



How to use “Fans”

Fans of Your School

The screenshot shows the VOLY.org dashboard. At the top, there are navigation links: 'Create An Opportunity', 'Volunteers', 'View All Opportunities', 'Fans of Your School' (highlighted with a yellow box), and 'More' with a dropdown arrow. Below the navigation is a teal bar indicating the user is logged in as 'Rochelle Luna'. The main content area features three cards: 1. A purple card with a white heart icon, the number '30', and the text 'FANS OF YOUR SCHOOL' (highlighted with a yellow box) and 'Manage My School'. 2. A light gray card with a clock icon, the number '3', and the text 'Opportunities' and 'Awaiting Your Hours. These opportunities will be moved to Completed status in 7 days.' 3. A purple card with a red speech bubble containing the number '840', the text 'Total Volunteer Hours', and a call to action: 'Increase this number by posting more opportunities or monitoring those you already have posted.' with a 'Search for Volunteer' button.

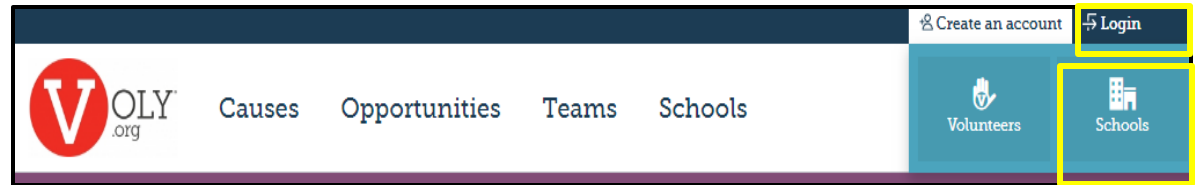
'Fans of Your School' is a complete list of volunteers who have selected your school as a school they support

- Use this list to check the approval status of school volunteers
- Use this feature to identify volunteers who meet criteria you select
- Download information or email volunteers directly from your fan list

Accessing VOLY

ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)



LOG IN TO YOUR AGENCY ACCOUNT

- Click on 'Login' and select 'Schools'
- Enter your email address and your private password
- Click Log In

A screenshot of the 'Log In' form for schools. The form is titled 'Log In' and includes the instruction 'Access your account and start managing your volunteers!'. It features two input fields: 'Email Address' with the placeholder text 'Your_email@your_school.edu' and 'Password' with a masked password '.....'. A link for 'Forgot your password?' is located below the password field. A green 'Log In' button is at the bottom of the form.

Fans of Your School

The screenshot shows the VOLUNTEER NOW website dashboard. At the top, there is a navigation bar with the VOLUNTEER NOW logo, a 'Create An Opportunity' button, and links for 'Volunteers', 'View All Opportunities', 'Fans of Your School' (highlighted with a yellow box), and 'More' with a dropdown arrow. Below the navigation bar, a teal banner indicates the user is logged in as 'Rochelle Luna'. The main content area features three cards: 1) A purple card with a white heart icon, the number '30', the text 'FANS OF YOUR SCHOOL' (highlighted with a yellow box), and a 'Manage My School' button. 2) A light grey card with a clock icon, the number '3', the text 'Opportunities', and a sub-header 'Awaiting Your Hours. These opportunities will be moved to Completed status in 7 days.' 3) A purple card with a red speech bubble icon containing the number '840', the text 'Total Volunteer Hours', a sub-header 'Increase this number by posting more opportunities or monitoring those you already have posted.', and a 'Search for Volunteer' button.

Helpful Tip:

You can also access your Fans list from 'Manage My School' by selecting 'Fans' in the left-hand column.

Searching for Fans

- You can search for a specific volunteer by typing their name at the search icon (magnifying glass)
 - This chart will show the volunteer's name, and contact information

Helpful Tip:

You can search by first name, last name or email address.

Fan Details Sort by Tags Export

Below is your list of fans.

