

GET CONNECTED VOLUNTEER OVERVIEW



UNITED, WE CAN BUILD
A BETTER TOMORROW



UNITED, WE CAN BUILD A BETTER TOMORROW



BY THE END OF THIS OVERVIEW, YOU WILL KNOW HOW TO:

1. Access Get Connected online.
2. Create a volunteer profile. (Skip to slide 7 if you already have a profile.)
3. Navigate your volunteer profile.
4. Sign up for a need.
5. Sign up for an event.
6. Become a “fan” of an agency.
7. Use other features in your volunteer profile.
8. Find help and get your questions answered.

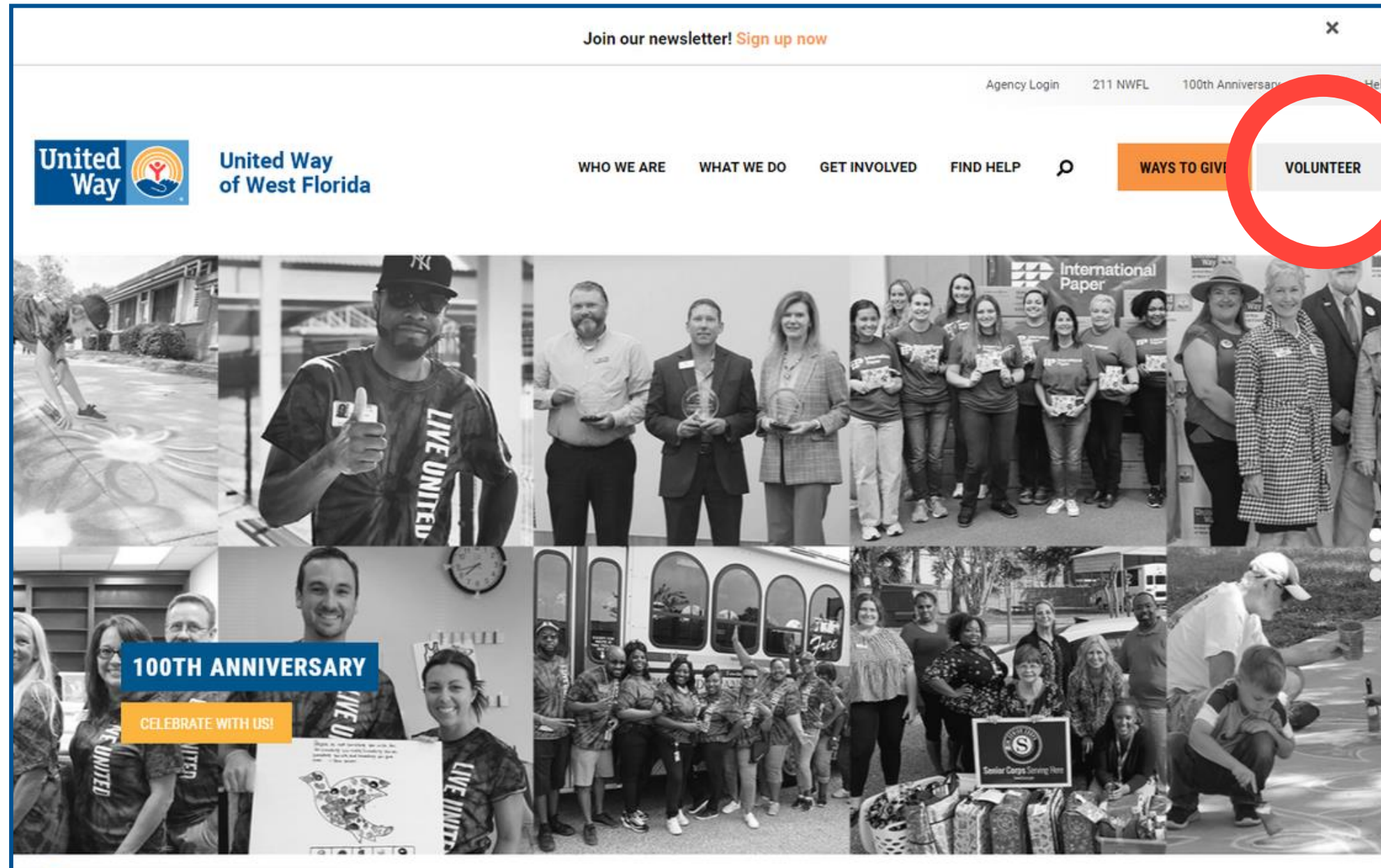
**UNITED, WE CAN BUILD
A BETTER TOMORROW**



ACCESSING GET CONNECTED & CREATING YOUR VOLUNTEER PROFILE

*If you already have a volunteer profile, skip to slide 7.

