



# VOLY Quick Start Guide

Volunteers

# Find help

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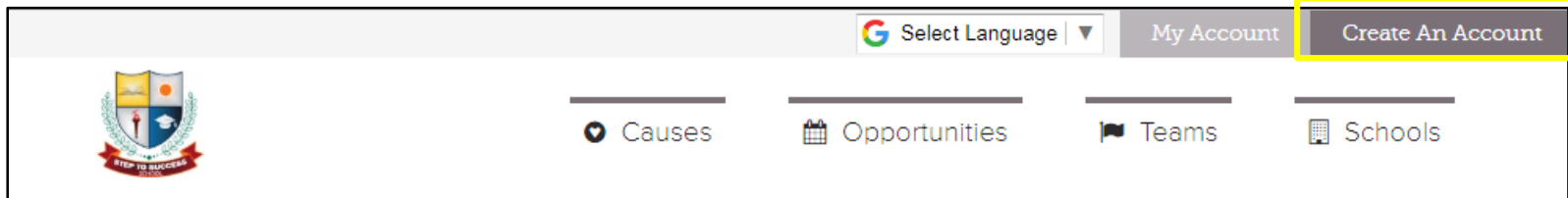
- [Create an account](#)
- [Select your school\(s\)](#)
- [Log in to VOLY](#)
- [Find a way to help](#)
- [Check in at your school](#)
- [Weekly reminders](#)
- [Forgot my password](#)
- [Trouble logging in](#)
- [Unsubscribe](#)

**Helpful Hint:**

*Click on any item to go directly to that page*

# Create a Voly Account

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## ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)
- Click on 'Create an Account'
- Enter the required information

Create A Volunteer Account!

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>
Phone Number*	Zip*
<input type="text"/>	<input type="text"/>
Password*	
<input type="text"/>	
Confirm Password*	
<input type="text"/>	
<input type="button" value="Create Account"/>	

By signing up for a Voly account, you confirm that you are at least 13 years old and that you have read and agreed to the [Voly Terms and Conditions](#).

# Authorize a Background Check

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**Volunteer Type**

What type of volunteer are you?

☒ General ☐ Student between age 13 - 17 ☐ Student observer

☒ I agree to the [Consent for Criminal Records Check and the Terms and Conditions](#) of this application. I understand that my application will not be processed unless I agree to these terms.

You may be asked to give your consent for a Criminal Records check through the process established by your school

# Complete the Application

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MANAGE MY APPLICATIONS

Volunteer Instructions

Application

Orientation

## Volunteer Application Form

2018-2019

### Volunteer Type

What type of volunteer are you?

☒ General ☐ Student between age 13 - 17 ☐ Student observer

☐ I agree to the [Consent for Criminal Records Check and the Terms and Conditions](#) of this application. I understand that my application will not be processed unless I agree to these terms.

### Profile Information

Legal First Name*	Middle Name	Legal Last Name*
<input type="text" value="Maria"/>	<input type="text"/>	<input type="text" value="Rios"/>

Date of Birth\* (mm/dd/yyyy)

Gender\*

Complete information on Volunteer Application Form, if required by your District

### Helpful Hint:

*Most schools require you to complete the full application process every school year.*

# Select your Schools

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With which school(s) do you plan to volunteer? (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Armand Bayou Elementary             | <input type="checkbox"/> Travis Elementary School     |
| <input checked="" type="checkbox"/> Einstein Science Academy | <input type="checkbox"/> Washington Elementary School |
| <input type="checkbox"/> Erik Jonsson School of Engineering  | <input type="checkbox"/> Washington High School       |
| <input type="checkbox"/> Lincoln Elementary School           |   |

- Identify the school(s) where you plan to volunteer
- You can add or change schools, as needed

# Complete Orientation

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- Click on arrow in picture to complete the orientation, if required by your District
- Scroll down and provide your electronic signature

Orientation - English



**MANAGE MY APPLICATIONS**

- Volunteer Instructions
- Application
- Orientation**

**Orientation Information**

Upon completion fill out the form below to confirm.

