myVolunteerPage.com
User's Guide

Revised: 2 June 2014

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Using myVolunteerPage.com

Logging On

To log on as a Volunteer:
1. Open your web browser (Microsoft Internet Explorer, Mozilla Firefox, Google Chrome, etc.) and type **myVolunteerPage.com** in the address bar.

2. Type in your Username and Password and click on the [Login] button.

> ⚠ If you forget your username and/or password, click on the **Click Here** link below "Forgot your username and password?" and follow the instructions to have your password reset and email to you or your username and a reset password emailed to you.

The Home Page

From the Home Page, you can see **news** from all organizations to which you belong, in addition to the organization's **mission statement**, any personal notes sent directly to you and **files** available for you to download. This information is maintained by the Volunteer Coordinator for each organization. You will also see:

- a summary of your logged hours
  - o Click on **HOURS** to view the hours and delete any incorrect entries
- your upcoming activity assignments (shifts), if applicable
  - o Click on **Your next shifts** to view upcoming assignments (both unscheduled and scheduled) and confirm, decline or remove yourself from any assignments, where applicable
- any unconfirmed activity commitments (assignments)
  - o Click on the [Confirm Now!] button to confirm any activities to which you have been assigned

HOURS:
This Week: 0
This Month: 0
This Year: 0

Your next shifts
Administration
Reception
Monday, November 26, 2012
9:00 AM - 5:00 PM

Administration
Reception
Tuesday, November 27, 2012
9:00 AM - 5:00 PM

You have commitments to confirm !

Confirm Now!

The "**Files**" section (if applicable) on the Home Page contains important files and documents your administrator has made available for you to download. You can click on the link to a file to download it or click on the link, **See All Files** to display all available files.

> ⚠ To log out, click on the [Log Out] button ⏻.

Getting Around in myVolunteerPage.com

Home	Sign-Up	Assignments	Hours Log	Contact	Reports	My Profile

The following tabs are available to you to navigate through myVolunteerPage.com:
- **Home** - return to the Home Page
- **Sign-Up** - sign up for activities
- **Assignments** - display activity assignments and confirm, decline, remove from activities, generate/print your schedule, add your scheduled assignments to a personal calendar
- **Hours Log** - display logged hours (and remove entries, if necessary)
- **Contact** - send email to volunteer coordinators or committee members
- **Reports** - view hours reports and summaries
- **My Profile** - edit/update your profile

Signing Up For Activities: Sign-Up Tab

Filters: ☐ Qualified ☐ Generally Available ☐ Signed Up ☐ Assigned ☐ Backup List

Filter Activities

Anytown Senior Centre

Examples	Type	Av	Q	Su	As	BL	S	Start Date	End Date
Activity With No Schedule	▨	✗	✓	✗	✗	✗	1		
Seasonal Activity	▦	✗	✓	✗	✗	✗	0	5/9/2011	12/31/2011
Ongoing Activity	▦	✗	✓	✓	✓	✗	455	6/3/2011	12/31/2011
Disjointed Schedule	▦	✗	✓	✗	✗	✗	49	6/4/2011	9/29/2011

Meetings	Type	Av	Q	Su	As	BL	S	Start Date	End Date
Board Meeting	▨	✗	✓	✓	✗	✓	1		

Columns Displayed in the Sign-Up Tab

Activities are listed under the category to which they belong. Each activity has various attributes. You can move your mouse over any of the headings to see more information. ✗ indicates "No" and ✓ indicates "Yes":
- **Type - Activity Type**: whether or not the activity is Scheduled ▦ (dates and times for shifts), Unscheduled ▨ (no dates or times) or Seasonal ▦ (no shifts; only occurs between two dates)
- **Av - Generally Available**: whether or not the activity's dates and times match your general availability
- **Q - Qualified**: whether or not you have the qualifications associated with the activity
- **Su - Signed up**: whether or not you are signed up as available for a shift of the activity
- **As - Assigned**: whether or not you have been assigned to a shift of the activity
- **BL - Backup List**: whether or not you are on the backup list for the activity
- **S - Available Shifts**: the number of shifts that have space available for you to sign up (an unscheduled or seasonal activity will display "1" if there is space available; any activity with no space available will display "0")
- **Start Date**: date of the next shift of the schedule activity or the start date for a seasonal activity
- **End Date**: the date of the last shift of the activity (if scheduled) or the end date for a seasonal activity

