

# WELCOME TO THE VOLUNTEER ENGAGEMENT PORTAL



## Registering as a volunteer:

If this is your first time registering on the Granite United Way (GUW) Volunteer Engagement Portal, you will need to complete the following steps to set up your volunteer registration:

1. Go to <https://guw.upicsolutions.org/Volunteer/VolHome.jsp>
2. Select **LOGIN**, then select **Create Account**.
3. On the Volunteer Login/Registration page, enter only your Email Address then click **Confirm**.
4. Complete the rest of the form, confirm you are not a robot, and click **Confirm** again.
5. You will now use the User ID and Password that you created to log into your volunteer account. Note: please add **volunteer@graniteuw.org** to your address book so that you receive emails that are sent to you from the platform.
6. 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.

## Setting up a volunteer team:

1. If you are coordinating a team of volunteers, the first thing you will need to do is set up your team.
2. Mouse over VOLUNTEER INFORMATION, then select MY VOLUNTEER TEAMS.
3. Click on **Create Team** to create your volunteer opportunity.
  - a. Select the Team Owner. If the team will be part of your organization, make sure that is who you select as this will be helpful when adding team members.
  - b. Create your Team Name and indicate the Number of Team Members.
  - c. At this time, none of the other fields need to be completed.
4. Once you have created your team, return to **MY VOLUNTEER TEAMS** page, find your team and click on the  icon to provide information on your team members.
  - a. Click **Add** to get started.
  - b. The **Account Selector** option will display employees of your organization that are in Granite United Way's database, allowing you to select them as members of your team.
  - c. If your Account Selector does not return any results or you have additional team members not included in that list, you can add them to your team using the fields at the top of the page. Be sure to provide a minimum of First Name, Last Name & Email and click **Add** again to finish.
  - d. From the Volunteer Team Members page, you can click the  to remove a team member.
  - e. Edit a team member's information by clicking their name in your list of team members.
5. To change the number of team members, return to the **MY VOLUNTEER TEAMS** page, click the  and update the number of team members.

## Signing up for an opportunity:

1. Mouse over **VOLUNTEER OPPORTUNITITES**, then select **SEARCH ALL OPPORTUNITIES** or **SEARCH BY CALENDAR**.
2. Under **VOLUNTEER OPPORTUNITY SEARCH**, you will find the following filter options:
  - a. **Interests**
  - b. **Team:** Use the drop down to indicate whether you are searching for an opportunity for yourself or for a team you have created.
  - c. **Advanced Options: Keywords**
  - d. **Advanced Options: Zip Code** (Note: This will only show opportunities in that specific zip code not within a radius of that zip code.)
  - e. To use multiple filters at once, set your filters under **Refine By**.
  - f. If you are not finding your opportunities, refine your filters as some opportunities have unique properties that exclude them from some search filters.
  - g. If you are still not finding an opportunity, email [volunteer@graniteuw.org](mailto:volunteer@graniteuw.org) for assistance.
3. Click on each opportunity in your filtered list to review the project details to find the opportunity that is the best fit.
4. Once you identify your opportunity, click **I Am Interested In This Opportunity**, confirm the details on the next page and click **Send**.
5. You will receive an email confirming your sign-up is complete.

## Reviewing Your Sign-Ups:

There are 2 ways that you can review the opportunities for which you have signed up:

1. Mouse over **VOLUNTEER OPPORTUNITIES** in the top navigation bar, then select **MY VOLUNTEER ASSIGNMENTS** to see both upcoming and past sign-ups for yourself as well as for any of your teams.
  - a. If you need to cancel your registration for an opportunity, navigate to the drop down selector for that opportunity in your list and change Assigned to Declined by Volunteer.
2. Mouse over **VOLUNTEER OPPORTUNITIES** in the top navigation bar, then select **MY VOLUNTEER CALENDAR** to see your sign-ups in calendar format.

