

# MEMBER PORTAL USER GUIDE



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## Member Portal

### The MEMBER PORTAL landing page

Volunteer Positions Options

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Throughout this website, you will see yellow Help buttons. Click on it for more information about the field it relates to. To close the Help box, click on the X in the upper right-hand corner.

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## Volunteer Position Options Main Page

Member agencies are expected to create and manage their own position listings; the primary contact/volunteer manager is responsible for position management.

1 [\[Add an Entry\]](#)
[SAVE RESULTS AS CSV FILE](#)

Displaying Entries 1 to 17 of 17
 3
4
5

Position# ▲▼	Position Title ▲▼	Program/Special Active ▲▼	Updated ▲▼	Renew	Stats	Preview	Duplicate	Delete
4572	<a href="#">Snow Angels</a>	Snow Angels ✓	2022-07-07					<input type="checkbox"/>
4302	<a href="#">Website Manager</a>	Kindness Pledge ✓	2022-07-07					<input type="checkbox"/>
4299	<a href="#">Volunteer 2</a> <a href="#">Employment (V2E)</a> <a href="#">Youth Series</a>	✓	2022-07-07					<input type="checkbox"/>

\*\*Review your [Organization Profile](#) and ensure it is correct regularly

1. [Add an Entry](#) allows you to create a new position. The form is blank except for your contact information from the organization profile. This information is kept as a default for each posting but can be changed for each position.
2. Positions will be listed newest to oldest. [To update](#) an existing position, click on its title to be taken to the volunteer position form.
3. [Renew](#) will reset the six-month ‘post until’ date and bring it back to the top of the list.
  - a. [Positions are active in the database for up to six months without being edited or reviewed by your organization. After six months they become ‘inactive’ and must be manually re-activated by your organization]
4. [Statistics](#) are available to you about the demographics of who viewed your positions and based on what search criteria. Click on the [stats](#) icon for viewing history. Sorting the data can be completed by using the [\[SAVE TO CVS FILE\]](#) found at the far right top of the screen. CSV allows data to be transferred in spreadsheet format such as Excel. [Remember: must save as Excel workbook if you edit the ripped data as CVS will not recognize your changes]
5. [Duplicate](#) will copy the full position entry, allowing you to edit fields and create a similar position that may just need minor changes, such as a different location or desired age bracket.

Position listings are subject to editorial review by PIN. You will be notified if your content requires extensive revisions.

*When a search inquiry is conducted from the public side, the results are sorted with the most recently posted position at the top. It is therefore strongly recommended that positions are reviewed regularly.*

For positions that don’t need any edits, click “Renew” and the position will be updated to the top of list without needing to be reviewed by Volunteer Centre’s Team.

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## Creating a Volunteer Position

Each volunteer position can be created and edited using the form below.

Note: the fields in pink are required fields and must be completed.

**1**

**Request for Volunteer Form**

**Organization Name**

PIN - The People and Information Network \*

**Contact** **Email**

**Phone** **Ext**

**Address**

**Address (second line)**

**City** **Postal Code**

**2**

**Post Until** 



**3**

**Position Name**

\*

- 1.** The organization's name and the contact information will automatically be listed in the contact fields, based on the information provided in the Organization Profile. These can be changed on a position-specific basis. If another person in the organization is the primary contact, please change the name and email address to reflect the correct contact person.
- 2.** Post Until: Positions are active in our database for up to six months without being edited or reviewed by your organization. After six months they become 'inactive' and must be manually re-activated by your organization
- 3.** Position Name: List the position title that matches the position's name. It is not necessary to include that the position is a volunteer position (in other words, please do not mention that the position is volunteer; part-time; or for your organization).

