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Sign Up

When visiting the VolunteerOne website a user can read about the organization, see the benefits to using the VolunteerOne service and visitors can also browse jobs. However, in order to get the most out of VolunteerOne users are encouraged to Sign Up.

2.1 Volunteer Sign Up

From the main page of the VolunteerOne website users can scroll down towards the bottom of the page and click on the Volunteer **“SIGN UP TODAY”** link. Clicking this link takes the visitor to a page describing the benefits of signing up as a volunteer, in addition there is a link at the top of the page allowing users to sign up.

Clicking the **“SIGN UP TODAY!”** from here will take the visitor to a form where the user can enter their information to create an account. This information includes email/name/phone number and password. All of which are required to make an account, except phone number.

To clear the form at any point in the signup process simply hit the **“reset”** button.

Upon completion the user must click **“save”**, at which point the user will be redirected to the main page and will be able to now log in.

*Note: After signup is completed user must login to their email and confirm signup before being able to log in

Organization Sign Up

From the main page of the VolunteerOne website users can scroll down towards the middle of the page and click on the Organizations **“SIGN UP TODAY”** link. Clicking this link takes the visitor to a page describing the benefits of signing up as an organization, in addition there is a link at the top of the page allowing users to sign up.

Clicking the **“SIGN UP TODAY!”** from here will take the visitor to a form where the user can enter their information to create an account. Organization requires two types of information upon initial signup. First, contact details are required for the main contact person in the organization. Secondly, organizational information is required. On this two part form all fields are required.

To clear the form at any point in the signup process simply hit the **“reset”** button.

Upon completion the user must click **“save”**, at which point the user will be redirected to the main page and will be able to now log in.

*Note: After signup is completed user must wait to be contacted by VolunteerOne for confirmation of signup

Log In

Once signed up the login process is simple and straightforward, and the same for both volunteers and organizational users.

From the main page simply click on the “**Log In**” button on the header of page.

A login box pops up. Enter email and password.

Click on the “**Log In**” button to login to the system.

If at any point you decide you would not like to log in you can simply click the “**Close**” button underneath the password box; alternatively you can click anywhere on the rest of the website and this will also close the login box.

In the event that you forgot your password, simply click the “Forgot Password?” link beneath the password box. This takes you to a Recovery Password page.

From here you simply enter in your email twice and click on “**send**”. An email will be generated and sent to you allowing you to make a new password. Follow emailed instructions to complete.

Upon successful login a volunteer will be taken to the Volunteer Dashboard and an organizational user will be taken to the Organization Dashboard.

Browse/Search Jobs

Users can search and browse jobs without being logged in. However, users that are logged in have the ability to contact the organization, users who do not sign up and login will not have this access.

On the header at the top of the main VolunteerOne page is a find jobs feature. There are two ways to locate jobs, first the user can select a specific region or search all regions and enter in key words to find specific jobs. Second users can browse through all jobs.

To search for a specific job first select a region from the drop down list on the top of the main page. Next enter in a search term (or multiple terms) and then click the **“search”** button.

To clear the search box simply click the **“clear”** button.

To browse for a job simply click the **“browse”** button next to the “clear” button. All active jobs in the database are returned.

Either option will bring about a list of selected jobs.

If there are more than eight jobs returned then jobs are listed over multiple pages. Simply click on links at the top of the page to navigate, for example clicking on **“last>>”** will take you to the last page of results returned.

To learn more about any specific job simply click on the **“(more)”** link at the end of each job in the search results. This pulls up the job details page.

The Job Details page includes information such as job title, location, description, as well as requirements for the job. It also lists the date the job was created on. On this page also exist links to find out more about the organization, including contact names, phone numbers and websites. Finally, if you are browsing or searching jobs as a user who is not logged in there will be a link allowing you to login in order to contact the organization about the posting. If however you are logged in you will have the ability to send a message to the organization. To do this simply click on the **“Contact Organization ID#”** link. From here you simply reenter your email address for conformation and can send a message to the organization by clicking on the **“send”** button on the bottom of the page.

Volunteers

Once logged as a volunteer you are directed to the “Volunteer Dashboard”.

The “Volunteer Dashboard” acts as a central hub for the user and displays the users profile, schedule and volunteer stats. The “Volunteer Dashboard” consists of displaying the email and name of the user that is logged in. Beneath this is a menu of three options. These include “My Profile”, “My Schedule” and “My Stats”. These links take the user to the specific portion of the page showing either their schedule or their stats. The “My Schedule” link on the Volunteer Dashboard page displays any current volunteer jobs that are scheduled for the user under the heading “My Schedule”. The number of hours worked by a volunteer are included under the major heading “My Stats”.

Editing Organizational Profile

To edit the user profile click on the “**My Profile**” link from the Volunteer Dashboard page.

