United Way of Southern Maine
Day of Action
Agency Project Registration Guide
June 21st, 2024

Timeline/Key Dates

Date(s)	Action Item	Notes
Monday, February 26th, 2024	VolunteerME Southern Maine Invite Sent to Agencies	Check for an email from: no-reply@galaxydigital.com
2/26/2024	Project Registration Open to Agencies on VolunteerME Southern Maine website	Edit Organization Page→Advanced Events→ United Way of Southern Maine's Community Day of Action →Add New Opportunity
3/22/2024	**Project Registration Deadline**	Please let us know ASAP if you are having difficulty registering your project.
3/25/2024 – 4/5/2024	Site Visits or Calls begin	Be ready to review your volunteer management plan for your Day of Action project.
4/5/2024	Deadline to submit Participation Agreement and Certificate of Liability Insurance to UWSM to: volunteer@uwsme.org.	**Participation Agreement** can be downloaded and printed during Project Registration or found on our website. **Certificate of Liability Insurance** is an annual request. • United Way of Southern Maine must be named as the certificate holder. • Indicate in the Description of Operations: **United Way of Southern Maine Day of Action – June 21st, 2024.** A copy of the certificate should be emailed to: volunteer@uwsme.org.
4/15/2024 – 6/3/2024	**Volunteer Registration Open** on VolunteerME Southern Maine website	Check your dashboard to see a list of volunteers who have registered for your project.
Friday, June 21st, 2024	United Way of Southern Maine Day of Action	Be ready by 8:30am to greet volunteers for their arrival around 9am!

Special Notes

- All dates are subject to change.
- To confirm that your organization has an account on VolunteerME Southern Maine, search here before creating a new organization account. For help, please email: egreene@uwsme.org.

Add an Additional Organization Manager

- If the specific staff person who will be your organization's Community Day of Action contact is not currently an organization manager for your organization's VolunteerME Southern Maine account, they must be added as an additional manager. See below for more info on how to add/change managers.

- The new person should first create their own personal account on VolunteerME Southern Maine going to: https://uwsme.galaxydigital.com/ and clicking Sign Up and filling out the New User Registration fields. This will create their own account which they can log into with their email and password.

- To assign the new user as an additional VolunteerME Southern Maine organization manager, the current organization manager should log in and go to the Edit Organization page.

- They can then add the Day of Action contact person as a manager by typing their last name into the Manager Search box on the right side of the page and selecting the correct name. See below.

Adding a Secondary Manager to an Agency

To add additional managers to an agency:

1. Go to edit mode for your agency. Under the "Managers" heading, you'll see the name of the primary manager (and any other managers).

    ### Organization Managers ❓

    > Enter Email

    ADMIN, ANNABELLE ★

2. Begin typing the email of the individual to be added. If that email is registered with Get Connected, it will show up and you can select it.

    ### Organization Managers ❓

    > manag

    Manager, Meriwether [manager@example.com]
    ADMIN, ANNABELLE ★

    > **Note:** If the person's email address is not displayed, the person is probably does not have a Get Connected account. If you're certain that they *do* have an account, check the spelling or consult your records to make sure you have the correct address.

It is not necessary to click an **Update Agency Info** button; the manager information is saved automatically.