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## Position Description

1

Program/Event Name

2

Volunteer Impact Statement <sup>?</sup>

3

Position Description <sup>?</sup>

Benefits

4

Working Conditions <sup>?</sup>

5

Training Details <sup>?</sup>

- 1. Program/Event Name:** Describe the department that the position falls under, or list the special event name. This is not a field to duplicate the volunteer position name, and not for your organization name. It is a column on the search results pages.
- 2. Volunteer Impact Statement:** This optional field allows you to describe how this volunteer role makes a difference to your organization's mission/the clients you serve. If this is filled out in your Organization Profile, it will auto-populate here.
- 3. Position Description:** Information contained here explains the specific tasks involved, skills required/can be acquired, and benefits to the volunteer. The position description should be in simple sentences or bullet points and in plain language. Length should be contained to 5 – 7 lines (max 1,000 characters) that will attract potential volunteer's attention. Do not paste in a full position description.
- 4. Working Conditions:** List any requirements necessary to perform their role. Examples include: Outdoor vs indoor, must be able to lift 50 lbs., office setting, work from home, unsupervised, flexible options available, etc.
- 5. Training details:** include any activities, dates, and costs associated with training. Example: "Orientation and training will be provided by the organization".

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## Skills List

Skill / Experience <sup>?</sup>

**Leadership [-]**

<input type="checkbox"/> Creative Thinking	<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Strategic Thinking
<input type="checkbox"/> Decision-Making/Prioritizing	<input type="checkbox"/> Stewardship	<input type="checkbox"/> Thought Leadership (Innovation)
<input type="checkbox"/> Motivate Others		

**Numeracy [-]**

<input type="checkbox"/> Calculating	<input type="checkbox"/> Estimating	<input type="checkbox"/> Managing Money
<input type="checkbox"/> Counting		

**Organizational [-]**

<input type="checkbox"/> Analysis	<input type="checkbox"/> Manage Meetings & Groups	<input type="checkbox"/> Project Management
<input type="checkbox"/> Change Management	<input type="checkbox"/> Needs Assessment	<input type="checkbox"/> Systems Thinking
<input type="checkbox"/> Community Knowledge/Awareness	<input type="checkbox"/> Plan & Co-ordinate	<input type="checkbox"/> Time Management

**Personal Qualities [-]**

<input type="checkbox"/> Accountability	<input type="checkbox"/> Empathy	<input type="checkbox"/> Respect
<input type="checkbox"/> Adaptability	<input type="checkbox"/> Ethical Framework	<input type="checkbox"/> Self-Motivation
<input type="checkbox"/> Continuous Learning	<input type="checkbox"/> Flexibility	<input type="checkbox"/> Sensitivity

**Technical [-]**

<input type="checkbox"/> Building	<input type="checkbox"/> Maintaining Equipment	<input type="checkbox"/> Repairing
<input type="checkbox"/> Constructing	<input type="checkbox"/> Measuring	

**Technology [-]**

<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Process Management	<input type="checkbox"/> Web Design
--	---	-------------------------------------

**Communication [-]**

<input type="checkbox"/> Communicate in Plain Language	<input type="checkbox"/> Interpersonal Communication	<input type="checkbox"/> Translation
<input type="checkbox"/> Conflict Resolution	<input type="checkbox"/> Public and Media Relations	<input type="checkbox"/> Verbal Communication
<input type="checkbox"/> Facilitation and Training	<input type="checkbox"/> Public Speaking/Presentation Skills	<input type="checkbox"/> Written Communication

**Creative [-]**

<input type="checkbox"/> Creating	<input type="checkbox"/> Inventing	<input type="checkbox"/> Playing
<input type="checkbox"/> Designing	<input type="checkbox"/> Performing	<input type="checkbox"/> Presenting

**Finance/Fundrasing [-]**

<input type="checkbox"/> Event Management	<input type="checkbox"/> Fund Development	<input type="checkbox"/> Resource Management
<input type="checkbox"/> Financial Planning		

**Interpersonal [-]**

<input type="checkbox"/> Coaching	<input type="checkbox"/> Cultural Awareness/Sensitivity	<input type="checkbox"/> Supervision
<input type="checkbox"/> Collaboration	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Team Building

Skill / Experience Notes

Check up to three skills a volunteer will use to ensure a better match for the position. This will enable volunteers to more easily find your position based on their search criteria if they search by skills.

