

# E-Volunteer | The Basics for Individuals & Groups



**United Way of York County**

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## *Important*

If you have a login for e-Pledge to access your payout or campaign information, that login information is separate from your volunteer account due to its access to sensitive information.

## *Nonprofit Agency?*

If you are a nonprofit and would like to host volunteers, [apply for an agency account](#).

## *Additional Help*

If you need further assistance than this guide can provide, contact the United Way of York County Volunteer Engagement Coordinator

**Bryce Kruger**

[krugerb@unitedway-york.org](mailto:krugerb@unitedway-york.org)

717-771-3809

# Creating an Account

# Creating an Account



## Step 1 | Website Link

[yorkpa.unitedwayepledge.org/Volunteer/VolHome.jsp](http://yorkpa.unitedwayepledge.org/Volunteer/VolHome.jsp)

## Step 2 | Do you have a volunteer account?

- Yes:** enter your username and password.
- No:** click on “volunteer registration.”

## Step 3 | Do you have a donor account?

- Yes:** enter your username and password to register as a volunteer as well.
- No:** enter your email address and complete the account registration process.

A screenshot of the 'Volunteer Center Login' page. The page has a white background with a blue header. The text reads: 'Volunteer Center Login', 'If you have a Volunteer Center account, log in here.', and 'If you already have a donor account, register as a volunteer below.' There are two input fields: 'User ID' and 'Password'. Below the fields are four buttons: 'LOGIN', 'FORGOT USER ID OR PASSWORD?', 'VOLUNTEER REGISTRATION', and 'CANCEL'.A screenshot of the 'Volunteer Registration - With an Account' page. The page has a white background. The text reads: 'Volunteer Registration - With an Account', 'If you already have an employee donor account, log in below to also register as a volunteer.', 'User ID', 'Password', and a blue 'LOGIN' button.  
  
A screenshot of the 'Volunteer Registration - Without an Account' page. The page has a white background. The text reads: 'Volunteer Registration - Without an Account', 'If you do not have an employee donor or volunteer account, enter your email address below to register for a volunteer account.', and 'Personal Email Address' with an input field.

# My Information



## My Information

Once you have logged in or created your volunteer account, it's important to complete your profile. The "My Information" section includes your name, phone number, and street address, which is used for the integration of your volunteer and donor accounts in our system.

### *Important*

It is recommended that you fully complete your profile and keep your information up to date.

### *Tip*

When you respond to a need, you can restrict what information you share with an agency, such as your phone number and address.

**PROFILE**

\*Name: Prefix, First (Bryce), Middle, Last (Kruger), Suffix

Personal Email Address

Main Address / Physical Street Address: Address Line 1, Address Line 2

City: York, State: Pennsylvania, Zip Code

Country: United States of America

Cell Phone: Area, Number

# My Volunteer Preferences



## My Volunteer Preferences

This section allows you to set preferences based on your interest, location, and various other factors that volunteer opportunities can be sorted by, such as population served and clearance requirements.

### *Important*

This section is what the system will look at when suggesting opportunities that might interest you, thus it's beneficial to fill out each section completely.

### *Tip*

You can edit your volunteer preferences at any time.

**VOLUNTEER PROFILE**

Bio:

Birth Date:

Release Information:  Address  Name  Phone  e-Mail

Interests:  Arts & Culture  Education  Homeless/Housing  Seniors/Aging  
 Basic Needs  Environment  Legal Support  Substance Abuse  
 Crime & Safety  Family Support  Mental Health  Veterans  
 Disabilities/Impairment  Financial Stability  Physical Health

Locations:  Eastern York County  Northern York County  York City  
 Western York County  Southern York County  Hanover

Populations:  Children  Adults  Animals  
 Youth  Seniors

Clearances:  Clearances Not Required  Clearances Required

# Creating a Team

# Creating a Team

VOLUNTEER OPPORTUNITIES

MY INFORMATION

TEAM INFORMATION

LOGOFF

MY TEAM VOLUNTEER CALENDAR

## Creating a Team

If you are looking to volunteer as a group, you can do so by creating a team. Under “Team Information,” click “Create Team,” and enter how many people your team consists of. You can then respond to volunteer opportunities as a group.

### Tip

You can edit or delete your team at any time.