# Volunteer Approval

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**From:** "[Admininstation@isd.net](mailto:Admininstation@isd.net)"

**To:** [Volunteer@sbcglobal.net](mailto:Volunteer@sbcglobal.net)

**Sent:** Thursday, February 8, 2018 2:51 PM

**Subject:** Congratulations! Your recent volunteer application for Our Town ISD has been cleared.

You can begin volunteering once you have:

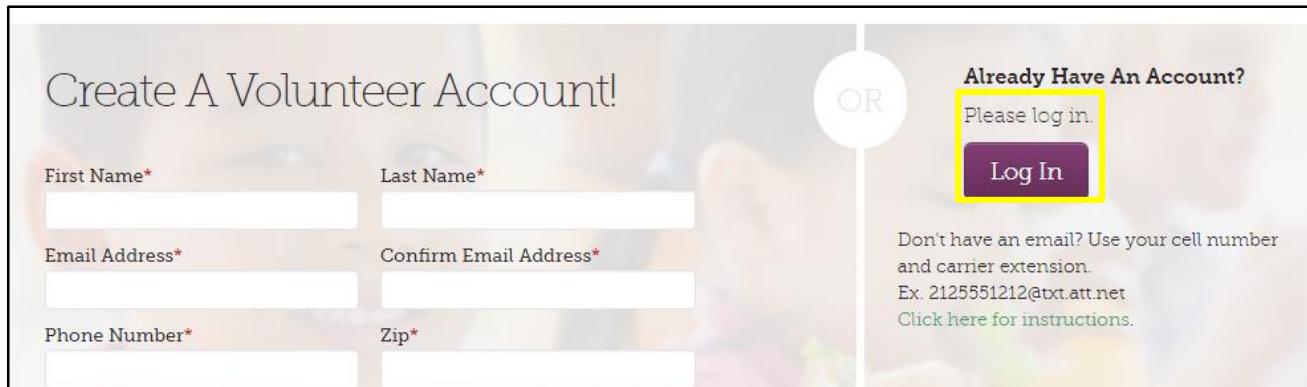
- Set up a VOLY account
- Completed the application
- Completed and signed off on orientation (If required)
- Been notified your background check was approved

# Accessing VOLY

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## ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)
- Click 'Log In'



Create A Volunteer Account!

First Name\* Last Name\*

Email Address\* Confirm Email Address\*

Phone Number\* Zip\*

OR

Already Have An Account?

Please log in.

Log In

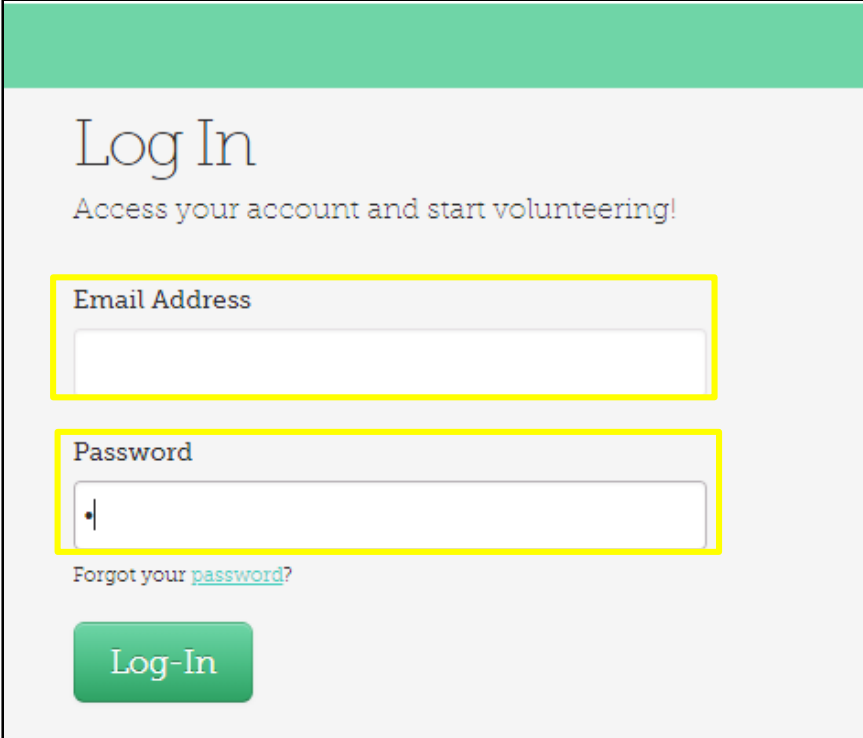
Don't have an email? Use your cell number and carrier extension.  
Ex. 2125551212@txt.att.net  
[Click here for instructions.](#)

# Logging into VOLY

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## LOG IN TO YOUR VOLUNTEER ACCOUNT

- Enter your email address and your private password
- Click 'Log In'

A screenshot of the VOLY login interface. It features a light green header bar. Below it, the text 'Log In' is displayed in a large, dark font, followed by the subtitle 'Access your account and start volunteering!' in a smaller, lighter font. There are two input fields: 'Email Address' and 'Password', both highlighted with yellow borders. The 'Email Address' field is empty, while the 'Password' field contains a single dot. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a green button with the text 'Log-In' in white.

