

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).



The screenshot shows the 'Sign up' page for DSSG Solve. The page has a dark blue header with the DSSG Solve logo and navigation links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, SIGN UP, and LOG IN. Below the header, there's a 'Sign up' section with a sub-header 'Sign up and log in via one of these providers or by filling out the form below.' and buttons for GitHub and Google. The main form includes fields for Username, Password, Password confirmation, First name, Last name, Email address, Phone number (Optional), and Skype user name (Optional). There's also a 'Special signup code (Optional)' field. Below the form, there's a 'Task type preference' section with radio buttons for Project Scoping, Project Management, Data Science, and Review/QA. At the bottom, there are 'Sign up' and 'Cancel' buttons, and a link for 'Already have an account? Log in instead.'

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 successfully.

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.

The screenshot shows the 'Dashboard' page for DSSG Solve. The header is the same as the sign-up page, but with 'DASHBOARD' and 'MY PROFILE' (highlighted with a red box) added to the navigation links. A blue notification bar at the top says 'Welcome to DSSG Solve! Your account was created successfully.' Below this, there's a 'Home / Dashboard' breadcrumb. The main content area has four green buttons: 'Search for projects', 'Create volunteer group', 'Search for volunteer groups to join', and 'Search for organizations to join'. Below these, there's a 'My volunteer tasks' section with a green notification: 'Congratulations! Your application to volunteer was accepted. You can now help any project in the site.' Underneath, there's a 'My pending TODOs' section with two blue boxes: 'You are not volunteering for any organization, find a new project.' and 'You have no listed skills, your should add your expertise to your profile.'

HOME ABOUT US PROJECTS ORGANIZATIONS VOLUNTEERS RESOURCES DASHBOARD MY PROFILE LOG OUT

Home / Users / My profile

My profile

- Edit my basic information
- Manage my social accounts & log in
- Change my password
- Edit my volunteer profile**
- Edit my skills

Personal information
Full name: Katherine Diaz
User name: kdiazvolunteer2

Organization memberships
Not a member of any organization.

Awards
First 500 volunteers

Volunteer background

Volunteer availability
Start date: None
End date: None
Hours available per week: None

Volunteering interests
Project scoping
Project management
Data science
QA

Skills
No skills listed.

Volunteer projects

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.

HOME ABOUT US PROJECTS ORGANIZATIONS VOLUNTEERS RESOURCES DASHBOARD MY PROFILE LOG OUT

Home / My profile / Edit volunteer information

Edit my volunteer profile

Portfolio URL

Include any external site that has a showcase of your experience, skills, and/or background, and that projects may consider interesting or relevant to them.

GitHub URL

Add a link to your GitHub profile to help us review your programming skills.

LinkedIn URL

Add a link to your LinkedIn profile to show potential projects in your professional background and experience.

Degree name

The name of the highest level degree you have. For example, Computer Science or Economics.

Degree level

The level of the highest level degree you have.

Educational institution

The name of the institution (university, school, etc.) that issued the highest level degree you have.

Cover letter

Introduce yourself and tell projects and volunteers about your background and skills, your motivation for volunteering, your preferences for projects and work, what you want to accomplish, and any other thing that you can think

Step 5: Update skills

Update your data science skills by pressing the “Edit my skills” button.

HOME ABOUT US PROJECTS ORGANIZATIONS VOLUNTEERS RESOURCES DASHBOARD MY PROFILE LOG OUT

Home / Users / My profile

My profile

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Personal information
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Volunteering interests
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Data science
QA

Skills
No skills listed.

Volunteer projects

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.

DSSC SOLVE HOME ABOUT US PROJECTS ORGANIZATIONS VOLUNTEERS RESOURCES DASHBOARD MY PROFILE LOG OUT

Home / My profile / Edit my skills

My skills

Select below your expertise level for any skill you have.

