




connecting point
community services central

Volunteer Hub: Partner Quick Start Guide

Step 1: Register Your Organization

- Go to the Volunteer Hub website at VolunteerHub.ConnectingPoint.org
- At the top of the webpage, hover your mouse over PARTNER WITH US. A dropdown menu will appear. Click SIGNUP/REGISTRATION.
- Complete the form, click the box agreeing to our [Terms of Use](#), and click the SUBMIT button.
- You will receive a confirmation email with our [Partnership Agreement](#) attached. We will call you within one business day to review the agreement with you. Your organization must complete the Partnership Agreement before your volunteer opportunities will be posted.
- Once Connecting Point has accepted your registration, you will receive an email with your login information.

Step 2: Create Your Volunteer Opportunities

- See our [Partner Resources page](#) for links to videos and guides to help you get started. Our Volunteer Hub Liaison is also available to help you think through the best way to set up your opportunities. See email and phone number below.
- Go to VolunteerHub.ConnectingPoint.org and click on the LOGIN button in the top left corner of the screen. This will take you to the Partner Portal.
- In the menu on the left of the screen, click on VOLUNTEER OPPORTUNITIES.
- Click on the CREATE VOLUNTEER OPPORTUNITY box in the upper right corner of the screen.
- Fill in the required information. (Click on the  for more information about these fields).

Step 3: Manage Your Opportunities & Volunteers

- In the Partner Portal you can:
 - See who has signed up for each of your opportunities
 - Confirm, deny, or waitlist a volunteer
 - Contact potential volunteers as individuals or as a group
 - Report attendance and hours served
 - Run reports

Questions?

Our Volunteer Liaison is ready to help. Contact us at 530-274-5601 or volunteers@connectingpoint.org.