Login and Navigation Instructions

Green Mountain United Way’s Volunteer Connection service is an online volunteer search and referral service. Any agency in Caledonia, Essex, Orange, Orleans, or Washington Counties may register, post their volunteer opportunities and promote this site as a “one stop” resource for community volunteers to connect with a wide range of opportunities. Try it for yourself, go to https://gmunitedway.galaxydigital.com/

Ready to Sign Up?
Go to https://gmunitedway.galaxydigital.com/user/register/ to create an account for your organization and set up your login as the Volunteer Manager for your organization.

To register you will be asked some basic information about your organization. (Note: it either says “required’ in the field or has a red * if it must be filled in.)

As you register your nonprofit, here are a few tips:
There are 3 types of contacts in each nonprofit account:

1. **Nonprofit Manager’s Email** - This is the email of the staff person who will manage your online Nonprofit and Opportunity listings. Usually it is the person who is setting up this account. This information is **not public**.

2. **Contact Person** – **This is the main contact for volunteers at your organization.** Add this person’s name & phone number and use their email address or a generic volunteer email address (volunteer@xxxxx.org) for the email. At many organizations it is the same person as the Nonprofit Manager, but it doesn’t have to be. **This is the ONLY public contact information on the site.**

3. **Additional Notification Recipient(s)** – You may add the emails of other staff you want to receive emails from volunteers. They will receive copies of emails but these email addresses are not public.
NOTE: When a volunteer responds to a Volunteer Opportunity through the system, the Nonprofit Manager, the Nonprofit Contact and any Additional Notification Recipients will receive the email.

**CAUSES** – Select from the drop-down list; add as many that apply to your organization’s work. This is how Volunteer Connection will match volunteers with your organization. Choose the ones that best fit your organization; please understand that we are limited to 16 so you might not find a perfect match.

**WHAT WE DO** – This section is your opportunity to educate potential volunteers about your organization. (You can use copy and paste to fill out these sections, but be sure to proof after you copy as formatting may not copy correctly).

Once you have completed your registration, click on Request Account and you will be on your organization’s “edit” page (see below). Please note: Your nonprofit account and volunteer needs do not become active until they have been approved by United Way’s Volunteer Connection administrator.

**NAVIGATION TIPS**

After you log in, click “My Nonprofit” to open your Nonprofit Homepage.

Your Organization Name

**Navigation Bar:**

- **View** – To see your public page
- **Edit** – To edit your Nonprofit listing-- you are on this page now!
- **Opportunities** – To edit or add volunteer needs
- **Stats** – Lists of volunteers who have responded to your needs & more
- **Time Tracking** – Keep track of volunteer hours

On this page, you can make changes to any of the information you entered and also:

- Upload your logo (must be 540px by 540px) – Canva is a great free online tool you can use to make graphics and resize your logo https://www.canva.com/
- Change your Nonprofit Manager (or add a second one) The individual with the filled-in star is still the primary Nonprofit Manager but both have editing privileges.
- Location - Be sure to use your primary address for your agency headquarters in Address field. Additional locations can be entered in whatever manner works for your agency in the Additional Location Information text box. Please note that these addresses do not need to be the addresses of specific Volunteer Opportunities, those are captured when you enter each Opportunity.
- Photos - You may add up to 12 photos in JPEG, PNG, or GIF format.
- Customize Link – Customize your own ending to the URL for your nonprofit. Ex: type CVCOA to make https://gmunitedway.galaxydigital.com/ into https://gmunitedway.galaxydigital.com/agency/detail/cvcoa

**You may click on Update Nonprofit Info at anytime, anywhere on the screen to save your work.**
Click Opportunities to Edit, Add or Delete Volunteer Opportunities

The “Description” section is the most important section to complete. The more specific information you provide, the better your chances of finding just the right volunteer.

Your volunteer opportunity description is your opportunity to “market” this need to potential volunteers, so be sure to include:

- **Specific** tasks the volunteer is expected to do
- **Time commitment** expected (number of hours, dates, preferred schedule)
- How the volunteer’s work furthers your organization’s mission
- Skills you expect the volunteer(s) to have
- Training provided
- Screening requirements (background check, DMV check, etc.)
- If you use an online application or scheduling system, add the link to your listing.
- You can also include a contact person’s name, email and phone in the description if you wish.

Use the formatting tools (bold, bullets, numbers, etc.) to make your listing more readable—you can also add a photo! (You can use copy and paste to fill out the description, but be sure to proof after you copy as formatting may not copy correctly).

**As you add a need, here are a few tips:**

- **Duration** – Time frame for the volunteer need, choose
  - **Is Ongoing** for ongoing opportunities with no specific end date (remember you can inactivate ongoing needs when they are no longer needed and clone them to bring them back.)

---

If you have questions or need help, call Beckie or Carrie at 802-613-3989 or email us at volunteer@gmunitedway.org
- **Runs Until** for volunteer opportunities which occur over time but have a specific end date—for example, a summer-only, school-year or holiday listing; or a project that takes place over a few or several months. The “opportunities date” would be the last date that you would accept volunteers.
- **Happens On** for opportunities like event support where there is a specific date. Enter the event date as the “opportunity date.” You can clone the listing for multi-day events. These listings appear on the calendar volunteers use to search by date and become inactive after the “happens on” date.
- **Custom Shifts** for opportunities with multiple specific shifts that happen one time.
- **Reoccurring Shifts** for that occur on a regular schedule either daily, weekly or monthly.

- **Allow team registration:** YES means that an individual may send an email response to you on behalf of a group (team) of volunteers and “claim” spots from the Capacity number you enter.
- **Minimum / Maximum Age:** Choose the closest option. Neither of these fields are required, but please be sure to fill these in if your volunteers need to be of certain age, over 18 or over 21. “Family friendly” means that you welcome parents or guardians with children of all ages.
- **Address:** This is the address where the volunteer work takes place. NOTE: No address will appear if you do not put one here. You must enter a zip code so that volunteer’s zip searches work.
- **Attributes:** This is where you would enter important details such as “food provided” or “no group transportation”.
- **Interests & Abilities** – You must select at least one but you should choose any that apply. This the information that drives volunteer searches that match interests. The list is limited so make the best choice(s) you can.
- **Waiver** – If you have a waiver that all volunteers are required to sign, you can post it here. When a volunteer responds to you, they will need to click “I agree to the terms of the waiver.”

To return to the site to edit or post needs, go to **https://gmunitedway.galaxydigital.com/** and login using the email and password used to set up the account, then click **MY NONPROFIT** at the top to get to your organization.

**How Volunteers Will Find You:**
Once your listings are active, volunteers can find them online through a search and we publicize the volunteer opportunities through our various print and social media and email resources. We also forward appropriate opportunities to our partners.

A volunteer will usually reach out to you by clicking the “respond” button on each volunteer need. When they click that button, they will complete an Opportunity Response form which will tell you the Opportunity Title, Date, Nonprofit and their name. Their phone number, employer and address may also be provided. The email will come from their email address and you can reply to that.

### Navigation Tips

To see find information on the volunteers who have responded to your Opportunities:

- Click stats and adjust the date range
- Check out Active Opportunities Responses

Opportunities responses can be exported to a CSV file so you can monitor your responses save the volunteer information or email the volunteers as a group.