

MyVolunteerPage.com

Version 3.8

User's Guide

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Using MyVolunteerPage.com

- ✓ Logging On
- ✓ The Sign-Up Tab
- ✓ The Assignments Tab
- ✓ The Hours Log Tab
- ✓ The Contact Tab
- ✓ The Reports Tab
- ✓ The My Profile Tab

Logging On

To log on as a Volunteer:

1. Open your web browser (Microsoft Internet Explorer, Mozilla Firefox, etc.) and type **MyVolunteerPage.com** in the address bar.
2. Type in your username and password and click on the [Log In] button.

VOLUNTEER Login

Do you already have a username and password for myVolunteerPage.com ?
Login here. ▶

Username:

Password:

Forgot your username and password?
[Click Here](#)

Did an organization send you here to get started? ▶

Enter a county, city or town name and click the search button.

Privacy Policy
Information contained here is only visible to you and the specific organization(s) you volunteer for. It will not be disclosed to any other party nor used for any other purpose. [Click here](#) to view the complete myVolunteerPage.com privacy policy.

[+ Share](#) | [f](#) [t](#) [e](#) [g](#)

Powered by [myVolunteerPage.com](#)



If you forget your username and/or password, click on the [Click Here](#) link below “Forgot your username and password?” and follow the instructions above.

The “MyVolunteerPage.com Home Page”:

 To log out, click on the [Log Out] button .

From the Home Page, you can see news from all organizations to which you belong, in addition to the organization’s mission statement and any personal notes sent directly to you. This information is maintained by the Volunteer Coordinator for each organization. You will also see:

- a summary of your logged hours
 - Click on [HOURS](#) to view the hours and delete any incorrect entries
- your upcoming activity assignments (shifts), if applicable
 - Click on [Your next shifts](#) to view upcoming assignments (both unscheduled and scheduled) and confirm, decline or remove yourself from any assignments, where applicable
- any unconfirmed activity commitments (assignments)
 - Click on the [Confirm Now!] button to confirm any activities to which you have been assigned

Tabs



The following tabs are available from the Home Page:

- **Home** - return to the Home Page
- **Sign-Up** - sign up for activities
- **Assignments** - display activity assignments and confirm, decline, remove from activities, and generate/print your schedule
- **Hours Log** - display logged hours (and remove entries, if necessary)
- **Contact** - send email to volunteer coordinators or committee members
- **Reports** - view hours reports and summaries
- **My Profile** - edit/update your profile

The Sign-Up Tab

Filters: Qualified Generally Available Signed Up Assigned Backup List **Filter Activities**

Anytown Senior Centre

Examples	Type	Av	Q	Su	As	BL	S	Start Date	End Date
Activity With No Schedule		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		
Seasonal Activity		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0	5/9/2011	12/31/2011
Ongoing Activity		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	455	6/3/2011	12/31/2011
Disjointed Schedule		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	49	6/4/2011	9/29/2011

Meetings	Type	Av	Q	Su	As	BL	S	Start Date	End Date
Board Meeting		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		

Signing Up For Activities

To sign up for an activity:

1. Log on to MyVolunteerPage.com
2. Click on the **Sign-Up** tab
3. If desired, filter the activities by whether or not you are Qualified, already Assigned, already listed as Available, Generally Available (according to the availability specified in your profile), or on the Backup List. If there are a lot of shifts visible, you will also be able to filter by day and time.
4. Click on the [link](#) to the desired activity to indicate your availability:
 - a. If there are many shifts, you can filter to show only shifts for specific dates and times
 - b. For each shift you would like, click in the “Sign Up” column beside the desired date.
 - i. If there are no shifts for the activity, click on the [Sign Up] button.
 - c. If the activity is full (i.e. there is no space available), click on the link [Add me to the back-up list in case you ever need extras](#) at the bottom of the screen. (If necessary, you can return here to remove yourself from the back-up list.)
5. Click on the [Save] button at the bottom of the screen

To sign up for another activity, scroll up to the top and click on [Back to activity list](#) and repeat the steps above.

The Assignments Tab

Scheduled Activities

From: To:

Activity	Date	Start Time	End Time	Confirmed	Actions
					Confirm Decline <input type="checkbox"/>
Examples - Ongoing Activity	Mon 6/6/2011	9:00 AM	11:00 AM	<input checked="" type="checkbox"/>	Confirm Decline <input type="checkbox"/>
Examples - Ongoing Activity	Tue 6/7/2011	9:00 AM	11:00 AM	<input checked="" type="checkbox"/>	Confirm Decline <input type="checkbox"/>
					Confirm Decline <input type="checkbox"/>

Volunteer Schedule By Month

Export File Type:

Paper Size:

Start Date:

Viewing and Confirming Activity Assignments

To view and confirm unscheduled and scheduled activity assignments:

1. Log on to MyVolunteerPage.com
2. Click on the **Assignments** tab
3. If you have yet to confirm an activity assignment, you will see the options to “[Confirm](#)” or “[Decline](#)” the assignment. Click on the desired option and choose [Save] to proceed or [Cancel] to cancel the operation.
4. Optionally, you may be able to remove yourself from an assignment for which you have already confirmed your participation.