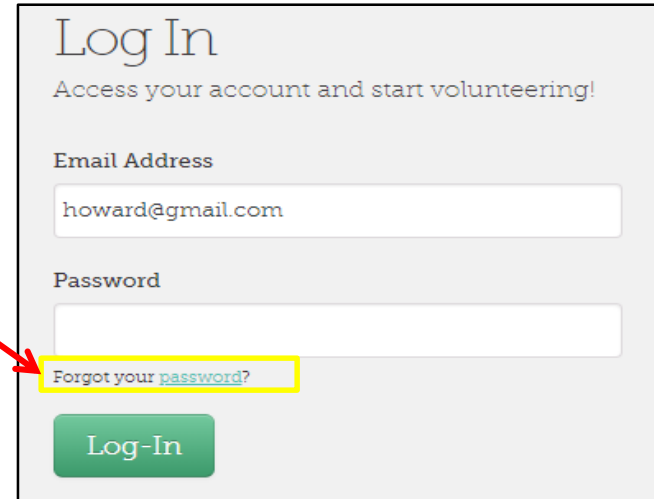
# Forgot Your Password?

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- Look under the Password box.
- Click "Forgot Your Password"
- Type in your email address
- Click "Send Me A New Password"
- Check your email for the new password.

## Helpful Hint:

*Check your spam folders if you don't see your password reset email within 5 minutes*



Log In

Access your account and start volunteering!

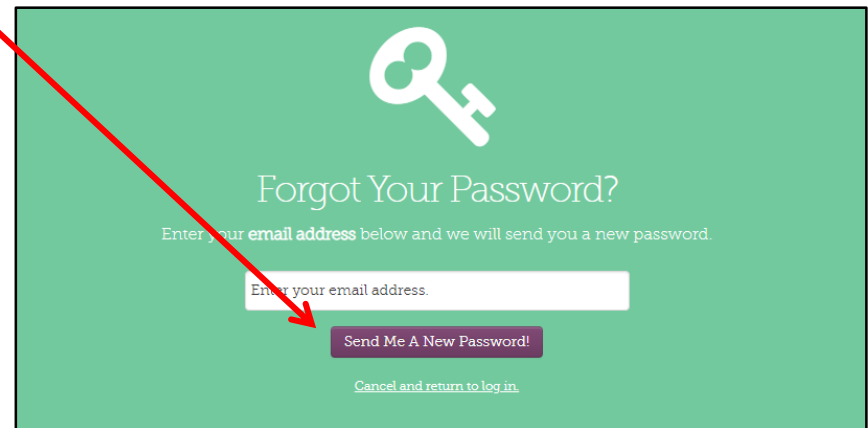
Email Address

howard@gmail.com

Password

[Forgot your password?](#)

Log-In



Forgot Your Password?

Enter your email address below and we will send you a new password.

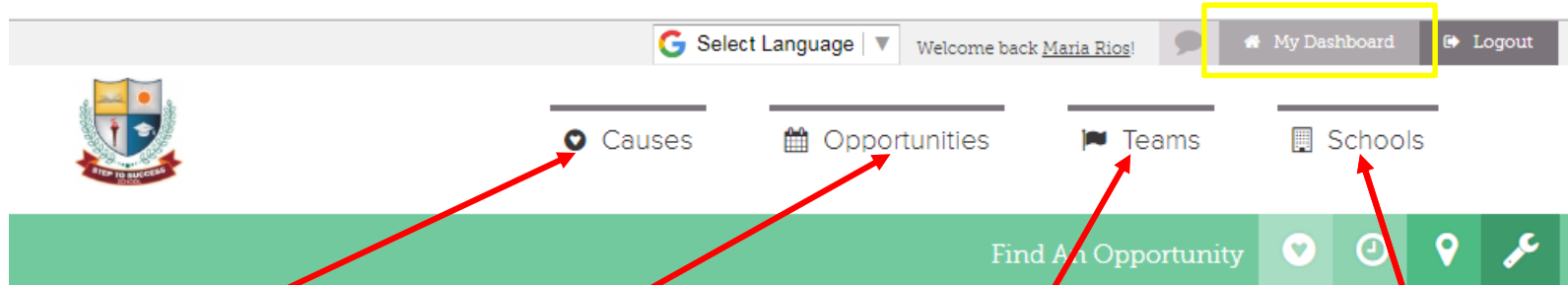
Enter your email address.

