



Volunteer Registration Guide

Our community. Your passion. United.

For over 25 years, United Way of Lane County has matched community volunteers with local nonprofits for our annual Day(s) of Caring.

Days of Caring will be from September 22-24, 2022. We have asked our nonprofit agency partners to not only have in person opportunities but to also have virtual and remote opportunities as well. This guide is designed to help you understand your role as Company Coordinator or an individual when registering for a project.

Volunteer Registration Guide and FAQ
For Groups and Individuals

IMPORTANT DATES AND CONTACTS



| | |
|------------------------|-------------------------------|
| August 1-2 | Projects viewable |
| August 3 – September 2 | Volunteer Registration |
| September 2, 5 p.m. | Volunteer Registration Closes |
| September 4 | T-shirt Order Deadline |
| September 22-24 | Days of Caring! |

We are adhering to COVID-19 recommendations and are continuing to monitor health and safety recommendations from the CDC, OSHA, OHA, and Lane County Public Health to ensure the safety of everyone involved. Masks will be required for all indoor projects and optional for outdoor projects.

Questions? We're here to help! Please contact Community Engagement Manager, Emily Dale:

edale@unitedwaylane.org

541-357-5806

For Groups and Individuals

BEFORE REGISTERING

What is my role as Company Coordinator?

As Company Coordinator you will be responsible for recruiting volunteers from within your company and assigning them to specific Days of Caring volunteer projects using the online registration system. You will also be responsible for distributing the online volunteer release form to your team, making sure they're completed BEFORE Days of Caring, and communicating project details (location and timing) to your team.

How can I recruit volunteers at my company?

Start now! Sign up early for the largest choice of projects. Get the discussion started about Days of Caring at a staff or department meeting to encourage participation. Ask your co-workers what types of projects they are interested in, and what skills or limitations they may have.

Tell me more about this mandatory release form!

United Way of Lane County requires all Days of Caring volunteers complete and sign a volunteer release form BEFORE the project begins. To fill out the form please go to volunteeruwlane.org/doc_release_form. All volunteers must fill out this form so if you are registering a team, you will need to distribute the link to all the volunteers on your team for them to fill it out. This year we will be doing all volunteer release form digitally, meaning **all volunteer release forms will be need to be filled out ahead of time**, not the day of.

REGISTRATION AND T-SHIRTS

How do I sign my team up for Days of Caring projects?

See page 4 for specific registration instructions using our online system. Depending on project availability, a company can participate in as many projects as they want. You can match your team to specific agencies or to types of projects. If anyone in your group has special skills (i.e. electricians, carpenters, plumbers, master gardeners, artists, etc.) please make a note of this in your registration information. You can sign up between August 3 and September 2.

How do I get Days of Caring T-shirts for my team?

A link to order your Days of Caring t-shirts will be available starting August 5 on volunteeruwlane.org/doc

Your order will be processed and filled by McKenzie Sew On. United Way of Lane County is committed to working with this local business. T-shirt orders must be submitted by **September 4**. You are responsible for picking up t-shirts from McKenzie Sew On.

For Groups and Individuals

What information do I need to register?

To register, you will need to know:

- number of volunteers on your team
- their names
- contact information of volunteers (email and/or phone)

We understand that plans change, but holding spots for volunteers and not being able to fill them is unfair to agencies that were planning on a specific number of volunteers. We will also use the information you submit to make sure we have received all of the release forms from your group prior to Days of Caring. **Please do your best to provide names and contact information of all volunteers when you register for projects.**

NEXT STEPS

What can I do to prepare for registration to open on August 3?

As Company Coordinator you'll be serving as Team Captain to get your team registered on our site. To prepare for this you can talk with your team about what projects are a good fit for them and start building your team(s).

Once you have an idea of who will be volunteering on what projects, you can follow the instructions on pages 4-6 of this document to register your account and set up teams for each of the projects. While you don't have to do this in advance, it is an easy way to ensure that you're able to register right away on August 3! If you have participated in Days of Caring in the past and need help accessing your profile, please contact dayofcaring@unitedwaylane.org.

Okay- my team is registered! What now?

