

Day of Caring 2019

Agency Registration Guide

Before you start:

To prevent creating a duplicate agency account, please FIRST go to <https://unitedwayshr.org/doc2019/> and search for your agency in the “Existing Agencies on Galaxy Digital” list.

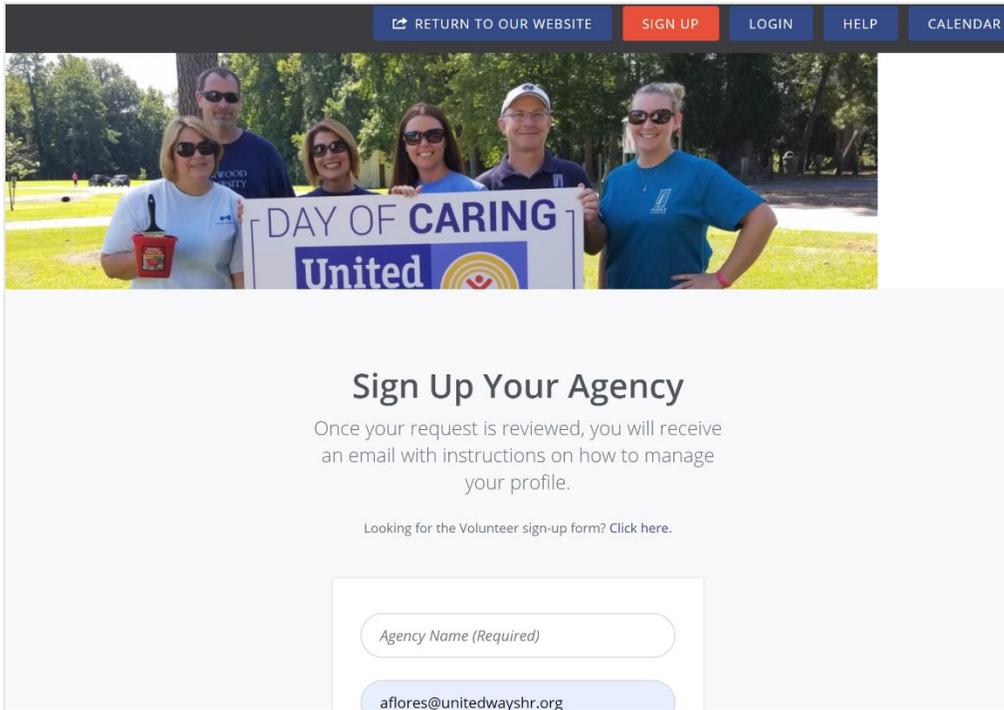
- If your agency already has an existing account, but the agency manager is no longer with your organization, or will not be the Day of Caring point of contact for this year, please have the correct point of contact sign up for a user account on the Galaxy Digital site here: <https://unitedwayshr.galaxydigital.com>
- Once you have created an account for yourself, please email your full name and email address you used to sign up to Alcee at aflores@unitedwayshr.org to be added as your organizations Agency Manager.

Registering a NEW Agency:

This section will help agencies NEW to galaxy digital sign up and create an account for their organization.

If you are an existing agency on galaxy digital **SKIP to PAGE 3** on how to add your projects for this year.

1. Click the link below to create an account for your agency:
<https://unitedwayshr.galaxydigital.com/agency/signup/>



RETURN TO OUR WEBSITE SIGN UP LOGIN HELP CALENDAR

DAY OF CARING
United

Sign Up Your Agency

Once your request is reviewed, you will receive an email with instructions on how to manage your profile.

Looking for the Volunteer sign-up form? [Click here.](#)

Agency Name (Required)

aflores@unitedwayshr.org

- Fill in as much information as possible to create your agencies account. Volunteers will use this information to learn more about your agency when they are selecting projects for their teams. When a volunteer group signs up for your project, they will be provided with the contact information for your agency, so be sure it is filled out correctly. The additional Notification Recipients is helpful when you have more than one person that works with volunteers.