### Pro Tip

You can have multiple teams at any time.

**VOLUNTEER TEAMS**

My teams  All teams of my company

Team(s)	Size	
Bryce's Team	5	

**CREATE TEAM**

**CREATE VOLUNTEER TEAM**

Team Owner: Kruger, Bryce

Team Name:

Team Size:

Availability:

From:

To:

Bio:

On Bus Line  On Subway Line

Phone Number Mandatory

Minimum Age:

Maximum Age:

**CREATE TEAM**

**CANCEL**

# Browsing Volunteer Opportunities

# Opportunity Search

## Opportunity Search

The primary method in which you can find volunteer opportunities is via the “Opportunity Search.” Here you can search by keyword or refine your search based on selected categories. The most recently entered opportunities will appear on the first page.

### Important

This page is constantly changing, so be sure to use the search feature to your advantage, and visit it regularly.

### Tip

When using the search, try using just a few variables to allow a broad range of opportunities to populate.

### Pro Tip

Not every opportunity available in your community may be listed. If you don't see something that piques your interest, you can reach out to an agency directly.

The screenshot shows the top navigation bar with links for VOLUNTEER OPPORTUNITIES, MY INFORMATION, TEAM INFORMATION, and LOGOFF. Below this is a menu with three options: OPPORTUNITY CALENDAR, EVENT CALENDAR, and AGENCY SEARCH. The main content area is titled VOLUNTEER OPPORTUNITY SEARCH and includes filters for INTERESTS and EVENTS. Search fields for Team (Bryce Kruger) and Keywords are present. An ADVANCED OPTIONS section allows refining by Agency Name (A-Z). A 'Refine by' sidebar lists categories like Interests, Locations, Populations, Clearances, Skills, Accommodations, Time, and Training. The search results show two opportunities: Beauty Shop Escorts and Bereavement Phone Visitors, both from SpiritTrust Lutheran, with dates of 02/03/2020.

**VOLUNTEER OPPORTUNITIES**   **MY INFORMATION**   **TEAM INFORMATION**   **LOGOFF**

**OPPORTUNITY CALENDAR**  
**EVENT CALENDAR**  
**AGENCY SEARCH**

**VOLUNTEER OPPORTUNITY SEARCH**

**▶ INTERESTS**  
**▶ EVENTS**

Team: Bryce Kruger

Keywords: Enter your Keywords

**▶ ADVANCED OPTIONS**

Agency Name (A-Z)

Refine by:  
+ Interests  
+ Locations  
+ Populations  
+ Clearances  
+ Skills  
+ Accommodations  
+ Time  
+ Training

Result: (1-10 of 17)

Opportunity:	Opportunity:
<b>Beauty Shop Escorts</b>	<b>Bereavement Phone Visitors</b>
Date: 02/03/2020 -	Date: 02/03/2020 -
Agency: <a href="#">SpiritTrust Lutheran</a>	Agency: <a href="#">SpiritTrust Lutheran</a>
Volunteers are needed to escort residents in our Plan Care Community to and from the on-site beauty shop.	Make monthly bereavement calls to families who have recently lost a loved one. Let grieving families know that they are not forgotten. Make call from the comfort of your own home or from our office.

# Opportunity Search Options

## Interests

Interests are a straight-forward way of sorting through volunteer opportunities. Searching this will pull all opportunities tagged with a selected interest.

## Events

If there is an event such as Day of Action or Global Youth Service Day that includes volunteer project registration, they can be found under the “Events” tab.

## Advanced Options

The advanced options tab is just a way to further refine your search.

The screenshot displays a web application interface for searching volunteer opportunities. At the top, there is a dark blue navigation bar with the following tabs: VOLUNTEER OPPORTUNITIES, MY INFORMATION, TEAM INFORMATION, and LOGOFF. Below this, a vertical menu contains three buttons: OPPORTUNITY CALENDAR, EVENT CALENDAR, and AGENCY SEARCH. The main content area is divided into three sections:

- INTERESTS:** A dropdown menu showing a grid of interest categories such as Arts & Culture, Environment, Mental Health, Basic Needs, Family Support, Physical Health, Crime & Safety, Financial Stability, Seniors/Aging, Disabilities/Impairments, Homeless/Housing, Substance Abuse, Education, Legal Support, and Veterans.
- EVENTS:** A section listing a specific event: "04/18/2020 08:00 AM Global Youth Service Day 2020". Below this, there are input fields for "Team" (containing "Bryce Kruger") and "Keywords" (containing "Enter your Keywords").
- ADVANCED OPTIONS:** A section with several input fields for refining the search, including "Schedule", "Priority", "Events", and "Zip Code" (containing "Enter your ZipCode").

