



VOLUNTEER USER GUIDE

Community Dreams Foundation Volunteer Portal

Welcome to Community Dreams Foundation!

Thank you for joining our mission to advance **energy independence, collaborative development**, and **cutting-edge technology**. This guide will help you navigate the volunteer portal and make the most of your experience with us.

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1. GETTING STARTED

What You'll Need:

- Valid email address (Note: .edu emails are not accepted)
 - Phone number
 - Signed Offer letter
 - Signed Agreement
 - Resume/CV
 - Date Of Birth
 - Emergency contact information
-

2. How to Register

You can complete everything in about 10 minutes.

Follow the below steps:

1. Go to the Registration Page.
2. Fill in your name, email, and create a password
3. Add your phone number and date of birth
4. Enter your address (street, city, state, ZIP).
5. Set your weekly availability (5–40 hours).
6. Select your volunteer duration (1–24 months).
7. Provide your university information.
8. Tell us how you heard about us.
9. Upload your resume (.pdf, .doc, or .docx).
10. Review and accept the waiver agreement.
11. Agree to the terms and conditions.
12. Double-check all entered information.
13. Tick the confirmation checkbox.
14. Click Submit Application to complete your registration.

Complete Your Registration

Email

Password *

 (

Confirm Password *

 (

At least 8 characters
 One lowercase letter
 One uppercase letter
 One number
 One special character

Passwords match

First Name *

Last Name *

Phone *

Address *

City *

State *

Zip Code *

 (

Professional Information

Role *

Data Analyst

University (if applicable)

DSO Email (if on OPT)

Area of Acquisition *

Peer-to-Peer Recommendation

Weekly Availability (hours) *

20

Please input the weekly hours that was mentioned in your offer letter.

OPT/CPT End Date (Optional)

07/02/2026

About You *

I'm an IT professional with 1.2 years of experience as a Systems Engineer and 1.5 years as a Data Analyst. I hold a master's degree in Information Technology and Management, where I built strong skills in cloud computing, data analytics, and project management. My experience spans system design, data processing, and performance optimization, enabling me

Required Documents

Maximum 5MB per file. PDF format only.

Offer Letter (PDF only) *

Choose File  Offer_Letter_Chetan_Udatha

Offer_Letter_Chetan_Udatha.pdf (0.22MB)

Volunteer Agreement (PDF only) *

Choose File  CDF_DreamStream_Agreement

CDF_DreamStream_Agreement.pdf (0.20MB)

Resume (PDF only) *

Choose File  Resume_chetan_s

Resume_chetan_s.pdf (0.27MB)

I accept the terms and conditions *

Complete Registration

3. Your Onboarding Journey

Includes clear next steps and email updates so you'll always know where you stand.

Welcome Aboard!

Status: **Fully Approved**

Congratulations — you're officially a volunteer! 🎉 Here's what to do next:

Complete your onboarding checklist:

- Documents approved
- Join the Slack workspace
- Update your Slack profile (name, title, phone, photo)
- Complete your profile by adding DOB and Emergency contact & You are Set.

Date of Birth *

08/27/1999

Emergency Contact

Name *

Bhargav

Phone *

(346) [REDACTED]

Relationship *

Friend



Onboarding Complete!

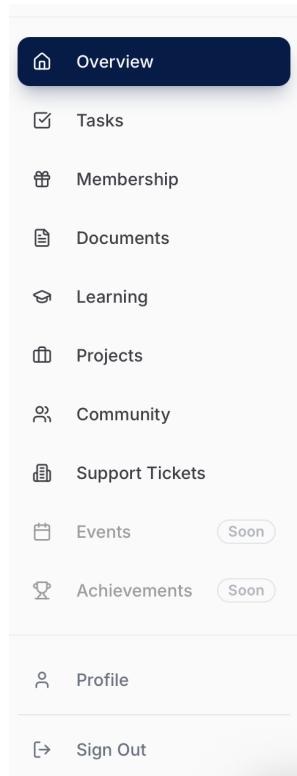
4/4 steps completed - You're ready to volunteer

4. DASHBOARD OVERVIEW

Navigation Sidebar

Access all features from the left sidebar:

- Overview
- Tasks
- Membership
- Documents
- Projects
- Community Forum
- Support Tickets
- Notifications



KEY FEATURES

A. Overview Tab

Onboarding Status

1. Displays your current onboarding stage (e.g., “Onboarding Complete”).
2. Shows how many steps you’ve completed (e.g., *4/4 steps completed*).
3. Once all steps are done, you’ll see a green banner confirming you’re ready to volunteer.

Referral Progress

This section allows you to track and manage referrals you’ve made to the volunteer program.

Here’s what you’ll find:

Active Membership – Displays your current membership type.

- Example: “Lifetime membership waiver – No payment required.”

Referral Stats – Shows how many referrals are:

- Approved
- Pending
- Total

Copy Referral Link – Click to copy your personal referral link and share it with others.