ACCESSING GET CONNECTED ONLINE



1. Go to United Way of West Florida's (UWWF) homepage at www.uwwf.org.
2. Click the grey 'Volunteer' button in the upper right-hand corner of the page.

CREATING YOUR VOLUNTEER ACCOUNT



The screenshot shows the top navigation bar of the United Way of West Florida website. The 'SIGN UP' button is highlighted with a red circle. Below the navigation bar is a large blue banner with the text 'UNITED WAY OF WEST FLORIDA GET CONNECTED' and the United Way logo. Below the banner is a section titled 'UWWE NEWS' with a call to action 'Get Involved, Become an Agent of Change.' and a 'VOLUNTEER NOW' button. Below this is a yellow section for 'Get Connected Learning Labs' and a blue section for 'New Agency Information' and a red section for 'New Volunteer Information'.

NOTE: This step is only for new users.

1. Click the orange 'Sign Up' button near the top right-hand corner.
2. Follow the prompts to complete the five steps to create an account.

CREATING YOUR VOLUNTEER ACCOUNT... *CONT.*



Step 1 of 5: Create an Account

Already have an account? [Click here](#)
 Want to sign up your agency? [Click here](#)

[SIGN UP WITH FACEBOOK](#)

OR

Sign up with your email address

First Name (Required) Last Name (Required)

Email (Required) Phone (Required) [Edit](#)

Address (Required) City (Required)

Select a State Zip Code (Required)

Select a Gender (Required) Birthday (Required)

Select a Age (Required) Company

Step 3 of 5: Select Interests

What interests, talents, and skills do you have?

Food/Shelter	Animals	Disability Programs/Services	Advocacy
Military	Health	Arts	Skilled Labor
Seniors	Environment	Education	Clerical
Financial Stability	Mentoring	Holiday	Disaster Preparedness

Step 5 of 5: Become an Agency Fan

We found some agencies that match your interests. Click on the agencies you'd like to follow.
(You can always change them later)

Bright Bridge Ministries (Formerly Pentecost United Methodist Community Ministries, Inc.)	Pensacola Kids, Inc.	Pathways for Change	Camp Fire Gulf Wind, Inc.
Baptist Health Care Foundation	Goodwill Gulf Coast	Feeding the Gulf Coast	Goodwill Easter Seals of the Gulf Coast High School High

Step 2 of 5: Additional Questions

Which of the Following Best Describes You?

- Asian or Pacific Islander
- Black or African American
- Hispanic or Latino
- Native American or Alaskan Native
- White or Caucasian
- Multiracial or Biracial
- A race/ethnicity not listed here

How did you hear about us?

[CONTINUE TO NEXT STEP](#)

Step 4 of 5: Select Causes

What types of causes are you passionate about?

Health	Crisis	Environment	Basic Needs
Veterans	Hunger	Financial Stability	Arts & Culture
Disaster Response	Education	Crime & Safety	Family
Mental Wellness	Housing	Disability	Community

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NAVIGATING YOUR PROFILE

NAVIGATING THE DASHBOARD



RETURN TO OUR WEBSITE SIGN UP LOGIN HELP CALENDAR

UNITED WAY OF WEST FLORIDA
GET CONNECTED

United Way

Get Involved, Become an Agent of Change.

VOLUNTEER NOW

[Click here to register your organization.](#)

Get Connected Learning Labs Have questions about Get Connected? Sign up for a Learning Lab!

LEARNING LABS

New Agency Information
Click here to learn about the site and managing your profile.

NEW AGENCY INFORMATION

New Volunteer Information
New volunteer? Click here to learn about Get Connected!

