



How to use “Fans”

Fans of Your School

The screenshot displays the Volunteer Now interface for Washington School. The sidebar on the left features the school logo and the text "Hi, Washington Elementary School" with a minimize button. The main content area consists of five panels:

- OPPORTUNITIES**: A calendar icon, a green "Create An Opportunity" button, and a "View All Opportunities" link.
- FANS OF YOUR SCHOOL**: A heart icon with the number "1", a yellow-bordered button labeled "FANS OF YOUR SCHOOL", and a "Manage My School" button.
- OPPORTUNITIES**: A clock icon with the number "0", the text "Opportunities", and "Awaiting Your Hours."
- Total Volunteer Hours**: A red speech bubble with "0.0", the text "Total Volunteer Hours", and instructions: "Increase this number by posting more opportunities or monitoring those you already have posted."

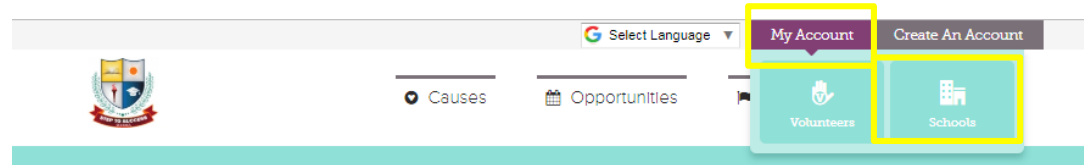
‘Fans of Your School’ is a complete list of volunteers who have selected your school as a school they support

- Use this list to check the approval status of school volunteers
- Use this feature to identify volunteers who meet criteria you select
- Download information or email volunteers directly from your fan list

Accessing VOLY

ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)



LOG IN TO YOUR AGENCY ACCOUNT

- Click on 'My Account' and select 'Schools'
- Enter your email address and your private password
- Click Log In

A screenshot of the 'Log In' form for schools. The form is titled 'Log In' and includes the instruction 'Access your account and start managing your volunteers!'. It features two input fields: 'Email Address' with the placeholder text 'Your_email@your_school.edu' and 'Password' with a masked password '.....'. Below the password field is a link for 'Forgot your password?'. A green 'Log In' button is at the bottom of the form. The entire form is highlighted with a yellow border.

Fans of Your School

WASHINGTON SCHOOL
"WHERE COUNTS"

Hi, Washington Elementary School

minimize

OPPORTUNITIES

Create An Opportunity

View All Opportunities

FANS OF YOUR SCHOOL

Manage My School

1

0 Opportunities
Awaiting Your Hours.

Total Volunteer Hours

0.0

Increase this number by [posting more opportunities](#) or [monitoring those](#) you already have posted.

Click 'Fans of Your School' from your school dashboard

Helpful Tip:

You can also access your Fans list from 'Manage My School' by selecting 'Fans' in the left-hand column.

Searching for Fans

MANAGE SCHOOL

School Details

Demographics

Documents

Widgets

My Profile

Contacts & Access

Locations

Export

Fans

Fan Details

Export Sort by Tags

Below is your list of fans:

Student between age 13 - 17 DISD Employee Student observer General

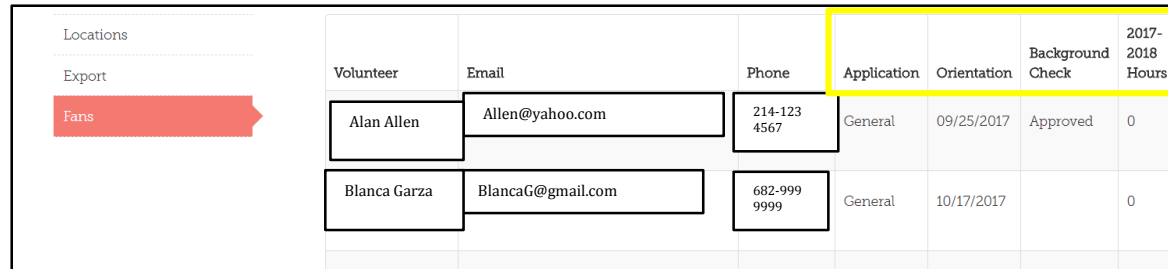
Volunteer	Email	Phone	Application	Orientation	Background Check	2017-2018 Hours
Alan Allen	Allen@yahoo.com	214-123 4567	General	09/25/2017	Approved	0
Blanca Garza	BlancaG@gmail.com	682-999 9999	General	10/17/2017		0

- You can search for a specific volunteer by typing their name at the search icon (magnifying glass)
 - This chart will show the volunteer's name, and contact information

Helpful Tip:

You can search by first name, last name or email address.

Checking a Volunteer's Status



Locations	Volunteer	Email	Phone	Application	Orientation	Background Check	2017-2018 Hours
Export Fans	Alan Allen	Allen@yahoo.com	214-123 4567	General	09/25/2017	Approved	0
	Blanca Garza	BlancaG@gmail.com	682-999 9999	General	10/17/2017		0

- The type of volunteer will appear in the application column once the volunteer application has been completed as determined by your district.
- Volunteer must also complete district orientation.
 - If there is no date in this column, the volunteer is not cleared to volunteer.
 - If it says 'Pending' they may not have completed to orientation or provided an e-signature.
- For the safety of our students and staff, all volunteers must complete a background check. If it does not say 'Approved' in this column, the volunteer is not cleared to volunteer.
- The final column shows the number of volunteer hours that have been reported for this volunteer during the current school year.

Managing Your Fans



Export downloads your entire fan list into an Excel-compatible spreadsheet.

Sort by Tags allows you to identify and communicate with specific groups of your school fans, using information gathered on the volunteer application.

Helpful tip:

Please be patient.

Large or detailed reports may take longer to complete or download.

Sort Fans by Tags

- ‘Tags’ are bits of information from the volunteer application
- Use ‘Tags’ as a search engine to identify groups of volunteers who meet criteria you select
- Choose any ‘Tag’ and choose your preference from the dropdown lists

Sort Fans by Tags

Skill	Causes
-- ▾	-- ▾
Returning Volunteer	Birth Month
-- ▾	-- ▾
Alumni	School Affiliation
-- ▾	-- ▾
Years Served	Business Group Affiliation
-- ▾	-- ▾
Civic Organization Affiliation	Faith Based Organization affiliation

Examples:

- *You can identify volunteers with Public Speaking skills who are available on a Wednesday.*
- *You can find volunteers who are affiliated with a specific local business, or those who speak Russian.*

Contacting Preferred Volunteers

Email Message

Subject Line
Science Fair at Butler

Message
Thanks for being a fan of Butler Elementary.
I see you have an interest in Science. We can use your help at our Science Fair on October 14 from 1-4 PM. We want our 4th grade students to see the interesting and diverse ways science impacts our lives.
Please go to mlyisd.voly.org/butler for additional details and to sign-up to help.
Thanks, Ms. Smith

Notice: Broader selections may take longer to complete.

Email Export

Helpful Tip
When creating an email message in VOLY, please include your name, school name and contact information.

Once you identify your preferred volunteers you can:

- Export the list of names with contact information or create and send an email message right from VOLY