

HOW-TO MANUAL

for

Registering as an organization
and posting opportunities

with



1. Start at the main page, www.volunteerwv.org. Click on the link to create an account.

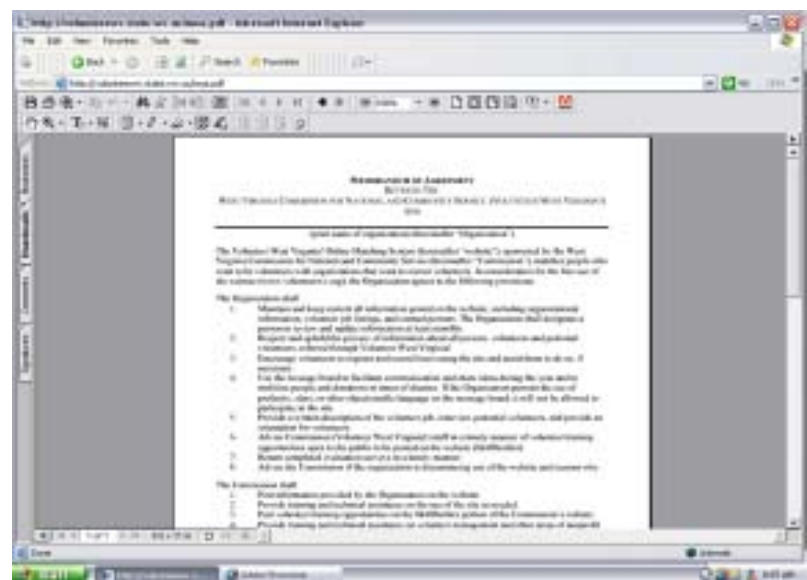


2. Click on the middle box to create a Partner account.



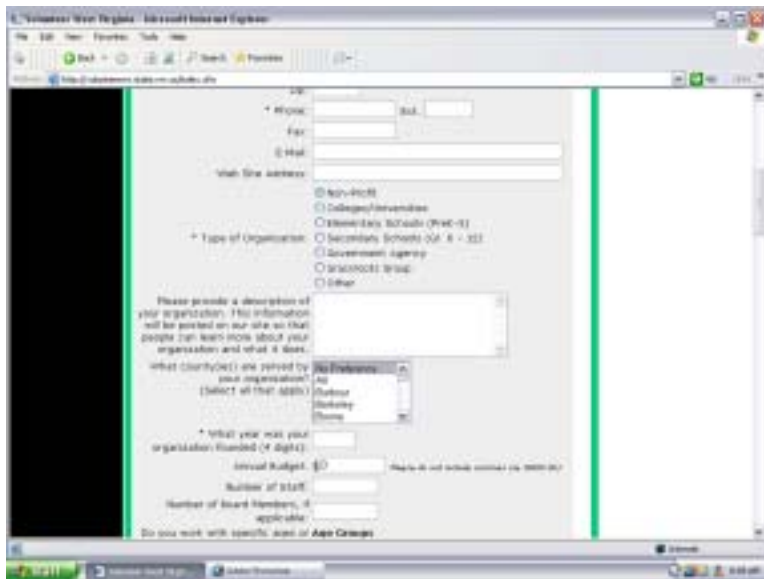
3. Print the memorandum of agreement. You must sign it in blue ink and mail to :