NEW VOLUNTEER INFORMATION

As a returning user . . .

1. Go to the Get Connected webpage.
2. Click the blue 'Login' button on the upper right side of the page.

NAVIGATING THE DASHBOARD... *CONT.*



RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (19) JH HELP

UNITED WAY OF WEST FLORIDA GET CONNECTED

Welcome back, Julia! Here's your volunteer snapshot for March 1, 2024

0 VOLUNTEER HOURS

\$0.00 IMPACT VALUE

0 NEED RESPONSES

0 EVENTS RSVP'D

2 AGENCIES FANNED

HOURS BY INTEREST

EDUCATION	0
FINANCIAL STABILITY	0
HEALTH	0

View your full Volunteer Resume

What you can do in the Dashboard:

- Track your volunteer hours and their impact value.
- Explore current volunteer needs and upcoming events.
- Identify favorite agencies and become a “fan.”

How the Dashboard is organized:

- **Needs:** list of volunteer opportunities.
- **Events:** community activities sponsored or promoted by agencies - can often RSVP to attend.
- **Agency:** a nonprofit or school.

SIGNING UP FOR NEEDS



What does the 'Needs' tab do?

- Accesses a list of volunteer opportunities in your area.
- Takes you to the opportunity when you click view details.

The screenshot shows the volunteer portal interface. The top navigation bar includes links for 'RETURN TO OUR WEBSITE', 'VOLUNTEER', 'ADD HOURS', 'CALENDAR', a notification bell with '(19)', a user profile 'JH', and 'HELP'. The left sidebar contains several menu items: 'DASHBOARD', 'NEEDS' (highlighted with a red circle), 'EVENTS', 'AGENCIES', 'LEARNING LABS', 'NEW AGENCY INFORMATION', 'NEW VOLUNTEER INFORMATION', and 'VOLUNTEER INCOME TAX ASSISTANCE'. The main content area is titled 'Needs' and features a search bar with 'SEARCH BY' and 'Search Phrase', a 'SORT BY' dropdown menu set to '-- SELECT SORTING --', and a 'FILTER BY' dropdown menu set to '-- SELECT A FILTER --'. Below the search and filter options is a pagination control showing '1 2 3 > Last'. The main content area displays three volunteer opportunity cards, each with a green dollar sign icon and the text 'Multiple Shifts Available'. The first card is for 'VITA Tax Return Preparer - PSC Milton', the second is for 'VITA Greeter - PSC Milton', and the third is for 'VITA Greeter - PSC Main'. Each card has a 'VIEW DETAILS' button at the bottom.

SIGNING UP FOR NEEDS... *CONT.*



Here is what you'll see:

The screenshot shows a user interface for a volunteer needs listing. On the left is a navigation menu with options like DASHBOARD, NEEDS, EVENTS, AGENCIES, LEARNING LABS, NEW AGENCY INFORMATION, NEW VOLUNTEER INFORMATION, VOLUNTEER INCOME TAX ASSISTANCE, and RETIRED & SENIOR VOLUNTEER PROGRAM. The main content area shows the listing details for 'Needing Help Trimming Azelea Bushes on School Campus'. The listing is categorized as 'ONGOING' and 'flexible'. The description states: 'We are needing our thick azelea bushes trimmed/hedged with a chainsaw or power trimmer that line our gate. Brush then needs to be either stacked or hauled off. Our office is open from 6:45 AM - 2:45 PM, and the day and time is flexible for completing the job.' Under 'Additional Details', there are two checked boxes: 'Is Family Friendly' and 'Is Outdoors'. The agency is identified as 'Pea Ridge Elementary'. At the top right of the listing, there are two buttons: 'RESPOND' and 'RESPOND AS TEAM', which are highlighted with a red box. Below the agency name, there is a 'BECOME A FAN' button and information icons.

- Each listing includes a description of the need, hosting agency, location, and more.
- Options for signing up to volunteer:
 - “Respond” button = individual volunteer.
 - “Respond as Team” button = group of volunteers.

