VOLY Quick Start Guide

Volunteers
Find help

- Create an account
- Select your school(s)
- Log in to VOLY
- Find a way to help
- Check in at your school

- Weekly reminders
- Forgot my password
- Trouble logging in
- Unsubscribe

Helpful Hint:
Click on any item to go directly to that page
Create a Voly Account

Access Voly

- Go to https://(mydistrict).voly.org
- Click on ‘Create an Account’
- Enter the required information
Authorize a Background Check

**Volunteer Type**

What type of volunteer are you?

- [ ] General
- [ ] Student between age 13 - 17
- [ ] Student observer

✓ I agree to the [Consent for Criminal Records Check and the Terms and Conditions](#) of this application. I understand that my application will not be processed unless I agree to these terms.

You will be asked to give your consent for a Criminal Records check through the process established by your school.
Complete required information on Volunteer Application Form. (If mandatory)

Helpful Hint:
Most schools require you to complete the full application process every school year.
Select your Schools

With which school(s) do you plan to volunteer? (check all that apply)

- Armand Bayou Elementary
- Einstein Science Academy
- Erik Jonsson School of Engineering
- Lincoln Elementary School
- Travis Elementary School
- Washington Elementary School
- Washington High School

- Identify the school(s) where you plan to volunteer
- You can add or change schools, as needed
Complete Orientation

- Click on arrow in picture to complete the orientation (If required)
- Scroll down and provide your electronic signature by checking box
Volunteer Approval

You can begin volunteering once you have:

• Set up a VOLY account
• Completed the application
• Completed and signed off on orientation (If required)
• Been notified your background check was approved (You will receive an email with your background check status)
Accessing VOLY

Access VOLY

- Go to https://(mydistrict).voly.org
- Click ‘Log In’
Logging into VOLY

LOG IN TO YOUR VOLUNTEER ACCOUNT

• Enter your email address and your private password
• Click ‘Log In’
Forgot Your Password?

- Look under the Password box.
- Click "Forgot Your Password"
- Type in your email address
- Click "Send Me A New Password"
- Check your email for the new password.

Helpful Hint:
Check your spam folders if you don’t see your password reset email within 5 minutes
Using VOLY

My Dashboard:
Update your profile, password and notifications in “My Profile”.

- Click on “Find Opportunities” to explore available volunteer opportunities
Using VOLY

Causes
Find your preferred types of opportunities from Athletics to STEM

Opportunities
Search all the opportunities from schools in the district

Teams
Create a private or public group who want to do a project together -- like a PTA or booster club

Schools
Search for a specific school to see what help they need
School Profile

Each school profile includes a list of all current volunteer opportunities posted by the school.

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I Want to Help!

When you see an interesting opportunity:

• Click on the name to learn more
• Click “I Want to Help” to notify the school
• Select the days/shifts you are available from the calendar
• Receive a confirmation email
Arriving to Volunteer

• Report to the check in location designated by your school
• Check-in on the VOLY kiosk (pictured below), if required
• Report to your volunteer location
Check in

- Enter your email address to check-in
- If you have preregistered and been approved to volunteer on this date, your assignment will appear
- Click the check-in box
Unscheduled Volunteers

If you don't see an opportunity here, click below.

List of Opportunities

• If you have not pre-registered, but are an approved volunteer, a selection of available opportunities will appear
• Click on the opportunity that is a best match to check-in

<table>
<thead>
<tr>
<th>Opportunity</th>
<th>Date</th>
<th>Add and Check In</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Fun!</td>
<td>Jun 04, 2019 2:30 PM</td>
<td>Add and Check In</td>
</tr>
</tbody>
</table>
Unable to Log In

Check the following.
Are you using the correct...
• URL for your school district (Ex: https://(mydistrict).voly.org)
• Email
• Password

Helpful Hints:
Passwords are case sensitive.
If you cut and paste a password, be sure there are no extra spaces before or after.
Weekly Reminders

Your volunteer help is important to the success of our students.

You will receive an email once a week to remind you of your upcoming opportunities and suggest additional ways you can get involved.
Unsubscribe

From your Dashboard:
• Click on "My Profile"
• Select "Access & Notifications"
• Uncheck the "Weekly Recap" box

From a Voly email:
• Click the unsubscribe link
• This will take you directly to "Access and Notifications"
• Uncheck the "Weekly Recap" box
Thank you

volunteers change

LIVES
COMMUNITIES
PERCEPTIONS
HOMELESSNESS
KIDS
HUNGER
EVERYTHING
PARKS
EDUCATION
UNEMPLOYMENT
FUTURES
HEALTH

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