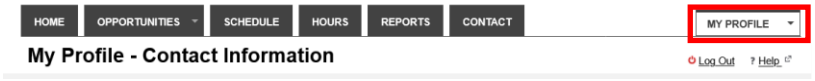
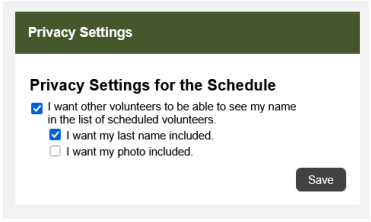
"HOW TO" GUIDE: myImpactPage.com

If you have any questions not answered below or do not see an event/activity that you feel you are qualified for, please let Bethany know. Some activities or committees require prior training before you will be able to volunteer. Let her know if you are interested in learning a new area!

➢ HOW DO I CHANGE MY NAME FROM ANONYMOUS?

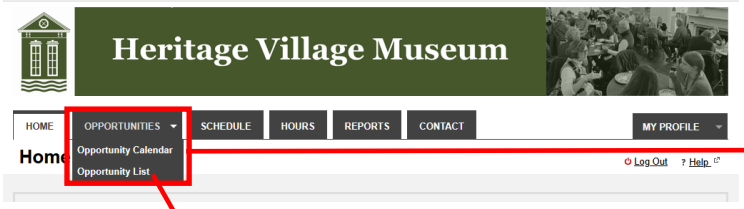
The default privacy setting will not show your name when you sign up; to change this so your name appears to other volunteers, go into My Profile, find the Privacy Settings box on the right, and click the checkboxes



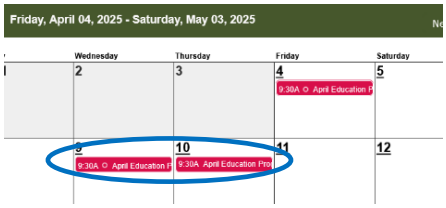


➢ HOW DO I FIND AND SIGN UP FOR EVENTS?

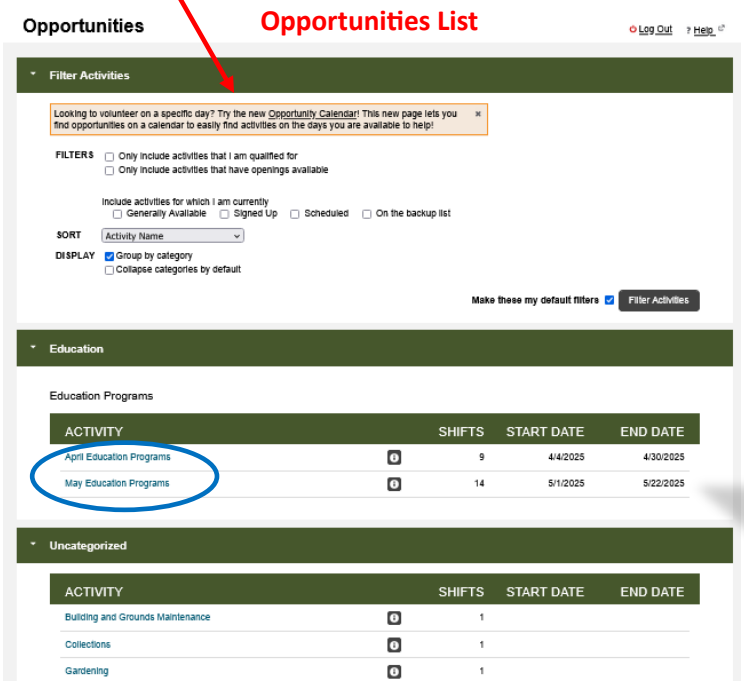
After logging in, navigate to the **OPPORTUNITIES** tab. Select from the dropdown:



Opportunities Calendar

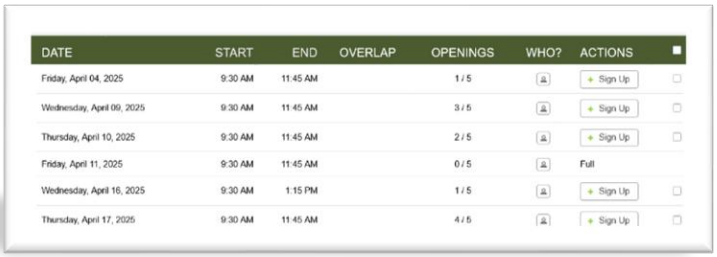


Opportunities List



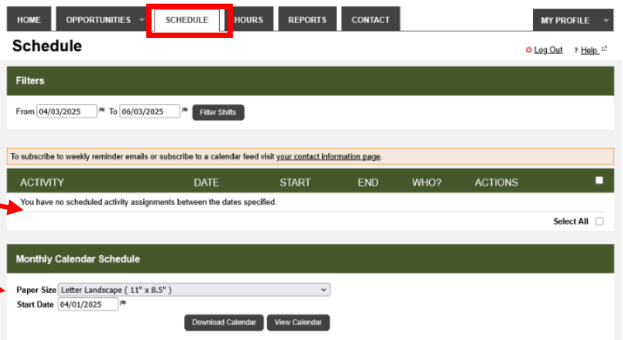
Both views have **hyperlinks** that will take you to the signup page. The "Shifts" column shows the number of openings. The section "Uncategorized" are ongoing activities (for example: committees and office work), not events.

Clicking on the link from either the calendar or list page opens this page to sign up for an activity. Openings column shows number of volunteers needed.



➢ HOW DO I SEE WHAT I SIGNED UP FOR?