WVCNCS
710 Central Ave.
Charleston, WV 25302

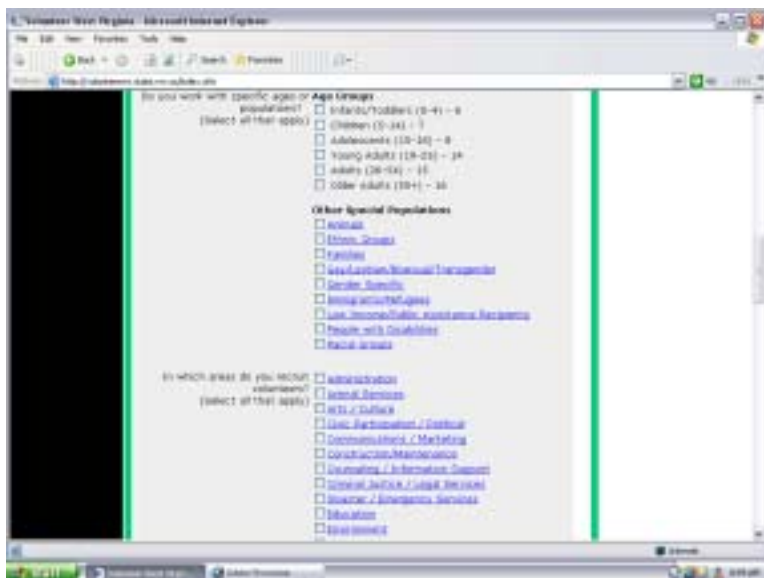




4. Fill out the online registration form. Remember that an asterisk (*) means this is a required field. The form will ask you to create a User ID and password. You will also need to complete the contact information.



5. Read all questions carefully. Continue.



6. Continue.

7. Answer the survey information. This survey allows us to collect information required by our grant. For more information on our privacy policy, and how your information will be used, you may follow the link on the same pages that gave you the Memorandum of Agreement.

Organization Information

Do you have a volunteer orientation in place? Yes No

Do you have a staff person in charge of volunteer recruitment, supervision and training? Yes No

Do you have liability insurance? Yes No

Is the organization tax exempt according to IRS 501 (c) (3)? Yes No

Is your location VOT compliant? Yes No

[Click here for information on VOT compliance.](#)

Survey Information

In an effort to assess the effectiveness of volunteer recruitment in West Virginia, please help us by answering the following survey questions. We will ask you to update us on this information periodically.

* How difficult is it to recruit the volunteers your organization needs? (Select one below)

* On average, how many hours per week has your staff spent in the last three months recruiting volunteers? (Count all hours expended by all staff members, e.g., a TOTA, for the organization.) (Select one below)

* How satisfied have you been with the volunteers your organization has had in the past 12 months? (Select one below)

8. Fill out the contact information for your site administrator. Remember the User ID and password you choose. They will be used by the administrator to post volunteer opportunities.

Your Organization's Site Administrator

Who is responsible for helping your organization's information and volunteer job postings get recorded? Your site administrator should select a user ID and password. Choose a combination of up to 16 numbers and letters that you can remember easily, but others won't guess. You may wish to change your password occasionally for greater security. The User ID, however, cannot be changed. Once your organization approves the user ID and password, you will be able to log in to the system section where your organization's data is kept and where job postings can be made.

* Username [Why should I log in?](#)

* Password

Confirm Password

* Admin's Name:

* First Name:

* Middle Initial:

* Last Name:

If your address is the same as the organization's (listed above) click the check box.

* Address:

* City:

* State: West Virginia

* Zip:

* Phone: ext.

* E Mail:

9. Fill out your organization's contact information. This is the information a volunteer will be given when a match is made. It is then up to the volunteer to contact you. Click the "send information" button.

Organization Contact Information

Who is responsible for recruiting, screening, placing, training and supervising the volunteers you use? This may or may not be the same person as the site administrator. This person is the main point of contact for the volunteers you recruit through Volunteer West Virginia.

Job Title:

Staff Contact Type: Personnel Staff Outreach Staff

Information below same as site administrator above

* First Name:

* Middle Initial:

* Last Name:

* Address:

* City:

* State: West Virginia

* Zip:

* Phone: ext.

* Fax:

* E Mail:



10. You should get this screen if your information was accepted. Now you must wait to receive word from the Commission that your organization has been approved as a partner before you can list volunteer opportunities. Organizations are typically approved within a week. If it has been more than two weeks, please contact us.



