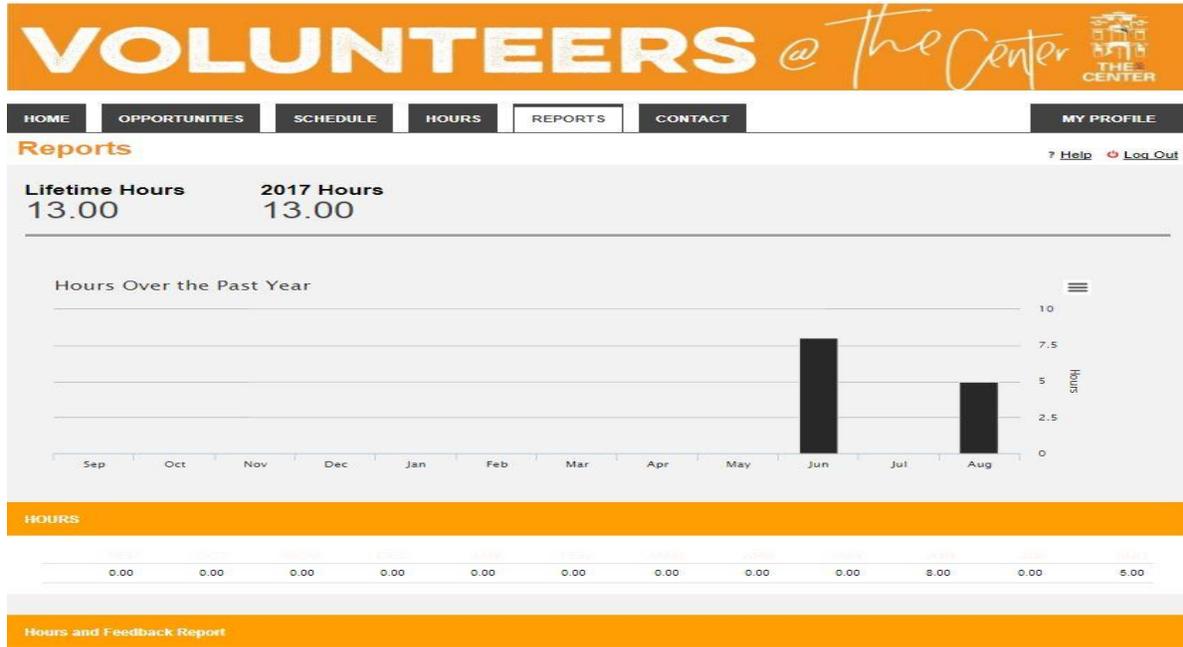
Logging your hours is in the same location that you will be logging your Monthly Hours. Simply click on the HOURS tab. If you have Signed Up in advance or were Assigned to a shift, all you have to do is confirm that you worked those hours.



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.)

How to Access your Volunteer Page

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!



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