SIGNING UP FOR NEEDS... *CONT.*




Need Response

Thank you for your interest in this need. Please fill out the information below and then click to submit your response. We'll reach out to you if necessary. Otherwise, you'll be ready to volunteer.

Need Information

Need Name: [Test](#)
Need Date: Happens On Mar 18, 2024
Agency Name: [Test](#)
Your Name: Julia Helton

Additional Volunteer Information

Response Notes 

Response Notes

Response Questions

Q. Who is your emergency contact? What is their phone number? *

Q. Do you have any allergies (food, bees,

Signing up for a need as an individual volunteer:

- Two questions require answers before signing up:
 - Emergency Contact name and number.
 - Allergies the agency needs to know about.

SIGNING UP FOR NEEDS... *CONT.*



Signing up for a need as a team:

One person can sign up an entire team.

That person will need to do the following.

- Select a team name.
- Add yourself.
- Add additional volunteers, including first name, last name, email, emergency contact, and allergies.
- Select a “Team Lead” to be the point of contact.
- Once everyone has been added, select “Finish”.

A screenshot of a web application interface for building a team. The main heading is 'Build Your Team' with a sub-heading 'Want guidance? Read how to create a team'. There is a text input field for 'Team Name' with a red asterisk. Below it are two buttons: 'ADD ME' and 'ADD VOLUNTEER'. To the right, there are two questions: 'How big is my team now?' and 'How big can my team be for this need? 100'. Below these is a section for adding team members with the text 'Add new team members. Add new team members as needed. Check by a name to select one or more team leaders.' This section contains a table with columns: LEADER, FIRST NAME, LAST NAME, EMAIL, QUESTIONS, and REMOVE. At the bottom of the form are two buttons: 'FINISH' and 'CANCEL'. The background shows a sidebar with navigation options like DASHBOARD, NEEDS, EVENTS, AGENCY, LEARNING, NEW AGENCY INFORMATION, NEW VOLUNTEER INFORMATION, VOLUNTEER TAX ASSISTANCE, RETIRED VOLUNTEER, DAY OFF, and STUFF.

*A volunteer does not need to have a profile to be signed up for a need. Their profile is created once added to the team.

SIGNING UP FOR EVENTS



UNITED WAY OF WEST FLORIDA
GET CONNECTED

United Way

DASHBOARD
NEEDS
EVENTS
AGENCY INFORMATION
LEARNING LABS
NEW AGENCY INFORMATION
NEW VOLUNTEER INFORMATION
VOLUNTEER INCOME

Events

SEARCH BY

FILTER BY -- SELECT A FILTER --

1 2 >

Date	Time	Event Title	Action
21 JUL	12:00am CT	Disaster Preparedness Volunteer- Free Training! Do you want to help the community be pr...	RSVP
12 FEB	12:00am CT	Jars of Love Peanut Butter Drive Donate to Fight Hunger! Now through Mar...	MORE INFO
09 MAR	11:00am CT	Spring Milton's Blackwater Food Truck Festival	RSVP

What is an Event?

- The events tab is for various occasions that are open to the public.
- When you click on an event, it provides specific information about the program.

SIGNING UP FOR EVENTS... *CONT.*



UNITED WAY OF WEST FLORIDA
GET CONNECTED

United Way

Home > Events > RSVP Lunch & Learn - "Avoiding Identity Theft in Our Digital World"

RSVP Lunch & Learn - "Avoiding Identity Theft in Our Digital World"

Start: Mar 11, 2024 11:00am CT
End: Mar 11, 2024 1:00pm CT

Agency: AmeriCorps Seniors
AmeriCorps Seniors RSVP (Retired and Senior Volunteer Program)
FANNED

Description: The Retired and Senior Volunteer Program (RSVP) is partnering with the Maygarden Financial Literacy Center at the University of West Florida for March's Lunch and Learn event. Elizabeth Rasnick from the UWF Center for Cyber Security will present a workshop on "Avoiding Identity Theft in Our Digital World."

YES MAYBE DECLINE

Here is what you'll see:

- The event provides a description, date and time, hosting agency, and contact person
- To RSVP, you click yes, maybe, or decline in the top right-hand corner.