- Everything from name/password/email can be edited or changed
- All fields except phone number are required
- To save changes click the “**save**” button
- Once saved you will be redirected to the Volunteer Dashboard

View Schedule

To view your schedule either scroll down to the “My Schedule” portion of the Volunteer Dashboard page or else simply click on the “**My Schedule**” link underneath your name on the Volunteer Dashboard page.

Each scheduled job displays the date and time of the job as well as the length of the job. In addition to this information is are two links. The first is the organization id number and the second is the title of the job in which you are scheduled to volunteer.

Clicking on the “**organization id#**” link will take you to a page with detailed information about the organization including contact and information, volunteer opportunities available from the organization as well as the mission statement of the organization.

- To email an organization click on the “**Click here to send a message**” link
- Enter you email address in the “confirm email” box and type a message to the organization to a maximum of 2000 words
- Click the “**send**” button once completed.
- You will be redirected to the organization details page

From here you can additionally visit the organizations website as well as view other jobs available through the organization by clicking the corresponding links.

Clicking on the job title link (last link under “My Schedule” heading of Volunteer Dashboard) will take you to a page displaying detailed information about that specific job. This information includes job title, location and description. From this page there are links to see detailed information about the organization, same as previously mentioned, as well as a link to send a message to the organization, again same as previously mentioned.

View Stats

To view your stats either scroll down to the “My Stats” portion of the Volunteer Dashboard page or else simply click on the “**My Stats**” link underneath your name on the Volunteer Dashboard page.

Organizations

Once logged as a user for an organization you are directed to the “Organizational Dashboard”.

The “Organization Dashboard” acts as a central hub for the user.

You will notice the Dashboard consists of displaying a horizontal menu of management options directly beneath the organization id number. These options include “Organization Profile”, “Logins”, “Change Password” and “Manage Jobs”. You will also notice a large active calendar on this Dashboard page. This active calendar allows you to click on a particular day, see the scheduled jobs and also add a job. This functionality is also available through the menu bar, and detailed procedures for functionality will be described through the menu bar.

Editing Organizational Profile

From the menu bar click on **“Organization Profile”**.

This page is the same form that was filled in upon initial sign up.

To edit any of the organization details simply change the value in the corresponding field and click **“save”** at the end of the form.

***Note:** Only the organizational user who created the account may change/edit the Organization Profile, all other user for the organization will not have access.

To return to the Dashboard, click the **“Organization dashboard”** link on the page header beside you email address.

Logins

***Note:** this option will only be available to the organizational user who created the account, if you are a secondary user of the organization account skip ahead to the “Change Password” section

From the menu bar click on **“Logins”**.

This page will allow you to manage your password and to edit or delete other account for organizational users.

To edit your password, click on **“Edit”** beside your email address

- Enter a new password, and confirm by reentering it
- Click on **“save”**
- You will be redirected to the Dashboard upon successful completion

To edit the password for another organizational user click on **“Edit”** beside that users email address

- Enter a new password, and confirm by reentering it
- Click on **“save”**
- You will be redirected to the Dashboard upon successful completion

To delete a user

- Click on **“Delete”** beside the user name

*Note: you cannot delete the user who setup the account

Change Password

From the Dashboard click on the **“Change Password”** link

On this page all users can change their passwords

- Enter a new password, and confirm by reentering it
- Click on **“save”**
- You will be redirected to the Dashboard upon successful completion

Manage Jobs

On this page the user is presented with another menu bar consisting of **“Add New Job”**, **“Schedule work”** and **“Show deleted jobs”**.

Additionally, a list of currently existing jobs are shown, including their status, and a list of options.

To add a job click **“Add New Job”** from the menu at the top of the page

- A form comes up on a new page
- Here the form must be filled out and required data includes, Job Title, City, and description
- Once form completed click on **“Save”** and you will be redirected back to the Manage Jobs page

To schedule a job click the **“Schedule work”** link, you are redirected to the calendar on the Dashboard page

- Select the date you would like to schedule the job for and click the link on the calendar
- Next select the job title from the list of available jobs
- Complete the form with the person doing the job (person must exist as a volunteer)
- Select the starting time and number of hours required

Upon complete form scheduled job will appear in “Already Scheduled” pane as well as in the calendar on the Dashboard

To see a list of deleted jobs simply click on “**Show deleted jobs**” link

- A list of jobs that have been deleted by the organization appear, in the list, in lighter text and stricken through

The beside each job has a list of options.

To see job details click on the “**Details**” link beside the specific job.

To edit details for a job simply click “**Edit**” beside the job title

- Make any necessary changes in the form and click “**Save**”
- Upon clicking save you will be redirected to the Job Details page

To delete a job simply click the “**Delete**” button beside the job title

- Delete a job will require conformation, to delete simply click the “**delete**” button when prompted for conformation
- This will redirect you to the Jobs page

A final option available to any job is the Hide/Show from search option. By default all jobs are shown in the search.

To hide a job from being searched simply click on “**Hide in Search**” link. To undo this and make the job searchable once again simply click on the “**Show in Search**” link.

To logout of the Organization Dashboard click “**Log out**” on the page header.