Contact Person (Required)

Contact Title (Required)

Additional Notification Recipient(s) * ?

Additional Notification Emails (Required)

Agency Email (Required)

- When you have completed the form and created a password, click 'Request Account'. All accounts require approval. You'll receive an email when your agency has been approved (typically within 24 hours), and then you will be able to register your project!
- Once you click 'Request Account', you'll be taken to your agency page. On this page you can add a logo to help volunteers find you, add account managers, add pictures and more. The more information you add about your agency, the more volunteers will know and be able to see as they are selecting their projects. As you add information, don't forget to click the 'Update Agency Info' button!

VIEW EDIT NEEDS EVENTS STATS SCHEDULE TIME TRACKING CHECK-IN CHECKED IN NOW

Agency Logo

Upload your logo
Image should be at least 540px by 540px

UPLOAD LOGO REMOVE



Agency Managers ?

Enter Name or Email

FLORES, ALCEE ★

Basic Information

Agency Name * United Way of South Hampton Roads

Customize Link ? https://unitedwayshr.org/

Contact Information

Email volunteer@unitedwayshr.org

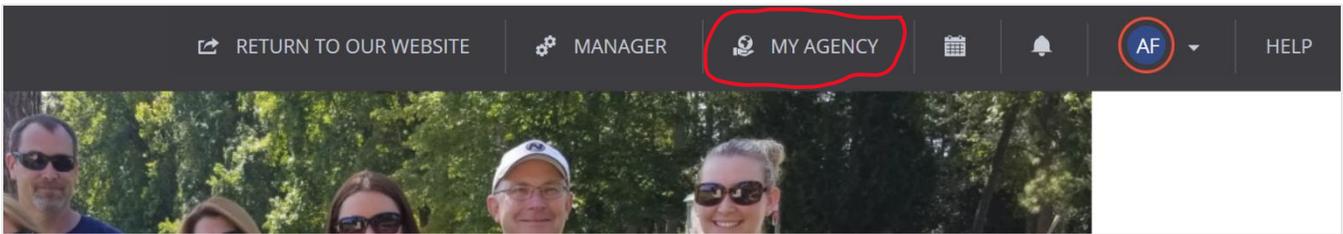
Phone 7578538500

Adding your Agency's Day of Caring Project(s):

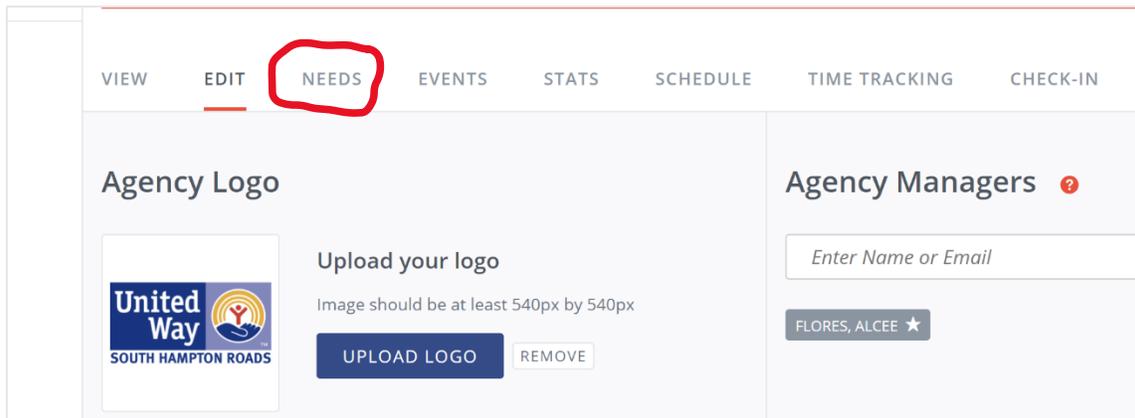
Agencies can add 1 or more projects for Day of Caring.