FINDING AGENCIES



The screenshot shows the 'GET CONNECTED' website interface. The top navigation bar includes a home icon, the text 'UNITED WAY OF WEST FLORIDA GET CONNECTED', and the United Way logo. A left sidebar contains menu items: DASHBOARD, NEEDS, EVENTS, AGENCIES (highlighted with a red circle), LEARNING, NEW AGENCY INFORMATION, NEW VOLUNTEER INFORMATION, and VOLUNTEER INCOME TAX ASSISTANCE. The main content area is titled 'Agencies' and features a search bar, sorting and filtering options, and a list of agency cards. The cards shown are for 'American Red Cross of Northwest Florida', 'AmeriCorps Seniors RSVP (Retired and Senior Volunteer Program)', and 'AMikids Pensacola'. Each card has a 'BECOME A FAN' button and icons for information and sharing.

Finding your favorites:

- You can search for specific nonprofit organizations with the agency tab.
- Agencies can share who they are, what they do, where they're located, and a point of contact along with needs and events.

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USING OTHER GET CONNECTED FEATURES

GETTING TO YOUR PROFILE



RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (26) JH HELP

UNITED WAY OF WEST FLORIDA GET CONNECTED

Welcome back, Julia! Here's your volunteer snapshot for March 19, 2024

0 VOLUNTEER HOURS

\$0.00 IMPACT VALUE **0** NEED RESPONSES

0 EVENTS RSVP'D **2** AGENCIES FANNED

View your full Volunteer Resume

Get Connected Learning Labs Have questions about Get Connected? Sign up for a Learning Lab!

Getting to your profile:

- Click your initials in the top right-hand corner.
- Select where you want to go from the dropdown.

EDIT YOUR PROFILE




RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (26) JH HELP

Edit Profile

VIEW PROFILE **EDIT PROFILE** TRACK HOURS VOLUNTEER SCHEDULE MY FILES NEED RESPONSES MY TEAMS

MY USER GROUPS PERMISSIONS INBOX

Profile Picture

 Upload your picture
Image should be at least 540px by 540px

[UPLOAD PHOTO](#) [Remove](#)

Basic Information

Name *

Email *

Phone *

Change Password

Current Password

New Password ?

Repeat New Password

[UPDATE PASSWORD](#)

Data and Communication Settings

Email preferences [MANAGE MY PREFERENCES](#)

Contact me in the event of a disaster * ? OFF

Allow scheduling ? ON

In this section you can:

- Update your profile in this section.
- Select the “Update” button of the section you are working in after making the changes.

TRACK YOUR VOLUNTEER HOURS



Track Hours

VIEW PROFILE EDIT PROFILE **TRACK HOURS** VOLUNTEER SCHEDULE MY FILES NEED RESPONSES MY TEAMS

MY USER GROUPS QUALIFICATION

Volunteer Hours

ACTIONS

Start 03/19/2023 End 03/19/2024

DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
Sep 6, 2023	Test - Project Leader Training Need United Way of West Florida		0.00	0	<input checked="" type="checkbox"/>
TOTALS			0	0	

SHOWING 1 TO 1 OF 1 ENTRIES

Hour Type

Are these hours in reference to a need you responded to on this site?

Yes No

Need

Hour Details

Date Worked

Hours Worked

Miles Traveled

User Groups

In this section you can:

- Track your volunteer hours by adding entries.
- Add hours for needs that were shared on and off the platform.
- Add 'Plus-one Hours' for someone that volunteered with you but doesn't have a Get Connected account.

TEAMS



My Teams

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES NEED RESPONSES MY TEAMS

MY USER GROUPS QUALIFICATIONS INBOX

Show all teams

TABLE FILTER

TEAM NAME	NEED TITLE	SHIFT BEGINS	MEMBERS	LEADER	RESUME	OPTIONS
International Paper	Stuff the Bus - Mobile Hwy.	Jul 20, 2023 @ 9:00am CT	3	Yes	VIEW RESUME	Manage Team
Empowering Men	Stuff the Bus - Navarre Pkwy. - Student Shifts	Jul 20, 2023 @ 10:30am CT	4	Yes	VIEW RESUME	Manage Team
RSVP Volunteers	Stuff the Bus - Creighton Rd.	Jul 20, 2023 @ 9:00am CT	4	Yes	VIEW RESUME	Manage Team
Navy Federal - Team Robbie & Team Taylor	Thanksgiving Box Packing	Happens On Oct 7, 2022	15	Yes	VIEW RESUME	Manage Team
Tiger Point	Stuff the Bus - Tiger Point	Jul 21, 2022 @ 3:00pm CT	4	Yes	VIEW RESUME	Manage Team
Tiger Point	Stuff the Bus - Tiger Point	Jul 21, 2022 @ 12:00pm CT	4	Yes	VIEW RESUME	Manage Team