Statistics

SKILL	NONE	BEGINNER	INTERMEDIATE	EXPERT
R				
Matlab				
SAS				
SPSS				
Stata				
Julia				

Social Sciences

SKILL	NONE	BEGINNER	INTERMEDIATE	EXPERT
Regression Discontinuity				
Instrumental Variables				
Matching (e.g., Propensity Score Matching)				

Computer Programming

SKILL	NONE	BEGINNER	INTERMEDIATE	EXPERT
Python				
C/C++/C#				
Java				
Ruby				

DSSC SOLVE HOME ABOUT US PROJECTS ORGANIZATIONS VOLUNTEERS RESOURCES DASHBOARD MY PROFILE LOG OUT

Home / Dashboard

Search for projects

Create volunteer group

Search for volunteer groups to join

Search for organizations to join

My volunteer tasks

- ✓ Congratulations! Your application to volunteer was accepted. You can now help any project in the site.

My pending TODOs

- You are not volunteering for any organization, find a new project.
- You have no listed skills, you should add your expertise to your profile.

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 serve a variety of purposes—they are useful for teams that will complete projects together, 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.

The screenshot shows the 'Create new volunteer group' form. At the top is a navigation bar with links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, DASHBOARD, MY PROFILE, and LOG OUT. Below the navigation bar is a breadcrumb trail: Home / Organizations / Create new volunteer group. The form itself has a title 'Create new volunteer group' and a subtitle 'Create a new association of volunteers with common goals or interests.' It contains three main sections: 'Organization name' with a text input field and a label 'Type the name of your organization.'; 'Short summary' with a large text area and a label 'Write a short description of the organization that will be used throughout the site when needing a compact description.'; and 'Organization description' with another large text area and a label 'Write a description for volunteers to understand the context of your projects.' At the bottom, there is an 'Organization logo' section with a 'Choose File' button and the text 'No file chosen'.

The screenshot shows the 'Test Volunteer Group' view. At the top is a navigation bar with links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, DASHBOARD, MY PROFILE, and LOG OUT. Below the navigation bar is a blue banner that says 'You have created a new organization and are now its first administrator user.' Below this is a breadcrumb trail: Home / Organizations / Test Volunteer Group. The main heading is 'Test Volunteer Group'. Below the heading is a subheading 'Volunteer group: Environment'. There are two tabs: 'Organization information' and 'Staff'. The 'Organization information' tab is active. It shows a table of projects: 'Project A', 'Test project', 'In scoping phase', and 'Environment'. To the right of the table are two buttons: 'Edit organization information' and 'Leave volunteer group'. Below the table is a section titled 'Volunteer group members' which lists 'Katherine Diaz (kdiazvolunteer2)'.

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.

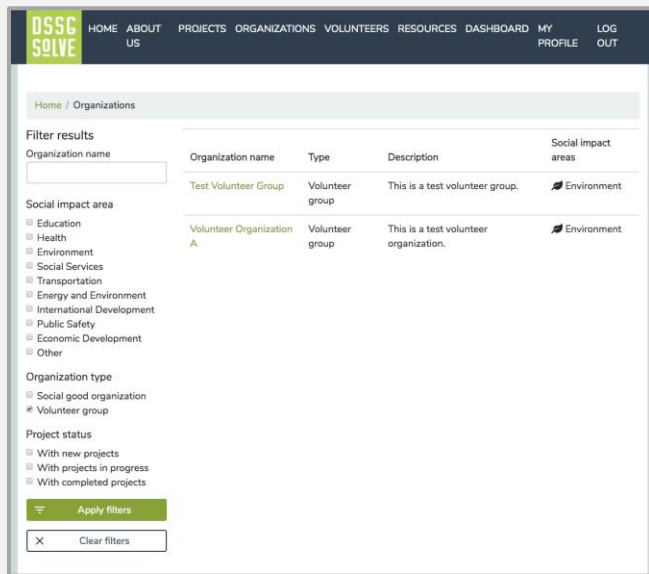
Note: You cannot manually invite other members to your organization, they must request membership.

Step 6d: Joining a volunteer group

Press "Search for volunteer groups" to join.

You may also join an organization 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.