Note: these skills align with the National Occupational Classifications, and correlate with the Achieve Ontario certificate program to simplify recognition of volunteers. Use the Help button to learn more about the skill areas.

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## Areas of Interest and Time Commitment

1

### Areas of interest

[\[-\]](#)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Accounting/Finance             | <input type="checkbox"/> Gardening/Nature              | <input type="checkbox"/> Newcomer Support                    |
| <input type="checkbox"/> Animals/Pets                   | <input type="checkbox"/> Graphic/Web Design            | <input type="checkbox"/> Office Administration and Reception |
| <input type="checkbox"/> Arts/Culture                   | <input type="checkbox"/> Healthcare                    | <input type="checkbox"/> Recreation/Sports                   |
| <input type="checkbox"/> Boards/Committees              | <input type="checkbox"/> Heritage/Museum               | <input type="checkbox"/> Retail Sales/Donations              |
| <input type="checkbox"/> Caring Support                 | <input type="checkbox"/> Housing                       | <input type="checkbox"/> Senior Services                     |
| <input type="checkbox"/> Children                       | <input type="checkbox"/> Human Rights/Social Justice   | <input type="checkbox"/> Social Media                        |
| <input type="checkbox"/> Communication/Public Relations | <input type="checkbox"/> Leadership/Management         | <input type="checkbox"/> Special Events                      |
| <input type="checkbox"/> Counselling/Conflict           | <input type="checkbox"/> Library/Research              | <input type="checkbox"/> Teaching/Tutoring/Mentoring         |
| <input type="checkbox"/> Customer Service               | <input type="checkbox"/> Life Skills and Accessibility | <input type="checkbox"/> Technology                          |
| <input type="checkbox"/> Driver/Transportation          | <input type="checkbox"/> Maintenance/Trades            | <input type="checkbox"/> Virtual Volunteering                |
| <input type="checkbox"/> Emergency Support Volunteering | <input type="checkbox"/> Marketing and Communications  | <input type="checkbox"/> Volunteerism                        |
| <input type="checkbox"/> Food/Hospitality               | <input type="checkbox"/> Mental Health                 | <input type="checkbox"/> Youth                               |
| <input type="checkbox"/> Fundraising                    |  |  |

2

### Time Commitment [\[-\]](#)

\*

- |  |  |                                  |
|--|--|----------------------------------|
| <input type="checkbox"/> Weekday – Daytime | <input type="checkbox"/> Weekend – Daytime | <input type="checkbox"/> Anytime |
| <input type="checkbox"/> Weekday – Evening | <input type="checkbox"/> Weekend – Evening |                                  |

[Select All](#)

1. Check up to three Areas of Interest to tag this position in our database. This will enable volunteers to more easily find your position based on their search criteria. Use the Help button to learn more about the areas of interest.

2. Check the applicable time commitment as required. Check Anytime if the position can be done on a flexible schedule.

## Time details

**1a** Time Detail

**2a** Minimum Duration Special Event Start Date <sup>? Help</sup> Special Event End Date <sup>? Help</sup>

6 months or less \* 3a 4a

6 months or less ▾

6 months or less

7 - 12 months

More than 1 year

Special event

1a and 1b. Indicate relevant time details, particularly for special events.

2a. From the dropdown menu, choose the time duration of the position. 2b. For a position that has a short, specific start and end dates, choose Special event.

3a and 4a. If a position is not a Special Event, leave blank.

3b and 4b. If a position has specified start and end dates, change the Special Event Start Date and Special Event End Date to the date specified in Time Detail. All dates must be entered in the YYYY-MM-DD format. For example, July 11, 2022 is entered as 2022-07-11. Two digits must be used for months and days.