# Opportunity Calendar

## Opportunity Calendar

The opportunity calendar will populate with the same volunteer opportunities that the opportunity search provides.

### *Tip*

This is just another way to view the volunteer opportunities that are available to you.

The screenshot displays a web application interface with a blue header. The header contains navigation links: VOLUNTEER OPPORTUNITIES, MY INFORMATION, TEAM INFORMATION, and LOGOFF. Below the header is a vertical menu with three options: OPPORTUNITY CALENDAR (highlighted in orange), EVENT CALENDAR, and AGENCY SEARCH. The main content area shows a calendar for February 2020. The calendar is a grid with columns for days of the week (Sunday to Saturday) and rows for dates (1 to 29). The date 3 is highlighted in grey. The calendar is titled 'Select Date' and includes navigation arrows for the month and year.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

# Responding To Volunteer Opportunities

# Responding to Opportunities



## Responding to Opportunities

Responding to a volunteer opportunity is easy; simply follow the below steps.

1. Use the opportunity search to find a need that fits your interest.
2. Review the abbreviated description of the opportunity providing its title, date, and agency.
3. Once you've selected an opportunity, click on its title to review its expanded description.

### *Tip*

You can respond to as many opportunities as you wish.

Opportunity:

## Drivers Needed to Help Elderly/Homebound

Date:

02/03/2020 -

Agency:

[SpiriTrust Lutheran](#)

Compassionate, friendly volunteers (age 21 or older) are needed to drive people from their homes to and from doctor appointments, grocery stores and on other errands.

Choose your own schedule and time commitment.

Mileage reimbursement is available.

# Opportunity Description

## Opportunity Description

Once you've clicked on an opportunity, you will be able to see its expanded description and need details.

### Important

Take note of the opportunity's time, location, and description. They are there to help you determine if the opportunity is a good fit for you.

### Respond

To respond to the opportunity, click the *"I am interested in this opportunity"* button to alert the agency.

### Tip

Responding to an opportunity does not mean an automatic commitment.

### OPPORTUNITY DRIVERS NEEDED TO HELP ELDERLY/HOMEBOUND

Agency	SpirTrust Lutheran
Working With Team	Bryce Kruger
Opportunity Type	Individuals
Schedule	Part Time
Minimum age required	21
Volunteer Should Provide	personal vehicle
Agency Will Provide	Orientation & Training mileage reimbursement supplemental vehicle insurance
Interests <a href="#">Show/Hide</a>	Seniors/Aging
Locations <a href="#">Show/Hide</a>	York City Eastern York County Hanover Northern York County Southern York County Western York County
Populations <a href="#">Show/Hide</a>	Seniors
Training <a href="#">Show/Hide</a>	Training Required

Compassionate, friendly volunteers (age 21 or older) are needed to drive people from their homes to and from doctor appointments, grocery stores and on other errands. Choose your own schedule and time commitment. Mileage reimbursement is available.

Address: 1050 Pennsylvania Ave, York, PA 17404



Date: Starting: Monday, Feb 03, 2020

Time: Week Day Afternoons  
Week Day Mornings

Contact: Ms. Sherry K. Fair  
(717) 854-3713  
sfair@spirtrustlutheran.org

Requested: 1 - 5

Referred / Assigned: 0

[I AM INTERESTED IN THIS OPPORTUNITY](#)

[RETURN](#)

# Responding to Opportunities

## Responding to an Opportunity

Once you have clicked the opportunity response button, you will be given two choices to make:

1. Are you responding as an individual or as a team?
2. What information would you like to provide to the agency?

### *Important*

If you have not created a volunteer team, you will not be able to respond as a team.

### *Tip*

Though you can restrict the information you provide, it is recommended that you allow your name, email, and phone number to be shared for ease of contact.

