## United Way of the Quad Cities Volunteer Hub Editing Your Day of Caring Registration – Volunteer Teams

1. Follow the link in your invite email or go to <a href="http://unitedwayqc.galaxydigital.com">http://unitedwayqc.galaxydigital.com</a> and click Login.



2. Click the drop down area by your initials and select "My Teams".

		😂 RETURN TO OUR WEBSITE 🧬 MANAGER 🏖 MY AGENCY 📰 🖾 🌲 (98) 🗸	MZ + HELP							
	YOUR DESTINATION	IN FOR MAKING AN IMPACT IN THE QUAD CITIES								
ñ	DASHBOARD	Welcome back, Marci! Here's your volunteer snapshot for February 8, 2018	рянот 😨							
0	NEEDS	Welcome to United Way of the Ouad Cities Area's new online volunteer nub. On this page you can search for volunteer needs, view								
17	EVENTS	recently added agencies and events and more using the search box on the main page.								

3. A list of any teams you submitted will display. Click "Manage Team".

DASHBOARD	My Profile > My Teams									
NEEDS	My Teams									
EVENTS	VIEW PROFILE	EDIT PROFILE	TRACK HOURS	VOLU	INTEER SCHEDULE	QUALIFICATIONS	NEED RESPON	ISES N	IY TEAMS	INBOX
AGENCIES	TEAM NAME \$	NEED NAME \$	INITIA	TIVE ¢	AGENCY NAME		TEAM CREATED \$	MEMBER	s e i	OPTIONS \$
COLLAPSE MENU	Testy's Test Team	DOC Test Projec	t (copy)		United Way Of The Qua	d Cities Area	Feb 7, 2018	1		Manage Team
	MZ Test Team	DOC Test Projec	t		United Way Of The Qua	d Cities Area	Jan 31, 2018	7		Manage Team
	SHOWING 1 TO 2 OF	2 ENTRIES							PREVIOUS	NEXT

4. From the next page, you can delete team members by selecting the X by their name, add team members (if there is still room on the project) and edit team member information by clicking the "Edit" icon.

M DASHBOARD	Team Members				
NEEDS				ADD 1	EAM MEMBER
17 EVENTS	EMAIL	FIRST	LAST	OPTIONS	%S
AGENCIES				• ×	
				<ul> <li>×</li> </ul>	
COLLAPSE MENU				• ×	
				• ×	
				<ul> <li>×</li> </ul>	
	adaniels@unitedwayqc.org	Amy	Daniels	EDIT MEMBER	
	mzogg@unitedwayqc.org	Marci	Zogg	× ×	
				Lected Icon	

## **Technical Support or Day of Caring Questions**

For additional questions about editing your team, please contact Madelyn Beverlin at 563.344.0332 or <u>mbeverlin@unitedwayqc.org</u>. Or reach out to Monique Jackson at 563.344.0329 or <u>mjackson@unitedwayqc.org</u>.