The screenshot shows the 'Home / Dashboard' page. At the top is a navigation bar with links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, DASHBOARD, MY PROFILE, and LOG OUT. Below the navigation bar is a search bar with a magnifying glass icon and the text 'Search for projects'. Below the search bar are four buttons: 'Create volunteer group', 'Search for volunteer groups to join' (highlighted with a red box), and 'Search for organizations to join'. To the right of these buttons are two blue notification boxes. The first says 'Congratulations! Your membership request for Organization A was accepted, May 13, 2020, 7:55 a.m.' The second says 'You have applied to be a member of Organization A. You will be notified when the organization's administrators review your membership request, May 13, 2020, 7:54 a.m.' Below the buttons is a section titled 'My volunteer tasks' which contains a green box saying 'Congratulations! Your application to volunteer was accepted. You can now help any project in the site.' Below this is a section titled 'My pending TODOs' which contains two blue boxes: 'You are not volunteering for any organization, find a new project.' and 'You have no listed skills, you should add your expertise to your profile.'



Step 6e: Join a volunteer group

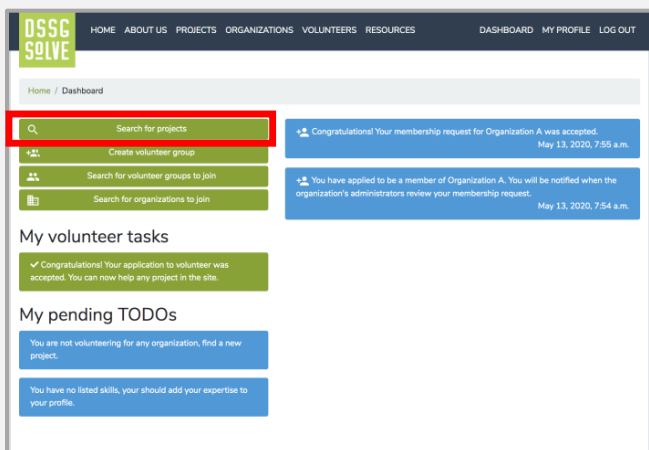
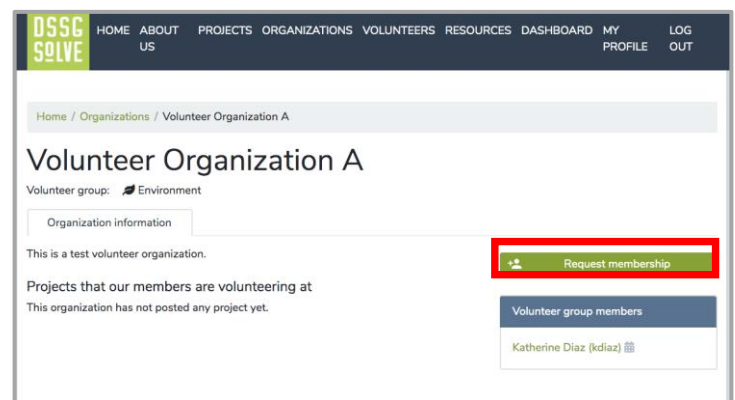
Join a volunteer group by clicking on the volunteer group name.

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.

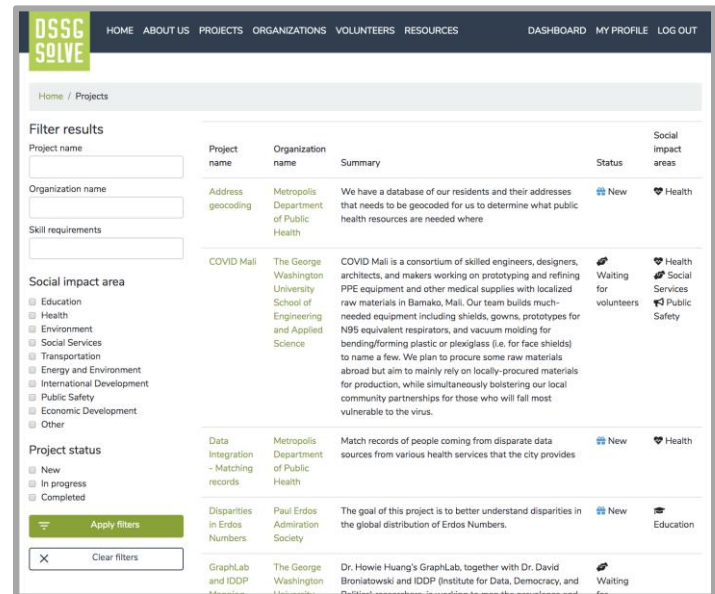
Note: Your organization membership request and decision can be found on the right-hand side of this page. All future notifications can be found

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.