Referral Progress

Lifetime Admin Waiver

Track your referrals and help grow our volunteer community

 Active Membership Waiver
Lifetime membership waiver - No payment required

0 Approved	0 Pending	0 Total
----------------------	---------------------	-------------------

 Copy Referral Link

Share this link with people interested in volunteering

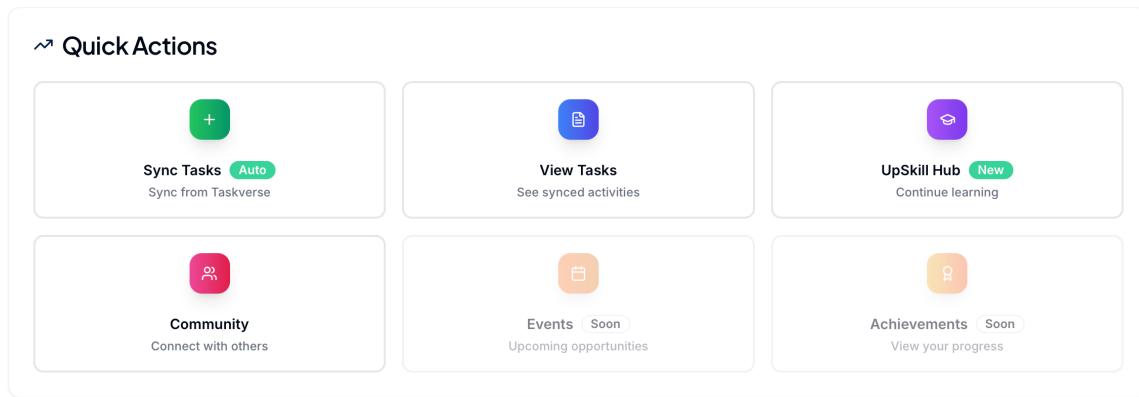


No referrals yet. Start referring to help grow our volunteer community!

⚡ Quick Actions

The Quick Actions panel gives you shortcuts to the most important areas of your volunteer experience.

Feature	Description
Sync Tasks	Automatically syncs your assigned tasks from <i>Taskverse</i> .
View Tasks	View all your synced volunteer activities and track progress.
UpSkill Hub	Access learning materials and training resources to enhance your skills.
Community	Connect with fellow volunteers and collaborate on projects.



B. Tasks Tab

Easily manage your assigned volunteer tasks and track your progress.

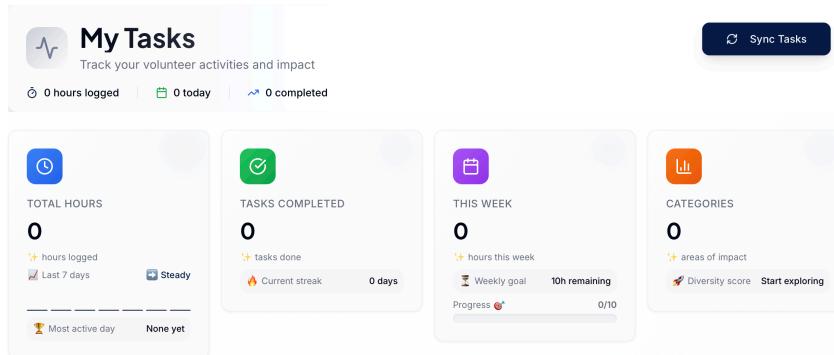
View Your Tasks

- 📋 View all assigned tasks from ongoing projects.
- ⌚ Track total hours worked.
- 📅 See task deadlines and detailed descriptions.
- ✅ Monitor each task's completion status.

Sync Tasks

- 🔄 Click “Sync Tasks” to update your list from the project management system (*Taskverse*).

Manual sync is available anytime to ensure you’re always up to date.



C. Membership Tab

Access all your membership details and referral tools in one place.

Manage Your Membership:

- 💳 View your current membership status.
- 📅 Check your payment history and subscription details.
- ⚙️ Manage or renew your membership plan directly.
- 🎁 Access your referral program dashboard.

Referral Program:

- 🔗 Generate your **unique referral link**.
- 📈 Track your **referrals, approvals, and rewards**.
- 💰 Earn special benefits when new volunteers join using your link.

🔗 Referral Progress Lifetime Admin Waiver

Track your referrals and help grow our volunteer community

🕒 Active Membership Waiver
Lifetime membership waiver - No payment required

0 Approved	0 Pending	0 Total
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📋 [Copy Referral Link](#)

Share this link with people interested in volunteering

No referrals yet. Start referring to help grow our volunteer community!

💡 Tip: You can copy and share your referral link from this tab or the main dashboard Overview.

D. Documents Tab

Keep your volunteer documents organized and accessible anytime.

Your Documents

- View all submitted documents in one place.
- Download signed Volunteer Agreements and Offer Letters.
- Check the approval status of your documents.
- Upload additional documents if requested by the HR team.

Required Documents

Offer Letter		Volunteer Agreement	
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Tip: You'll get an email notification whenever a document is approved or requires resubmission.

E. Projects Tab

Collaborate and stay updated on the projects you're part of.

