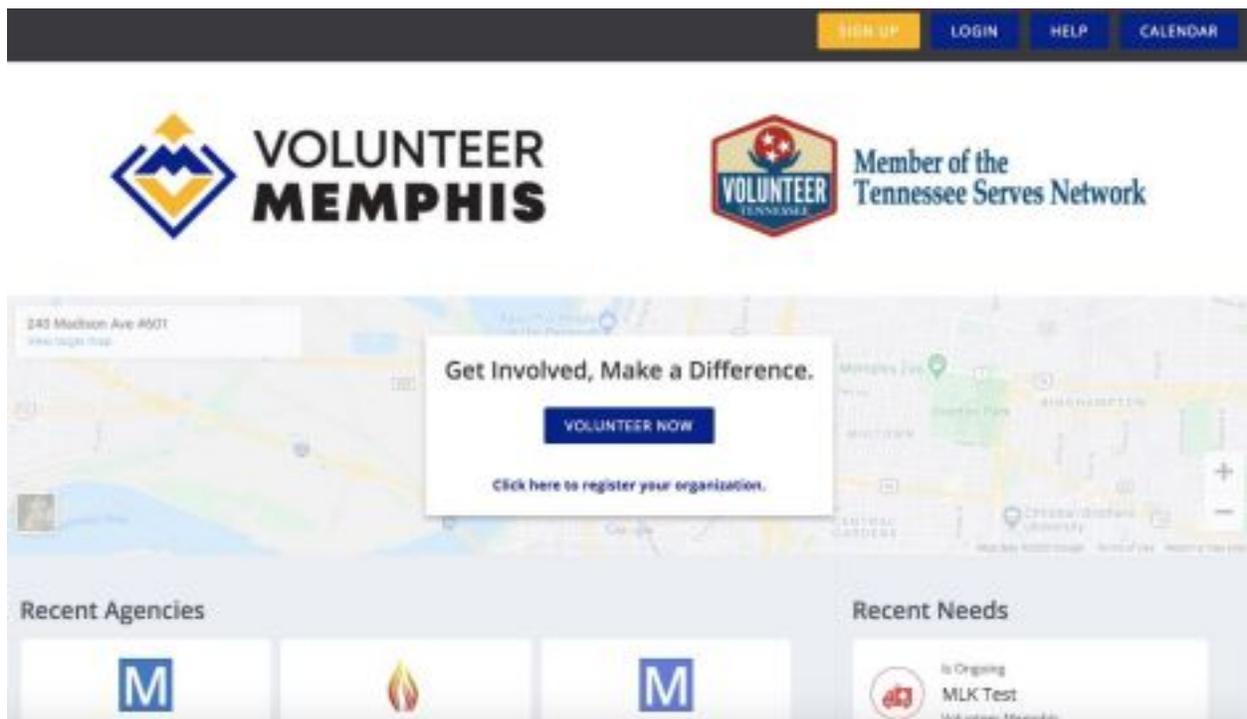




Volunteer Memphis- Galaxy Digital Database Manual

Follow the instructions listed below to create an account and add your organization to the Volunteer Memphis database. If you have any questions or concerns please contact the Volunteer Memphis Director, Andrea Hill, at ahill@leadershipmemphis.org.

1. Sign Up for an account on Volunteer Memphis if you do not already have one.



- A. Log on to Volunteer Memphis at <http://volunteermemphis.galaxydigital.com/>
- B. Click "SIGNUP" at the top of the screen.
- C. Enter your personal information using your work email address.
- D. Then click "CREATE YOUR ACCOUNT."

