



How To Guide for Creating Volunteer Profiles and Assigning Volunteers to Opportunities

Volunteer Center Instructions

Below is a guide to share with your organizations for creating volunteer profiles and then assigning them to a variety of volunteer opportunities within the system. Be sure to customize and verify all steps distributing this guide (either via email or hard copy). It is best to personalize it by adding your logo, special instructions and contact information. NOTE: These instructions do not include the Volunteer Skills Matching functions which are covered in a separate How To Guide.

How To Guide for Creating Volunteer Profiles and Assigning Volunteers to Opportunities

Easy to Use instructions for **creating a volunteer profile** for your organization. Once a profile has been created for a volunteer, the volunteer can be **assigned to / placed in a volunteer opportunity**.

Logging in to Your Organization Account

1. Go to www.shorecan.org and click on the I-800-Volunteer Logo. Click the **Login** link in the upper right hand corner of the screen.
2. To access your profile and make any changes, enter the **Username** and **Password** you created or provided to you by the Volunteer Center.
3. Click **Login** at the bottom of the form. Continue with steps below.

Creating a Volunteer Profile

1. Select **Create New Volunteer** from the quick links bar near the top of the screen.



2. Complete all sections of the **Basic Information** form. All items with an * must be filled in.

NOTE: There may be additional fields that you are asked to fill out in addition to the basic information. These fields have been added by the Volunteer Center to ensure that we capture the necessary local information about these Volunteers.

3. Complete the communication preferences. The communication options are explained below.

Limited: These volunteers can only be contacted about the specific opportunities which they have expressed interest in. They may not be contacted for any other reason.

Standard: These volunteers can be contacted about the specific opportunities which they have expressed interest in as well as other by you or the Volunteer Center about other opportunities which may be appropriate for them. This may also include a periodic newsletter or basic communications.

Open: In addition to the reasons above, these Volunteers may also be contacted by partners that you work with. It is important to limit the amount of communications from outside parties to avoid over-communicating with the volunteers.

4. Make sure to **accept the privacy policy** by clicking the check box.
5. Click **Save Profile** at the bottom of the screen. The profile information will be verified and you will be returned to the same screen
6. Click on the next tab **Skills & Availability** at the top of the screen if you want to add additional information about the volunteer's interests.

NOTE: It is critical to fill out these Skills so that volunteers can be appropriately matched through the system.

7. When finished, click **Save** at the bottom of the screen



Assigning Volunteers to Opportunities and Activities

Volunteers can become assigned to / placed with your opportunities in a variety of ways.

- ❑ Organizations create volunteer profiles on behalf, or at the request, of volunteers. Organizations then use the **Signup Volunteer for an Opportunity** feature to place volunteers within specific volunteer opportunities.
- ❑ Volunteers search www.1-800-Volunteer.org for volunteer opportunities that you posted through the Volunteer Center and choose opportunities they are interested in.*
- ❑ Volunteers search the Internet through search engines such as Google and can then click to transfer to opportunities that you posted through the Volunteer Center on www.1-800-Volunteer.org.*




*These do not require any special steps by the organization other than the posting of opportunities.

Signing-up a Volunteer for an Opportunity

1. Click the Volunteers link from the left hand navigation area to access the list of volunteers.



2. Find the Volunteer that you wish to place with an opportunity and click the icon to **Signup Volunteer for Opportunity**.

ID	Username	Last Name	First Name	Reg. Date	Zip Code	
184279	sammyb	Brown	Samuel	05/27/2005	33131	  






Showing 1 of 1. | << 1 >> | Results per page: 10 [25](#) [50](#) [100](#) [250](#)

3. Select the Opportunity to which you would like to add the volunteer from the list of opportunities and click **Add to this Opportunity**

Showing 1 to 1 of 1. | << 1 >> | Results per page: 10 [25](#) [50](#) [100](#) [250](#)

Keeper Aide Program Volunteer Center: Volunteer Center of Coastal Cities Posted By: Washington National Zoo Volunteers are needed to help the animal care staff prepare food, change water, and clean enclosures. Interested applicants should have an interest in aquatic invertebrates and/or insects. About half of the animals in this exhibit are aquatic.	ID: 91299 Zip Code: 20008 Duration: Long-term Dates: 06/18/2007 - 06/18/2008 Status: Active Add to this Opportunity
---	--

Referrals: 0

4. You will be asked to fill out the Volunteer's signup details and the dates and times this volunteer is being added to the volunteer opportunity.



VOLUNTEER DETAIL

Volunteer: Samuel Brown [View Profile](#)
Phone: 202-555-1132
Email: SammyB@aol.com
Opportunity: Keeper Aide Program

Volunteer Availability

Start Date: [Clear](#)

End Date: [Clear](#)

Hours:

Days of Week: Sun Mon Tue Wed Thu Fri Sat

Time of Day: Morning Afternoon Evening

Comments:

- Complete the form and click the **Add** button at the bottom of the screen.
- You will see an on-screen confirmation that the volunteer has been added and will now see the volunteer in your referrals list for this opportunity.

Showing 1 of 1.

<input type="checkbox"/>	Referral	Start	End	Availability
<input type="checkbox"/>	Brown, Samuel SammyB@aol.com	06/18/2007	10/01/2007	Hours: 3 (per session) Times: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Days: <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

[Check all on this page](#) | [Check all on all pages](#) | [Uncheck all](#)

With Selected: [Add Service Hours](#) [Remove from List](#) Total selected: 0

What Happens Next?

The volunteer is notified that they have been placed in this opportunity. You as the organization also receive an email indicating that the volunteer has been added. The volunteer is now added to your referrals list so that you can manage his/her involvement. You may email this volunteer from the system, modify their availability, or add service hours that they have served.

Questions?

Please contact Jon Fitzsimmons at the ShoreCAN Volunteer Center with questions or for assistance. ShoreCAN Volunteer Center, 1324 Belmont Avenue, Suite 401, Salisbury, MD 21804

www.shorecan.org

shorecan@cfes.org