SHOWING 1 TO 6 OF 6 ENTRIES

PREVIOUS NEXT

In this section you can:

- Track a group's hours using Teams.
- Team members can be friends, family, or co-workers that volunteer together.
- A Team is created when signing up for a need.

USER GROUPS



RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (26) JH HELP

LIVE UNITE LIVE UNITED

UNITED WAY OF WEST FLORIDA
GET CONNECTED

United Way

DASHBOARD

NEEDS

EVENTS

AGENCIES

LEARNING LABS

NEW AGENCY INFORMATION

NEW VOLUNTEER INFORMATION

VOLUNTEER INCOME TAX ASSISTANCE

RETIRED & SENIOR

My Profile > My User Groups

My User Groups

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES NEED RESPONSES MY TEAMS

MY USER GROUPS QUALIFICATIONS INBOX

Click the "View needs" button to see the needs that are assigned to your User Group. Click "View Resume" to view your User Group's volunteer report. To leave a User Group, click the "X" in the Options column. See [this article](#) to learn more about user groups.

USER GROUP	DATE CREATED	ASSIGNED NEEDS	REPORTING	OPTIONS
UWWF Staff	Jun 13, 2022	VIEW NEEDS	VIEW RESUME	X

SHOWING 1 TO 1 OF 1 ENTRIES

PREVIOUS NEXT

PRIVACY POLICY CONTACT US

getconnected by Galaxy Digital

7100 Plantation Rd, Suite 18

In this section, you can:

- User Groups are a good way to track an entire companies volunteer hours.
- View previous needs and pull a resume to share your work.
- If you would like your company/club to have a user group, contact Julia Helton at julia.helton@uwwf.org to create a User Group.

QUALIFICATIONS



RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (26) JH HELP

DASHBOARD NEEDS EVENTS AGENCIES LEARNING LABS NEW AGENCY INFORMATION NEW VOLUNTEER INFORMATION VOLUNTEER INCOME TAX ASSISTANCE RETIRED & SENIOR VOLUNTEER PROGRAM DAY OF CARING 2023 STUFF THE BUS 2023 211, 988, FVSL

My Profile > My Qualifications

My Qualifications

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES NEED RESPONSES MY TEAMS

MY USER GROUPS QUALIFICATIONS INBOX

Incomplete Qualifications

You may need to meet certain qualifications or sign a waiver in order to view or respond to needs.

Please list your skills, capabilities, and certifications for this project. Example - forklift certified, chainsaw experience, driver's license, heavy lifting.

Upload certificate here **UPLOAD FILE**

SUBMIT QUALIFICATIONS

Complete Qualifications

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS
United Way of West Florida	Drivers License	Do you have a drivers license?	Yes	Apr 18, 2023	Apr 28, 2023	Expired	

- Some projects require certain qualifications for participation.
- Volunteers complete qualifications in this sections
- Volunteers can also track their completed qualifications.

OTHER FEATURES



- **Volunteer Schedule:** View upcoming needs.
- **My Files:** Upload documents related to volunteering or needs for future reference.
- **Need Responses:** View needs/volunteer opportunities you have signed up for.
- **Inbox:** Reminders and messages about your upcoming needs or events.

