How to Join Solve for Good as a Volunteer

In this step-by-step tutorial, you will learn how to sign up on Solve for Good as a volunteer, join a volunteer group, and start applying to project work.

Step 1: Sign up for Solve

Press the "start volunteering" button.

To sign up as a volunteer, press the **Start volunteering** button on the Solve for Good homepage (highlighted in red in the image on the right).

Step 2: Fill out your information

The last section titled "task type preference" lists off the four main tasks of a project: project scoping, project management, data science, and review/QA. Rather than being assigned to a whole project, you will apply to work on one of these four tasks of a project. You can select as many of these task type preferences as you would like.

More detail on how to apply to a task will come later.

Note: You can connect to Solve using a Google or GitHub account by clicking on one of the respective buttons.

Step 3: Explore your dashboard

Once your account is created, you will be redirected to a page with a blue notification at the top saying that your account was created succesfully.

Before joining an organization or project, we will go over how to add more details to your volunteer profile by clicking on the **My Profile** button on the upper right-hand side of your screen.

Step 4: Update your volunteer profile

The information on your volunteer profile is accessible to all members of Solve.

To update your volunteer profile, click on **Edit my volunteer profile**, found in green on the right sidebar.

> **Note:** This view is known as your **Profile**. Here you can see your saved personal information, what organizations or projects you are a part of, your displayed availability, and volunteer background and interests. You can update these items as needed using the green buttons on the right-hand side of the screen.

Step 4b: Update your volunteer profile

Fill out all the relevant information about yourself.

When you are finished, click **Save** at the bottom of the page.

> **Note:** This information can be edited again at a later date.

Step 5: Update skills

Update your data science skills by pressing the "Ediy my skills" button.

Step 5b: Update skills

On this page, you can select your expertise level for each of the displayed skills.

When you are finished, click **Save my skills** at the bottom of the page.

> **Note:** This information can be edited again at a later date.

Step 6a: Creating a volunteer group

If you will be working with a volunteer group, you can create a group (or join an existing group) by pressing "Volunteer group" (or "Search for volunteer groups to join").

To join an existing group, go to Step 6d.

In the **Dashboard** view, you can create or join volunteer groups. These groups server a variety of puproses—they are useful for teams that will complete projects togethor, but also useful for volunteers that have similar interests.

Step 6b: Fill out volunteer group info

Fill out all information regarding your volunteer group and click **Create Volunteer Group** at the bottom of the page.

Step 6c: Volunteer group view

You will be redirected to your organization's volunteer group page. At any time, you can edit organization information, leave the volunteer group, or view the other members of your organization by clicking the **Staff** tab.

> **Note:** You cannot manually invite other members to your organization, they must request membership.

Step 6d: Joining a volunteer group

Press "Search for volunteer groups" to join.

You may also join an orgnaization that is already created. To do so, return to your Dashboard and click on the **Search for volunteer groups to join** button on the left-hand side of the screen.

Step 6e: Join a volunteer group

Join a volunteer group by clicking on the volunteer group name.

On this page, all volunteer groups are listed by alphabetical order of the volunteer group name. This page allows you to filter for groups by the organization name, social impact area, organization type, or project status.

Step 6f: Join a volunteer group

To join the organization, press the green "Request membership" button.