Following registration, both the Company Coordinator and the contact at the agency will receive a confirmation email from United Way. This email will review the details of the project, number of volunteers committed, contact information, the link to [volunteer release forms](#), and other important details!

What if we need to change our registration?

To change your team's registration, please contact Emily Dale, Community Engagement Manager at United Way. **DO NOT contact the agency.** After hearing from you, we will contact the agency and update the registration information on our site. Please contact us at dayofcaring@unitedwaylane.org or edale@unitedwaylane.org.

HOW TO REGISTER A GROUP

Online Registration- Available August 3 – September 2

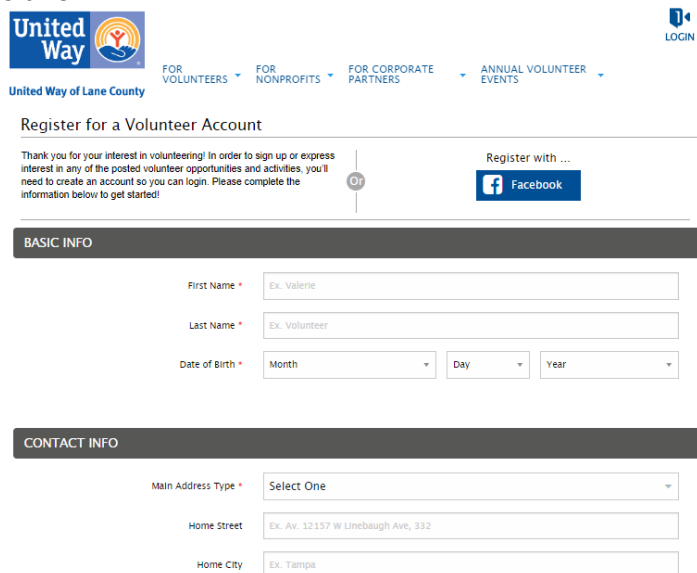
Online registration allows a volunteer to sign up as an individual, a group, or both for a project.

- **Registering a group for a project, follow the instructions below.**
- **Registering as an individual volunteer go to page 7 for instructions.**

When a volunteer signs up others for a project, they automatically assume the role of Company Coordinator for that group. A Company Coordinator can edit the registration for the group as a whole, if necessary.

To register your team and sign up for Day of Caring projects:

1. Start at volunteeruwlane.org
2. You'll need to make an account on the site if you don't already have one made. *If you do move to step 3.*
 - To make an account put your mouse cursor over the **"For Volunteers"** from the menu options at the top of the page. A drop down menu will than appear, click **"Become A Volunteer"** and enter the requested information. Your screen should look like this.



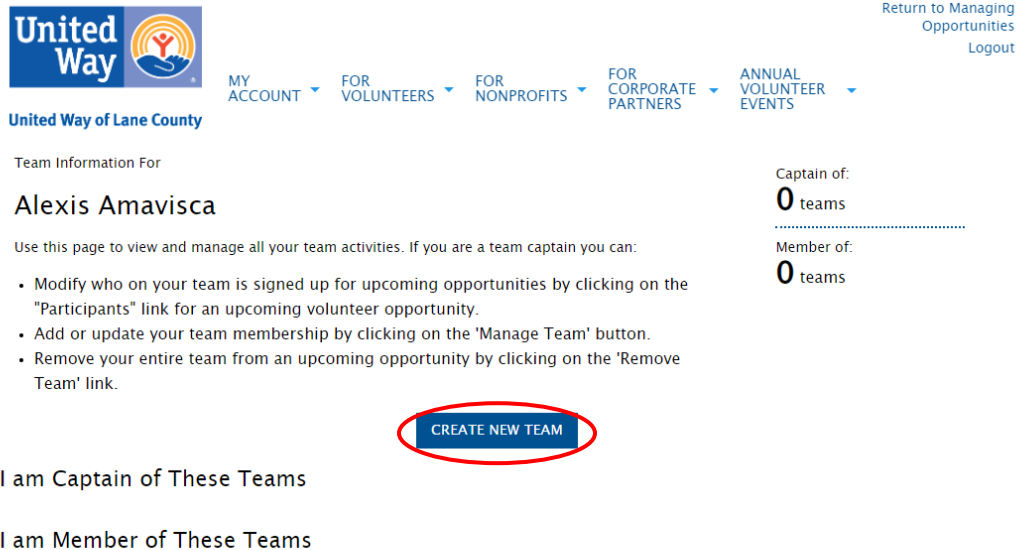
The screenshot shows the 'Register for a Volunteer Account' page. At the top, there is a navigation menu with 'FOR VOLUNTEERS' selected. Below the header, there is a 'Register with ...' button for Facebook. The form is divided into two sections: 'BASIC INFO' and 'CONTACT INFO'. The 'BASIC INFO' section includes fields for 'First Name' (with 'Ex. Valerie'), 'Last Name' (with 'Ex. Volunteer'), and 'Date of Birth' (with dropdowns for Month, Day, and Year). The 'CONTACT INFO' section includes a 'Main Address Type' dropdown (with 'Select One'), 'Home Street' (with 'Ex. Av. 12137 W Limebaugh Ave, 332'), and 'Home City' (with 'Ex. Tampa').