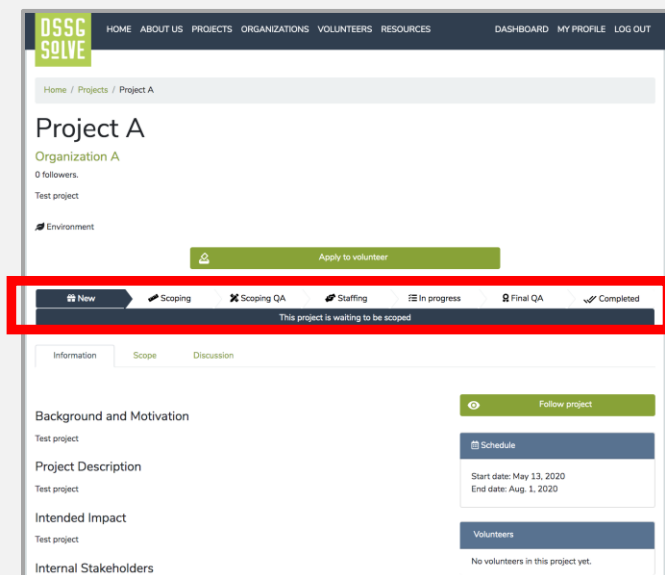
Step 7c: Explore the project overview

View which stage the project is in, and if it is accepting volunteers, 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-progress 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 **Apply to volunteer** button located above the lifecycle.

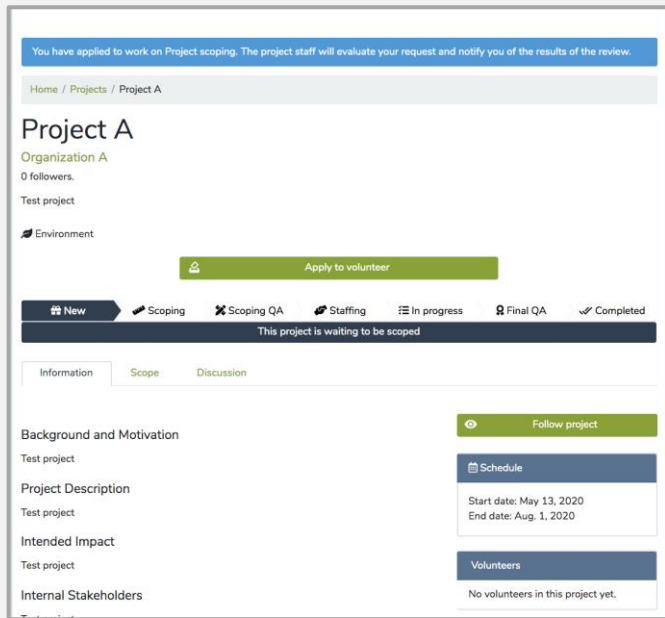
Note: This button is presented only when the organization administrator is actively seeking volunteers for the project. If the button is not there but you would still like to receive updates on the project, click on the green **Follow project** button on the middle right-hand side of the screen. [here](#).

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 will 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.

The screenshot shows the DSSG SOLVE application interface. At the top, there's a navigation bar with links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, DASHBOARD, MY PROFILE, and LOG OUT. Below this, the page is for 'Organization A' with 0 followers. A green 'Apply to volunteer' button is visible. The main content area has tabs for 'New', 'Scoping', 'Scoping QA', 'Staffing', 'In progress', 'Final QA', and 'Completed'. The 'Scoping' tab is selected, showing 'This project is waiting to be scoped'. On the left, a sidebar menu has 'Open tasks' and 'Project scoping' (highlighted in red). The main content area for 'Project scoping' includes a 'Schedule' section with dates (Start: May 13, 2020, End: May 13, 2020), a 'Current volunteers' section, and a 'Support staff' section. Below these is an 'Application Letter' section with a text area for the user to introduce themselves. At the bottom, there's a 'Volunteer agreement' section and a green 'Apply to volunteer' button with a red 'X' cancel button.