11. Once you have been approved, sign in with the UserID and password created for the site administrator.



12. This will take you to the Partner Administration menu page.

13. Choose “add/edit opportunities” from the drop down menu.

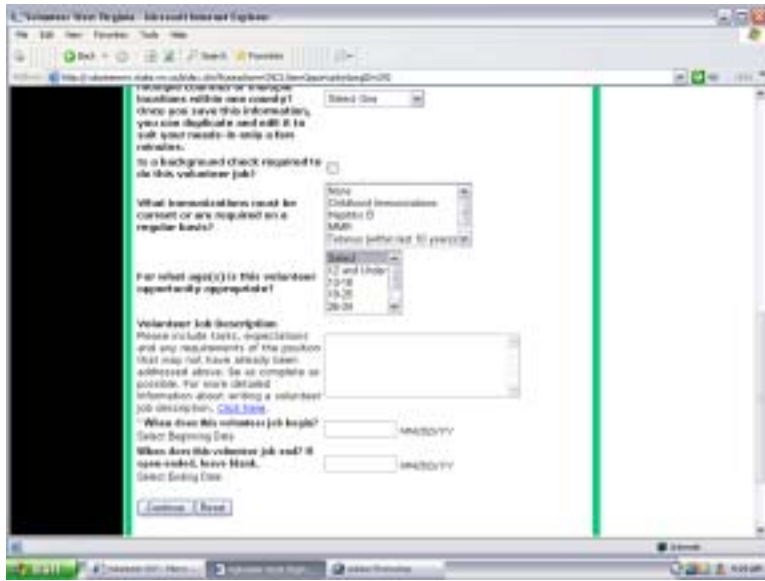


14. Select “Add a volunteer opportunity.”



15. Some of your information will be filled in automatically. Please continue filling out the form and describing your opportunity.