You will be redirected to the volunteer group's page, where you can see the organization's information and the current members.
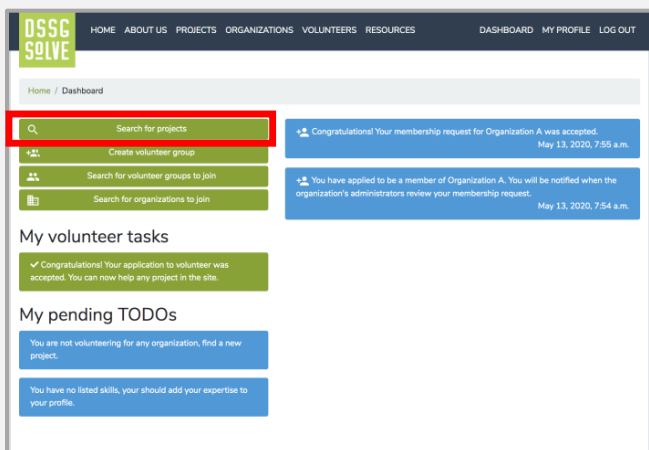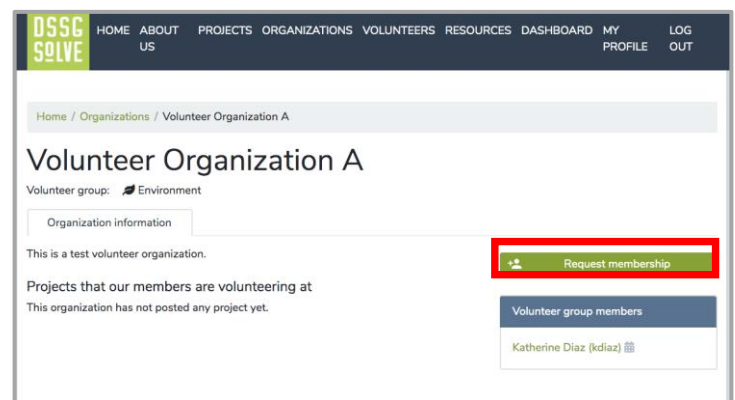
Step 7a: Apply for a project task

To begin doing volunteer work, you have to apply for a project task. From the Dashboard, press the "search for projects" button.

Projects have four main tasks: scoping the project, data science, project management, and quality assurance.

Now you are ready to apply to join a project. First, return to your Dashboard by clicking on **Dashboard** in the upper right-hand side of your screen.

To apply for a project, click on "**Search for projects**", found in green on the left-hand toolbar.

Step 7b: Search for project

Select the project you want to join by clicking on the project name.

On this page, all projects are listed by alphabetical order of the project name. This page allows you to filter for projects by the project name, organization name, skill requirements, social impact area, or project status. If you would like to use filters, make sure to click the green "Apply filters" button to apply them to your search.

You can also get to this page by clicking on the **Projects** tab on the top menu.
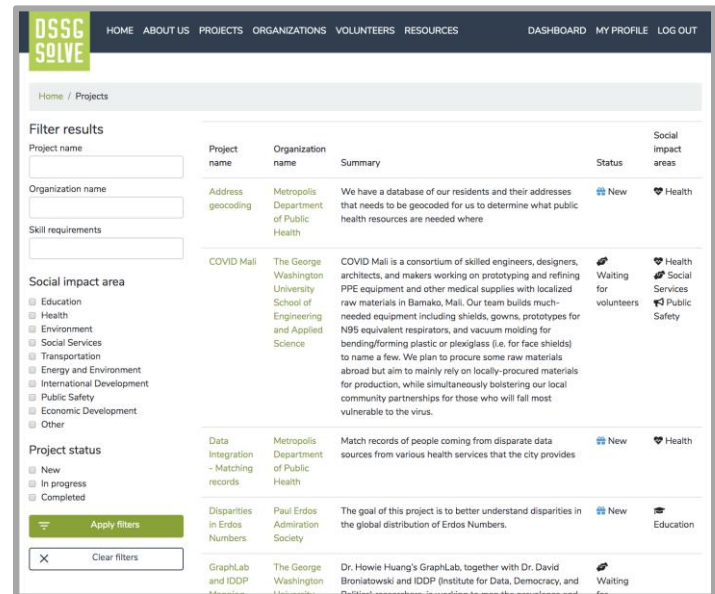
Step 7c: Explore the project overview

View which stage the project is in, and if it is accepting volunters, press the "apply to volunteer" button.