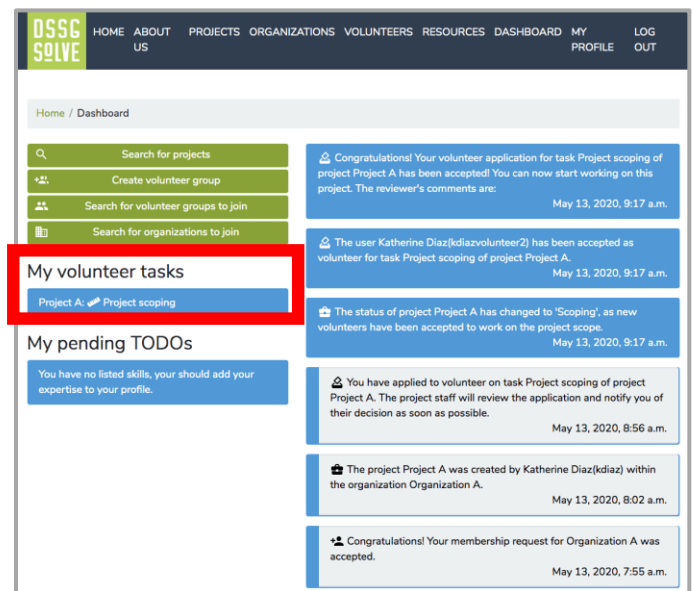


Step 7e: Pending volunteer application notification

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

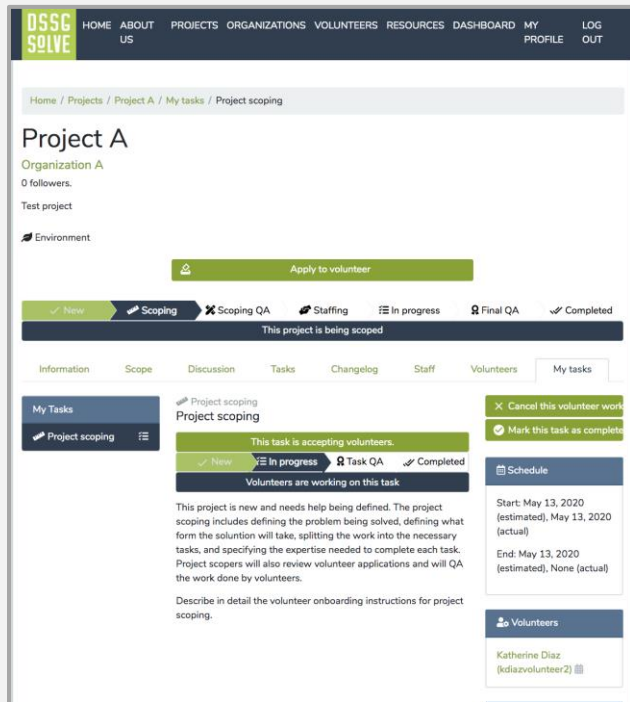
You will be redirected to the “My tasks” section of the project page. Here you can find, starting at the left of the screen to the right:

- 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.

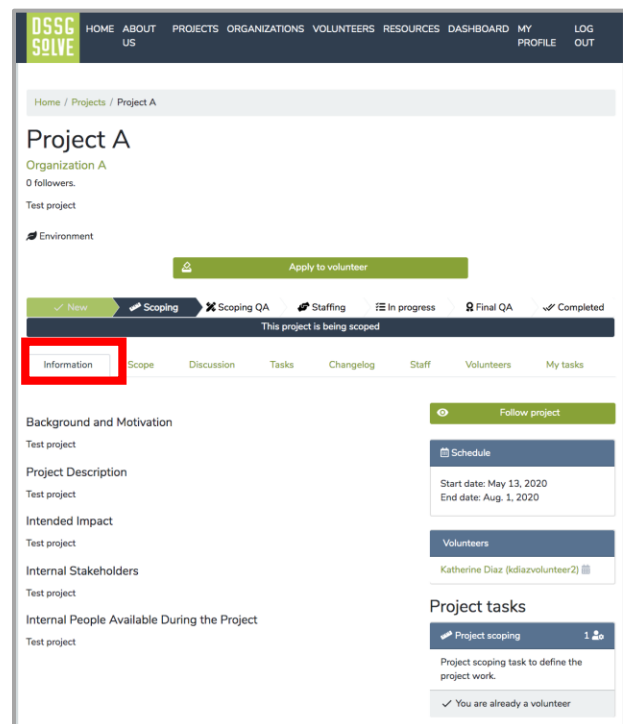
Lets explore each tab of the project toolbar.

