

## How to register for a Campaign Services Request

Step 1: You will receive an email notifying you that a campaign services request is available. Click on the link in the email ([www.stlvolunteer.org/campaignservices](http://www.stlvolunteer.org/campaignservices)). You can also check the link directly at any time to see if there are any available request.

Step 2: Enter the invitation code “agency” into the box and click on the **SEARCH** button.

### Campaign Services Volunteer Opportunities



Invitation Code  **SEARCH**

Step 3: Review the list of upcoming campaign services requests. Only select the requests that do not have a specified impact area or are within your assigned United Way impact area.

<p><b>The Federal Reserve Bank of St. Louis – – Company</b> 9/21/18 10:00 AM 4 hours</p> <p>We would like to set up approximate 8-10 booths so that our employees can learn more about United Way and how the organi... <a href="#">Read More</a></p> <p>Posted By The Federal Reserve Bank of St. Louis</p> <p>Where St. Louis</p> <p><a href="#">VIEW DETAILS</a></p>	<p><b>UniGroup, Inc. – – Company Fair</b> 9/5/18 8:00 AM 2 hours</p> <p>We are planning on a breakfast fair where employees can talk to agencies. A mixture of causes would be great.</p> <p>Posted By UniCroup, Inc.</p> <p>Where Fenton</p> <p><a href="#">VIEW DETAILS</a></p>	<p><b>AAA of Missouri – – Company Fair</b> 9/19/18 11:30 AM 2 hours</p> <p>Please plan to arrive between 11 and 11:15 so we are ready to open at 11:30. Tables will be provided. <a href="#">Read More</a></p> <p>Posted By AAA of Missouri</p> <p>Where St. Louis</p> <p><a href="#">VIEW DETAILS</a></p>
<p><b>UPS – – Company Fair</b> 8/15/18 8:00 PM 2 hours</p> <p>Staffing a table during the UPS kickoff day The evening shift is 8:00pm to 10:00pm the dropdown wouldn't let me put in ... <a href="#">Read More</a></p> <p>Posted By UPS</p> <p>Where Earth City</p> <p><a href="#">VIEW DETAILS</a></p>	<p><b>UPS – – Company Fair</b> 8/15/18 7:00 AM 2 hours</p> <p>staffing a table during the UPS kickoff day</p> <p>Posted By UPS</p> <p>Where Earth City</p> <p><a href="#">VIEW DETAILS</a></p> <p><b>There is not a specified impact area. All agencies can sign-up for the request.</b></p>	<p><b>BJC HealthCare – Tri-Cities Illinois – Rally Speaker</b> 10/10/18 11:30 AM 0.5 hour</p> <p>Looking for local speakers</p> <p>Posted By BJC HealthCare</p> <p>Where Alton</p> <p><a href="#">VIEW DETAILS</a></p> <p><b>Only Tri-Cities agencies should sign-up for this request.</b></p>

Step 4: Click on **VIEW DETAILS** on the campaign services request.

<p>MiTek USA, Inc. – Basic Needs &amp; Economic 9/4/18 11:30 AM 1 hour</p> <p>Surface lot parking.</p> <p>Posted By MiTek USA, Inc.</p> <p>Where Chesterfield</p> <p>VIEW DETAILS</p>	<p>UniGroup, Inc. – Company Fair 9/5/18 8:00 AM 2 hours</p> <p>We are planning on a breakfast fair where employees can talk to agencies. A mixture of causes would be great.</p> <p>Posted By UniGroup, Inc.</p> <p>Where Fenton</p> <p>VIEW DETAILS</p>	<p>AAA of Missouri – Company Fair 9/19/18 11:30 AM 2 hours</p> <p>Please plan to arrive between 11 and 11:15 so we are ready to open at 11:30. Tables will be provided. <a href="#">Read More</a></p> <p>Posted By AAA of Missouri</p> <p>Where St. Louis</p> <p>VIEW DETAILS</p>
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Step 5: Click the **plus** button.

Sign Up

WEDNESDAY, AUGUST 15, 2018 FROM 11:00 AM – 12:00 PM 

Step 6: Click the **SIGN ME UP!** button.