**1b** Time Detail

Special event: Saturday, January 18 to Sunday January 19 2020 from 9:00 - 6:00 PM. Shifts are flexible.

**2b** Minimum Duration Special Event Start Date <sup>? Help</sup> Special Event End Date <sup>? Help</sup>

Special event \* 3b 4b

2020-01-18 2020-01-19

## Volunteer Details and Accessibility

<b>Min Age</b> <input type="text" value="12"/> *	<b>Max Age</b> <sup>?</sup> <input type="text" value="99"/> *	<b>Gender</b> <sup>?</sup> <input type="text" value="choose one"/> ▼	<div style="border: 1px solid black; padding: 2px;"><p>(Choose one) ▼</p><p>(Choose one)</p><p><b>Gender Neutral</b></p><p>Male</p><p>Female</p></div>
<b>Volunteer Categories:</b> <sup>?</sup> <a href="#">[-]</a> * <input type="checkbox"/> An Individual <input type="checkbox"/> A Group <a href="#">Select All</a>	<input type="checkbox"/> New Canadians <input type="checkbox"/> Youth	<input type="checkbox"/> Older Adults <input type="checkbox"/> Families	
<b>Accessibility</b> <a href="#">[-]</a> <input type="checkbox"/> Accessible work space <input type="checkbox"/> Support Newcomers and English as a second language (ESL) <a href="#">Select All</a>	<input type="checkbox"/> Wheelchair accessible entrance <input type="checkbox"/> Wheelchair accessible washroom	<input type="checkbox"/> Designated accessible parking space <input type="checkbox"/> Support volunteers with special needs	

1. Age: Indicate the minimum age of the position. The minimum age defaults to 16.
2. Gender: Choose from the dropdown menu.
3. This is a good opportunity for.... Check the box to indicate whether the position is appropriate for an individual, for a group, or for a newcomer; all boxes can be checked.
4. Accessibility: Indicate the accommodations that your organization can provide volunteers by checking the boxes that apply.

## Geographical Areas

**Geographical Area(s) of Position** [-]

\*  
 Guelph  
 Aberfoyle  
 Arthur  
 Elora  
 Erin  
 Fergus  
 Harriston  
 Mount Forest  
 Palmerston  
 Rockwood  
 Remote/Virtual

[Select All](#)

**Address of Position** [🗺]

  


**Transportation**

Car required ▼

Car required

Not on a bus route

On a bus route

1. Location: Check the box(es) to indicate the location of the position. Only check boxes of the city the position is in.
2. Address of the Position: Type in the address of the volunteer position. If the position could take place in multiple locations, indicate that in the position address field. If the position has no fixed location, you do not have to indicate a location.
3. Mapping your Position: When typing the address in the address bar, click the address that populates from the dropdown and it will place the red marker on the map for you.
4. Transportation: Using the dropdown menu, indicate the transportation required. Choose Car required only if a car is required for the position (such as a driving volunteer); otherwise, choose either Not on a bus route or On a bus route.

## Sharing Your Positions

### Additional Sharing Information

Number of Positions

Police Record Check Required

References required

Vulnerable Sector Check required

Driver Abstract

COVID-19 Vaccinations required

Annual Flu Shot Required

2 Step TB Test Required

Additional Information: Indicate how many volunteers are needed for this position, and check the boxes for a required Police Records Check, if references are required, vulnerable sector check required, drivers abstract, Covid-19 Vaccination required, annual flu shot required as well as 2 step TB required.

This information is not public on the volunteer centre position database's listings; however, we can view this information when we meet with clients.

## Application and Status Information

Application Options ?

Application Link

Application File  
(8MB max)  
 No file chosen

---

Position Status information

Position Status

Active  \*

Active

Inactive

- 1. Application Options:** To better support prospective volunteers in the application process, you are able to add the link to the page on your organization's website that has more information about the position or how to apply.
  - You can also include the application directly by uploading a file (word or pdf). On the public position listing, this file becomes a downloadable link.
- 2. Position Status:** To activate the position, choose Active in the dropdown menu. To inactivate the position, choose Inactive. This will immediately remove the position listing from the online database, but is still accessible in your portal.
- 3. Click Add** to create the position. Click Update to update a previously added position. The position will go into a queue for editorial review and will not be made live immediately.