[Send Me A New Password!](#)

[Cancel and return to log in.](#)

# Using VOLY

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## Causes

Find your preferred types of opportunities from Athletics to STEM

## Opportunities

Search all the opportunities from schools in the district

## Teams

Create a private or public group who want to do a project together --like a PTA or booster club

## Schools

Search for a specific school to see what help they need

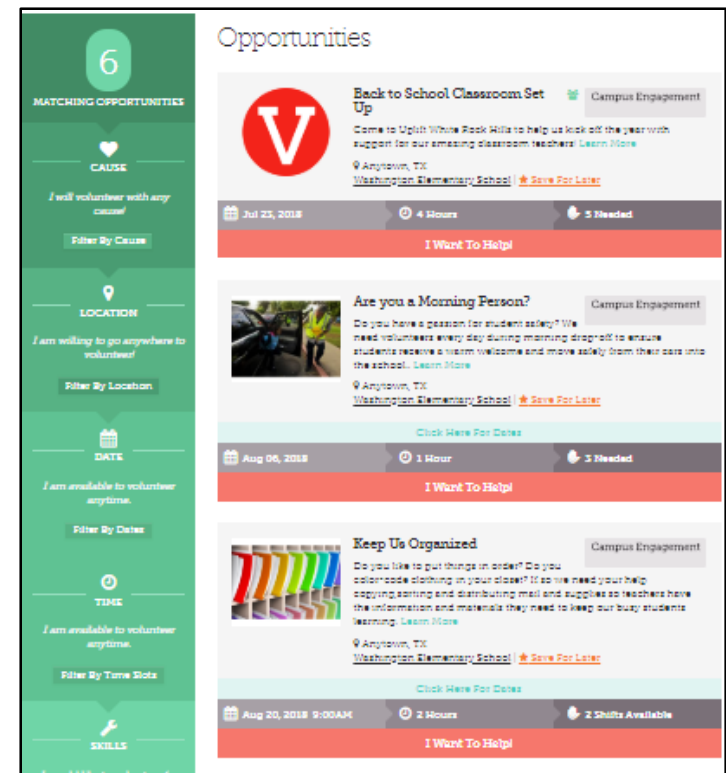
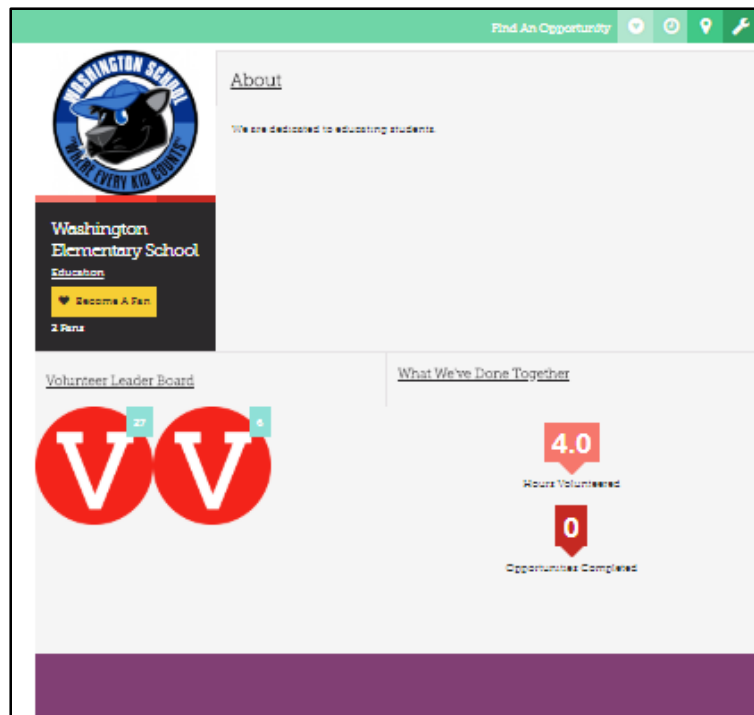
### **My Dashboard:**

*Where you can update your profile, password and notifications.*

# School Profile

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Each school profile includes a list of all current volunteer opportunities posted by the school

