HOW TO SUBMIT YOUR VOLUNTEER OPPORTUNITY

GRANITE UNITED WAY

Agencies that are new to the Granite United Way (GUW) Volunteer Engagement portal will need to follow these steps to get registered in the portal:

1. Click here to submit your agency registration request.

2. Once you have submitted your request & it has been reviewed and approved by Granite United Way staff, you will receive an email with your login information. To ensure this email does not land in your spam folder, add volunteer@graniteuw.org to your safe sender list.

3. Also in your registration confirmation email, you will find a link to check the status of your Certificate of Insurance. If you do not currently have a copy on file with Granite United Way, drag & drop or click on Choose File to upload a copy of your Certificate of Insurance showing your coverage for volunteers, then click Submit . New certificates will be needed at the start of each year.

After your agency is registered in the Granite United Way Volunteer Engagement portal, you will need to follow the steps below to submit your opportunity.

1. If you have access to more than one Granite United Way portal, you may need to Change Organization in order to access the Volunteer Engagement portal.

2. Click on **VOLUNTEER OPPORTUNITIES** in the top navigation bar on the screen.

3. Click on Add to create your volunteer opportunity.

4. Enter your opportunity details, paying attention to the instructional text at the start of each section:

   a. Provide an engaging **Opportunity Title** & **Opportunity Description**. View the Project Description Tips document for ideas.

   b. **Status**: Open = created but not yet available in the volunteer search, Published = available for volunteer sign-ups, or Cancelled = no longer available.

   c. **Type**: Indicate if your project is available only to Individuals, Teams, or both Individuals & Teams.

   d. **Start & End:** Indicate the date in the first field & time in the 2nd. For the time, you will indicate the hour, minute & AM or PM. If you are dividing the project into multiple shifts, enter only the start date and end date. You will indicate the shifts in a future step.

   e. **Minimum Volunteers**: What is the least number of volunteer sign-ups you can have and still offer this opportunity.

f. **Maximum Volunteers**: What is the maximum number of volunteers that this opportunity can accommodate. If you will offer multiple shifts, enter the total number of volunteers you need across all shifts. Be sure to click the box for "Do not exceed maximum assigned".

g. Detail what the **Agency Will Provide** for project supplies, including any safety equipment that the agency will provide as well as the refreshments to be provided.

h. Let everyone know what the **Volunteer Should Provide**, including details on how they should come dressed for the project, such as close-toed shoes & long pants.

i. Provide the **Volunteer Opportunity Address** where volunteers will report for this project.

j. Indicate the **Volunteer Interest** category(ies) that matches your project.

k. Select the GUW regional **Location(s)** for this project.

l. Let us know if the opportunity offers any **Special Needs Accessibility**.

m. Click on **"Add"** to submit your opportunity.

n. **Submitting Your Timeslots:** From the landing page after you have submitted your opportunity, select the Return button to be brought back to your list of opportunities. Under your newly created opportunity, click on the clock icon, then click on **"Add"**.

i. **Description:** Indicate the name of the shift, such as ***AM shift, PM shift***, or ***Shift 1, Shift 2***, etc.

ii. **Start & End:** Enter the time for one shift at a time.

iii. **Maximum Volunteers:** What is the maximum number of volunteers that this opportunity can accommodate for this time slot.

iv. **Status: Open**= created but not yet available in the volunteer search, **Published**= available for volunteer sign-ups, or **Cancelled**= no longer available.

v. Click on **"Add"** to submit your time slot, then click **"Add"** again to create additional time slots, following the steps outlined above.

5. Granite United Way will review each opportunity created and approve for publishing, making it viewable by volunteers. As soon as the link is made available on our website, volunteers will be able to view & sign up for available opportunities.