This page provides a Project overview.
Before choosing to apply for a project task, you will be able to see the full lifecycle of a Solve project (highlighted in red), the lifecycle step that the project is currently on, and the project information, scope, and discussion topics. The lifecycle steps are:

- **New:** a project has been published by the organization administrator.
- **Scoping**: in this stage, the project is scoped by members of Solve.
- **Scoping QA**: because Solve is volunteer-run, it is important that there are mechanisms for quality assurance. By default, each component of work on a project is subject to QA review, starting with project scoping QA.
- **Staffing:** in this stage, volunteers will be recruited for the project Tasks as defined during the scoping process.
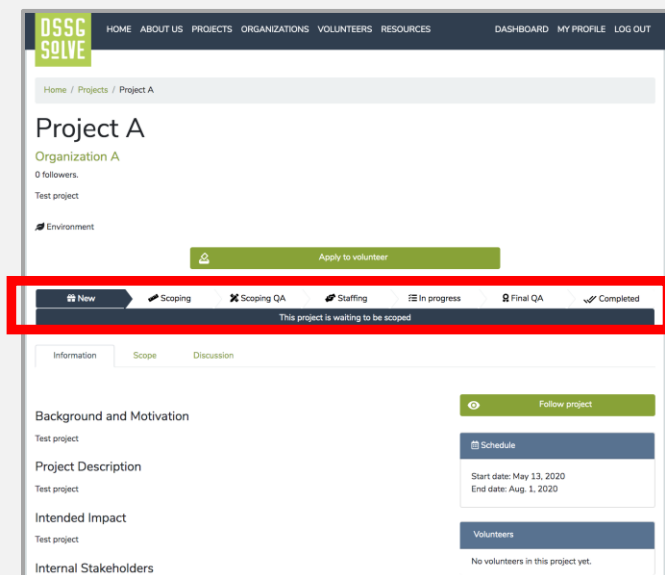
- **In-progress:** after Tasks have been staffed, they will be in-progess until submitted.
- **Final QA:** the last and final QA of this project. This is the last chance to make final changes, contributions, and corrections to the project work.
- **Completed:** the project is done!

You may join a project by clicking the green A**pply to volunteer** button located above the lifecycle.

Step 7d: Complete volunteer application

Fill out the application letter and click "Apply to volunteer" at the bottom to submit the application.

This tutorial is demonstrating the user applying for **Project scoping**, as seen at the right of the application page (highlighted in red). When future **Tasks** are created and visible by volunteers, they wil be displayed on the same menu. This process of applying to scope for a project will be followed when applying for data science, project management, and quality assurance tasks.

Step 7e: Pending volunteer application notification

You will receive a blue notification on the project's page confirming your application. You will be notified of a decision once your request has been reviewed by the administrators.

Step 8: Work on a project task

To begin working on your project task, go to your Dashboard by clicking **Dashboard** on the upper right-hand side of your screen. Your **Volunteer Task(s)** will be displayed on the middle left-hand side under the header **My volunteer Tasks**. To start, click on the **volunteer Task**.
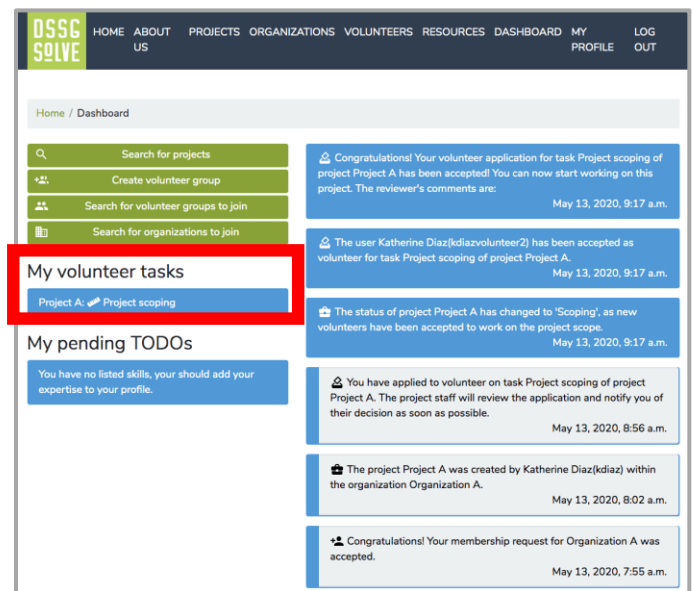
Step 8b: Explore "My tasks" tab

You will be redirected to the "My tasks" section of the project page. Here you can find, starting at the left of the screen to the right:

- The tasks assigned to you under the "My tasks" heading on the middle left-hand side of the screen
- The lifecycle for your assigned task
- A description of the task
- The schedule
- "Cancel this volunteer work" button, giving you the option of leaving the project task
- "Mark this task as completed" button for when you have completed your task, allowing the project to continue to the next task
- The other volunteers working with you

The project toolbar has other tabs that allow you to see information about the project, the project scope, relevant discussion, all tasks, the changelog, staff, and volunteers.
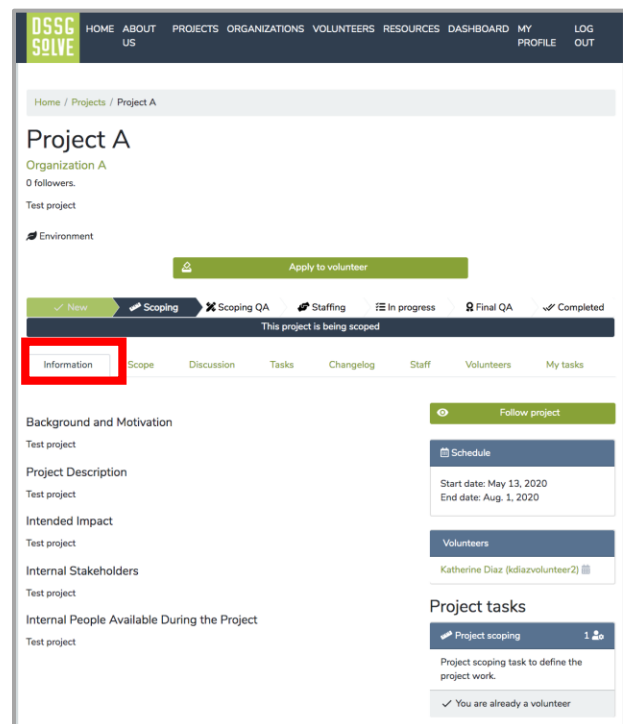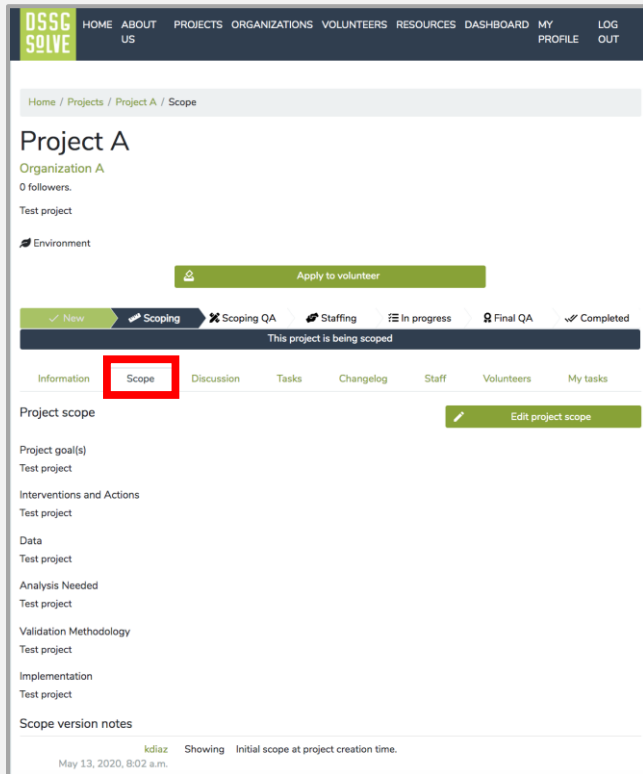Lets explore each tab of the project toolbar.

