



How To Guide for Creating and Editing an Organization Account

Volunteer Center Instructions

Below is a guide for new* organizations to use when creating and then editing their account through I-800-Volunteer.org. Be sure to customize and verify all steps before distributing this guide (either via email or hard copy). It is best to personalize it by adding your logo, special instructions and contact information.

The instructions for completion of profile fields are based on the generic profile which includes: General Information Section (name, website, address, phone, mission, logo); Primary Contact Information (name, title, address, phone, email); Social Issues Addressed; and Populations Served. If you have added any additional fields through the Data Fields section of your VC administrative area, you may need to add additional instruction for those fields.

Instructions for migrated accounts. For organizations that have been migrated to I-800-Volunteer.org and already have User Names and Passwords, please delete the “Creating Your Account” section and begin with the “Logging in to Your Organization Account” section.

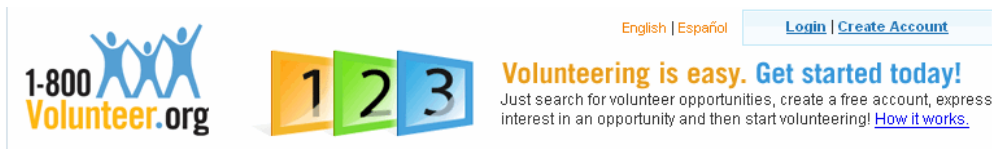
* New organizations do not include migrated accounts from another system. See the instructions for migrated accounts above for information on how to customize this guide.

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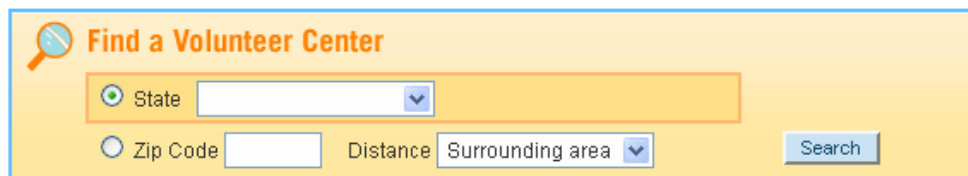
Easy to Use instructions for **creating an organization account** on our volunteer recruitment and management website. Once you have an approved account, you can **post volunteer opportunities** online and find volunteers to serve with your organization.

Creating your account

1. Go to www.shorecan.org and click on the 1-800-Volunteer Logo. Click the **Create Account** link in the upper right hand corner of the screen.



2. Click **Sign-up** under **Organizations**.
3. Find our Volunteer Center by typing in your zip code and clicking **Search**.



4. Select our Center by clicking the circle next to our name and click **Continue** at the bottom of the screen.
5. Complete the form including mission statement and primary contact. You will have an opportunity to add additional contacts once your account has been created. **NOTE:** All fields marked with a * are required.
6. Fill out the Populations Served and Social Issues Addressed. These fields are important because volunteers commonly search for an opportunity by these categorizations. You may choose as many as you would like by simply clicking the boxes next to the social issues or populations.

Social Issues Addressed - Select the social issues your Organization addresses.

<input type="checkbox"/> Animal Protection & Welfare	<input type="checkbox"/> Drug/Alcohol Abuse	<input type="checkbox"/> Housing	<input type="checkbox"/> Recreation
<input type="checkbox"/> Arts/Culture	<input type="checkbox"/> Education	<input type="checkbox"/> Human Services	<input type="checkbox"/> Senior Citizens
<input type="checkbox"/> Civil/Social Action/Advocacy	<input type="checkbox"/> Employment/Work	<input type="checkbox"/> Hunger/Nutrition	<input type="checkbox"/> Special Events
<input type="checkbox"/> Community/Organizational Development	<input type="checkbox"/> Environment	<input type="checkbox"/> Immigration	<input type="checkbox"/> Teen Pregnancy
<input type="checkbox"/> Crime/Legal	<input type="checkbox"/> Health	<input type="checkbox"/> Literacy	<input type="checkbox"/> Youth Development
<input type="checkbox"/> Disaster/Emergency	<input type="checkbox"/> Homelessness	<input type="checkbox"/> Mental Health/Crisis Intervention	
		<input type="checkbox"/> Mentoring	



7. When you have completed the form, click the **Submit** button at the bottom of the screen and a confirmation screen will appear.