Access Day of Action Project Registration

- Sign-in to: https://uwsme.galaxydigital.com/ by clicking on "Login" and entering your existing user log-in information (email address and password).
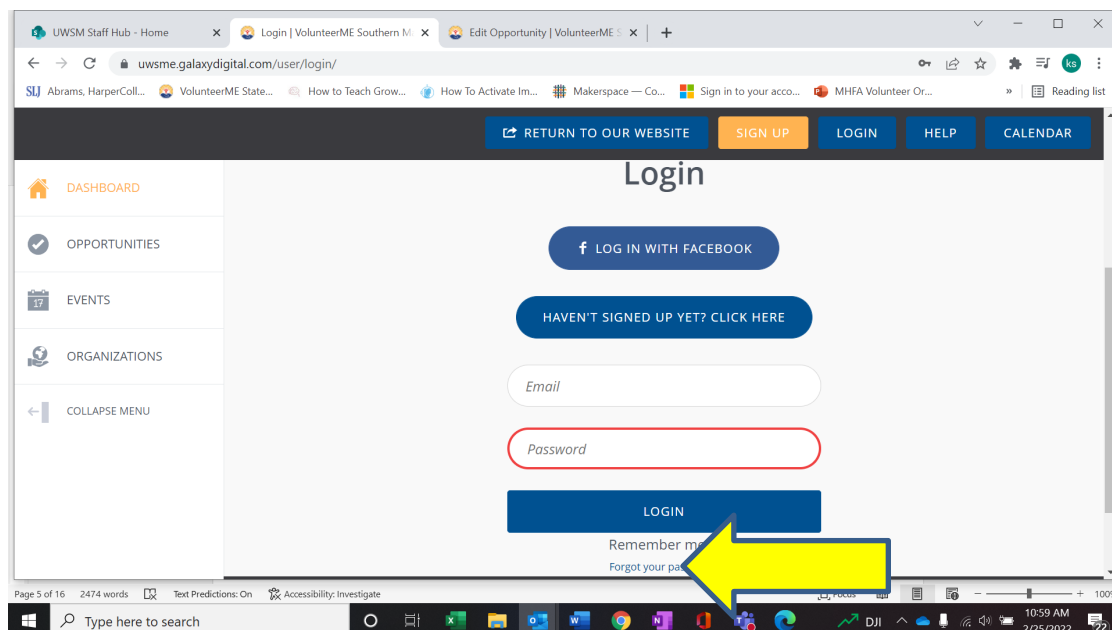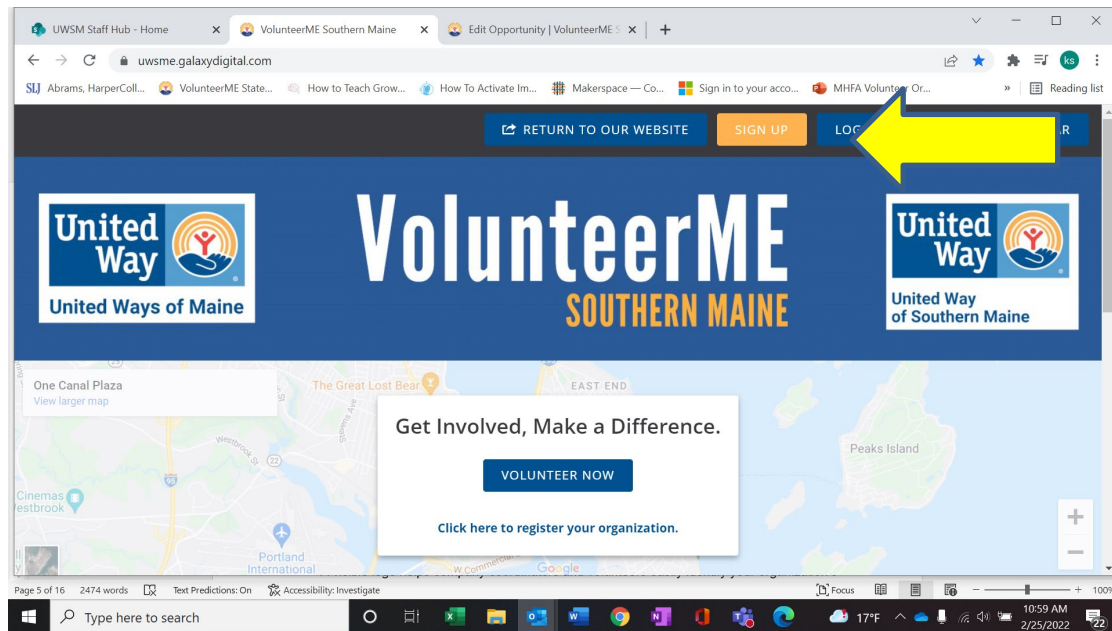
- o **If you have forgotten your password, the system can generate a new one for you.** Click "Forgot your password?" and a new one will be emailed to you. **Make sure to check your spam/junk mail folder if you don't see it at first. You can then change your password when you have logged in.