3. Once you are logged in, put your mouse cursor over the **"My Account"** at the top of the page with the different menu options. A drop down menu will appear and click **"My Teams"**.



HOW TO REGISTER A GROUP

A new screen will load, once it does click on **“Create New Team”**.



Return to Managing Opportunities Logout

MY ACCOUNT ▾ FOR VOLUNTEERS ▾ FOR NONPROFITS ▾ FOR CORPORATE PARTNERS ▾ ANNUAL VOLUNTEER EVENTS ▾

United Way of Lane County

Team Information For

Alexis Amavisca

Use this page to view and manage all your team activities. If you are a team captain you can:

- Modify who on your team is signed up for upcoming opportunities by clicking on the "Participants" link for an upcoming volunteer opportunity.
- Add or update your team membership by clicking on the 'Manage Team' button.
- Remove your entire team from an upcoming opportunity by clicking on the 'Remove Team' link.

Captain of: **0** teams

Member of: **0** teams

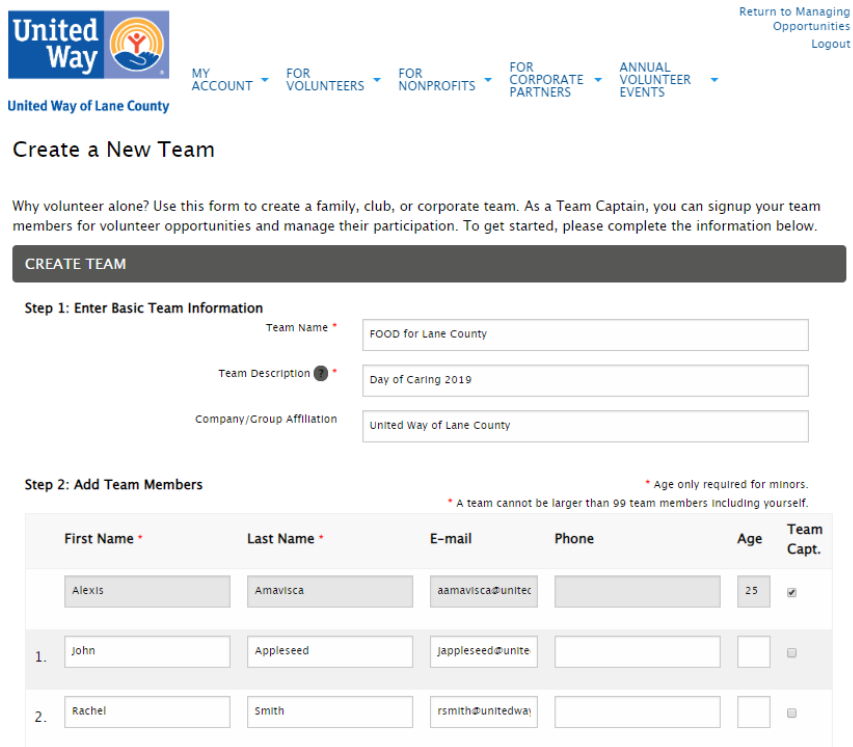
CREATE NEW TEAM

I am Captain of These Teams

I am Member of These Teams

CREATE NEW TEAM

4. The screen below will appear, please fill in the requested information about your team members. You, as the company coordinator, are the team captain. Please enter each team member’s **full name and email**.
- If you already know which individuals are interested in which projects, you can make a separate team for each project.
 - You can also make one team for your whole group and select who will be going where when you register for projects.