Generating Your Schedule

To generate your schedule of activities to which you have been assigned:

1. Log on to MyVolunteerPage.com
2. Click on the **Assignments** tab
3. To see your report on-screen in calendar format, click on the [View Report] button
- OR
4. To produce an export of your report, select the appropriate “Export File Type”, “Paper Size” and “Start Date” for the report, then click on the [Export Report] button

The Hours Log Tab

Most Recent Entries

Activity	Hours	Start Date	Date Created	Approved	Actions
Front Desk	4.75	5/13/2011	5/13/2011		Delete

Log New Hours

Log Hours for Anytown Senior Centre

Activity: * Select an activity

Date Volunteered: *

Total Time: Hours: Minutes: *

Viewing Logged Hours

To view hours you have logged (or hours that have been logged for you):

1. Log on to MyVolunteerPage.com
2. Click on the **Hours Log** tab
3. You will see a listing of hours logged in the “Most Recent Entries” section. If any of the hours have been entered in error, you will have the option of deleting them by clicking on the “[Delete](#)” option.

Logging Hours

To log hours for an activity you have worked:

1. Log on to MyVolunteerPage.com
2. Click on the **Hours Log** tab
3. Select the activity for which you are logging hours by selecting it from the droplist beside “Activity”. This field contains a list of “Recent” activities. If you don’t see the activity you are looking for, click on the link [All Active Activities](#) or [All Inactive Activities](#). You can return to the original list of activities by clicking on the [Recent](#) link.
4. Enter the date you worked in the field beside “Date Volunteered”
5. Enter the number of hours and minutes worked
6. Enter the value for any accomplishments (outcomes) associated with the activity
7. Click on the [Save] button to create the hours log entry

Optionally, you can choose to post your hours to Facebook by clicking on the checkbox prior to saving your hours log entry.

The Contact Tab

To: Fundraising, Anytown Senior Centre
 Janet Doe, Anytown Senior Centre

Subject:

Body: [+] [-]

Send Email

Organizations

Anytown Senior Centre
Address: 123 Main Street, Unit 5 , Toronto ON M1A 2B3, Canada
Phone: (800) 234-5678
Website: <http://volunteer2.com/>
Main Contact: [Sam Lantern](#)

Communicating with Administrators and Committee Members

To send an email to an administrator or members of a committee to which you belong:

1. Log on to MyVolunteerPage.com
2. Click on the **Contact** tab
3. Select the volunteer coordinator or committee name by clicking on the radio button next to it
4. Enter a subject for your message
5. Enter the text (body) for your message
6. Click on the [Send Email] button to send your message



If the volunteer does not belong to any committees (or belongs to committees that do not permit volunteers to email each other), this option will not exist.

Communicating with the Organization's Main Contact

To send an email to the main contact from an organization:

1. Log on to MyVolunteerPage.com
2. Click on the **Contact** tab
3. In the "Organizations" section, click on the link to the main contact to send an email to that person
4. Enter a subject for your message
5. Enter the text (body) for your message
6. Click on the [Send Email] button to send your message



To resign as a volunteer from an organization, click on the Resign from link in the "Organizations" section and provide a reason ("I am moving", "I need / want to resign"). You will no longer be able to sign up for activities with or log hours for that organization.

The Reports Tab

Hours



	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Example City Museum	22	19	5	0	0	0	0	0	7	7	8	0
Total	22	19	5	0	0	0	0	0	7	7	8	0

Accomplishments

Organization	Name	Total
Example City	Brochures Distributed	10
Example City Museum	Guest Toured	5

Hours and Achievement Report

Export File Type:

Paper Size:

Date Range:

Detailed Hours Report

Export File Type:

Paper Size:

Date Range:

Viewing Hours Reports, Accomplishments and Goals

To see a graph and tabular summary of hours you have logged:

1. Log on to MyVolunteerPage.com
2. Click on the **Reports** tab
3. A bar chart will show the total hours logged for you over the last 12 months. This information will also be displayed numerically in a chart. There will also be a chart of your outcomes logged (accomplishments) and your hours goals.

Generating an Hours and Achievement Reports

To produce a report summarizing your hours and achievements:

1. Log on to MyVolunteerPage.com
2. Click on the **Reports** tab
3. In the “Hours and Achievement Report” section at the bottom, choose the file type and paper size you wish to produce along with the date range.
 - a. To produce a file that can be saved and/or printed, click on the [Export Report] button.
To view a report on screen, click on the [View Report] button.

Generating a Detailed Hours Report

To produce a report detailing your hours logged:

1. Log on to MyVolunteerPage.com
2. Click on the **Reports** tab
3. In the “Detailed Hours Report” section at the bottom, choose the file type and paper size you wish to produce along with the date range.
 - a. To produce a file that can be saved and/or printed, click on the [Export Report] button.
To view a report on screen, click on the [View Report] button.