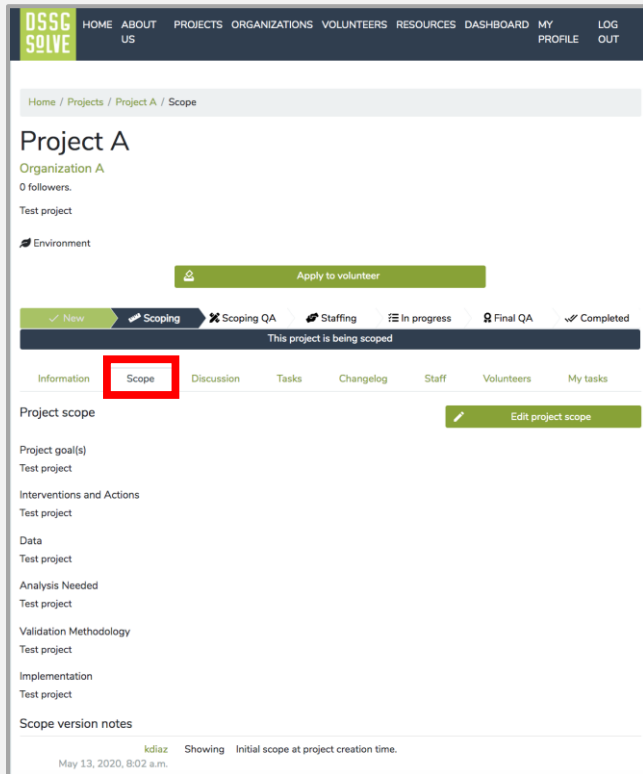
Note: Completed lifecycle steps are highlighted in green, the current lifecycle step is highlighted in blue, and future lifecycle steps are in white.



Step 8c: Explore “Information” tab

The information tab outlines all the basic information regarding the project.