- If you have multiple small projects that 1 volunteer group can manage, please submit only 1 project that lists everything that needs to be done.
- If you have multiple projects that will take 5+ hours for volunteer groups to complete, please register each project separately.

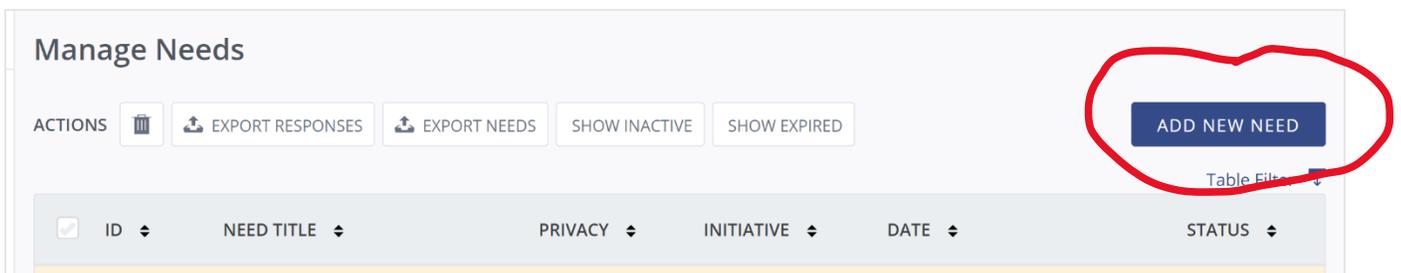
1. Start by logging in to your account (agency manager) and click My Agency at the top of the screen.



2. Once on your agency page, click the Needs tab above your agency logo.



3. Once on the Needs tab, click Add New Need. Need = Volunteer Project



4. Next, you will fill out all the information about your Day of Caring project. The table below will expand on any information you will need to know to fill out your form. Be sure to click CREATE NEED when finished!

Title	Should be brief and add MATERIALS NEEDED if you need items to be purchased by the volunteer group. Note that by requesting materials you will limit the groups that can participate – most do not have DOC budgets.
Description	Please describe the project in detail, as well as the materials that will be supplied. If the volunteers need to wear long pants, closed toe shoes, etc please list here.
Privacy	All day of caring projects should be marked public
Initiative	Select Day of Caring 2019 from the drop down menu
Duration	Select HAPPENS ON from the drop down menu
Capacity	Number of volunteers needed for this project
Hours	Total number of hours to complete the project – minimum of 4 hours. Most of our volunteer groups have taken this entire day off to complete these projects, so we want to make sure their time is being utilized!
Hours description	Projects should begin at 9:00am
Allow team registration?	Yes – this will allow volunteers to register their entire group for your project.
Minimum Age	Please set the minimum age to 18.
Maximum Age	100
Family Friendly	Yes/No
Outdoors	Yes/No
Wheelchair Accessible	Yes/No
Attributes	Please list if your agency will be providing lunch (strongly encouraged), and any other required items.
Address	***Please list the address of the PROJECT LOCATION. If the project is not taking place at your organization, please be sure to list the address where the volunteers will need to show up on the day of the project.
Interests & abilities	Please select any fields that best match your project.
Additional notification recipients	Turn on and add any other email addresses that need to receive day of caring volunteer information.

Additional Information:

- Your project will show as PENDING until it has been approved by United Way staff. Once it has been approved, it will show as ACTIVE.
- If you need to edit your need/project, you can do so using the edit button listed under your need. If you make any changes, be sure to click the UPDATE NEED button.

ID	NEED TITLE	PRIVACY	INITIATIVE	DATE	STATUS
431954	Day of Caring Test Need Edit Responses View	Public		Happens On Sep 13, 2019	Pending

- If you have any questions, please contact Alcee at aflores@unitedwayshr.org