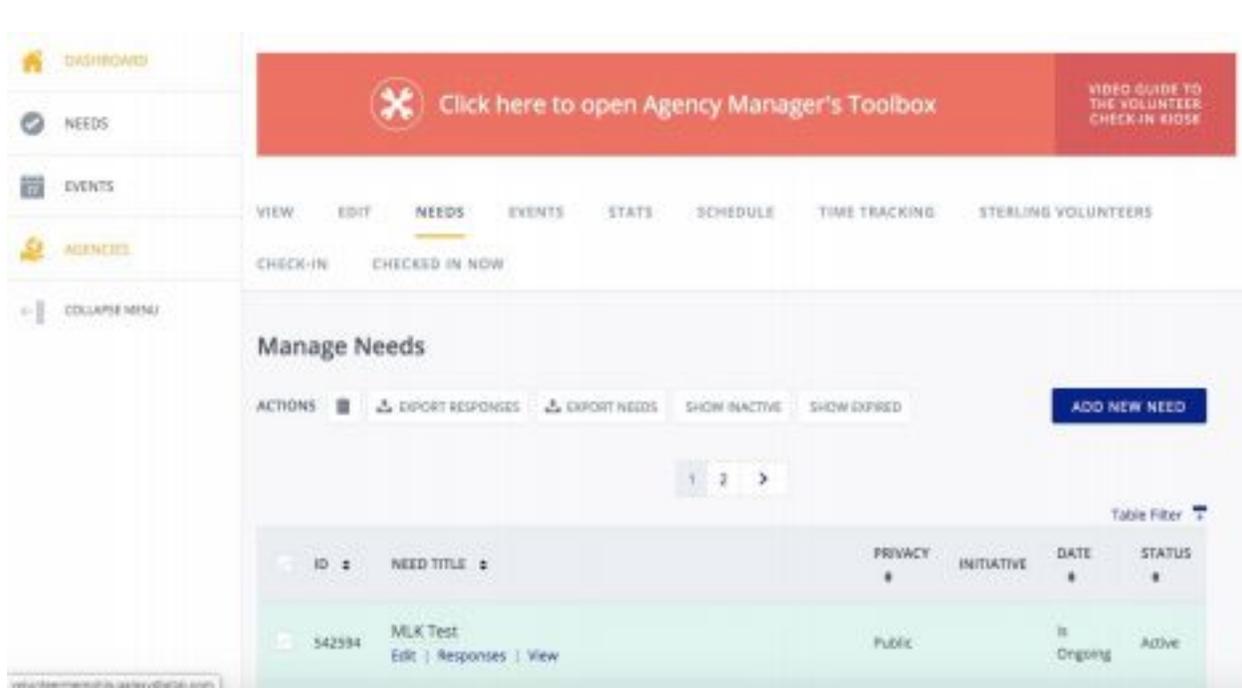
A screenshot of the "Sign Up Your Agency" page on the Volunteer Memphis website. The page has a dark header with "SIGN UP" in a yellow button, and "LOGIN", "HELP", and "CALENDAR" in blue buttons. A left navigation menu includes "DASHBOARD", "NEEDS", "EVENTS", "AGENCIES" (highlighted in yellow), and "COLLAPSE MENU". The main content area is titled "Sign Up Your Agency" and contains the following text: "Once your request is reviewed, you will receive an email with instructions on how to manage your profile." Below this is a link: "Looking for the Volunteer sign-up form? Click here." The form itself consists of several input fields: "Agency Name (Required)", "Agency Manager Email (Required)", "Address Line 1 (Required)", "Address Line 2", "City (Required)", and "Select a State (Required)" with a dropdown arrow.

2. Check to see if your organization already has a Volunteer Memphis profile.

- A. Log on to Volunteer Memphis at: <http://volunteermemphis.galaxydigital.com/>
- B. Click “VOLUNTEER NOW,” in the center of the screen. Then click “AGENCIES,” from the left navigation menu. Scroll through the list of agencies with active profiles.
- C. If you do not see your agency name, you will need to create your agency profile page. Skip down to Step # 6. If your agency name is listed, that means your organization has an active profile on Volunteer Memphis. You may continue to Step #3.



3. If your organization has a profile, check to see if you are an “Agency Manager.”



- A. Go to Volunteer Memphis at: <http://volunteermemphis.galaxydigital.com/>
- B. Click the “LOGIN” button at the top of the screen.
- C. Enter your work email address and the password you created when you registered for your personal profile. Click the “LOGIN.”
- D. Agency Managers will have a blue button at the top of their screen that reads “MY AGENCY.” If you do not see the “MY AGENCY” button at the top of your screen and you would like to serve as Agency Manager for your organization, contact Andrea Hill at ahill@leadershipmemphis.org and she can designate you as an Agency Manager. This will give you access to your organization’s page and allow you to post volunteer opportunities for your organization.



4. If your organization has a profile, AND you are an “Agency Manager,” you are ready to create your volunteer opportunity.

