



How to add a volunteer to an opportunity

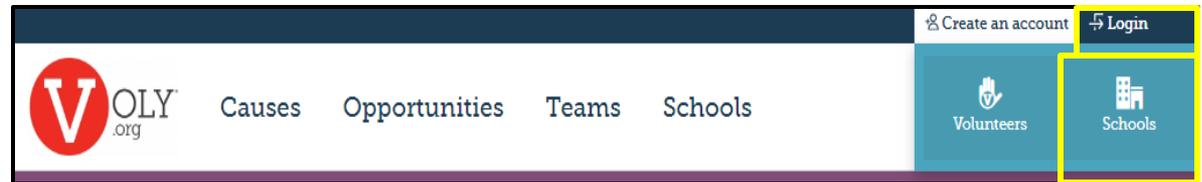
Adding a Volunteer

- If you ask a volunteer to help with an upcoming opportunity and they say yes, VOLY makes it easy for you to add them to they opportunity
- To add a volunteer, the volunteer must have completed the application, background check, orientation and be a fan of your school or you will not be able to add them.
- When you add a volunteer they will be notified by VOLY
- VOLY sends weekly reminders to all approved volunteers

Accessing VOLY

ACCESS VOLY

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



LOG IN TO YOUR SCHOOL ACCOUNT

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

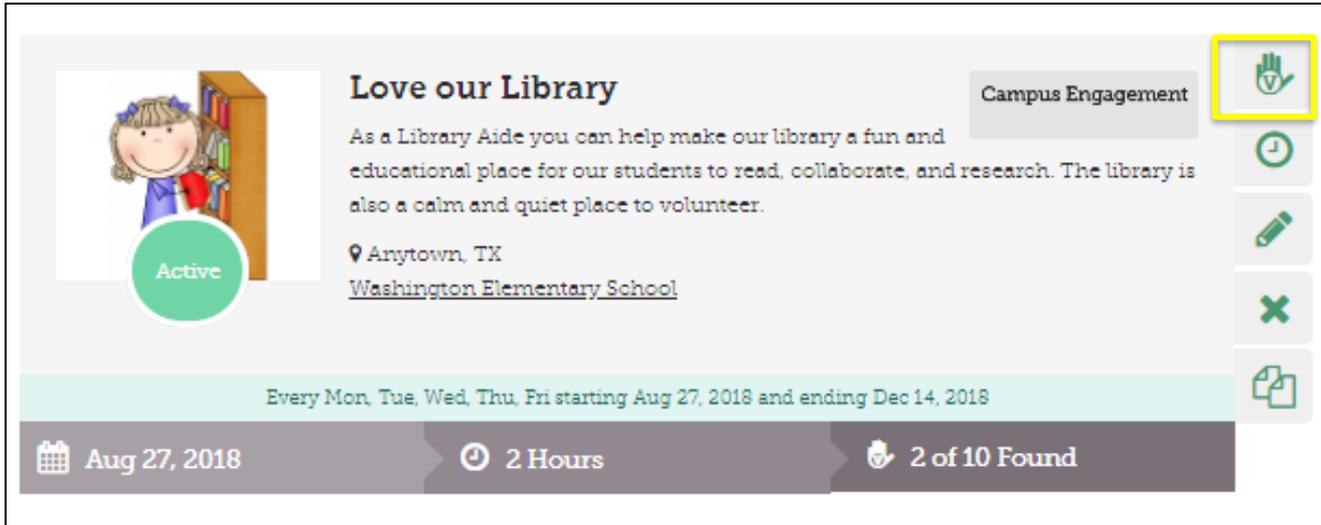
A screenshot of the 'Log In' form for schools. The form is titled 'For Schools' and 'Log In'. Below the title is the text 'Access your account and start managing your volunteers!'. There are two input fields: 'Email Address' and 'Password'. The 'Email Address' field contains the text 'Your_email@your_school.edu'. The 'Password' field contains a series of dots. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a green button labeled 'Log In'.

Find the Opportunity

The screenshot shows the VOLUNTEER NOW dashboard interface. At the top left is the logo, followed by navigation links: 'Create An Opportunity', 'Volunteers', 'View All Opportunities' (highlighted with a yellow box), 'Fans of Your School', 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) 'FANS OF YOUR SCHOOL' with a heart icon and the number 30, with a 'Manage My School' button below. 2) 'Opportunities' with a clock icon and the number 3, with a note: 'Awaiting Your Hours. These opportunities will be moved to Completed status in 7 days.' 3) 'Total Volunteer Hours' with a red speech bubble icon and the number 840, with a note: 'Increase this number by posting more opportunities or monitoring those you already have posted.' and a 'Search for Volunteer' button below.

Click 'View All Opportunities' on your school dashboard

Select 'Manage Volunteers'



Love our Library Campus Engagement

As a Library Aide you can help make our library a fun and educational place for our students to read, collaborate, and research. The library is also a calm and quiet place to volunteer.

Anytown, TX
[Washington Elementary School](#)

Active

Every Mon, Tue, Wed, Thu, Fri starting Aug 27, 2018 and ending Dec 14, 2018

Aug 27, 2018 2 Hours 2 of 10 Found

Click “Manage Volunteers” (hand icon) on the appropriate opportunity

Select Add Volunteer

Manage Volunteers

Only Show Slots for:

All ▾

< > today

June 2019

week month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1

[+ Add Volunteer](#)

Click 'Add Volunteer'

Finding the Volunteer

Add A Volunteer

Search for Volunteer*

Note: Only volunteers who are active, have expressed interest in the organization's opportunities, or are fans of the organization, meet minimal volunteer requirements, and have a public profile will be returned in the search.

- To search for a volunteer, type in their first name, last name or email (**the volunteer MUST be a Fan of Your School**)
- Click “Search & Continue”

Select the Volunteer

VOLY will provide a list of matching volunteer from your Fans

Once you identify the correct person,

- choose the desired shift if appropriate
- Click 'Add Volunteer'
- Select the appropriate shift(s) for that volunteer from the calendar

Add A Volunteer

Search for Volunteer*

Note: Only volunteers who are active, have expressed interest in the organization's opportunities, or are fans of the organization, meet minimal volunteer requirements, and have a public profile will be returned in the search.

Search & Continue

Melinda Guy
📍 Highland Village, TX
melindakellieguy@gmail.com

Shift One Tue, Jul 30, 2019 ▾

Add Volunteer

Melinda Guy
📍 Highland Village, TX
guym@lisd.net

Shift One Tue, Jul 30, 2019 ▾

Add Volunteer

What Happens Next

- VOLY will notify the volunteer they have been added to this shift
- All approved volunteers will receive a weekly reminder from VOLY

Your Upcoming Opportunities



Cafeteria Champion

Dallas, Texas
Jul 12, 2018 7:00AM ♥ Hours
VolunteerNow

Jul 12, 2018 7:00AM

[Learn More](#)