

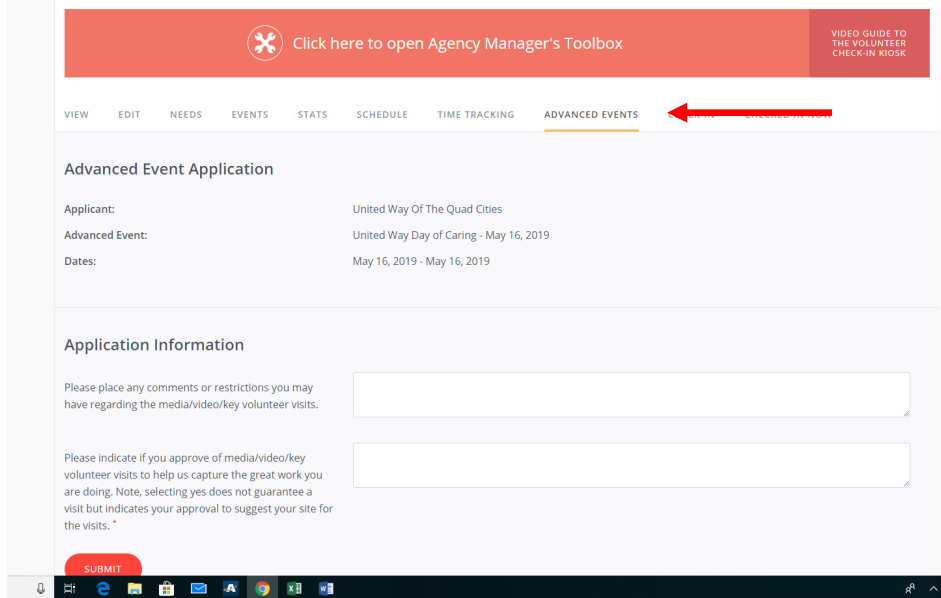
## Day of Caring Need (Project) Registration Guide - Current Agencies

**\*Note** – the system will time out if there is no activity. If this happens, you will have to start over to submit your need.

1. Go to <http://unitedwayqc.galaxydigital.com> and log in to your personal account.
2. From your main page, select “My Agency”.



3. Go to Advanced Events and select **United Way Day of Caring – September 15, 2022** and answer the two questions under Application Information to indicate whether you approve of pictures and/or media at your site. Click “Submit”.



Click here to open Agency Manager's Toolbox

VIDEO GUIDE TO THE VOLUNTEER CHECK-IN KIOSK

VIEW EDIT NEEDS EVENTS STATS SCHEDULE TIME TRACKING **ADVANCED EVENTS**

### Advanced Event Application

Applicant: United Way Of The Quad Cities  
Advanced Event: United Way Day of Caring - May 16, 2019  
Dates: May 16, 2019 - May 16, 2019

### Application Information

Please place any comments or restrictions you may have regarding the media/video/key volunteer visits.

Please indicate if you approve of media/video/key volunteer visits to help us capture the great work you are doing. Note, selecting yes does not guarantee a visit but indicates your approval to suggest your site for the visits. \*

**SUBMIT**

4. Add your need information under each section. All those with a red asterisk must be completed to move forward. Be sure your Basic Information follows the guidelines listed below in red:

The screenshot shows a web interface with a sidebar on the left containing 'DASHBOARD', 'NEEDS', 'EVENTS', 'AGENCIES', and 'COLLAPSE MENU'. The main content area is titled 'Basic Information' and contains several input fields with annotations to their right:

- Title \***: Input field contains 'DOC Test Project'. Annotation: 'Your title should describe your need and draw the volunteer's attention'.
- Interests & Abilities \***: Input field contains 'Select Interests'. A tag 'EDUCATION' is visible below the field. Annotation: 'Does your project align with Education, Income Stability or Health'.
- Date \***: Input field contains '05/17/2018'. Annotation: 'Date is September 15, 2022'.
- Registration Closed Date**: Input field contains '05/03/2018'. Annotation: 'Close Date is September 8, 2022'.
- Hours \***: Input field contains '9am to 3pm'. Annotation: 'Set need start and end time'.
- Duration \***: Input field contains '6'. Annotation: 'Duration should equal the number of hours between your start and end time'.