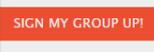
WEDNESDAY, SEPTEMBER 5, 2018 FROM 8:00 AM – 10:00 AM 

Location: Fenton, Missouri 63026

Volunteer Limit: 6 | Spots Remaining: 1

Opportunity Leader: Michelle Roberts 

Full opportunity address and directions will be sent to you by e-mail after you sign up.

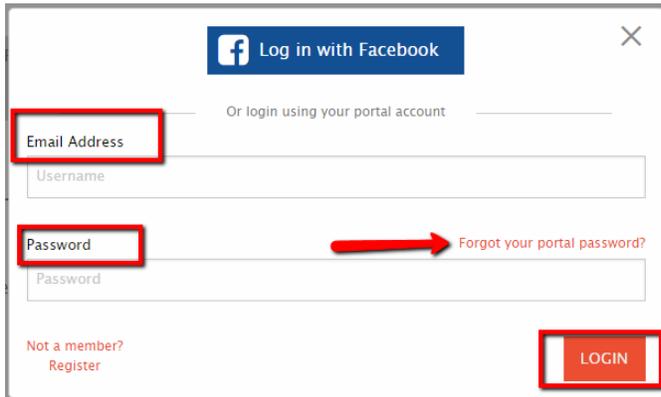
Step 7: Click the **LOGIN** button

Login or Register 

In order to register for this opportunity you must login to an existing account or register to create a new account.

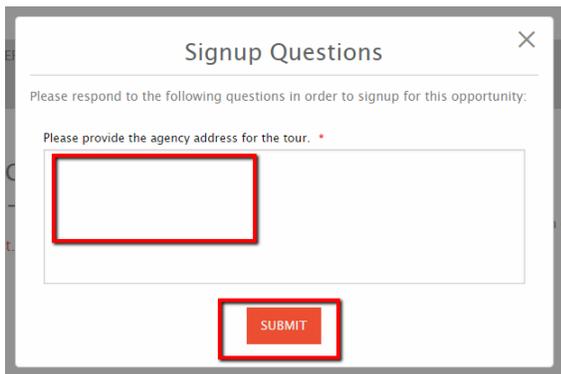
 

Step 8: Enter your email address and password. Click the **LOGIN** button. If you have forgotten your password click the link “**Forgot your portal password?**”.



The screenshot shows a login window with a close button (X) in the top right. At the top, there is a blue button with the Facebook logo and the text "Log in with Facebook". Below this, the text "Or login using your portal account" is centered. There are two input fields: "Email Address" (with "Username" written below it) and "Password" (with "Password" written below it). A red arrow points from the "Forgot your portal password?" link to the password field. At the bottom left, there is a link "Not a member? Register". At the bottom right, there is a red "LOGIN" button. Red boxes highlight the "Email Address" field, the "Password" field, the "Forgot your portal password?" link, and the "LOGIN" button.

Step 9: If it is an agency tour request, provide the agency address for the tour and click the **SUBMIT** button.



The screenshot shows a "Signup Questions" window with a close button (X) in the top right. The text "Please respond to the following questions in order to signup for this opportunity:" is displayed. Below this, there is a question: "Please provide the agency address for the tour. \*". A large text input field is provided for the answer, and it is highlighted with a red box. At the bottom center, there is a red "SUBMIT" button, also highlighted with a red box.

Step 10: Success! Once you have registered correctly, you will be taken to the success page. Make sure to add the event to your calendar.

### Success!

You are signed up and scheduled to attend this opportunity. You will soon receive a confirmation email that will include additional information about your project including project address, driving directions, and contact information for the agency's volunteer coordinator of this opportunity.

If you cannot attend, let us know ahead of time by logging into your account and removing yourself from the opportunity so other volunteers can sign up and take your place.

Thank you for volunteering!

**Opportunity Details:** United Way of Greater St. Louis – Volunteer Center – No Preference – Agency Tour on Wednesday, August 15, 2018 from 11:00 AM – 12:00 PM