- You should now be viewing your "Edit Organization" page. (You can also get to this page by clicking on the "My Organization" button at the top right of the screen.)
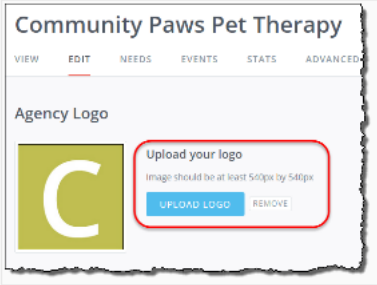
Upload Logo

- A visible logo helps company coordinators and volunteers easily identify your organization's project. To upload your logo, scroll down to the bottom of the "Edit Organization" page and follow instructions below.

Uploading Your Agency's Logo

To upload your agency's logo to Get Connected 2.0:

1. Go to edit mode for your agency.
2. Under the "Agency Logo" heading, click **Upload Logo**.

Community Paws Pet Therapy

VIEW   EDIT   NEEDS   EVENTS   STATS   ADVANCED

Agency Logo

C

Upload your logo

Image should be at least 540px by 540px

UPLOAD LOGO   REMOVE

3. Browse to the logo, select it, and click **Open**.

Note: The image should be at least 540 pixels by 540 pixels. You'll be able to resize it in the next step.

4. (as needed) Click and drag the borders to resize the image.
5. Click **Save Agency Logo**.

Note: To remove a logo, click **Remove** under the **Upload your logo** heading. To replace an existing logo, first remove it and then upload a new one.

Making Your Logo Appear Larger

Some logos may appear larger than others in the agency card. Here are a couple of tips for making your logo appear as large as possible in the space provide:

- Use a logo that is roughly as wide as it is tall. Perfect squares and circles are best.
- Use the cropping tool to crop out as much surrounding white space as you can, or crop the photo before uploading it.

Note: In Get Connected 2.6, the logo space is slightly larger than in earlier versions of Get Connected.

Find the Advanced Event

- From the "Edit Organization" page, click on the "Advanced Events" tab. (Red arrow below)
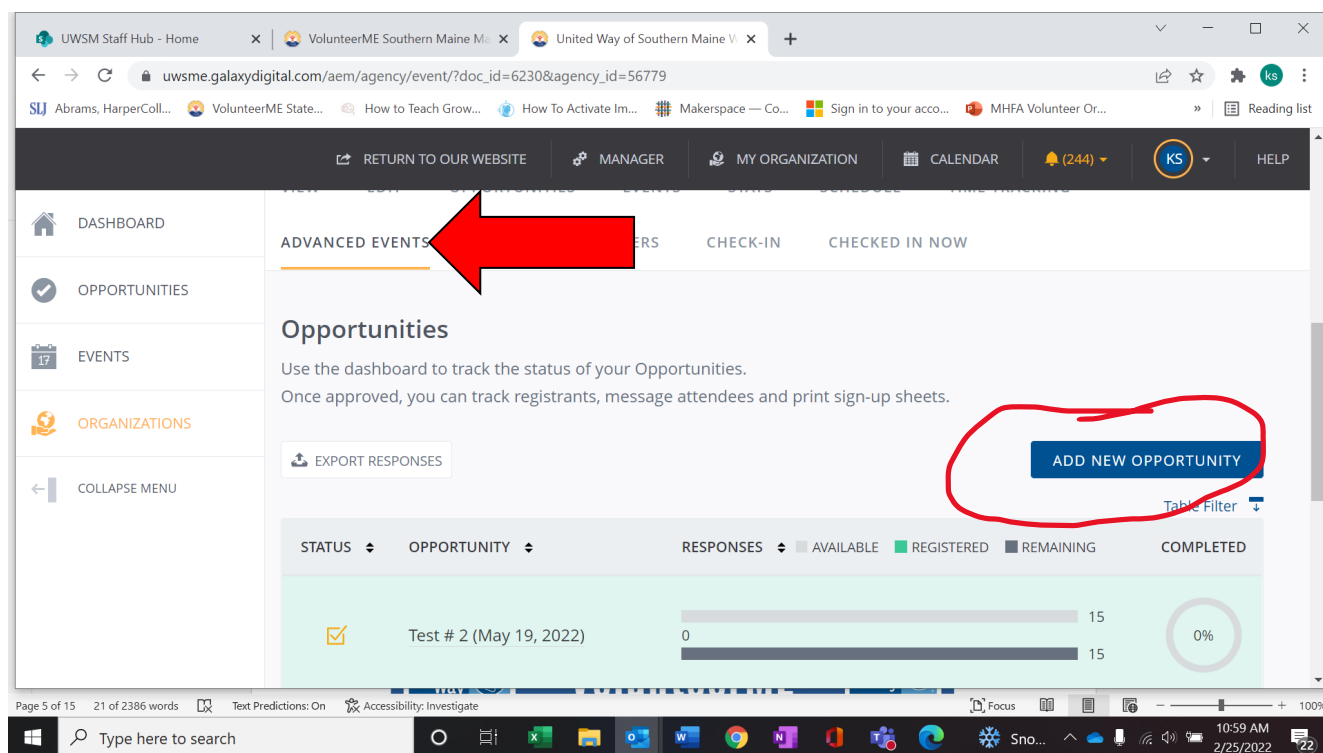
- You will be taken to the Advanced Events Opportunity page. **Note:** You should see "United Way of Southern Maine Day of Action" in small type above your organization name. Click on "Add New Opportunity" to begin registering your project. (See circled button above.)