Signing Up For Activities

To sign up for an activity:
1. Log on to myVolunteerPage.com
2. Click on the **Sign-Up** tab
3. If desired, filter the activities by whether or not you are Qualified, Generally Available (according to the availability specified in your profile), already listed as Signed up (available), already Assigned, or already on the Backup List.
4. Click on the **link** to the desired activity to sign up as available:
   a. If there are more than 20 shifts listed, you can also filter to show only shifts for specific dates and start times
   b. You will see the date, start time and end time for each shift of a scheduled activity. The "Overlap" column will indicate whether or not you are already assigned to another scheduled activity that overlaps with the shift of this scheduled activity. If your organization has enabled the feature, you will also see the "Openings" column. This shows you how many positions are currently open and the total number of volunteers needed for the shift (example: 2/5).
   c. For each shift you would like, click in the "Sign Up" checkbox beside the desired date. If the activity is unscheduled or seasonal, click on the [Sign Up] button.
   d. Shifts that are full or unavailable for signup will be displayed with a "Locked" symbol (🔒). In this case, if you are still interested in being assigned to the activity, you can click on the link **Add me to the back-up list in case you ever need extras** at the bottom of the screen. (If necessary, you can return here to remove yourself from the back-up list.)
5. For scheduled activities, click on the [Save] button at the bottom of the screen. Depending on how the administrator set up the activity, you will either be assigned to it immediately or placed on a list of available candidates for the shift.

To sign up for another activity, scroll to the top and click **Back to activity list** and repeat the steps above.

Privacy Settings

Your organization may have enabled you to share (optionally) your name with other volunteers assigned to activities. When you go to the "Sign-Up" tab, you may see a box for your "**Privacy Settings for the Schedule**". You do not have to check any of the boxes here. If you do not select anything here, you will be listed as "Anonymous" to other volunteers:
To view and confirm unscheduled and scheduled activity assignments:
1. Log on to myVolunteerPage.com
2. Click on the **Sign-Up** tab
3. Select your desired Privacy Settings:
   - "I want other volunteers to be able to see my name in the list of assigned volunteers" (Only your first name will be displayed)
   - "I want my last name included" (Your last name will also be included)
   - "I want my photo included" (If you have a profile photo, it will also be included)
4. Click on the [Save] button to record your privacy settings.

Your Schedule: Assignments Tab

Assignments

Unscheduled Activities

Activity	Start Date	End Date	Confirmed	Actions	
Administration - Project Manager	01/05/2012	01/05/2013	☒	Confirm | Decline	☐
				Confirm | Decline	☐

Scheduled Activities

From: 26/11/2012   To: 27/11/2012   **Filter Shifts**

Activity	Date	Start	End	Confirmed	Actions		
					Confirm | Decline		☐
Administration - Reception	Mon 26/11/2012	9:00 AM	5:00 PM	☒	Confirm | Decline	📅	☐
Administration - Reception	Tue 27/11/2012	9:00 AM	5:00 PM	☒	Confirm | Decline	📅	☐
					Confirm | Decline		☐

Monthly Calendar Schedule

Export File Type: Adobe Pdf Document (.pdf)
Paper Size: Letter Landscape (11" x 8.5")
Start Date: 01/11/2012

Export Report   **View Report**

Viewing and Confirming Activity Assignments

To view and confirm unscheduled and scheduled activity assignments:
1. Log on to myVolunteerPage.com
2. Click on the **Assignments** tab
3. If you have yet to confirm an activity assignment, you will see the options to "**Confirm**" or "**Decline**" the assignment. Click on the desired option and choose [Save] to proceed or [Cancel] to cancel the operation.
4. Optionally, you may be able to "**Remove**" yourself from an assignment for which you have already confirmed your participation.