Collaborate on Projects

- Connect with your peers based on your skills on the posted projects.
- Read project updates and important announcements.
- Create new posts or updates (if you have permissions).
- Engage with your project team by commenting or sharing insights.

Projects

Discover project opportunities and collaborate with team members

Search projects by title, role, or description...

Finance analyst, Sales outreach specialist, Data Analyst
Finance

To build a sustainable pipeline of resources and partnerships to support the CDF's mission. Our goal is to identify, engage, an...

[Data analysis](#) [financial modelling](#)
[CRM tools](#) [+3 more](#)

① 9/25/2025 Sahana Ramakrishnan [View Details](#)

Tester
Human Resources

We are looking for a tester who can test our portal.

① 8/29/2025 Nikhil Yakkala

Backend Developer
CDF Portal

Needed a Backend Developer

[TypeScript](#) [LLM](#) [Node.js](#)

① 8/15/2025 Nikhil Yakkala

Tip: Check this tab regularly for updates, new task assignments, and communication from project leads.

F. Community Forum

Connect, collaborate, and share ideas with fellow volunteers across departments.

Categories

- 💬 General Discussions – Everyday conversations and announcements.
- 🧠 Projects – Collaborate and share updates about project work.
- 🆘 Help & Support – Ask for assistance or guidance.
- 💡 Ideas & Feedback – Suggest improvements or new initiatives.

Actions

- ✍️ Create new posts or discussion threads.
- 💬 Comment and interact with other members.
- 🔍 Use the search bar to find specific topics.
- 🚀 Share ideas, ask questions, and engage with the community.

Community Forum

Connect, collaborate, and share knowledge with fellow volunteers

Total Posts **10**

Categories **3**

Active Today **0**

General Discussion
General community discussions and announcements
7 posts
7 discussions 1 day ago

Q&A
Ask questions and get help from the community
2 posts
2 discussions 14 days ago

Resources & Tips
Share helpful resources and volunteer tips
1 posts
1 discussions 3 months ago

💡 *Tip:* Stay respectful and follow the community guidelines when posting or replying.

G. Support Tickets

Get help directly from the support team for any technical or account-related issues.

Create a Ticket

1. Click “Create Ticket.”
2. Select the priority level:
 - Low
 - Medium
 - High
 - Urgent
3. Describe your issue clearly.
4. Click “Submit.”

Track Your Tickets

- View all your submitted tickets.
- Track each ticket’s status (Open, In Progress, Resolved, Closed).
- Read and respond to admin replies directly.
- Add follow-up comments or attachments as needed.

Support & Resignation

Manage support tickets and resignation requests

dion@cdreams.org
dion@cdreams.org

The screenshot shows a web-based ticket management system. At the top, there are two tabs: "My Tickets" and "Resignation". Below the tabs is a search bar with the placeholder "Search tickets...". To the right of the search bar are five status filters: "All", "Pending", "In Progress", "Resolved", and "Closed". A "New Ticket" button is located in the top right corner. The main area is a large, light-colored box containing a speech bubble icon and the text "No tickets found". Below this message is a smaller text: "Create your first support ticket to get help with HR, IT, or general requests." At the bottom of this box is a "Create Ticket" button. The entire interface has a clean, modern design with a white background and light gray accents.

Tip: Always include relevant details (e.g., screenshots, steps to reproduce) to help the team resolve your issue faster.

H. Notifications

Stay Updated:

- Bell icon shows unread count
- Click to view all notifications
- Categories: System, Task, Payment, Document
- Mark as read
- Click to navigate to related content



Notifications

Payment Received
Your payment of \$15.00 has been successfully processed.
1 day ago

Payment Received
Your payment of \$15.00 has been successfully processed.
1 day ago

[View all notifications](#)

I. Profile Management

View Your Profile:

- Click your avatar in sidebar
- View personal information
- See volunteer role and department
- Check reporting manager

Update Your Profile:

- Edit contact information
- Change password
- Update profile picture
- Modify preferences

Contact Info <input type="text"/> Phone Number <input type="text"/> Address 650 Sawdust Rd <table><tr><td>City</td><td>State</td><td>ZIP Code</td></tr><tr><td>Houston</td><td>Texas</td><td>77380</td></tr></table>	City	State	ZIP Code	Houston	Texas	77380	Academic Info <input type="text"/> University <input type="text"/> DSO Email
City	State	ZIP Code					
Houston	Texas	77380					
Work Details <input type="text"/> Start Date 08/15/2025 <input type="text"/> Weekly Availability 20	Previous Experience Share your relevant work experience, skills, and background that make you a great fit for volunteer opportunities... 0/500						

5. GETTING HELP

Option 1: Community Forum

- Ask questions in "Help & Support" category
- Get answers from fellow volunteers
- Search existing discussions

Option 2: Support Tickets

- Create a ticket for technical issues
- HR/IT admins will respond
- Track resolution progress

Option 3: Check Your Reporting Manager

- View reporting manager info on your profile
 - Contact for guidance and support
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