**NOTE: If you click Add to update an existing position, you will duplicate the position listing.**

## View Your Volunteer Position

About the Position		Share This
1	Position #	4572
	Organization	<a href="#">PIN - The People and Information Network</a>
	Position	Snow Angels
	Location	City of Guelph
	Impact Statement	Resident are able to be healthy, safe, connected to community and continue to live longer in their own homes.
	Description	Volunteers shovel snow (including the accumulation of snow left at the end of driveways when the streets are plowed) following a heavy snowfall for senior and/or individuals living with a physical disability.
	Training Details	Orientation ; Training is provided ; Orientation and training is provided by the Program Coordinator.
	Minimum Duration	6 months or less
	Timing	Anytime
	Time Detail	Volunteers have 24 hours to clear the windrow following the end of a significant snowfall, defined by the City of Guelph to be 10 cm accumulation.
	Age	14+
	Ideal for	An Individual, A Group, New Canadians , Youth
	Transportation	Car required
	Area(s) of Interest	Maintenance/Trades, Senior Services
	Skill(s)	Interpersonal Communication, Time Management, Decision-Making/Prioritizing, Self-Motivation
How to Apply		
	Website	<a href="http://PINnetwork.ca">http://PINnetwork.ca</a>
	Application Link:	<a href="#">Apply Now</a>
	Email	<a href="#">Send an Email Message</a>
	Contact	Emily Vincent
	Phone	519-822-1155
	Address	,

[Above is public search view of volunteer positions]

1. Position field: When you fill in the “Program/Special Event Name” field it will show up on the position line separated by a “-“.
2. Application Link: When prospective volunteers click “Apply Now” 2 options are available
  - If you do not provide an application link, the volunteer will log in or create a volunteer profile on this portal. Their profile information will be sent to you when they click ‘Apply Now’.
  - You may also place to link to an online application or the volunteer section of your organization’s website.
3. Application File: the organization can upload a volunteer description file.
4. When a prospective volunteer clicks on Send an Email Message, a simple form appears where they are able to send an email to you directly from our site. The email message will be sent to the email address in the position listings, so please ensure that a correct, active email address is listed.

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## NEW Volunteer Profile

### Create a User ID

**Username** ⓘ

 \*

**Password** ⓘ

 \*  
 (Confirm)

[Show Password](#)

---

Contact Information

---

**First Name**

 \*

**Last Name**

 \*

**Address** ⓘ

**City/Town**

 \*

**Postal Code**

**Province**

 ▼ \*

**Preferred Method of Communication**

\*

Email

Phone

**E-mail address**

 \*

**Phone**

---

**Upload Your Resume**

(8MB max)  No file chosen

Some additional fields for prospective volunteers have been added when applying to volunteer positions directly from our website. They are able to create a profile on the website, “bookmark” searches, set up notifications for desired volunteer opportunities, and can submit their volunteer stories on our “Share Your Experience” page. The details of their profile will be sent to your organization upon application.

Volunteers can also add their resume to the volunteer profile.

[Allow contacting for survey – this field is to allow the PIN team to follow-up with prospective volunteers for feedback]

Volunteers can add a short paragraph to their profile that will be sent to your organization upon application. They will also be able to edit that paragraph before applying.

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## View Volunteer Applicants

This new feature allows you to see the volunteer applicants for all of your positions – when people use the “Apply Now” button on our website and there is no external form from your organization attached.

If you have included your own application form in that field volunteers will be led directly to your source.

Displaying Entries 1 to 1 of 1

1

Applicant Name ▲▼	Position Title ▲▼	Email	Phone	DateAdded ▲▼	Details
Kim Cusimano	Assistant Volunteerism Ambassador	jkc.oz@sympatico.ca		2022-07-07	

This is the main view for volunteer applicants for all your positions. You can use the up and down arrows to sort the applicants.