Viewing Who Else is Assigned to an Activity or Shift

Your organization may have enabled you to see who else is assigned to an activity or shift:
1. Log on to myVolunteerPage.com
2. Click on the **Assignments** tab
3. In the "Who?" column, click on the "👥" button beside the appropriate shift to see who else is assigned (NOTE: If you have not selected your own Privacy Settings to decide how your name should display to other volunteers, you can do so in the **Sign-Up** tab)
4. Click on the [X] button to close the "Currently Assigned" window

Generating Your Schedule

To produce a monthly calendar of your scheduled activity assignments:
1. Log on to myVolunteerPage.com
2. Click on the **Assignments** tab
3. Scroll down to the Monthly Calendar Schedule section
4. To see your report on-screen in calendar format, click on the [View Report] button
   OR
5. To produce an export of your report, select the appropriate "Export File Type", "Paper Size" and "Start Date" for the report, then click on the [Export Report] button

Adding Your Scheduled Assignments to a Personal Calendar

To add your scheduled assignments to a calendar (personal calendar or Google Calendar):
1. Log on to myVolunteerPage.com
2. Click on the **Assignments** tab
   a. Note: You can also see your upcoming shifts on the Home Page
3. In the Scheduled Activities section, set the "From" and "To" dates and click on [Filter Shifts], if necessary
4. Move your mouse over (i.e. "hover") the Calendar icon beside the desired shift and select either **Add to Calendar**, **Add to Google Calendar** or **Add to Yahoo! Calendar**
   a. Calendar: Follow the prompts to add the appointment to your calendar. If you use Microsoft Outlook, a "New Appointment" dialog will open.
   b. Google Calendar and Yahoo! Calendar: Log in to your Google or Yahoo! account and enter/edit any details of the activity assignment. You will be able to Save or Cancel the addition of this assignment to your calendar.

Your upcoming scheduled activity assignments are also displayed on the Home Page. You can click on either the [Add to Calendar], [Add to Google Calendar] or [Add to Yahoo! Calendar] buttons to add a specific assignment to your personal calendar.

Logging Hours: Hours Log Tab

Most Recent Entries					
Activity	Hours	Start Date	Date Created	Approved	Actions
Front Desk	4.75	5/13/2011	5/13/2011	☒	Delete

Log New Hours

Log Hours for Anytown Senior Centre

Activity: ★   Select an activity ▾

Date Volunteered: 6/3/2011 ★

Total Time: Hours: 0   Minutes: 0 ★

Save

Viewing Logged Hours

To view hours you have logged (or hours that have been logged for you):
1. Log on to myVolunteerPage.com
2. Click on the **Hours Log** tab
3. You will see a listing of hours logged in the "Most Recent Entries" section. If any of the hours have been entered in error, you will have the option of deleting them by clicking on the "**Delete**" option.

Logging Hours

To log hours for an activity you have worked:
1. Log on to myVolunteerPage.com
2. Click on the **Hours Log** tab
3. Select the activity for which you are logging hours by selecting if from the droplist beside "Activity".
   a. This field contains a list of "Recent" activities. In some organizations, you may also see a link for **All Active Activities** or **All Inactive Activities**. You can return to the original list of activities by clicking on the **Recent** link, if applicable.
4. Enter the date you worked in the field beside "Date Volunteered"
5. Enter the number of hours and minutes worked
6. Enter the value for any accomplishments (outcomes) associated with the activity
7. Click on the [Save] button to create the hours log entry

Optionally, you can choose to post your hours to Facebook by clicking on the "Post my hours to Facebook" checkbox prior to saving your hours log entry.

Emailing People: Contact Tab

Communicating with Administrators and Committee Members

To send an email to an administrator or members of a committee to which you belong:
1. Log on to myVolunteerPage.com
2. Click on the **Contact** tab
3. Select the volunteer coordinator or committee name by clicking on the button next to it. You can only make one selection per message.
4. Enter a subject for your message
5. Enter the text (body) for your message
6. To add attachments to your message, click on the [Browse] button (maximum total message size cannot exceed 4MB)
7. Click on the [Send Email] button to send your message

> ⚠ If you do not belong to any committees (or belong to committees that do not permit volunteers to email each other), this option will not exist.

Communicating with the Organization's Main Contact

To send an email to the main contact from an organization:
1. Log on to myVolunteerPage.com
2. Click on the **Contact** tab
3. In the "Organizations" section, click on the link to the main contact to send an email to that person
4. Enter a subject for your message
5. Enter the text (body) for your message
6. Click on the [Send Email] button to send your message

> ⚠ To resign as a volunteer from an organization, click on the Resign from link in the "Organizations" section and provide a reason ("I am moving", "I need / want to resign"). You will no longer be able to sign up for activities with or log hours for that organization.