My Profile

[VIEW PROFILE](#) [EDIT PROFILE](#) [TRACK HOURS](#) [VOLUNTEER SCHEDULE](#) [MY FILES](#) [NEED RESPONSES](#) [MY TEAMS](#)

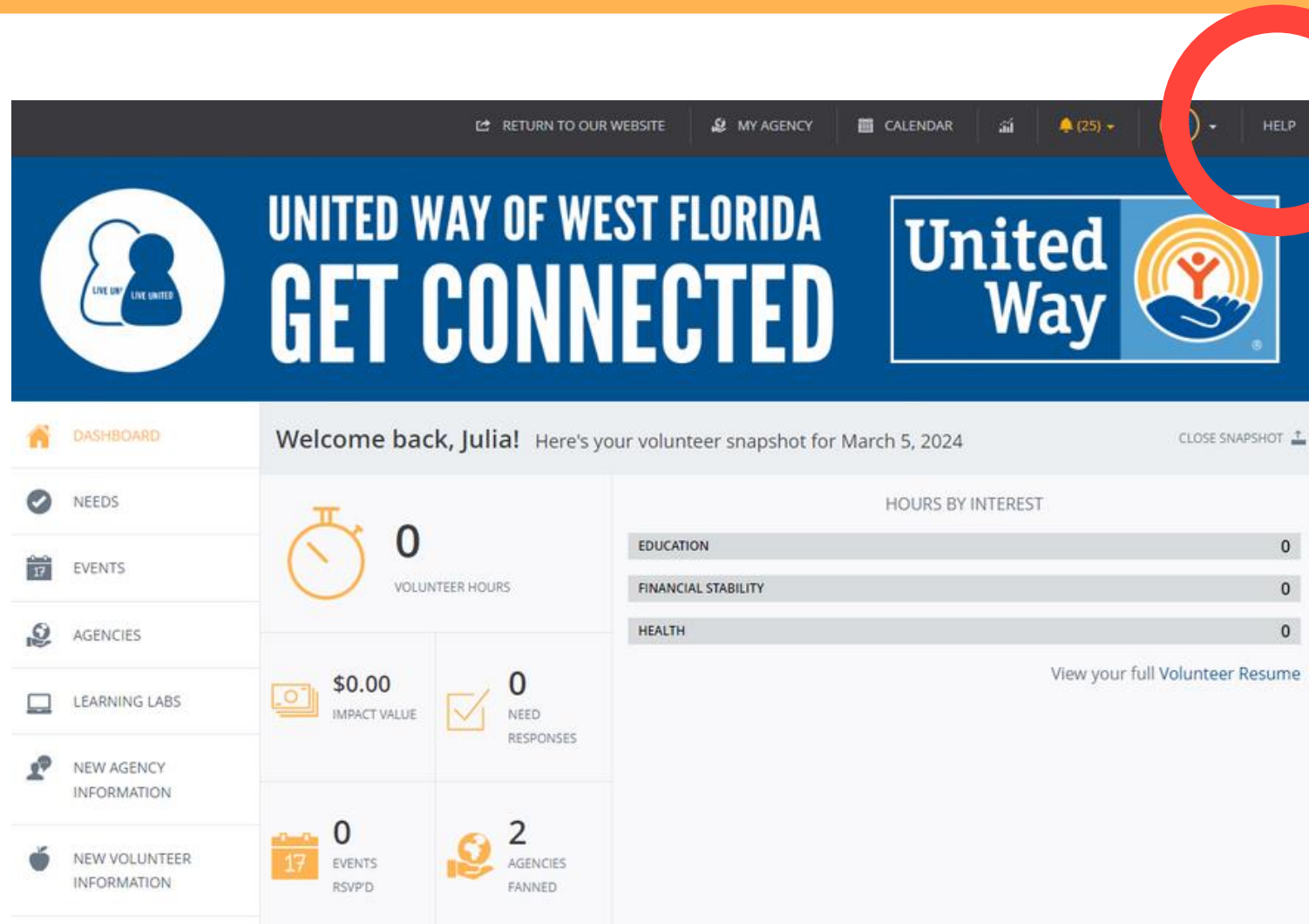
[MY USER GROUPS](#) [QUALIFICATIONS](#) [INBOX](#)