Return to Managing Opportunities Logout

MY ACCOUNT ▾ FOR VOLUNTEERS ▾ FOR NONPROFITS ▾ FOR CORPORATE PARTNERS ▾ ANNUAL VOLUNTEER EVENTS ▾

United Way of Lane County

Create a New Team

Why volunteer alone? Use this form to create a family, club, or corporate team. As a Team Captain, you can sign up your team members for volunteer opportunities and manage their participation. To get started, please complete the information below.

CREATE TEAM

Step 1: Enter Basic Team Information

Team Name *

Team Description *

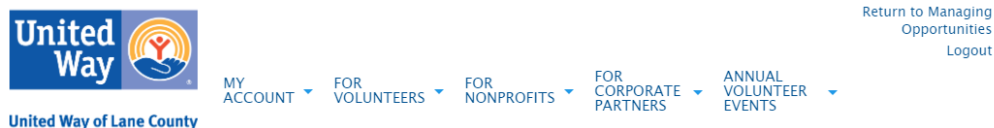
Company/Group Affiliation

Step 2: Add Team Members * Age only required for minors. * A team cannot be larger than 99 team members including yourself.

| | First Name * | Last Name * | E-mail | Phone | Age | Team Capt. |
|----|-------------------------------------|--|---|----------------------|----------------------|-------------------------------------|
| | Alexis | Amavisca | aamavisca@unitec | | 25 | <input checked="" type="checkbox"/> |
| 1. | <input type="text" value="John"/> | <input type="text" value="Appleseed"/> | <input type="text" value="jappleseed@unite"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| 2. | <input type="text" value="Rachel"/> | <input type="text" value="Smith"/> | <input type="text" value="rsmith@unitedwa"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

HOW TO REGISTER A GROUP

5. Once your team is registered you will see the screen below. From here, you're ready to register your team for Days of Caring projects!



Success! You can now sign-up your new team for an opportunity:

FOOD for Lane County

Number of Members (including team captains): 3

Team captain(s): Alexis Amavisca

If you supplied us with email addresses for your team members, we have emailed them, and asked them to create their own individual account. This will make their team experience more enjoyable. As team captain, you are now able to sign up one or more members of your team (whether or not they have created an account here) to volunteer as part of your team for upcoming opportunities.

As captain, it is your responsibility to ensure that any team members you sign-up for an opportunity have agreed to attend and have the information they need. Please promptly remove team members from opportunities you have signed them up for if they tell you they can't attend.

You can modify your team opportunity signups by clicking on the "Participants" link for this opportunity which can be found on the [My Account / Overview](#) page and on the [My Teams](#) page.

You can add additional members to your team by clicking the "Manage Team" button on the [My Teams](#) page.

6. Navigate back to the home screen by clicking on the United Way logo on the top left of the page. Click "**Search All Volunteer Opportunities**" in the center of the screen.
 - o To filter it so you are only seeing Days of Caring projects, use the "Additional Filters" search features that are along the left side of the page when you scroll down the page.
 - o Click the black plus button that says "What would you like to do?"
 - o When you see "**Participate in Event**" click the box that says "**Select Options**" and select "**Days of Caring 2022**".
7. Find the projects that you are interested in. By clicking on the listings you can see details such as time, location and a brief description.
8. Once you've found the right project(s) for your group, click "**Sign up with a team**". When registering your team, you will have the option to sign up the whole team or register just selected participants.