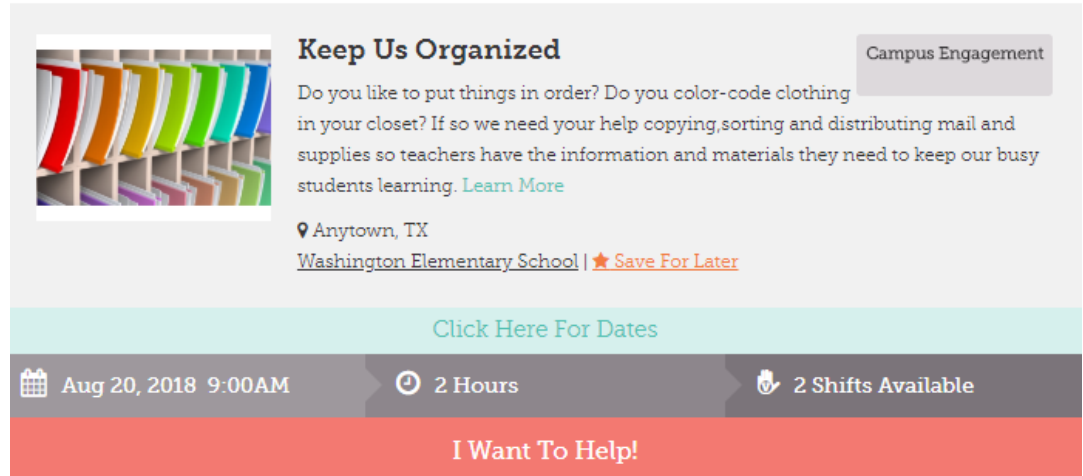


# I Want to Help!

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When you see an interesting opportunity:

- Click on the name to learn more
- Click “I Want to Help” to notify the school
- Select the days/shifts you are available from the calendar
- Receive a confirmation email



The screenshot shows a volunteer opportunity card. On the left is a photo of colorful file folders. To the right, the title 'Keep Us Organized' is displayed, followed by a description: 'Do you like to put things in order? Do you color-code clothing in your closet? If so we need your help copying, sorting and distributing mail and supplies so teachers have the information and materials they need to keep our busy students learning.' A 'Learn More' link is provided. Below this, the location is listed as 'Anytown, TX' and the school as 'Washington Elementary School', with a 'Save For Later' button. A light blue bar contains the text 'Click Here For Dates'. Below this, a dark grey bar shows the date and time 'Aug 20, 2018 9:00AM', the duration '2 Hours', and the number of shifts '2 Shifts Available'. At the bottom is a red button labeled 'I Want To Help!'.

**Keep Us Organized** Campus Engagement

Do you like to put things in order? Do you color-code clothing in your closet? If so we need your help copying, sorting and distributing mail and supplies so teachers have the information and materials they need to keep our busy students learning. [Learn More](#)

Anytown, TX  
[Washington Elementary School](#) | [★ Save For Later](#)

[Click Here For Dates](#)

Aug 20, 2018 9:00AM 2 Hours 2 Shifts Available

**I Want To Help!**

# Arriving to Volunteer

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- Report to the check in location designated by your school
- Check-in on the VOLY kiosk (If available)
- Report to your volunteer location

Search for a volunteer by Email Address

Q


Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ▾	Date and Time ▾	Email	Hours Logged Today	Check In / Check Out
<div>Reload</div>					

# Check in

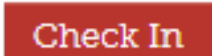
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Search for a volunteer by Email Address



Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ▾	Date and Time ▾	Email	Hours Logged Today	Check In / Check Out
<div>Reload</div>					

- Enter your email address to check-in
- If you have preregistered and been approved to volunteer on this date, your assignment will appear
- Click the check-in box 

# Unscheduled Volunteers

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Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer +	Date and Time +	Email	Hours Logged Today	Check In / Check Out
If you don't see an opportunity here, click below.					
<a href="#">List of Opportunities</a>					

- If you have not pre-registered, but are an approved volunteer, a selection of available opportunities will appear
- Click on the opportunity that is a best match to check-in

Opportunity	Date	Add and Check In
Great Fun!	Jun 04, 2018 2:30 PM	<a href="#">Add and Check In</a>

# Unable to Log In

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Check the following.

Are you using the correct...