Note: Completed lifecycle steps are highlighted in green, the current lifecycle step is highlighted in blue, and future lifecycle steps are in white.
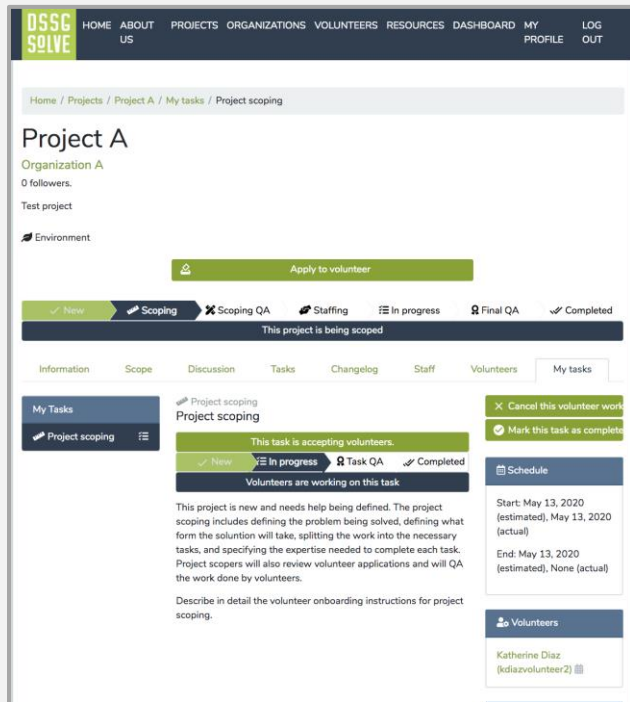
Step 8c: Explore "Information" tab

The information tab outlines all the basic information regarding the project.
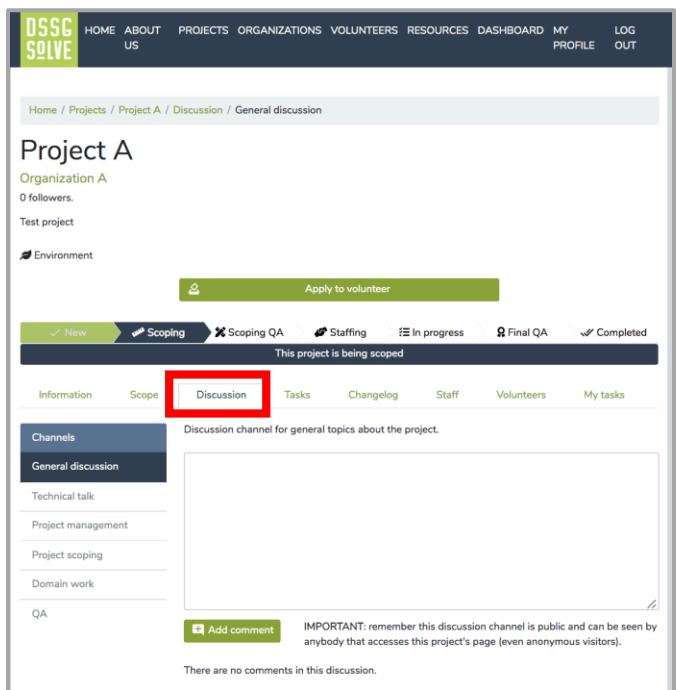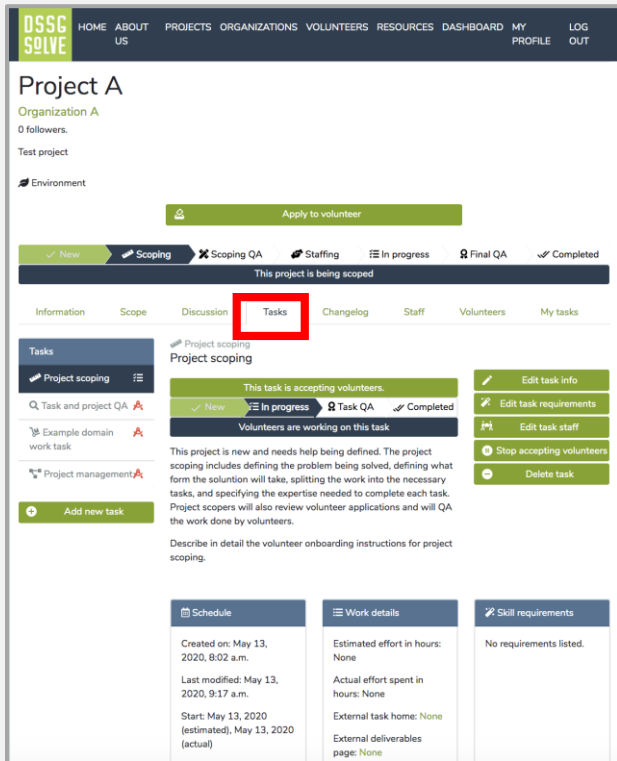
Step 8d: Explore "Scope" tab

The **Scope** tab allows you to see and edit the scope of the project.