- Click on blue "Add New Opportunity" box. You should see a page where you can enter specific project details. See question details and sample below.

- **NOTE**: You **MUST** enter your project through the "Advanced Events" tab. Adding a project through the regular "Opportunities" tab will NOT link it to the Day of Action event, and it will NOT be seen by company coordinators and Day of Action volunteers.

Project Registration Questions

Reminder before you begin: It's best to set aside a designated time to post your project details. We highly recommend saving the information you submit in a separate Word document in case your project details are not saved. The VolunteerME Southern Maine system will log you out automatically after a period of inactivity (without notifying you) and anything you enter will not be saved. Screen shots are below.

Basic Information
- **Title -** Create a title for your project. Include your organization name and title of project (i.e. Sample Agency – Paint Our Classrooms). If you do not put it in this format, we will change it to match.

- **Interests & Abilities -** Select the primary interests & abilities related to your project.

- **Date -** Please enter only **one** date**.** Day of Action projects can take place on Tuesday, Wednesday, or Thursday, but you will need to do a **separate** form for **each** date. You can use the Clone button at the bottom of the form. (See more about the Clone button below.)

- **Registration Closed Date -** Leave this blank.

- **Hours -** Enter 9am-3pm for full day projects or 9am-12pm for ½ day projects.

    - **Note:** These are the times we communicate with our corporate partners. We will change them if different times are listed. If you have a specific need for a different time, please indicate that in the Additional Comments box.

- **Duration -** Enter <u>six</u> for full day projects or <u>three</u> for morning projects.

