Volunteer Quick Start Guide

Volunteers
What is Voly?

**Voly** is a volunteer management system used to:

- Recruit volunteers
- Track volunteer hours
- Report volunteer hours
Create An Account

• Go to https://(mydistrict).voly.org
• Create a Voly account:
  – Name
  – Email address
  – Phone Number
  – Zip
  – Password
• You must be 13 and older to create an account
Volunteer Instructions

• Click on “My Applications” on the top navigation bar
• Click on “Volunteer Instructions”

All volunteers must complete the following:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Completed</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>Orientation</td>
<td>Completed</td>
<td>July 07, 2021</td>
</tr>
<tr>
<td>Background Check</td>
<td>Background Check Requested</td>
<td>June 30, 2021</td>
</tr>
</tbody>
</table>

• This view shows what documents are required and which ones need to be completed or updated.
• Click on the “Update” link to complete the document.
Complete the Application

Complete required information on Volunteer Application Form

Be sure to:

- Choose your volunteer type
- Consent to background check if required
- Check all schools where you plan to volunteer

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

Consent to a background check by clicking the checkbox. There is a link to explain the terms and conditions of the consent.
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
- RISD - Bowie Elementary
- RISD - Spring Creek Elementary
- Roosevelt Elementary School
- Success 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 arrows to move forward and backward in the orientation
- Scroll down and provide your electronic signature by checking box
Logging into VOLY

• 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 (check junk/spam folder)

Helpful Hint:
Check your spam folders if you don’t see your password reset email within 5 minutes
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)
Volunteer Dashboard

Causes
Find opportunities in your area of interest

Opportunities
Search all the opportunities from schools in the district

Teams
Create a private or public group to volunteer with others

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.
I Want to Help!

Volunteer for an opportunity:

• Click on the name to learn more
• Click “I Want to Help’ to sign up
• 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 if required (pictured below)
• 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
Find Virtual Opportunities under “Find Opportunities”. A filter is available to find Virtual Opportunities quickly and the opportunities will be marked with a yellow “Virtual” label.
Check In for Virtual Opportunities

• Check into a Virtual Opportunity by going to “My Opportunities” on the Voly dashboard (must be logged into account). Opportunities that you have signed up for will be listed on the calendar and below in the calendar (calendar view and list view).
• In the list view, there will be “Complete Virtual Volunteering” button on the opportunity. Click this button to check in.
Volunteer Hours

Navigate to “My Hours” to view all hours recorded from opportunities. You must be checked into an opportunity to receive hours. All hours from Virtual Opportunities can be viewed here as well.
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.
Awards

• Some school districts create awards for hours worked.
• To view awards received (if applicable), click on My Profile from your dashboard.
• Then click on the My Awards button on the left.
Unsubscribe

From your Dashboard:
• Click on "My Profile"
• Select "Access & Notifications"
• Uncheck the "Weekly Recap" and "Important Information" boxes

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