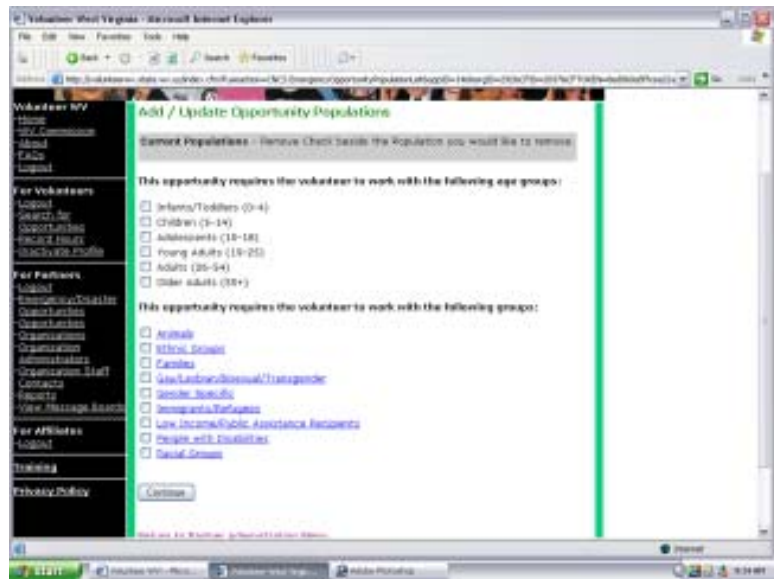




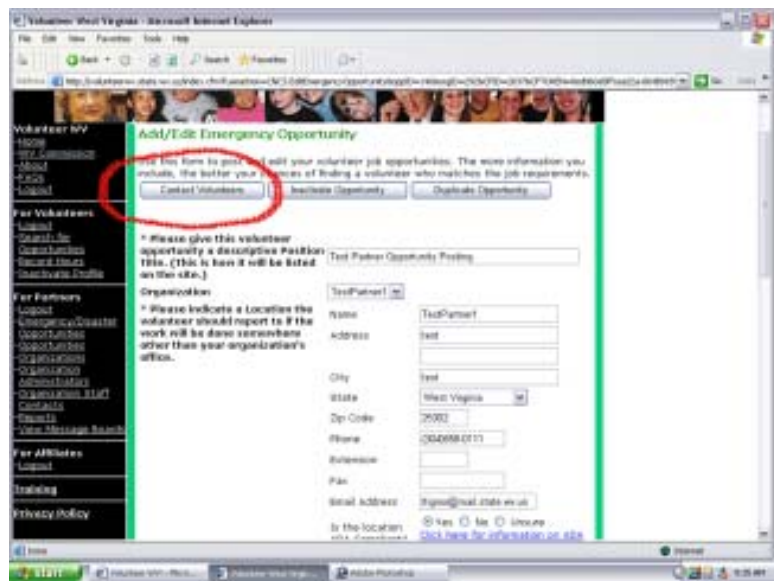
19. Select the sub-level of skills necessary for this opportunity. Check all that apply.