Location

- **Address (Street, City, State, Zip Code) -** Please list the address details of where the <u>project</u> will take place, not where your offices are located (unless they are the same).
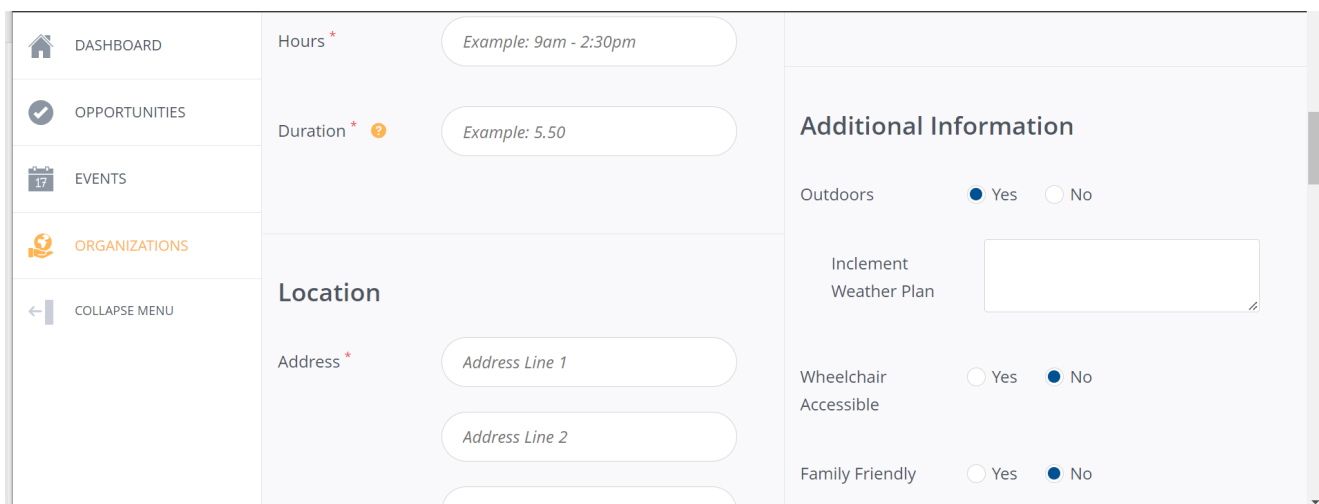
Volunteers

- **# of Volunteers -** How many volunteers do you need for this project? Enter the maximum, not a range.

- **Allow Team Registration? -** Please click yes.

- **Minimum Volunteer Age -** Most of your volunteers will be adults, but we occasionally have schools who would like to have students volunteer as well as parents who would like to include their children. If you can't accommodate children, say so here.

- **Minors Require Adult? -** If you are open to youth volunteers, please indicate whether you would like them to have adult supervision.

Additional Information

- **Outdoors -** Enter yes if your project takes place outside.

    - **Note:** Day Of Action is a rain or shine event. If you have an outdoor project, you must have back-up indoor projects if the weather does not cooperate. Please indicate the back-up projects here (or clearly state that volunteers should be prepared with rain gear).

- **Wheelchair Accessible -** Please indicate if the project site is accessible to people using wheelchairs.

- **Family Friendly -** Again, most of your volunteers will be adult volunteers, but we occasionally have parents who would like to include their children. If this is not possible, choose No.

    - **Tools Required -** Agencies are required to provide tools/materials to complete the primary and back-up project(s). However, you may also suggest that volunteers bring their own rakes, gloves, gardening tools, etc. or wear long sleeved shirts, long pants and/or bring bug spray.

    - Also, if painting is involved, you might recommend they wear clothes that can get dirty, etc.

- **Adequate Parking -** If the project site does not have a designated parking area, please select No and enter any further details or recommendations. (You can also suggest carpooling.)

- **Drinks Provided -** Please provide adequate water, particularly if your project is outside/strenuous.
- **Meals Provided -** Volunteers will be asked to bring their own lunch, but you may decide to provide a meal or snacks if you'd like.

Contact

- **Contact Name, Email, Phone, Fax**
- This person will serve as the primary contact and will be on-site the day of the project (unless another contact is identified.)
- **Note:** Notification emails when volunteers register will only be sent to the organization account manager (not necessarily this contact person). If you want the contact to also receive notifications, please make sure they are also an organization manager.