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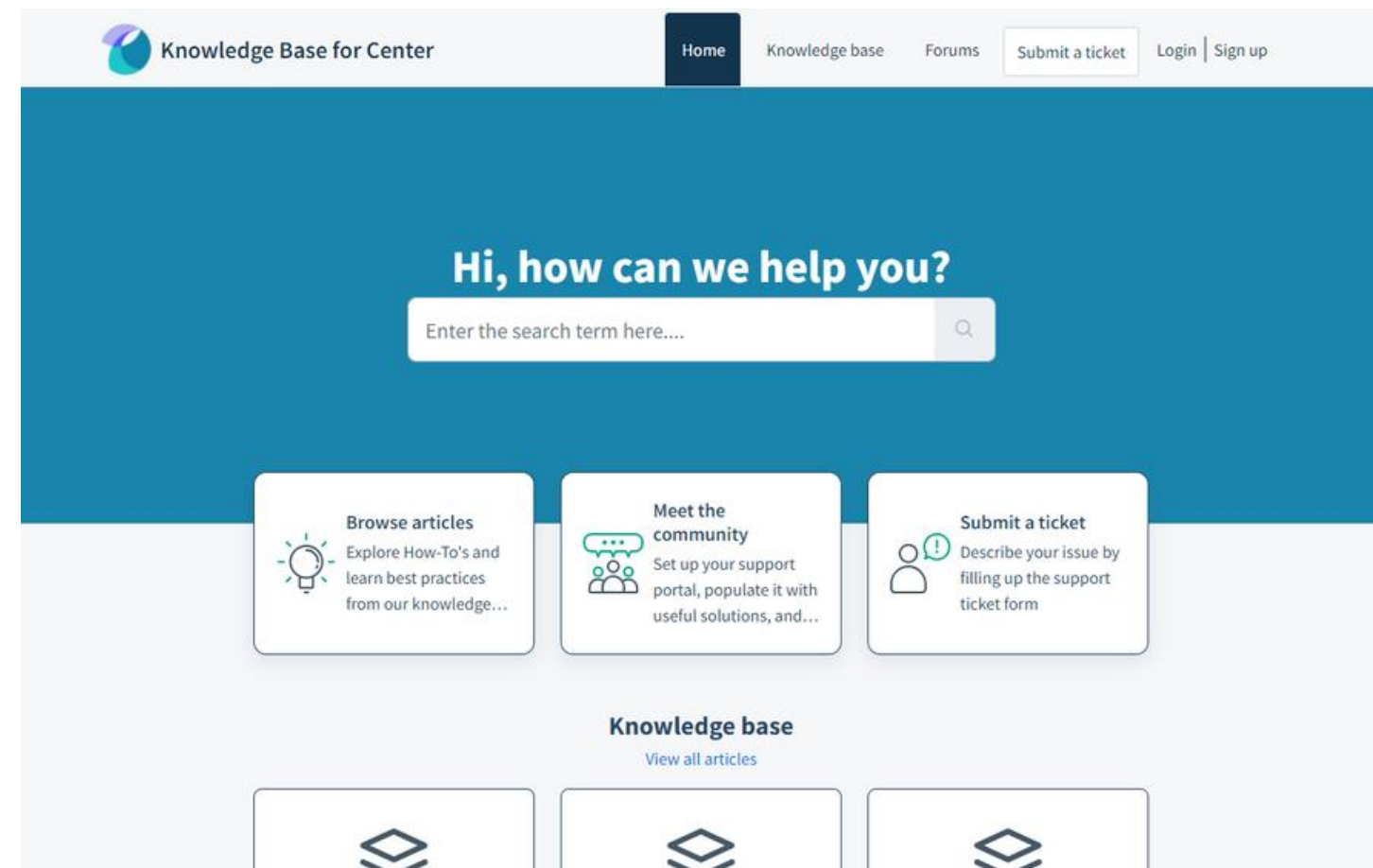
NEED HELP?

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Go to the Get Connected homepage:

- Click the “Help” button in the top right corner.
- Click a section, topic and/or key word for specific answers.



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UWWF hosts monthly Learning Labs, 11:30am-12:30pm, in-person at the UWWF office or virtually via Microsoft Teams.

Sign up for Learning Labs on [Get Connected](#) or the [UWWF website](#).

Contact Julia Helton for questions or assistance:

julia.helton@uwwf.org

or

850-912-8177.