Release Information

Drivers Needed to Help Elderly/Homebound/SpiriTrust Lutheran

Working With Team: Bryce Kruger

Please indicate which information to be released to this agency.

- Name Kruger, Bryce
- e-Mail [REDACTED]
- Address [REDACTED]
- Phone Number [REDACTED]

SEND

CANCEL

**Once you have Responded to an opportunity, the agency will be notified and you will be contacted with how to get started.**

# Event Calendar

## Event Calendar

The event calendar consists of volunteer and community events that have been submitted by United Way of York County partner agencies and nonprofits in the community.

### *Tip*

Check the event calendar when you are looking to see what else is going on in York County.

### *Pro Tip*

Many of the organizations that host volunteer opportunities also host community events, which can be seen on the calendar.

The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with the following links: VOLUNTEER OPPORTUNITIES, MY INFORMATION, TEAM INFORMATION, and LOGOFF. Below this, a vertical menu contains three options: OPPORTUNITY CALENDAR, EVENT CALENDAR (highlighted in orange), and AGENCY SEARCH. The main content area is titled "EVENT CALENDAR" and features a "Select Date" dropdown set to "February" and a year selector set to "2020". Below the date selectors is a "View" button with a calendar icon. The calendar grid shows the following events:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 United Way Campaign Celebration 2020	7	8
9	10	11	12	13 YWCA V-Day 2020	14	15 YWCA York Paddle Board Yoga Valentine's Day Special
16	17	18 Day of Action Agency Training - In Person	19 Day of Action Agency Training - Webinar	20	21	22
23	24	25	26	27	28	29

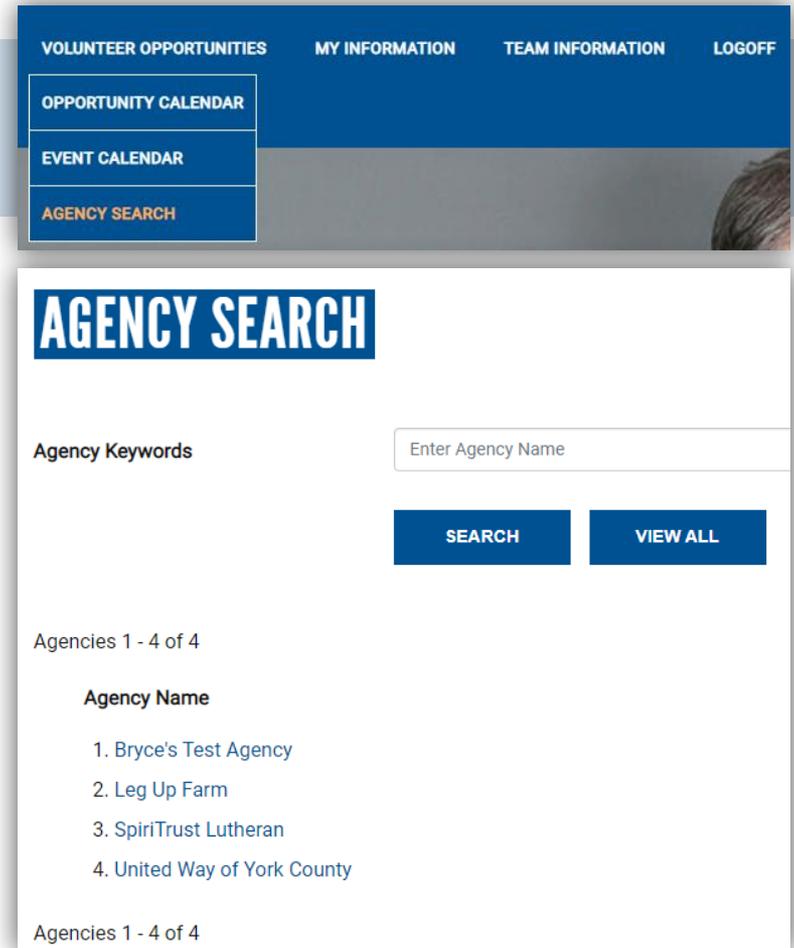
# Agency Search

## Agency Search

The Agency Search allows you to search for any of the nonprofit organizations that have an account on the volunteer website. This is a great tool that allows you to directly connect with the volunteer opportunities of an organization that you are interested in.