Supplemental Questions
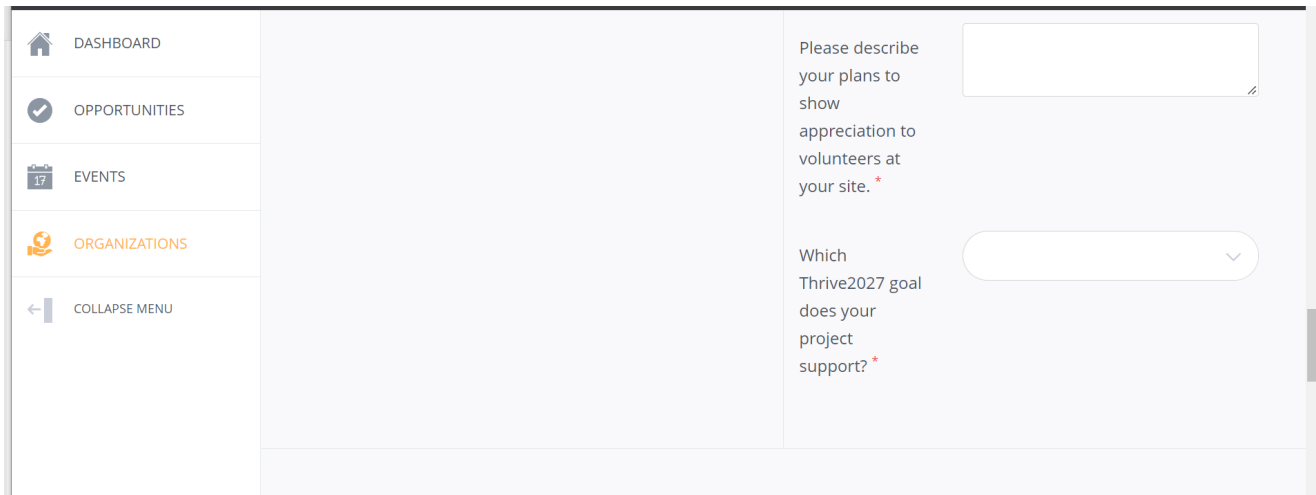
- **Are there specific skills or requirements needed for this project?**
  - For example, is there heavy lifting involved? Will some volunteers need to have painting experience or need to be on ladders? Will volunteers who will be planting be on their knees for an extended time? Any information that will enable company coordinators and volunteers to make informed decisions about the project is helpful.

- **Please describe the impact of your project and how it connects to UWSM's work.**
  - What impact will completion of this project have on your agency/clients/community?
  - How does the project connect to UWSM's work? Learn more about UWSM's work here.

- **Please describe your plans to show appreciation to volunteers.**
  - This could be a certificate, thank you note, shout-out on social media, verbal appreciation throughout the day, etc.

- **Additional Comments:**

o Here you can include any additional information you think our Community Day of Action Planning Committee should know prior to their site visit or call.

NOTE: If you use the Clone button at the bottom of the form, project details will save, but will not save the answers to the "Supplemental Questions" so you may want to save those in a Word doc so you can cut and paste rather than re-type.

Description

- Write a detailed description for your opportunity. Be specific and inviting. This posting is the first impression a company coordinator or volunteer team captain will have of your Day of Action project. Make them want to read more and sign up!

Terms and Conditions

- Click on the Organization Guidelines link to open the Day of Action Participation Agreement.

  - ○ This form should be printed and signed by your Executive Director and scanned and emailed to volunteer@uwsme.org.

  - ○ It also reminds you that your agency must have liability insurance and submit a Certificate of Liability Insurance in order to participate in Day of Action.

  - ○ Please email your Certificate of Liability Insurance (naming United Way of Southern Maine as the certificate holder and listing **United Way Day Of Action – June 21ˢᵗ, 2024,** under Description of Operations) to: volunteer@uwsme.org

- Check the box indicating "I have read the Organization Guidelines."

- When you have finished entering all of the information above, click **Create Opportunity.**

- You've entered your project!

Add Additional Projects

- If you want to enter another project, click on the blue "Add New Opportunity" box again and enter details.

- If you have the same project at a different site, you can open an existing project you've created and scroll down to the bottom of the page.