5. Enter the need location address, zip and directions.

The screenshot shows a web interface with a sidebar on the left containing 'DASHBOARD', 'NEEDS', 'EVENTS', 'AGENCIES', and 'COLLAPSE MENU'. The main content area is titled 'Location' and contains several input fields:

- Address \***: Three stacked input fields containing '852 Middle Road', 'Suite 401', and 'Bettendorf'.
- State**: Input field containing 'IA'.
- Zip Code \***: Input field containing '52722'.
- Directions**: A large empty text area for providing directions.

6. Enter the contact. Be sure to include their email and phone.
- a. **\*\*\*This person must have an account on the Volunteer Hub and be listed as an Agency Manager on your account or they will not receive communications about the Day of Caring. Visit [unitedwayqc.org](http://unitedwayqc.org) for information on how to register as a volunteer and how to add Agency Managers.**

The screenshot shows a sidebar menu on the left with options: DASHBOARD (home icon), NEEDS (checkmark icon), EVENTS (calendar icon with '17'), AGENCIES (dollar sign icon), and COLLAPSE MENU (left arrow icon). The main content area is titled 'Contact' with a help icon. It contains four input fields: 'Name' with the value 'Marci Zogg', 'Email' with the value 'mzogg@unitedwayqc.org', 'Phone' with the value '563.344.0334' and a clear button (X), and 'Fax' which is empty.

7. Enter the Volunteer information. For the number of volunteers, enter the maximum number of volunteers you would want to help with your need and are comfortable managing. **Be sure to select “Yes” under the allow team registration question. Note – UW will change this if “yes” is not selected.**

The screenshot shows the 'Volunteers' form. It includes the following fields and options: '# of Volunteers \*' with a value of '20'; 'Allow Team Registration?' with radio buttons for 'Yes' (selected) and 'No' (indicated by a red arrow); 'Minimum Volunteer Age' with a value of '18'; and 'Minor Requires Adult?' with radio buttons for 'Yes' and 'No'.

8. Update the Additional Information section. Be sure to add your inclement weather plan if your need is outdoors. You will also be asked about tools. You are responsible for supplying the tools needed to complete your need, but you can ask volunteers to bring extra if you'd like.

**Additional Information**

Outdoors  Yes  No

Inclement Weather Plan

Wheelchair Accessible  Yes  No

Family Friendly  Yes  No

Tools Required  Yes  No

Adequate Parking  Yes  No

Drinks Provided  Yes  No

Meals Provided  Yes  No

2:34 PM  
1/30/2018

9. Complete the Supplemental Questions section by sharing your check in information and any necessary/helpful skills.

**Supplemental Questions**

Please describe the volunteer check in process. (Example - volunteers will check in at the front office and will need a valid driver's license.)

Please list any skills volunteers will need to help with your project.

10. In the Description section, add information about your need. Be sure to share as many details as possible including the who, what, why and how of your need.

Phone 563-344-0334

Fax

Description

Volunteer to help Quad Cities become more financially stable. Together we will work with volunteers to set up savings accounts and family budget plans. Computers will be supplied and an Excel program will be used to create the budget plans. A 30 minute volunteer training will be provided when the project begins at 9am and a supervisor will be on site the entire project for questions.

DASHBOARD  
NEEDS  
EVENTS  
AGENCIES  
COLLAPSE MENU

11. Finally, check the box under the Terms and Conditions to indicate you have read and agree to the United Way Agency Release Form. To read the form, click “Agency Guidelines”.

12. Submit your need using the “Create Need” button.

Terms and Conditions

I have read the [Agency Guidelines](#). This is the United Way Agency Release form.

CREATE NEED CANCEL

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### **Congratulations you have successfully submitted Your Day of Caring Project!**

Your project will be reviewed and you will receive an email from United Way once final approval has been given. Volunteer registration opens August 18. Watch your account for registrations after the 18. To update your project log in and go to “Advanced Events”. To add another need click, “Add Need”.

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

For technical support, questions concerning your project submission or questions about the Day of Caring, please contact Madelyn Beverlin at [mbeverlin@unitedwayqc.org](mailto:mbeverlin@unitedwayqc.org) 563.344.0332 or Mo Jackson at [mjackson@unitedwayqc.org](mailto:mjackson@unitedwayqc.org) or 563-344-0329.