

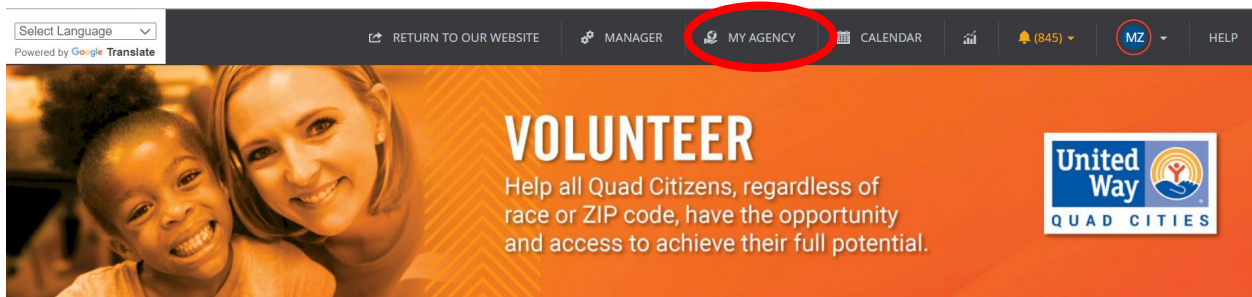
United Way of the Quad Cities Volunteer Hub

Accessing your DOC Project, Team Leader and Volunteer Information

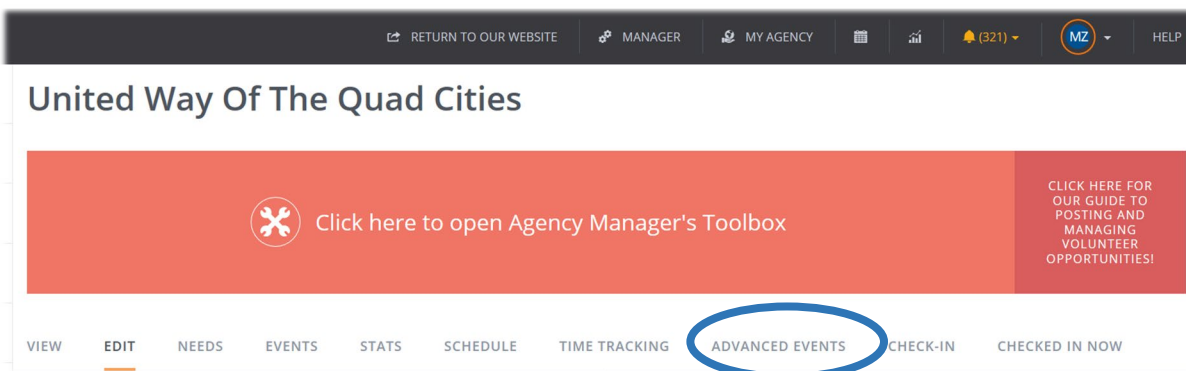
1. Go to <http://unitedwaygc.galaxydigital.com> and select "Login" from the top bar.



2. Enter your personal password and user name. On the next screen select "my agency".



3. From your agency page, select "Advanced Events".



4. Your project title, number of volunteers requested and number of volunteers needed/registered will appear on the next page. The project below shows 10 volunteers requested (gray) and 10 volunteers registered (green).
 - a. To view your project details, click the project name link.
 - b. To view your volunteers click on the green bar.

Needs

Use the dashboard to track the status of your Needs.
Once approved, you can track registrants, message attendees and print sign-up sheets.

EXPORT RESPONSES ADD NEW NEED

Table Filter

STATUSES NEED RESPONSES AVAILABLE REGISTERED REMAINING COMPLETED

Test Event for Training (May 17, 2018) 10 / 10 100%

- From here you can see your volunteer's first and last names, emails, export data and much more. Note – all volunteer data is confidential and can only be used for Day of Caring purposes. No soliciting is allowed.

Message Respondents EXPORT RESPONSES NEED IS FULL.

Table Filter

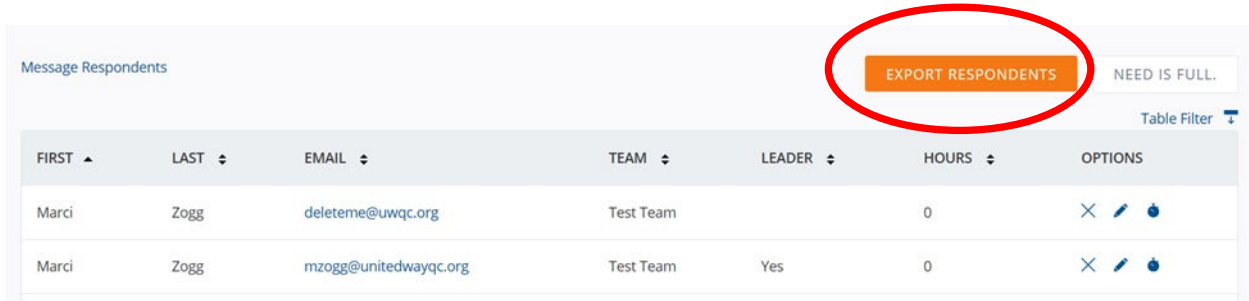
FIRST	LAST	EMAIL	TEAM	LEADER	HOURS	OPTIONS
Marci	Zogg	deleteme@uwqc.org	Test Team		0	✕ ✎ 📌
Marci	Zogg	mzogg@unitedwayqc.org	Test Team	Yes	0	✕ ✎ 📌
Delete	Me	deleteme2@uwqc.org	Test Team		0	✕ ✎ 📌
Delete	Four	deleteme4@uwqc.org	Test Team		0	✕ ✎ 📌
Delete	Six	deleteme6@uwqc.org	Test Team		0	✕ ✎ 📌
Delete	Nine	Deleteme9@uwqc.org	Test Team		0	✕ ✎ 📌
Delete	3	deleteme3@uwqc.org	Test Team		0	✕ ✎ 📌
Delete	Five	deleteme5@uwqc.org	Test Team		0	✕ ✎ 📌
delete	Seven	deleteme7@uwqc.org	Test Team		0	✕ ✎ 📌