Volunteer Details. If you wish to learn more about a specific applicant, simply click the magnifying glass under “Volunteer Details”. Then you can access full details along with the resume and short paragraph they may have included.

Name	Kim Cusimano
Email	jkc.oz@sympatico.ca
City	Guelph
Volunteer Objective	To gain work experience
Volunteered before	Yes, many times
Notes	This is a test Kim Cusimano

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## Membership Options

### Organization Profile

**Members Administration**

[Return to listing](#)

**Organization Name**  
PIN - The People and Information Network \*

**Organization Logo**  
**1** Replace File: (JPG, PNG, GIF; 8MB max)  
 No file chosen  
(Existing file: [PIN\\_Logo\\_L\\_RGB\\_HR.png](#) - Delete? )

**Street Address**  
55 Wyndham St N

**City** Guelph \* **Province** ON \* **Address (PO box, Suite#, Unit#)** Suite 4A

**Phone** 519-822-0912 \* **Ext** **Postal Code** N1H 7T8

**Fax** **Toll Free** 1-866-893-3318

**Website** http://PINnetwork.ca

---

**Contacts**

**Executive Director** Kim Cusimano **ED Email** kim@PINnetwork.ca

**Volunteer Contact** Emily Vincent \* **VC Email** emily@PINnetwork.ca \*

1. Upload a banner or logo to be featured on your organization's unique page View 'Trusted Clothes' example or Jump to view Organization Banner Profile

#### Changes to your organization details

Your contact information can be updated directly via your organization profile. Simply enter changes, and click Update to save.

Member organizations can also notify PIN of changes to the organization's name, address, primary contact, and the information asked for in the above form. Do not use private contact information; list only information that is public and can be shared when referrals are made.

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## Organization Profile

### Impact Statement

PIN connects people, ideas and information through volunteerism and capacity building leadership.

### Short Description of Organization

PIN is your local resource for volunteerism and nonprofit leadership. We seek to inspire and create a conduit to belonging, sparking civic action, building social capital and volunteerism while fostering and accelerating capacity building leadership.

### Agency Category

Social Services  \*

### Social Media Links (if applicable)

#### Facebook

<https://www.facebook.com/PINnetworkGW>

#### Twitter

<https://twitter.com/PINnetworkGW>

#### LinkedIn

<https://ca.linkedin.com/company/pinnetworkgw>

#### Instagram

<https://www.instagram.com/pinnetworkgw/>

#### YouTube

<https://www.youtube.com/user/VolunteerGW/featured>

### Charitable Number

888950015RR0001

Update

1. Volunteer Impact Statement: This statement will be automatically included on each volunteer posting but can be edited as well. Describe how volunteers make a difference to the organization's mission and the clients it serves. Example: PIN connects people, ideas and information through volunteerism and capacity building leadership.

2. Description of Organization: This will be inserted in your organization Banner Profile. Example: PIN is your local resource for volunteerism and nonprofit leadership. We seek to inspire and create a conduit to belonging, sparking civic action, building social capital and volunteerism while fostering and accelerating capacity building leadership.

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## Banner Profile Page



### PIN – The People and Information Network

<http://PINnetwork.ca>



PIN is your local resource for volunteerism and nonprofit leadership. We seek to inspire and create a conduit to belonging, sparking civic action, building social capital and volunteerism while fostering and accelerating capacity building leadership.