- Click on "Clone project" to create a duplicate project with the information already completed (except the Supplemental Questions. You will need to re-enter or copy/ paste that information. You can then change/update any details which are specific to this new project.
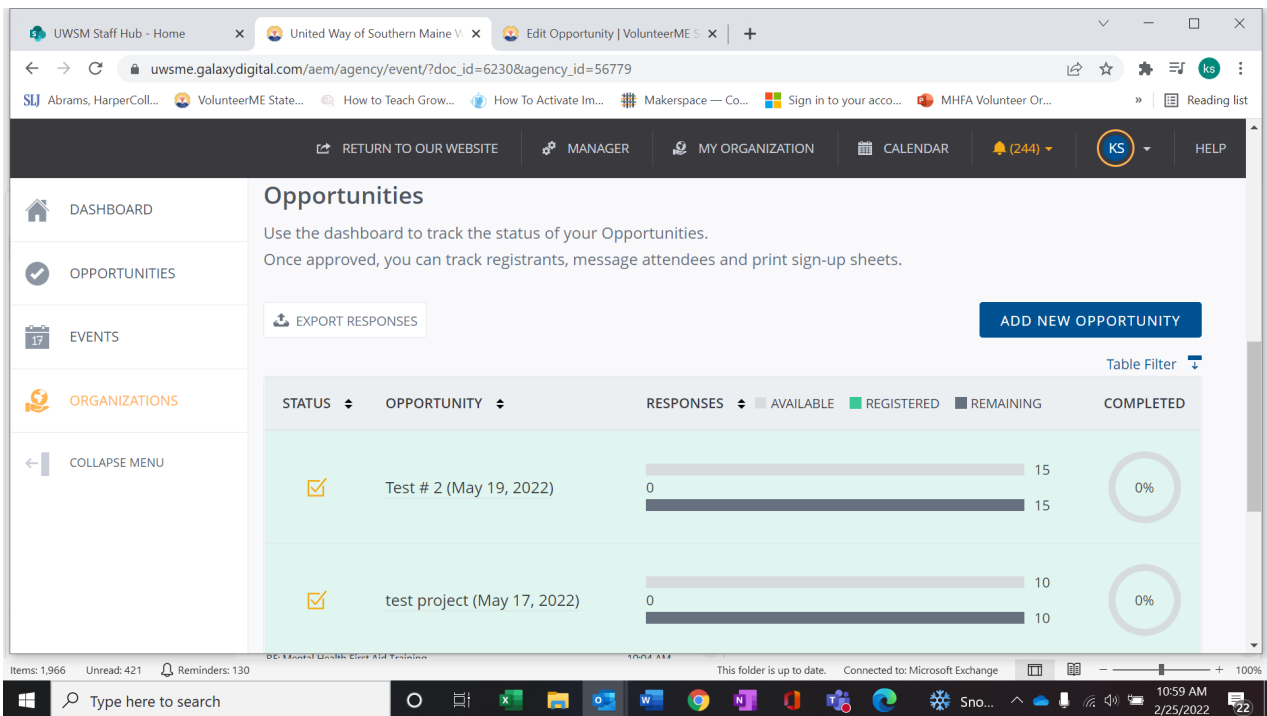
  ***The deadline for posting projects is Friday, March 22nd, 2024.

Make Changes to Your Project

- Log in to VolunteerME Southern Maine and click on Advanced Events from your My Organization page. Click on the title of the project on the dashboard. You will then be able to change any of the project details. Be sure to click on Update Opportunity to save changes.

- If you make any significant changes to your project on VolunteerME Southern Maine after it has been approved, please email volunteer@uwsme.org.

Project Status

- To check the status of your project, log in to VolunteerME Southern Maine. From your My Organization page, click on Advanced Events. This will bring you to your project dashboard which lists existing Day of Action projects you've posted. A clock icon will appear under Status until your project has been approved. Once approved, a check mark will appear. See sample below:

- "Available" indicates the number of volunteer slots that you've created for your project. "Registered" shows how many people have signed up. "Remaining" will show open slots.

- **Remember:** Volunteer registration begins mid-April so you will not see any action on your dashboard until then.

Site Visits/Calls

Once projects have been posted, you will be contacted to schedule a site visit or call-in order to review your project and ask questions including:

- Project Scope: Can the project be completed in the allotted time? Are there adequate back-up plans? Have safety needs been considered?

- Does the agency have the tools/ materials needed to complete this project and back-up if necessary?

- The number of volunteers requested (is this number feasible?)

- Is the agency prepared to receive volunteers? (Have they identified an on-site coordinator(s)? Are they prepared to welcome volunteers? Offer lunch/restrooms, etc.?)

- Has the agency submitted their Certificate of Liability Insurance?

- What is the overall impact of the project? How will the agency communicate its connection to UWSM's work?

Need Help? Contact Elliott Greene at egreene@uwsme.org.