- A. Go to Volunteer Memphis at: <http://volunteermemphis.galaxydigital.com/>
- B. Click “LOGIN” and enter your email address and password.
- C. Click “MY AGENCY,” at the top of your screen.
- D. Click the “OPPORTUNITIES,” tab under the orange Agency Manager’s Toolbox.
- E. Click “ADD NEW NEED.”

5. Fill out the Volunteer Opportunity form

A screenshot of the "Update Need" form in the Volunteer Memphis system. The form is light blue and contains several fields and options. At the top right, there is a "NEED LINK" field with the value "http://volunteermempi". Below this are three links: "View User Groups", "View Responses", and "View Hours". The "Share with" section has a red question mark icon and a list of users: "Toggle All", "Volunteer Memphis (self)", and "Volunteer Tennessee-Headquarters". The "Status" field is a dropdown menu currently set to "Active". The "Title" field is a text input box with the placeholder "Title". The "Description" field is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, and paragraph. The text area below the toolbar is empty.



- A. **Title** - Choose a title that includes your organization name and type of project.
- B. **Description** - Include a detail of the project and the impact you are hoping to make in the community. You can add flyers, photos, a description, and any other link you might want to add.
- C. **Privacy** - Indicate your organization's privacy preferences for your event if you want it open to the public or private.
- D. **Duration** - From the drop down menu, select "Happens On" and then enter the date of the project into the box. If your project occurs over several days, you may select "Recurring Shifts" and then enter the various dates and times that you would like volunteers for your project.
- E. **Initiative** - From the drop down box, please select your service project.
- F. **Hours** - Enter the number of hours the volunteer can expect to work.
- G. **Capacity** - Enter the number of volunteer spots available.
- H. **Allow Team Registration** - You want to have this box clicked on if you will accept large group registrations. You will be given the name and email address of the Team Leader but may not always have the names and email addresses of all volunteers planning to attend your project.
- I. **Minimum/Maximum Volunteer Age** - Most of your volunteers will be adults but we sometimes have schools that want to have students volunteer or parents who want to include your children. If you cannot accommodate children, please indicate so here.
- J. **Family Friendly** - Most of your volunteers will be adults, however, we sometimes have parents that would like to include your children. Choose no if this is not possible.
- K. **Outdoors** - Enter yes if your project is outdoors. If you have an outdoor project, you must have a back-up indoor project in case of inclement weather. Please indicate the back-up projects here or clearly state that volunteers should be prepared with rain gear.
- L. **Wheelchair Accessible** - Indicate if the project site is accessible to people in wheelchairs.
- M. **Attributes** - These details will be displayed at the bottom of the opportunity page. Use this field to indicate other important items that you want your volunteers to know. (Example: wear warm clothing and comfortable shoes.)
- N. **Address** - (Street, City, State, Zip) - List the location where the project will take place.
- O. **Impact Area** - Please select from the drop-down box which impact area most closely matches your project.
- P. **Interests and Abilities** - This helps the site match potential volunteers to your volunteer opportunity.



- Q. **Clusters** - You don't need to choose a cluster.
- R. **Additional Notification Recipients** - Enter the email addresses of people at your organization that want to receive notifications when volunteers register for this project.
- S. **Waiver** - Attach your organization's waiver if you have one. Or, you can opt to complete paperwork when volunteers arrive on site. When you have finished entering the information, click "CREATE OPPORTUNITY."

6. Now that you have posted a project for, you will want to check in regularly to monitor volunteer sign-ups.

You will receive emails from Volunteer Memphis with the subject *A New Response to your Need* as volunteers "respond" to the volunteer opportunities that you posted.

To view a list of all volunteers registered for your projects:

- A. LOGIN to Volunteer Memphis at:
<http://volunteermemphis.galaxydigital.com/>
- B. Click, "MY AGENCY," at the top of the screen
- C. Click, "OPPORTUNITIES," under the orange Agency Manager's Toolbox.
- D. Under the Opportunity Title for your project, click, "Responses."
- E. You will see the names of volunteers that have signed up for your project.
- F. Click, "Export Responses," to download a spreadsheet containing the volunteers' names, email addresses and phone numbers.
- G. As your project gets closer, please reach out via email or phone with any other pertinent information that your volunteers need before arriving on the day of the project.