Contacting your Team Leaders and Individual Registrants

*****Do not do this step until Sept 10 as registrations may change.*****

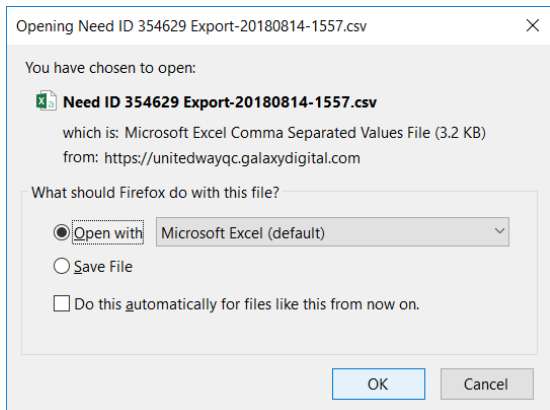
United Way asks that you only contact Team Leaders and individuals who registered on their own, to work through the project day details. The Team Leader will then share the information with their team members. (See how to access your Team Leader and Individual information below.)

1. Start by exporting your volunteer information or “respondents”.




FIRST	LAST	EMAIL	TEAM	LEADER	HOURS	OPTIONS
Marci	Zogg	deleteme@uwqc.org	Test Team		0	✕ ✎ ⚙
Marci	Zogg	mzogg@unitedwayqc.org	Test Team	Yes	0	✕ ✎ ⚙

2. Next, click “open with” and then ok to open your spreadsheet.



Opening Need ID 354629 Export-20180814-1557.csv

You have chosen to open:

 **Need ID 354629 Export-20180814-1557.csv**
which is: Microsoft Excel Comma Separated Values File (3.2 KB)
from: <https://unitedwayqc.galaxydigital.com>

What should Firefox do with this file?

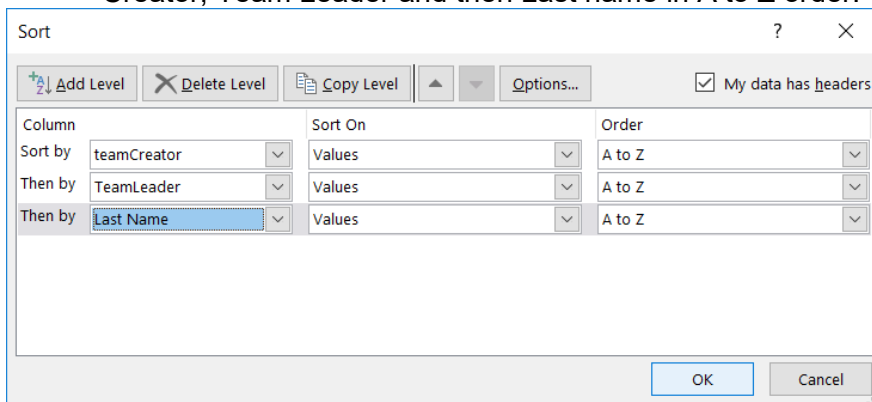
Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

3. Your excel spreadsheet will open with all registered volunteers. Now you need to sort to find your contacts. Select all and go to Sort & Filter/Custom Sort. Sort by – Team Creator, Team Leader and then Last name in A to Z order.



Sort

+ Add Level ✕ Delete Level 📄 Copy Level ⬆️ ⬇️ Options... My data has headers

Column	Sort On	Order
Sort by teamCreator	Values	A to Z
Then by TeamLeader	Values	A to Z
Then by Last Name	Values	A to Z

OK Cancel

4. After your sort you will have a spreadsheet that looks something like the one below with real data.
 - a. Team Leaders are marked in yellow with the “Y” in the Team Leader column. This is your contact person. Be sure to use the email found in the Email column.
 - i. Do not contact those listed on the team without a Y. These volunteers will be contact by their Team Leader.
 - b. Individual Registrants have no team creator listed and are marked in blue. These are the individuals you will contact.

	A	B	C	D	E	F	G
1	First Name	Last Name	Email	Team	TeamLeader	teamCreator	teamCreatorEmail
2	Test	one	one@email	Test Team	Y	team creator	team creator email
3	Test	two	two@email	Test Team		team creator	team creator email
4	test	Three	three@email	Test Team		team creator	team creator email
5	Tester	One	tone@email	Living Social	Y	team creator	team creator email
6	Tester	two	two@email	Living Social		team creator	team creator email
7	Tester	three	three@email	Living Social		team creator	team creator email
8	Individual	one	one@email				
9	Individual	two	two@email				
10	Individual	Three	three@email				
11							

These are your individual volunteers.