Producing Reports: Reports Tab

Hours
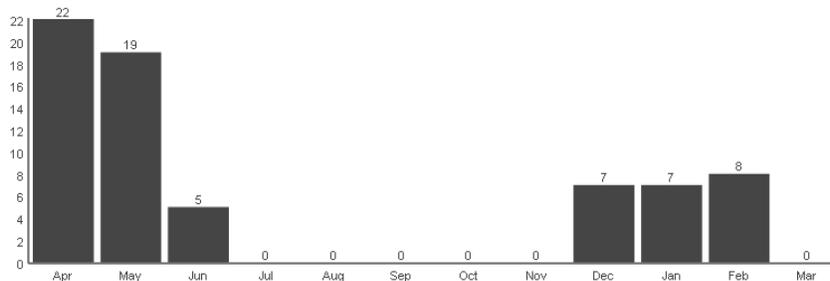
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Example City Museum	22	19	5	0	0	0	0	0	7	7	8	0
Total	22	19	5	0	0	0	0	0	7	7	8	0

Accomplishments

Organization	Name	Total
Example City	Brochures Distributed	10
Example City Museum	Guest Toured	5

Goals

Organization	Start Date	End Date	Goal	Actual	Percentage
Arts Festival	1/1/2012	12/31/2012	75	27	36

Hours and Achievement Report

Export File Type: Adobe Pdf Document (.pdf)
Paper Size: Letter (8.5 x 11")
Date Range: 1/1/2012 - 7/9/2012

Export Report   **View Report**

Detailed Hours Report

Export File Type: Adobe Pdf Document (.pdf)
Paper Size: Letter (8.5 x 11")
Sort: Date
Date Range: 1/1/2012 - 7/9/2012

Export Report   **View Report**

Viewing Hours Reports, Accomplishments and Goals

To see a graph and tabular summary of hours you have logged:
1. Log on to myVolunteerPage.com
2. Click on the **Reports** tab
3. In the "Hours" section at the top, a bar chart will show the total hours logged for you over the last 12 months. This information will also be displayed numerically in a chart. There will also be a chart of your accomplishments logged and your hours goals.

Generating an Hours and Achievement Reports

To produce a report summarizing your hours and achievements:
1. Log on to myVolunteerPage.com
2. Click on the **Reports** tab
3. In the "Hours and Achievement Report" section at the bottom, choose the file type and paper size you wish to produce along with the date range.
   a. To produce a file that can be saved and/or printed, click on the [Export Report] button.
      To view a report on screen, click on the [View Report] button.

Generating a Detailed Hours Report

To produce a report detailing your hours logged:
1. Log on to myVolunteerPage.com
2. Click on the **Reports** tab
3. In the "Detailed Hours Report" section at the bottom, choose the file type and paper size you wish to produce along with the date range.
   a. To produce a file that can be saved and/or printed, click on the [Export Report] button.
      To view a report on screen, click on the [View Report] button.
The report will also show the activity that was worked and the date worked.

Updating Your Profile: My Profile Tab

Updating Your Profile

To update or enter information in your profile:
1. Log on to myVolunteerPage.com
2. Click on the **My Profile** tab
3. Several tabs will now display:
   o Basic Info
   o Additional Info
   o Qualifications
   o Interests
   o Availability
   o Goals

| Home | Sign-Up | Assignments | Hours Log | Contact | Reports | My Profile |

Basic Info | Additional Info | Qualifications | Interests | Availability | Goals

> If you make changes to data in any of these tabs, you must click on the [Save] button *in that tab* to record those changes, otherwise they will not be saved.

Basic Info

This tab contains basic contact information including name, address, email IDs, telephone numbers, birthday, and language. You can also change your password by clicking on the [Change Password] button and **View**, **Change** or **Delete** your profile photograph (JPG, GIF, PNG file).

Fields in this tab may be text, date, or list of options. Mandatory fields (i.e. where a value is required) will have an asterisk (*) displayed beside them.

Additional Info

This tab contains the custom fields set up for the organization. Some fields may require approval from the Volunteer Coordinator before the values entered will display in the profile.

Fields in this tab may be text, number, date, list of custom options, checkbox, or file data types.

If more information is available on a field, you can move your mouse over the [Info] button (ⓘ) displayed beside it.

