



How to add a volunteer to an opportunity

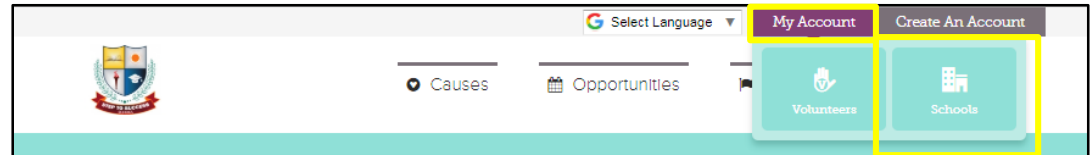
Adding a Volunteer

- If you ask a volunteer to help with an upcoming opportunity and they say yes, VOLY makes it easy for you to add them to the opportunity
- When you add a volunteer they will be notified by VOLY
- VOLY sends weekly reminders to all approved volunteers

Accessing VOLY

ACCESS VOLY

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



LOG IN TO YOUR SCHOOL 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 'For Schools' and 'Log In'. Below the title is the text 'Access your account and start managing your volunteers!'. There are 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 that says 'Forgot your password?'. At the bottom of the form is a green 'Log In' button.

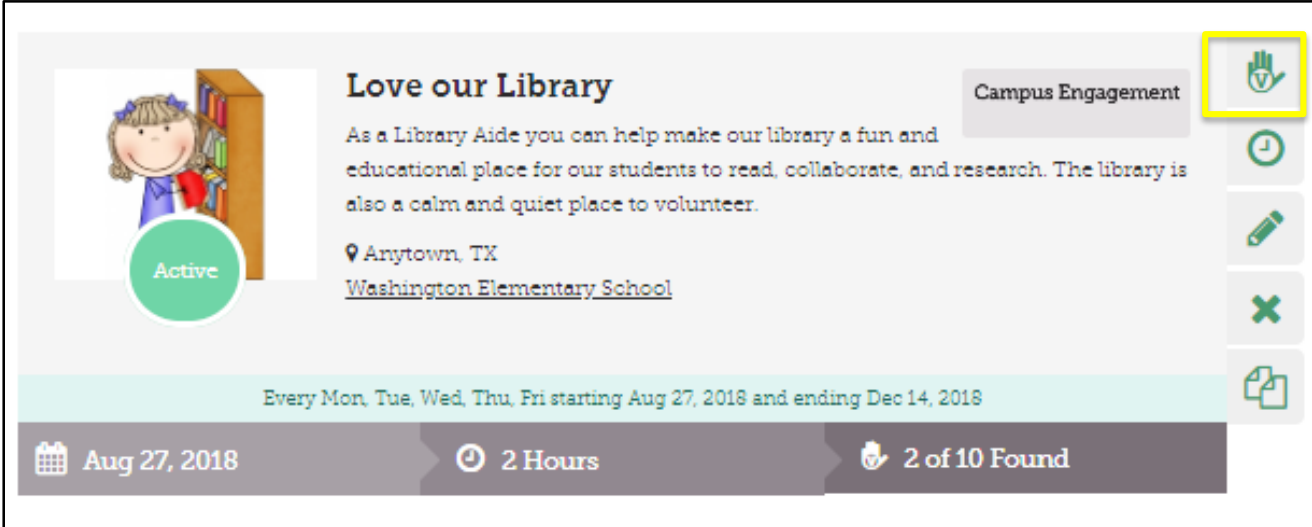
Find the Opportunity

The screenshot shows a school dashboard for Washington Elementary School. At the top, there are navigation tabs for Causes, Opportunities, Teams, and Schools. The main content area is divided into several sections:

- Left Sidebar:** Features the school's logo (a dog's head in a blue cap) and the text "Hi, Washington Elementary School" with a minimize button.
- Opportunities Section:** A purple card with a calendar icon, the text "OPPORTUNITIES", a green "Create An Opportunity" button, and a yellow-bordered "View All Opportunities" button.
- Fans of Your School Section:** A purple card with a heart icon, the number "1", the text "FANS OF YOUR SCHOOL", and a "Manage My School" button.
- Opportunities Awaiting Hours Section:** A purple card with a clock icon, the number "0", the text "Opportunities Awaiting Your Hours.", and a link to "View All Opportunities".
- Total Volunteer Hours Section:** A purple card with a red speech bubble containing "0.0", the text "Total Volunteer Hours", and a link to "View All Opportunities".

Click 'View All Opportunities' on your school dashboard

Select 'Manage Volunteers'



Love our Library Campus Engagement

As a Library Aide you can help make our library a fun and educational place for our students to read, collaborate, and research. The library is also a calm and quiet place to volunteer.

Anytown, TX
[Washington Elementary School](#)

Active

Every Mon, Tue, Wed, Thu, Fri starting Aug 27, 2018 and ending Dec 14, 2018

Aug 27, 2018 2 Hours 2 of 10 Found

Click “Manage Volunteers” (hand icon) on the appropriate opportunity

Select Add Volunteer

Manage Volunteers

Only Show Slots for: Select All Shifts for:

< > today September 2018 week month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1

Select 'Add Volunteer'

Finding the Volunteer

Add A Volunteer

Search for Volunteer*

Note: Only volunteers who are active, have expressed interest in the organization's opportunities, or are fans of the organization, meet minimal volunteer requirements, and have a public profile will be returned in the search.

Nix

Search & Continue

To search for a volunteer, type in their first name, last name or email

Click "Search & Continue"

Select the Volunteer

VOLY will provide a list of matching volunteer from your Fans

Once you identify the correct person, click 'Add Volunteer'

Add A Volunteer

Search for Volunteer*

Note: Only volunteers who are active, have expressed interest in the organization's opportunities, or are fans of the organization, meet minimal volunteer requirements, and have a public profile will be returned in the search.

Search & Continue

Allen Nix
📍 Dallas, TX
volywebmaster@gmail.com

Select All Available Dates ▼

Add Volunteer

Kathryn Nix
📍 Dallas, Tx
mnix@volnow.org

Select All Available Dates ▼

Add Volunteer

Select Shift(s)

Manage Volunteers

Only Show Slots for: All + Add Volunteer

< > today September 2018 week month


Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	8a - 10a	8a - 10a	8a - 10a 8a - 10a	8a - 10a	8a - 10a	
2	3	4	5	6	7	8
	8a - 10a 8a - 10a	8a - 10a	8a - 10a	8a - 10a	8a - 10a	
9	10	11	12	13	14	15
	8a - 10a	8a - 10a	8a - 10a	8a - 10a	8a - 10a	

Select the appropriate shift(s) for that volunteer from the calendar

What Happens Next

- VOLY will notify the volunteer they have been added to this shift
- All approved volunteers will receive a weekly reminder from VOLY

Your Upcoming Opportunities



Cafeteria Champion

Dallas, Texas
Jul 12, 2018 7:00AM ♥ Hours
VolunteerNow

Jul 12, 2018 7:00AM

[Learn More](#)