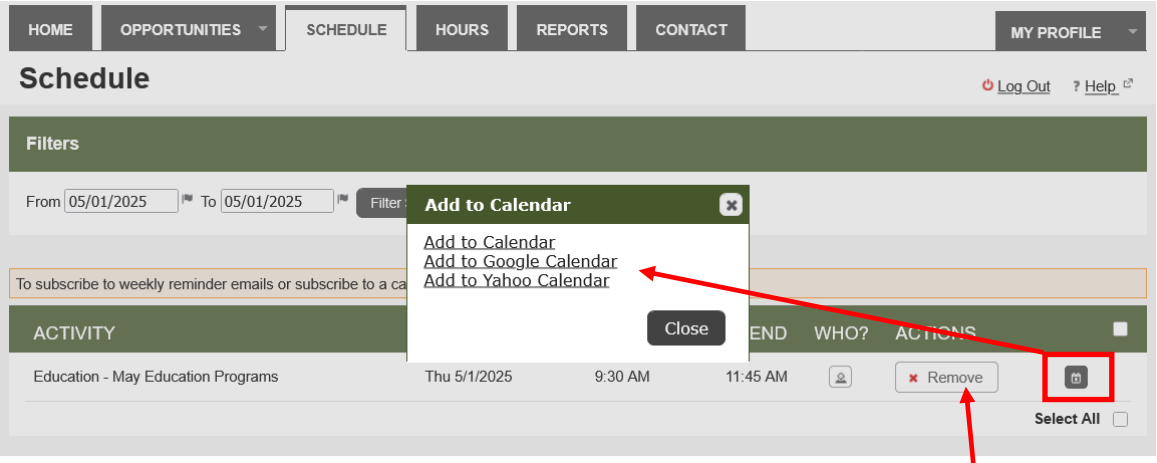
The **SCHEDULE** tab will have a list of events you have committed to.



If you wish, it can be viewed or downloaded and printed.

➢ HOW DO I ADD MY EVENT TO MY CALENDAR?

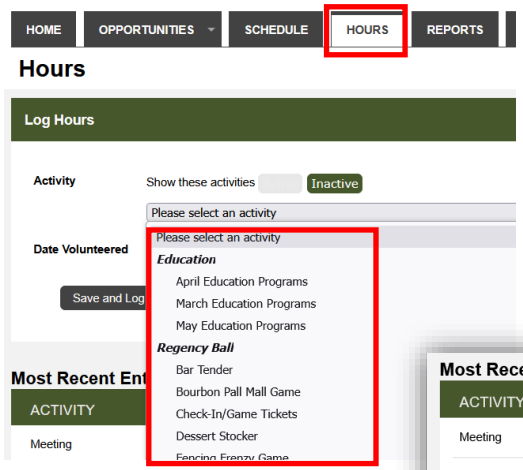
Once you have signed up for an event, go to the **SCHEDULE** tab. To the far right of the event line is a calendar icon. Click on it and an Add to Calendar box will pop up.



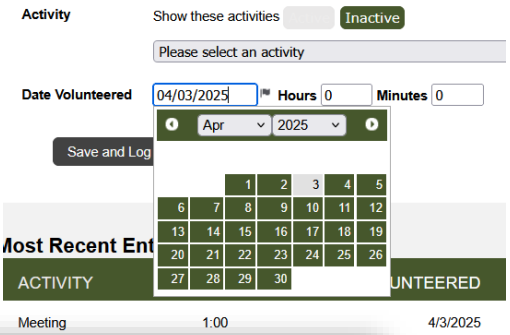
Tip: If you registered for the wrong event or cannot attend, it can be deleted here: **IMPORTANT: if you are not able to staff the event, send an email to Bethany or Lauren; they do not receive automatic notification.**

➢ HOW DO I ENTER MY HOURS AFTER THE EVENT?

Under the **HOURS** tab, select the appropriate activity from the **Activity** dropdown.



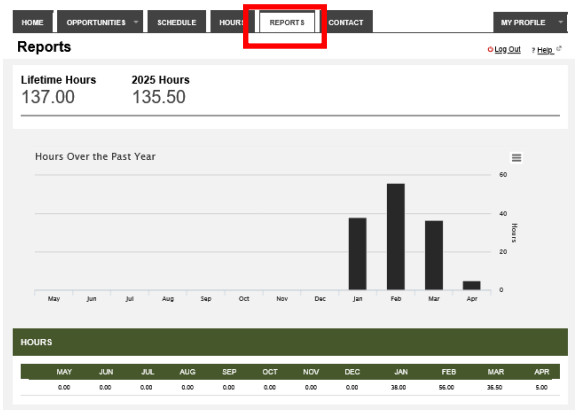
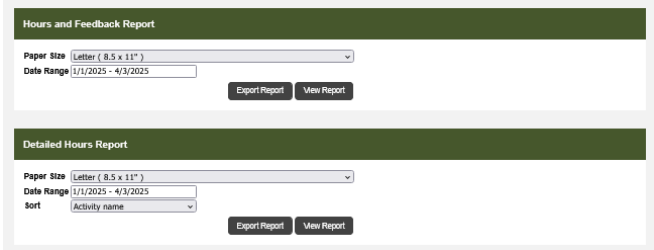
Click in the **Date Volunteered** box to select the correct date; enter the hours and minutes worked.



Your entry is now viewable:

➢ HOW DO I REVIEW MY COLLECTIVE HOURS?

Under the **REPORTS** tab, accumulated hours can be viewed in total, in a graph, or by month.



If you would like to print your hours, there are two types of reports at the bottom of the page.