Qualifications

This tab contains the qualifications set up for the organization. Some qualifications may require approval from the Volunteer Coordinator before the values entered will display in the profile.

You may only select one value for each applicable qualification. Some qualifications may also have an expiration date associated with them.

If more information is available on a qualification, you can move your mouse over the [Info] button (ⓘ) displayed beside it.

Interests

In this tab, you will be able to select the specific interests appropriate to you for each organization to which you belong. (If you are a member of a Volunteer Centre, you will also be able to select the communities in which you volunteer and select various generic classifications pertaining to activities, organizations, duration commitments, time commitments, and suitabilities.)

If more information is available on an interest, you can move your mouse over the [Info] button (ⓘ) displayed beside it.

Availability

In this tab, you will be able to specify when you are generally available to volunteer for each of the organizations to which you belong. An administrator can use this information when determining who to assign to an activity. For each day of the week, check the appropriate box (Mornings, Afternoons, Evenings, Nights) to indicate when you are generally available to volunteer.

Goals

In this tab, you can set a goal for the number of hours you wish to achieve with each of the organizations to which you belong. In addition to the number of hours, you can also enter a start and/or end date for the period in which you wish to achieve the desired number of hours.

In the "Goals" section of the **Reports** tab, you can track how you are doing in achieving your goals.

How Dates and Times Appear

The Language Setting

You can change the language of the menus and prompts displayed to you in myVolunteerPage.com to English (regional variations for USA, Canada, UK and Australia), French (Français) or Spanish (Español):
1. Log on to myVolunteerPage.com
2. Click on the **My Profile** tab
3. Click on the "Basic Info" section
4. Click on the droplist for "Language"
5. Select the desired language
6. Click on the [Save] button

Dates will now be formatted according to the "Language" setting you have selected. If no language setting has been selected ("Not Specified"), the language settings on your computer will be used.

In this example, the date used is "March 4th, 2012" and the times used are 8:00am and 8:00pm.

Language	Short Date format	Long Date format	Time format
English (USA)	M/D/YYYY 3/4/2012	Day, Month DD, YYYY Sunday, March 04, 2012	H:MI AM/PM 8:00 AM / 8:00 PM
English (Canada)	DD/MM/YYYY 04/03/2012	Month D, YYYY March 4, 2012	H:MI AM/PM 8:00 AM / 8:00 PM
English (UK)	DD/MM/YYYY 04/03/2012	DD Month YYYY 04 March 2012	HH24:MI 08:00 / 20:00
English (Australia)	D/MM/YYYY 4/03/2012	Day, D Month YYYY Sunday, 4 March 2012	H:MI AM/PM 8:00 AM / 8:00 PM
Français (Canada)	YYYY-MM-DD 2012-03-04	D month YYYY 4 mars 2012	HH24:MI 08:00 / 20:00
Español	DD/MM/YYYY 04/03/2012	day, DD month YYYY domingo, 04 de marzo de 2012	H24:MI 8:00 / 20:00

Formatting Legend:

Code	Meaning
M	Month number with no leading zero
MM	Two-digit month number with leading zero, if applicable
D	Date number with no leading zero
DD	Two-digit date number with leading zero, if applicable
YYYY	Four-digit year number
Day	Day of the week spelled out in full (an uppercase "D" indicates that the first letter of the day name will be capitalized)
Month	Month name spelled out in full (an uppercase "M" indicates that the first letter of the month name will be capitalized)
H	Hour of the day (1-12) with no leading zero
H24	Hour of the day (0-23) with no leading zero
HH24	Two-digit hour of the day (00-23) with leading zero, if applicable
MI	Two-digit value for minute (00-59)
AM/PM	Indicator for either AM (hours 0-11) or PM (hours 12-23)

Managing Multiple Profiles

Merging Your Duplicate Profiles

If you have multiple different volunteer profiles across multiple organizations (i.e. a different username for each organization with which you volunteer), you can merge them into a single profile:
1. Log on to myVolunteerPage.com with the username you wish to keep
2. Click on the **My Profile** tab
3. Click on the "Merge Profile" section
4. Enter the username and password of the *new* profile you would like to merge into your *existing* one (i.e. the one with which you have logged in)

Continue following the steps to merge your profiles.

Please note that you cannot merge duplicate profiles that exist within the *same* organization.