### *Tip*

Currently, an agency will only appear in the search if it has a volunteer opportunity published on the volunteer website.



The screenshot shows the top navigation bar with links for VOLUNTEER OPPORTUNITIES, MY INFORMATION, TEAM INFORMATION, and LOGOFF. Below this is a menu with three options: OPPORTUNITY CALENDAR, EVENT CALENDAR, and AGENCY SEARCH (highlighted in orange). The main content area features a large blue header with the text 'AGENCY SEARCH' in white. Below the header is a search form with a text input field labeled 'Enter Agency Name' and two buttons: 'SEARCH' and 'VIEW ALL'. The search results are displayed below the form, starting with 'Agencies 1 - 4 of 4' and a section titled 'Agency Name'. The results list four agencies: 1. Bryce's Test Agency, 2. Leg Up Farm, 3. SpiriTrust Lutheran, and 4. United Way of York County. The results section also ends with 'Agencies 1 - 4 of 4'.

VOLUNTEER OPPORTUNITIES MY INFORMATION TEAM INFORMATION LOGOFF

OPPORTUNITY CALENDAR

EVENT CALENDAR

AGENCY SEARCH

## AGENCY SEARCH

Agency Keywords

SEARCH VIEW ALL

Agencies 1 - 4 of 4

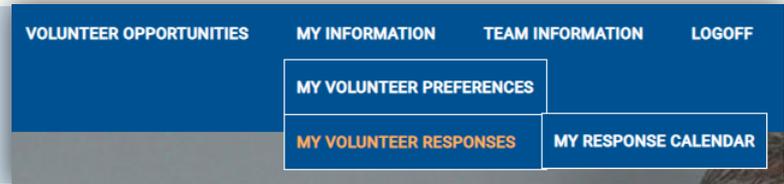
**Agency Name**

1. Bryce's Test Agency
2. Leg Up Farm
3. SpiriTrust Lutheran
4. United Way of York County

Agencies 1 - 4 of 4

# Volunteer Responses

# My Volunteer Responses



## My Volunteer Responses

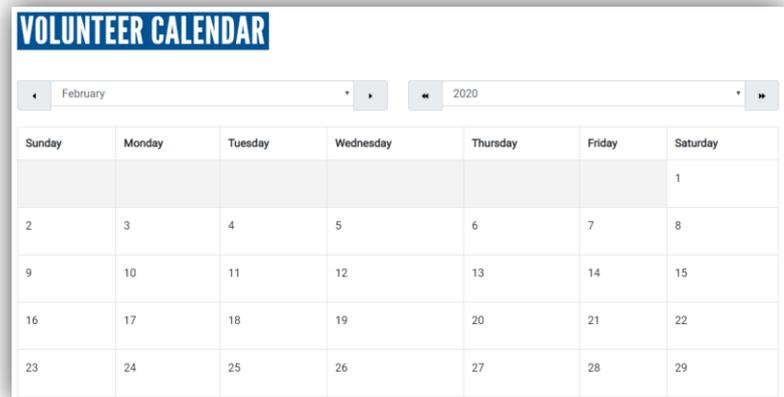
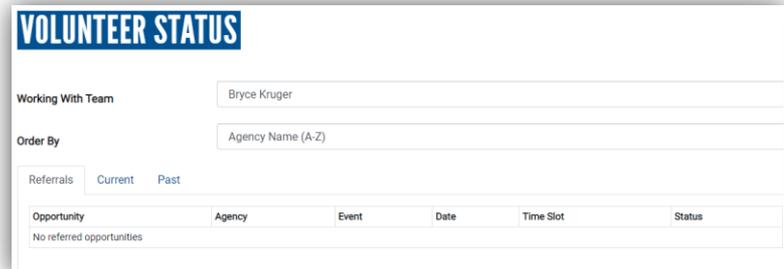
Once you have responded to a volunteer opportunity, you can access your responses via your profile page. Here you can see your referrals, current and past responses, and the details associated with your opportunities.

### Tip

Use this to track hours, manage your time, and determine what upcoming commitments you've made.

## My Response Calendar

Your response calendar is just another method of viewing your responses. This will populate once you have responded to an opportunity.