- URL for your school district (Ex: [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org) )
- Email
- Password

## **Helpful Hints:**

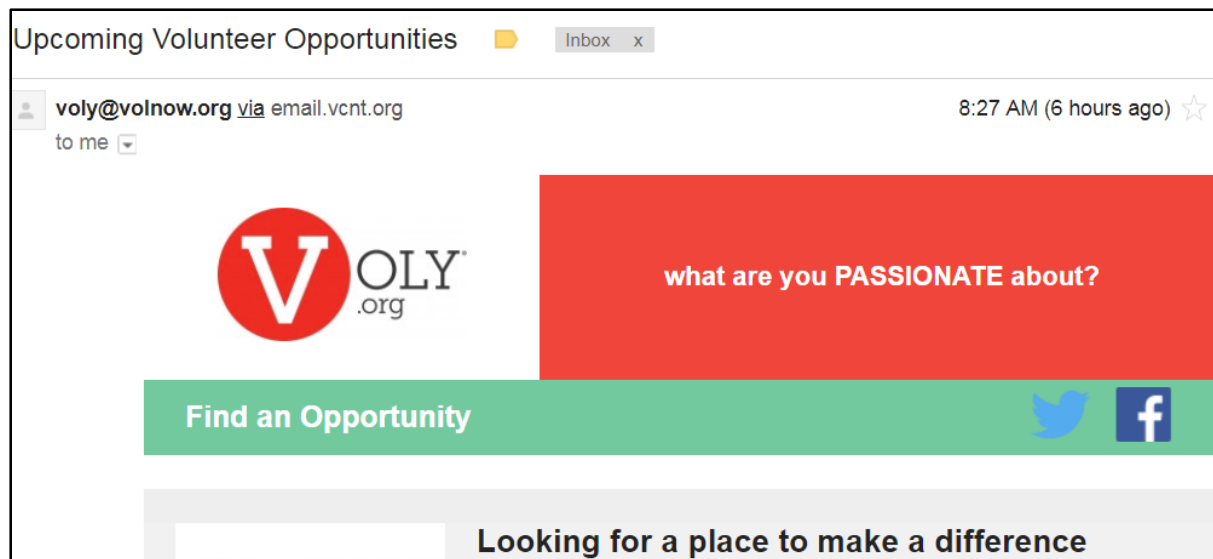
*Passwords are case sensitive.  
If you cut and paste a password,  
be sure there are no extra spaces  
before or after.*

# Weekly Reminders

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Your volunteer help is important to the success of our students

You will receive an email once a week to remind you of your upcoming opportunities and suggest additional ways you can get involved



# Unsubscribe

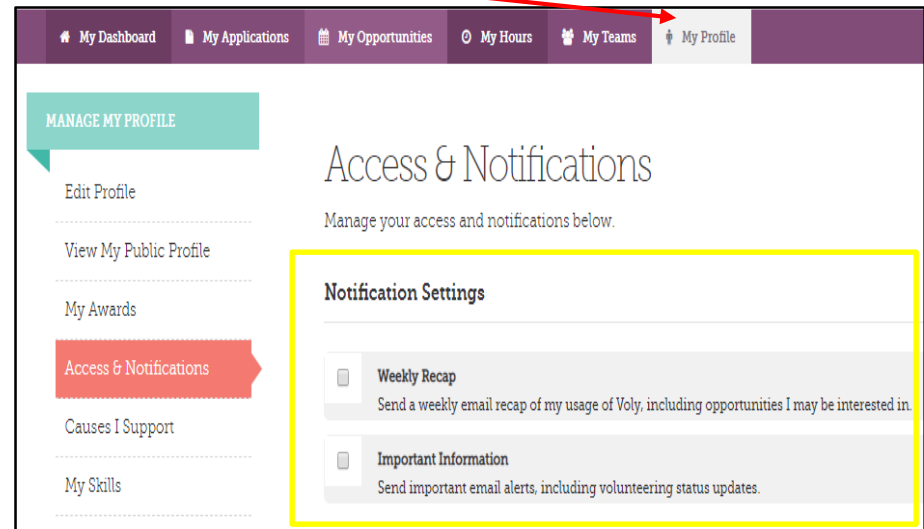
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From your Dashboard:

- Click on "My Profile"
- Select "Access & Notifications"
- Uncheck the "Weekly Recap" and "Important Information" boxes

From a Voly email:

- Click the unsubscribe link
- This will take you directly to "Access and Notifications"
- Uncheck the "Weekly Recap" and "Important Information" boxes



*Thank you*

*volunteers change*

LIVES

COMMUNITIES

PERCEPTIONS

HOMELESSNESS

KIDS

HUNGER

EVERYTHING

PARKS

EDUCATION

UNEMPLOYMENT

FUTURES

HEALTH

**VOLUNTEER**  **NOW**

[www.volnow.org](http://www.volnow.org)