United Way of the Quad Cities Volunteer Hub Volunteer Day of Caring Registration Guide - Individual

- 1. Follow the direct link in your invite email to view the list of projects.
- Scroll down on the Day of Caring page to view the project (needs) options. The date, time, project title, hosting agency and number of volunteers needed - are all listed on the card. To view more information, or to register, click "View Details". You must be a registered user to proceed. If you are not, go to the home screen and choose "Sign Up"

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NEEDS	Join the fight and volunteer during					
127 EVENTS	neighborhoods and people like you.	±				
AGENCIES	For more information about the Day of Caring, please email <u>Anny Daniels</u> or call her at 563.344.0344. To access our help guides, vise					
← 📗 COLLAPSE MENU	n → Advanced Events → United Way Day of Caring - May 17, 2018					
	Needs	SORT BY	SELECT SORTING V SEARCH BY SELEC	TAFILTER 📰 🔳		
	May 17, 2018 9am to 3pm DOC Test Project (copy) United Way Of The Quad Cities Area	91				
<	VIEW DETAILS					

3. On the Need page, you can see a project description, additional details, the number of volunteer spots remaining and a place to "Respond" or "Respond as a Team". Click "Respond" to register as an individual.

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Description	May 17, 2018 9am to 3pm			Volunteer Spots Remaining	
This is a test project.				Interests	

- 4. At this point you will be redirected to a log in page. Once you are logged in, you will be redirected back to the project details page.
- 5. **For registration,** The next page will request your t-shirt size. Only John Deere employees are required to answer each question. Click the box that reads "I have read and agree to the following volunteer waiver(s)." Click the Submit Need Response button at the bottom.

6. You will receive a confirmation email when you have registered.

Volunteer Hub Technical Support

For technical support using the volunteer hub, 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>.