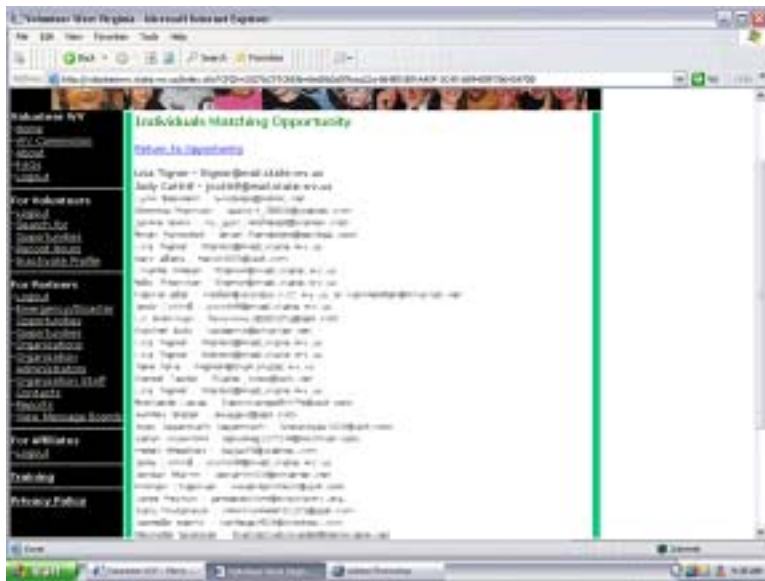


20. Choose what populations will be served by this opportunity.



21. Click on "contact volunteers."

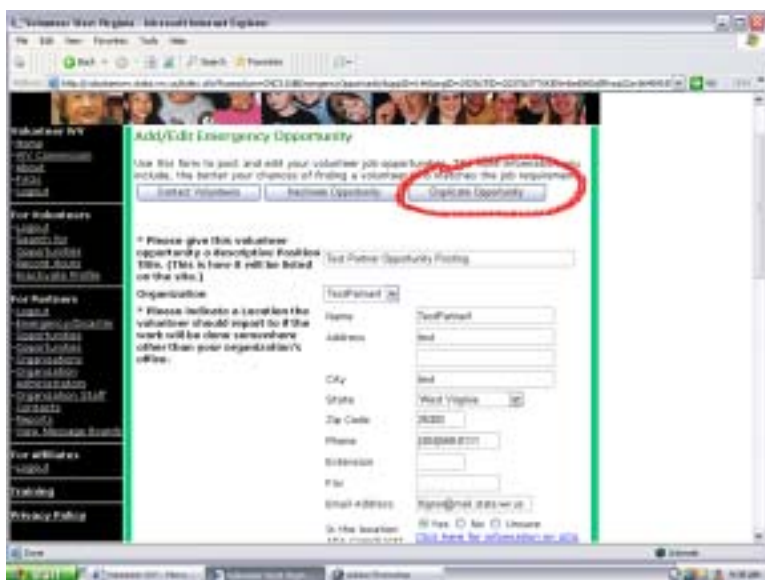




22. Here you will see a list of volunteers who are interested in this opportunity.



23. To edit an existing opportunity go to the "add/edit opportunity" page and click on the title of the opportunity.



24. Edit the necessary fields.

OR
 If you have an opportunity similar to the one you've posted before, and only need to change a field or two, click on "duplicate opportunity" after clicking on the name of the opportunity. THEN go back to the "add/edit opportunity" page and edit the necessary fields after clicking on the duplicated opportunity title.

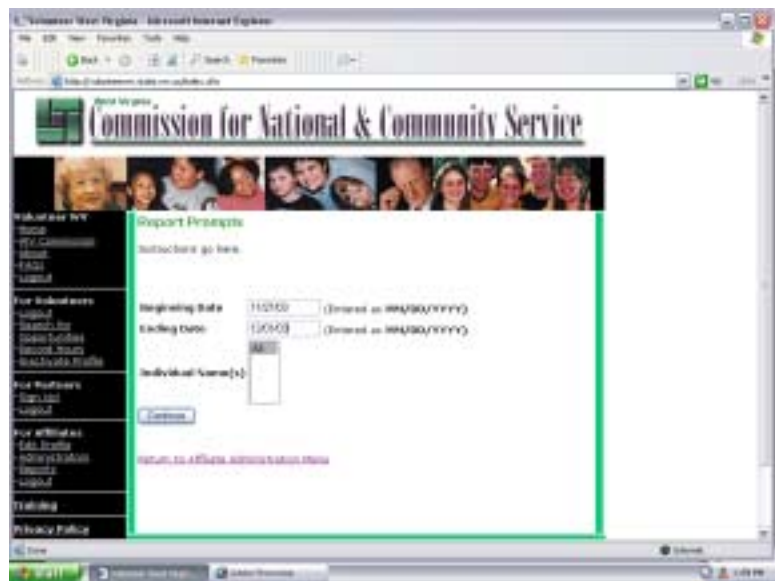
25. To get a report on how many volunteers have served for your organization, go back to the administration menu. Select "Reports."



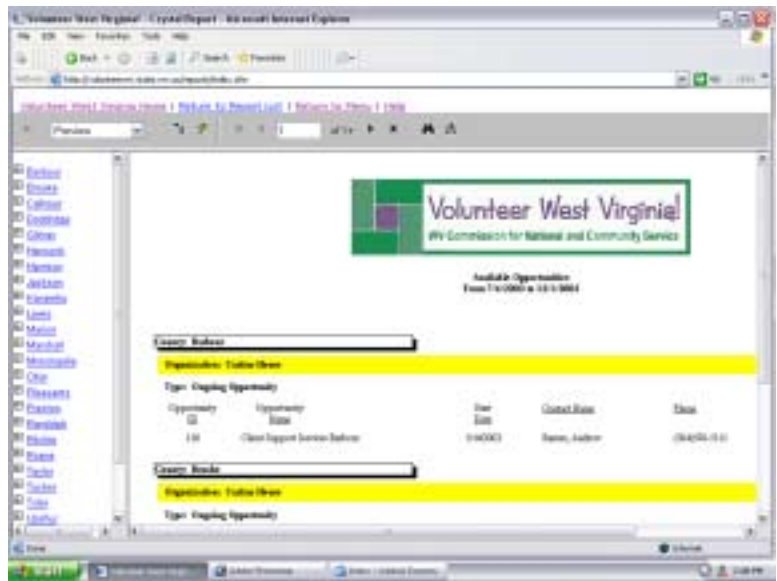
26. Select which report you would like to see.



27. Fill in the necessary information, such as start and end dates for the report, then select the name of the volunteer whose hours you would like to see.



28. View the report.



29. If you need further help, please contact me at Lisa.A.Tignor@wv.gov.