What Happens Next?

Your request for an account will come to **the ShoreCAN Volunteer Center**. After we review it, you will receive an e-mail with the status of your request. Once approved, you'll be able to post volunteer opportunities! Newly posted volunteer opportunities will go through a similar approval process.

Logging in to your organization account

1. Go to www.shorecan.org and click the 1-800-volunteer.org 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.

Login

Login with your username and password:

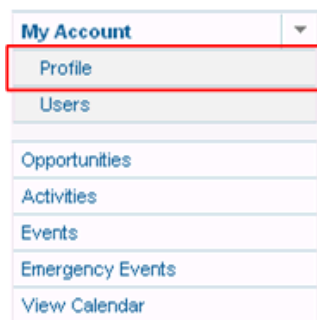
Username

Password [Forgot your password?](#)

Remember my username

Viewing and Changing Your Profile

1. On the main screen, **Organization Home**, after you login, click on **Profile** located under **My Account** in the left navigation column.



2. Review your profile. You can easily **add to or edit each field** by adding or retying the information.



General Information

Organization Name *

Mission Statement *

Your Website

Street Address *

City *

State *

Zip *

Country

Phone * Ext.

Fax

Logo  [Clear Current Logo](#)

Click "Browse" to find your logo image (gif or jpg file, extensions only) on your hard drive. Select the file and click "Open." The system will resize images greater than 100 KB and wider than 150 pixels.

3. Fill out the Populations Served and Social Issues Addressed. These fields are important because volunteers commonly search for an opportunity by these categorizations. You may choose as many as you would like by simply clicking the boxes next to the social issues or populations.

Populations Served - Select the populations your Organization serves.

Groups	Disabilities	Age Groups	Sex
<input type="checkbox"/> Animals	<input type="checkbox"/> Mobility	<input type="checkbox"/> Infants/Toddlers (0-4)	<input type="checkbox"/> Male Only
<input type="checkbox"/> Families	<input type="checkbox"/> Learning	<input type="checkbox"/> Children (5 - 14)	<input type="checkbox"/> Female Only
<input type="checkbox"/> Gay/Lesbian/ Bisexual/Transgender	<input type="checkbox"/> Cognitive	<input type="checkbox"/> Adolescents (15 - 18)	
<input type="checkbox"/> Ethnic Groups	<input type="checkbox"/> Hearing	<input type="checkbox"/> Young Adults (19 - 25)	
<input type="checkbox"/> Immigrants/Refugees	<input type="checkbox"/> Vision	<input type="checkbox"/> Adults (26 - 54)	
<input type="checkbox"/> Low Income/Public Assistance Recipients	<input type="checkbox"/> Emotional	<input type="checkbox"/> Older Adults (55+)	
<input type="checkbox"/> Racial Groups	<input type="checkbox"/> Seizures		
<input type="checkbox"/> Retirement Communities			

Social Issues Addressed - Select the social issues your Organization addresses.

<input type="checkbox"/> Animal Protection & Welfare	<input type="checkbox"/> Drug/ Alcohol Abuse	<input type="checkbox"/> Housing	<input type="checkbox"/> Recreation
<input type="checkbox"/> Arts/Culture	<input type="checkbox"/> Education	<input type="checkbox"/> Human Services	<input type="checkbox"/> Senior Citizens
<input type="checkbox"/> Civil/Social Action/Advocacy	<input type="checkbox"/> Employment/ Work	<input type="checkbox"/> Hunger/Nutrition	<input type="checkbox"/> Special Events
<input type="checkbox"/> Community/ Organizational Development	<input type="checkbox"/> Environment	<input type="checkbox"/> Immigration	<input type="checkbox"/> Teen Pregnancy
<input type="checkbox"/> Crime/Legal	<input type="checkbox"/> Health	<input type="checkbox"/> Literacy	<input type="checkbox"/> Youth Development
<input type="checkbox"/> Disaster/Emergency	<input type="checkbox"/> Homelessness	<input type="checkbox"/> Mental Health/Crisis Intervention	
		<input type="checkbox"/> Mentoring	

4. When finished making changes, click the **Submit** button at the bottom of the screen.
5. You will receive a confirmation message that your profile changes have been saved.

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

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