 Search

Volunteer	Email	Phone	Application	Background Check	2019-2020 Hours
Javier Moya	bibrymoyaa@cfbisd.edu	(469) 544-4139	Expired	Approved	0
Melinda Guy	melindakellieguy@gmail.com	(325) 200-2756	Expired		0
Melissa Ansley	ansley.melissa@yahoo.com	(972) 821-1196	Expired	Approved	0

Checking a Volunteer's Status

Volunteer	Email	Phone	Application	Background Check	2019-2020 Hours
Javier Moya	bibrymoyaa@cfbisd.edu	(469) 544-4139	Expired	Approved	0

- Volunteer must also complete district orientation (if required).
 - If there is no date in this column, the volunteer is not cleared to volunteer.
 - If it says 'Pending' they may not have completed to orientation or provided an e-signature.
- For the safety of our students and staff, all volunteers must complete a background check. If it does not say 'Approved' in this column, the volunteer is not cleared to volunteer.
- The final column shows the number of volunteer hours that have been reported for this volunteer during the current school year.

Managing Your Fans



Export downloads your entire fan list into an Excel-compatible spreadsheet.

Sort by Tags allows you to identify and communicate with specific groups of your school fans, using information gathered on the volunteer application.

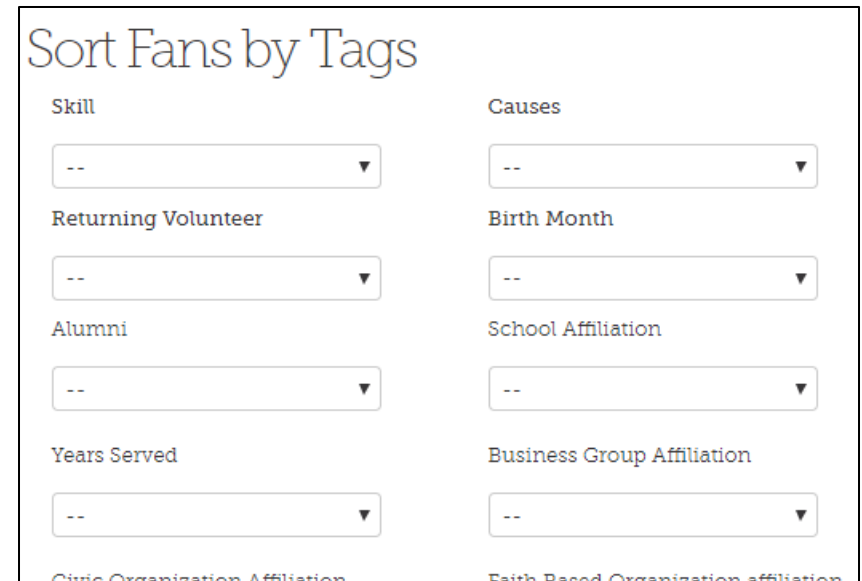
Helpful tip:

Please be patient.

Large or detailed reports may take longer to complete or download.

Sort Fans by Tags

- 'Tags' are bits of information from the volunteer application
- Use 'Tags' as a search engine to identify groups of volunteers who meet criteria you select
- Choose any 'Tag' and choose your preference from the dropdown lists



The screenshot shows a web interface titled "Sort Fans by Tags". It features a grid of dropdown menus for filtering. The visible filters include:

- Skill
- Returning Volunteer
- Alumni
- Years Served
- Causes
- Birth Month
- School Affiliation
- Business Group Affiliation
- Civic Organization Affiliation
- Faith Based Organization affiliation

Examples:

- *You can identify volunteers with Public Speaking skills who are available on a Wednesday.*
- *You can find volunteers who are affiliated with a specific local business, or those who speak Russian.*

Contacting Preferred Volunteers

Email Message

Subject Line
Science Fair at Butler

Message
Thanks for being a fan of Butler Elementary.
I see you have an interest in Science. We can use your help at our Science Fair on October 14 from 1-4 PM. We want our 4th grade students to see the interesting and diverse ways science impacts our lives.
Please go to myisd.voly.org/butler for additional details and to sign-up to help.
Thanks, Ms. Smith

Notice: Broader selections may take longer to complete.

Email Export

Helpful Tip
When creating an email message in VOLY, please include your name, school name and contact information.

Once you identify your preferred volunteers you can:

- Export the list of names with contact information or create and send an email message right from VOLY