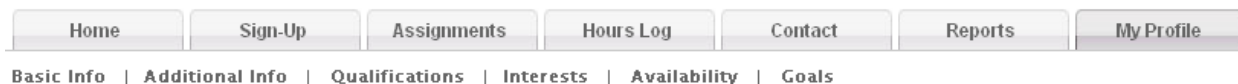
The report will also show the activity that was worked and the date worked.

The My Profile Tab

Updating Your Profile

To update or enter information in your profile:

1. Log on to MyVolunteerPage.com
2. Click on the **My Profile** tab
3. Several tabs will now display:
 - o Basic Info
 - o Additional Info
 - o Qualifications
 - o Interests
 - o Availability
 - o Goals



If you make changes to data in any of these tabs, you must click on the [Save] button *in that tab* to record those changes, otherwise they will not be saved.

Basic Info

This tab contains basic contact information including name, address, email IDs, telephone numbers, birthday, and language. You can also change your password and view, change or delete your profile photograph (JPG, GIF, PNG file).

Additional Info

This tab contains the custom fields set up for the organization. Some fields may require approval from the Volunteer Coordinator before the values entered will display in the profile.

Fields in this tab may be text (short or long), number, date, list of custom options, checkbox, or file data types. Mandatory fields (i.e. where a value is required) will have an asterisk (*****) displayed beside them.

Qualifications

This tab contains the qualifications set up for the organization. Some qualifications may require approval from the Volunteer Coordinator before the values entered will display in the profile.

You may only select one value for each applicable qualification. Some qualifications may also have an expiration date associated with them.

Interests

In this tab, you will be able to select the specific interests appropriate to you for each organization to which you belong. Additionally, you may select various generic classifications pertaining to activities, organizations, duration commitments, time commitments, and suitabilities. If you are a member of a Community Hub, you will also be able to select the communities in which you volunteer.

Availability

In this tab, you will be able to specify when you are generally available to volunteer for each of the organizations to which you belong. An administrator can use this information when determining who to assign to an activity.

Anytown Museum

Day	Mornings	Afternoons	Evenings	Nights
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

Goals

In this tab, you can set an hours goal you wish to achieve with each of the organizations to which you belong. In the Accomplishments section of the **Reports** tab, you can track how you are doing in achieving your goals.

Anytown Museum

Start Date:

End Date:

Hours:

Cancel **Save**

Dates and Times

The Language Setting

You can change the language of the menus and prompts displayed to you in myVolunteerPage.com to English (regional variations for USA, Canada, UK and Australia), French (Français) or Spanish (Español):

1. Log on to MyVolunteerPage.com
2. Click on the **My Profile** tab
3. Click on the “Basic Info” section
4. Click on the droplist for “Language”
5. Select the desired language
6. Click on the [Save] button

Dates will now be formatted according to the “Language” setting you have selected. If no language setting has been selected (“Not Specified”), the language settings on your computer will be used.

In this example, the date used is “March 4th, 2012” and the times used are 8:00am and 8:00pm.

Language	Short Date format	Long Date format	Time format
English (USA)	M/D/YYYY 3/4/2012	Day, Month DD, YYYY Sunday, March 04, 2012	H:MI AM/PM 8:00 AM / 8:00 PM
English (Canada)	DD/MM/YYYY 04/03/2012	Month D, YYYY March 4, 2012	H:MI AM/PM 8:00 AM / 8:00 PM
English (UK)	DD/MM/YYYY 04/03/2012	DD Month YYYY 04 March 2012	HH24:MI 08:00 / 20:00
English (Australia)	D/MM/YYYY 4/03/2012	Day, D Month YYYY Sunday, 4 March 2012	H:MI AM/PM 8:00 AM / 8:00 PM
Français (Canada)	YYYY-MM-DD 2012-03-04	D month YYYY 4 mars 2012	HH24:MI 08:00 / 20:00
Español	DD/MM/YYYY 04/03/2012	day, DD month YYYY domingo, 04 de marzo de 2012	H24:MI 8:00 / 20:00

Formatting Legend:

Code	Meaning
M	Month number with no leading zero
MM	Two-digit month number with leading zero, if applicable
D	Date number with no leading zero
DD	Two-digit date number with leading zero, if applicable
YYYY	Four-digit year number
Day	Day of the week spelled out in full (an uppercase “D” indicates that the first letter of the day name will be capitalized)
Month	Month name spelled out in full (an uppercase “M” indicates that the first letter of the month name will be capitalized)
H	Hour of the day (1-12) with no leading zero
H24	Hour of the day (0-23) with no leading zero
HH24	Two-digit hour of the day (00-23) with leading zero, if applicable
MI	Two-digit value for minute (00-59)
AM/PM	Indicator for either AM (hours 0-11) or PM (hours 12-23)