#### Available Positions

Position	Program/Special Event	Bookmark	View Detail
<a href="#">Website Manager</a>	Kindness Pledge	★	
<a href="#">Volunteer 2 Employment (V2E) Youth Series</a>		★	
<a href="#">Kindness Pledge – Social Media Director</a>		★	
<a href="#">Assistant Volunteerism Ambassador</a>		★	

Each organization has a Banner Profile page

Logo/Banner – The logo you have uploaded to your organization profile will be used as a banner. If you submit a ‘banner’ in your organization profile, that is what will show at the top. The banner can be a long image with your logo and pictures of volunteers for example.



a. Banner Example:

1. Organization Name, Website, & Impact Statement- All these details are gathered from your organization profile
2. Available Positions – A list of your active volunteer opportunities will pop up  
Program/Special Event - Name is the 2nd column
3. Bookmark – Volunteers who have created profiles are able to bookmark the positions they like and review them at a later time
4. View detail – Leads the volunteer to your position

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## Update Password

### Edit your Userid information

Password 

  
 (Confirm)  
[Show Password](#)

First Name

Last Name

E-mail address

Results per page:  

Your password can be changed using the Update Password menu option. Type in the new password in the first field, and retype it in the second field to confirm. Minimum of 7 characters is required with no maximum length. Passwords can only be composed of letters and numbers (no spaces or punctuation). Click Update for the new password to immediately take effect.

**Record your member portal user name and password in a secure place.**

**It is recommended that the password is changed each time a staff person, who had access to this password information, departs from your organization.**

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## Statistics

### Total Search Number for the Organization

Displaying Entries 1 to 3 of 3

Position # ▲▼	Position Title ▲▼	Search Count ▲▼	Last Updated ▲▼
4300	<a href="#">Assistant Volunteerism Ambassador</a>	6	2022-07-04
4302	<a href="#">Website Manager</a>	4	2022-07-07
4301	<a href="#">Kindness Pledge – Social Media Director</a>	2	2022-07-07

#### Search Stats for the Volunteer Positions

You can customize your search by checking boxes below.

Duration: whole data set

Total Number of Data: 0

#### Gender

- Gender Neutral
- Male
- Female

#### Age

- 13-18
- 19-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

[Select All](#)

#### Year

- 2020
- 2021
- 2022

[Select All](#)

**Search**

Statistics are a valuable resource for volunteer organizations. Learn more about who is searching your positions and what areas of Interest these volunteers have.

Statistics can be downloaded in a CVS file.

[Remember: If you download data into a CVS file, when you save your changes you MUST save it as an Excel Workbook or your changes won't be saved.]

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## Notifications

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1. Notifications can be managed and accessed through the "Manage Notifications" tab on the main home page.

## Notifications

Welcome to the notification service. This system can automatically send you email notifications of new and updated information that matches your search criteria.

The following options are available for maintaining your email notification requests:

- [Add a New Notification](#)
- [Check Existing Notifications for New Information](#)
- [Update Existing Notifications](#)
- [Remove Existing Notifications](#)
- [Change My Email Address](#)

If you would like to know more about the notification service and the available options, please refer to the [instructions for use](#).

From this page you can manage notification requests - either to add a new notification or to update your e-mail address or an existing notification request.

Add a New Notification: This option allows you to create a new notification. If more than type of notification is available, start off by choosing the desired type. Then fill out the form specifying your search criteria and your delivery options, and the notification will be registered in the system.

Check Existing Notifications for New Information: This displays a list of all the notifications that you have created. From here you can select a specific notification and see if there are has been any new/updated information since the last time the system notified you. If you are receiving frequent (i.e. daily) notifications, the resulting list could quite possibly be empty since there may be no new information since the last time the system notified you. If there are new results, they will be displayed as well as be sent to you via email.

Update Existing Notifications: This also displays a list of all the notifications that you have created. From here you can select a specific notification that you would like to modify/update. You can update your search criteria as well as your delivery options. The form for the selected notification will be displayed allowing you to make any modifications, and when it is submitted the selected notification will be updated with your new options.

Remove Existing Notifications: Once again, this will display a list of all the notifications that you have created. Unwanted notifications can then be selected and deleted.

Change My Email Address: Here you can change the email address that is registered with the notification system. Please note that after a change of email address, you will be required to re-activate the notification service.

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