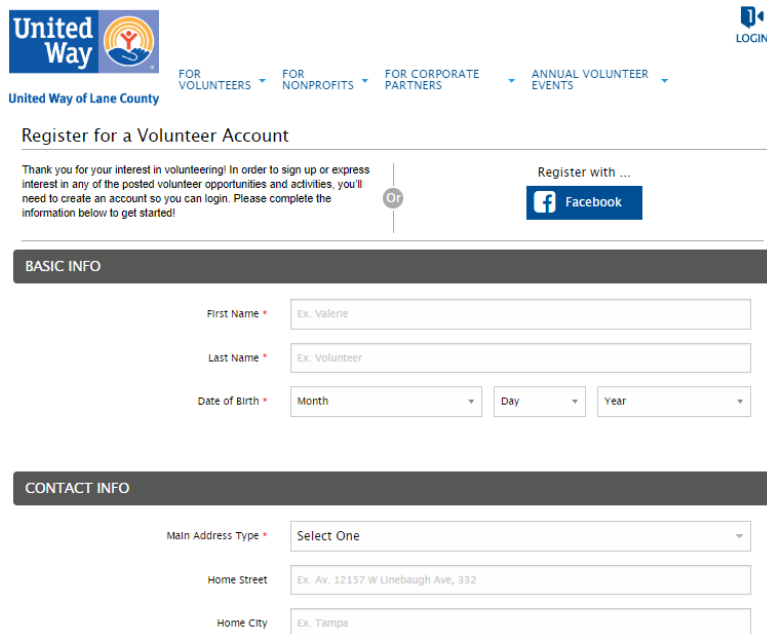
Remember, the volunteer who signs up others for a project automatically assumes the role of Company Coordinator/Team Captain.

After registering for a Days of Caring project, you will receive a confirmation email. If you would like to make any alterations to your registration or need further information, contact us at dayofcaring@unitedwaylane.org not the agency.

HOW TO REGISTER AN INDIVIDUAL

To register yourself and sign up for Day of Caring project:

1. Start at volunteeruwlane.org
2. You'll need to make an account on the site if you don't already have one made. *If you do move to step 3.*
 - To make an account put your mouse cursor over the **"For Volunteers"** from the menu options at the top of the page. A drop down menu will than appear, click **"Become A Volunteer"** and enter the requested information. Your screen should look like this.



The screenshot shows the registration page for a volunteer account. At the top, there is a navigation menu with options: FOR VOLUNTEERS, FOR NONPROFITS, FOR CORPORATE PARTNERS, and ANNUAL VOLUNTEER EVENTS. A 'LOGIN' button is in the top right. The main heading is 'Register for a Volunteer Account'. Below this, there is a message: 'Thank you for your interest in volunteering! In order to sign up or express interest in any of the posted volunteer opportunities and activities, you'll need to create an account so you can login. Please complete the information below to get started!'. To the right of this message is a 'Register with ...' button with a Facebook icon. Below the message is a form with two sections: 'BASIC INFO' and 'CONTACT INFO'. The 'BASIC INFO' section includes fields for 'First Name' (with 'Ex. Valerie'), 'Last Name' (with 'Ex. Volunteer'), and 'Date of Birth' (with dropdowns for Month, Day, and Year). The 'CONTACT INFO' section includes a 'Main Address Type' dropdown (with 'Select One'), 'Home Street' (with 'Ex. Av. 12157 W Linebaugh Ave, 332'), and 'Home City' (with 'Ex. Tampa').

3. Navigate back to the home screen by clicking on the United Way logo on the top left of the page. Click **"Search All Volunteer Opportunities"** in the center of the screen.
 - To filter it so you are only seeing Days of Caring projects, use the "Additional Filters" search features that are along the left side of the page when you scroll down the page.
 - Click the black plus button that says "What would you like to do?"
 - When you see **"Participate in Event"** click the box that says **"Select Options"** and select **"Days of Caring 2022"**.
4. Find the projects that you are interested in. By clicking on the listings you can see details such as time, location and a brief description.
5. Once you've found the right project for yourself click **"Sign Up"**.

After registering for a Days of Caring project, you will receive a confirmation email. If you would like to make any alterations to your registration or need further information, contact us at dayofcaring@unitedwaylane.org not the agency.