

How to register your Agency and add a volunteer opportunity:

Please us the following instructions to register your opportunities:

How you can participate as an agency:

Register your agency on the Get Connected portal at: <https://unitedwayswi.galaxydigital.com/>

- Fun fact... You can use Get Connected all year around whenever you have a volunteer opportunity. You do not even have to be a United Way SWI partner agency to use it all the time.

Instructions on how to list your Day of Caring Opportunities

- Go to: <https://unitedwayswi.galaxydigital.com> and login.
- Go to my agencies and click on your agency.
- Click on Opportunities and then click on add new opportunity.
- Create the Opportunity – input your information.
- Make the Opportunity “private” until you are ready for it to be seen by volunteers.
- **Put it into the Initiative “2024 Day of Caring”.**
- To Save the Opportunity, click on the Blue “Create Opportunity” (Save every time you make edits also)

After you submit the opportunity, it will be marked “pending” until the United Way accepts the opportunity. If you are missing any information, the United Way will reach out to your agency to make the corrections. Next year if you want to keep the same opportunities just make a clone of the opportunity instead of just making edits.

Check list for posting your first opportunity:

1) Be specific and detailed with your projects.

- Create a work plan and timeline:
 - How many volunteers can work on each task for at least an hour?
 - How long might it take volunteers to complete the project?
 - Have a contingency plan if too many or too few volunteers show up or if the project takes less time than you estimated.
 - Have a plan for bad weather if you are going to have outside volunteer opportunities.

- Determine materials or tolls the volunteers will need:
 - Indicate if you will be supplying the materials/tools, or if volunteers need to bring them.
 - If the volunteers need to bring the materials, please be specific. For example, if you need them to bring paint, please indicate preferences (color, brand, and/or store where to purchase). We want to make it easy for the volunteers to get all the necessary materials.

2) **Please include all requirements needed for the opportunities.**

Requirements may include special clothing/footwear, the ability to lift a certain amount of weight, the ability to stand for an extended period, etc.

– It is important that volunteers know all the specific requirements to successfully complete projects—so that they can be best prepared.

3) **If your project is weather dependent, you must have a plan B.**

When you click yes that your opportunity will be outside, a box will pop up where you can list your inclement weather plans. Please make sure you fill this out so the volunteers know what they will be doing instead.

When a volunteer signs up for an opportunity the agency will receive an email notification. When a volunteer cancels, the agency will also receive notification. This will allow the agency to know firsthand if any adjustments are needed to project needs.

If you have any questions, please contact:

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