Step 8e: Explore "Discussion" tab

The **Discussion** tab allows you to start discussion threads on the six topics located on the left-hand side of the page: General discussion, Technical talk, Project management, Project scoping, Domain work, and QA.

Step 8f: Explore "Tasks" tab

The **Tasks** tab lists all the tasks for the project, its progress, and editing options.

The left-hand side of the page lists all the tasks and gives the option of creating a new task. **Importantly, Tasks are the main unit of work for a project.**

The middle section of the page lists the lifecycle for the task and description of the current lifecycle step. The right-hand side of the page lists the editing options for the task.

The bottom of the page lists additional information about the task, such as its schedule, details, skill requirements, volunteers, reviewers, and staff

Step 8g: Explore "Changelog" tab

The **Changelog** tab shows all the updates made to a project.
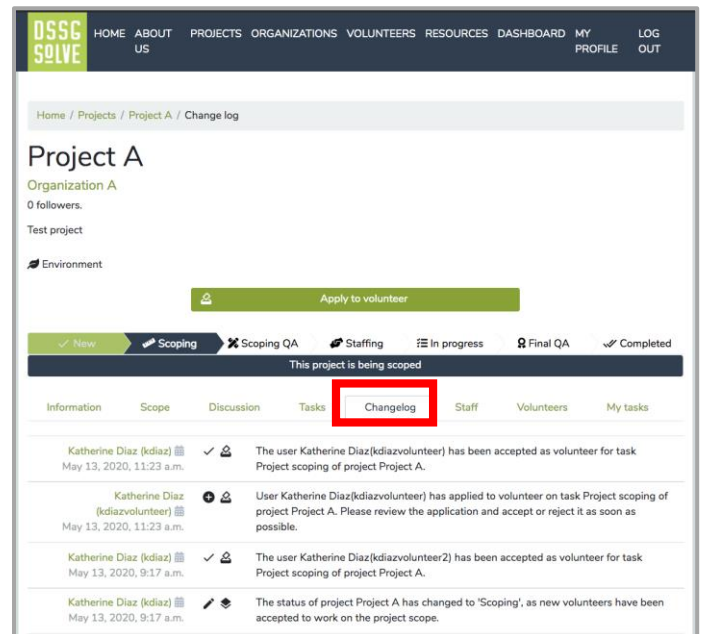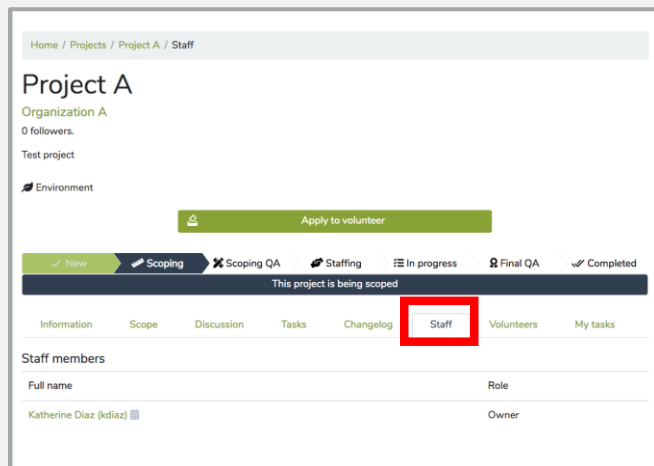
Step 8h: Explore "Staff" tab

Under the **Staff** tab, you can see the staff members of the project and their role.

Step 8i: Explore "Volunteers" tab

The **Volunteers** tab allows you to see the volunteers, their assigned task, and their status. You can also change their assigned task or remove them from the project.