# My Team Volunteer Calendar

VOLUNTEER OPPORTUNITIES

MY INFORMATION

TEAM INFORMATION

LOGOFF

MY TEAM VOLUNTEER CALENDAR

## My Team Volunteer Calendar

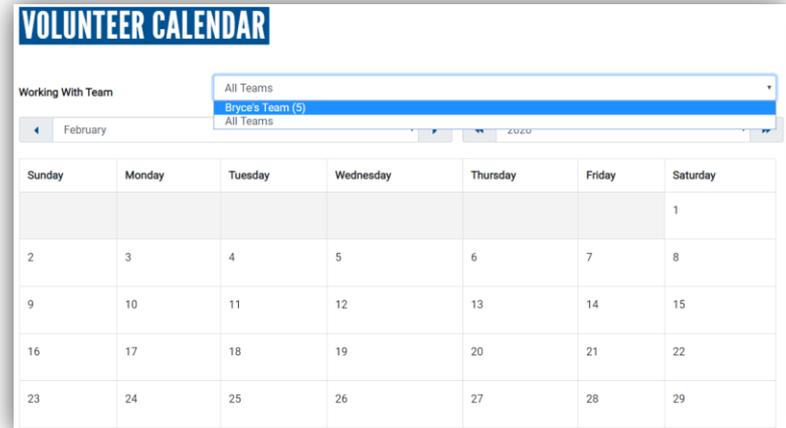
Your team volunteer calendar is much like your response calendar, except it populates with the volunteer responses that you've made as a team.

### *Tip*

You will still see your team responses under "My Volunteer Responses."

### *Pro Tip*

It's recommended that you check and maintain your volunteer responses regularly.



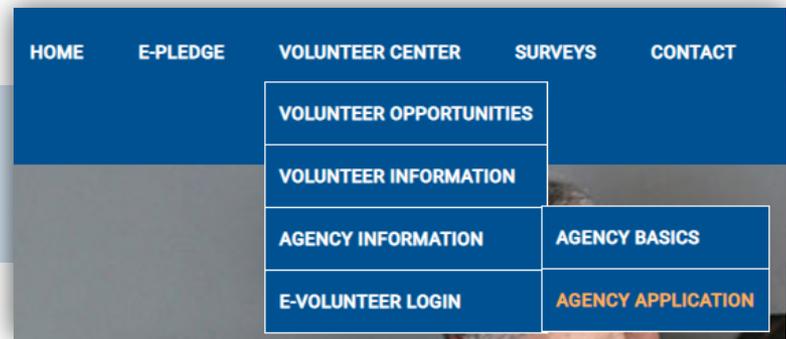
**VOLUNTEER CALENDAR**

Working With Team:  (Dropdown menu: All Teams, Bryce's Team (5), All Teams)

February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

# Have a Nonprofit Agency?



## Have a nonprofit agency? Need volunteers?

If you have a nonprofit agency and need volunteers, consider creating an agency profile and publishing your needs on the volunteer website.

### Step 1

[yorkpa.unitedwaypledge.org/Volunteer/VolHome.jsp](http://yorkpa.unitedwaypledge.org/Volunteer/VolHome.jsp)

### Step 2

Click on “Agency Application”

### Step 3

Fill out and submit the agency application

### Note

Please allow a minimum of 24 hours for your application to be processed. Once your agency has been approved, you will receive an email with your account information and a link to your volunteer administrator home page.

A screenshot of the 'VOLUNTEER AGENCY APPLICATION' form. The form is titled 'VOLUNTEER AGENCY APPLICATION' in a blue header. It contains several fields for user input: '\*Organization Name' (text box), '\*Applying For' (radio button for 'Volunteer Management'), 'Address' (text boxes for 'Street Address Line 1' and 'Street Address Line 2'), 'City' (text box), 'State/Province' (dropdown menu with 'Pennsylvania' selected), 'Zip/Postal Code' (text box), 'Country' (dropdown menu with 'United States of America' selected), 'EIN' (text box), '\*Organization Description' (text area), '\*Contact Name' (text boxes for 'Prefix', '\*First', 'Middle', '\*Last', and 'Suffix'), 'Contact Phone' (text boxes for 'Area', 'Number', and 'Ext.'), '\*Contact e-Mail' (text box), and 'Comments' (text area).