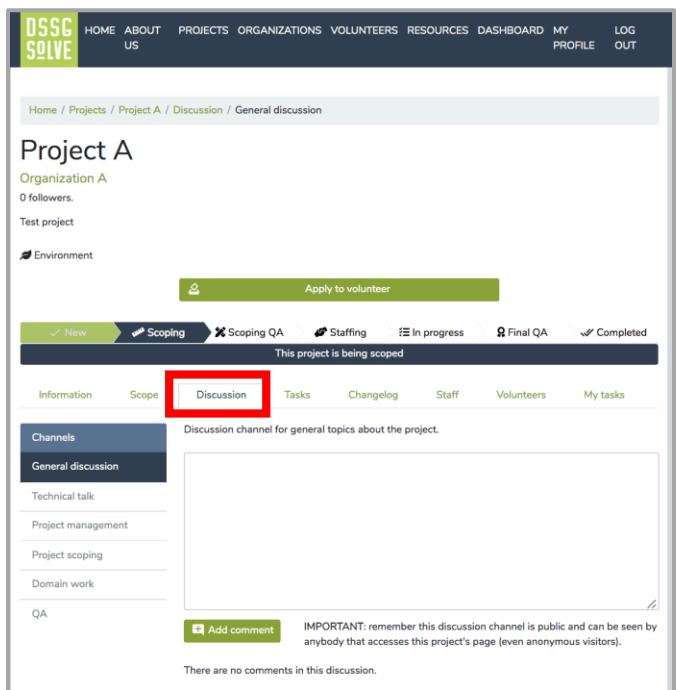


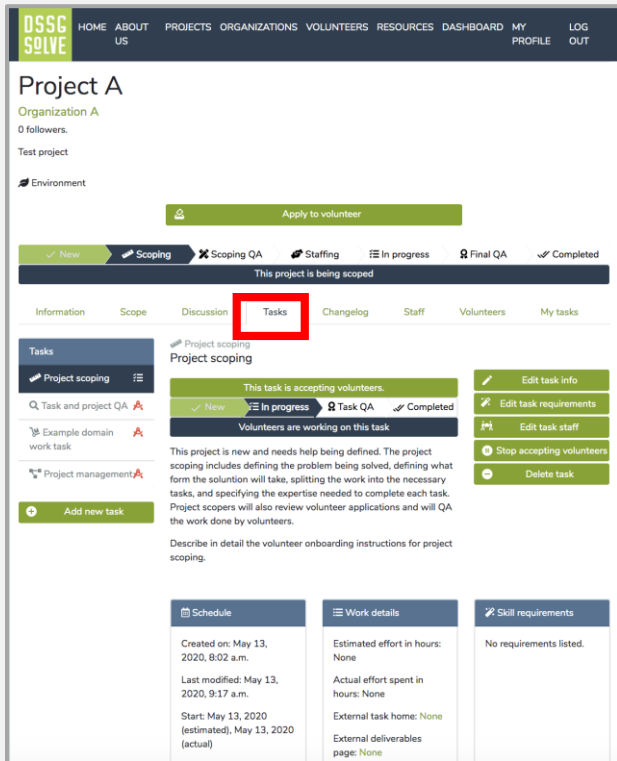
Step 8d: Explore “Scope” tab

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.

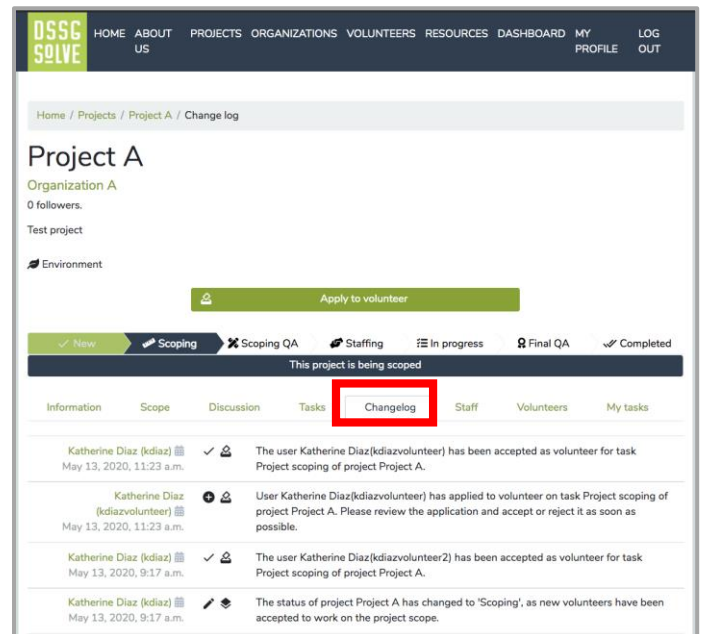
The left-hand side of the page lists all the tasks and gives the option of creating a new task. **Importantly, Tasks are the main unit of work for a project.**

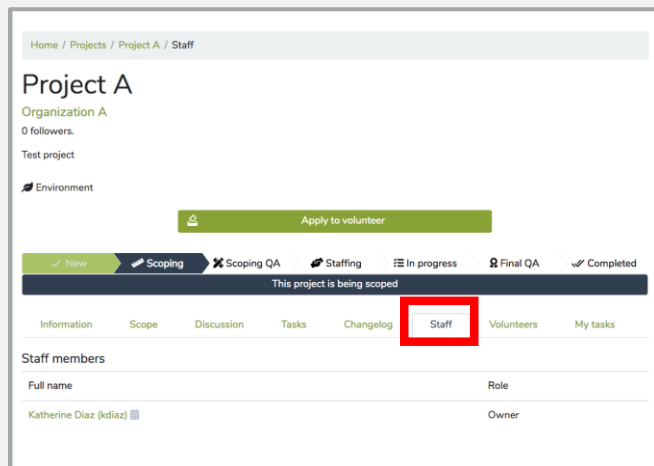
The middle section of the page lists the lifecycle for the task and description of the current lifecycle step. The right-hand side of the page lists the editing options for the task.

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.

