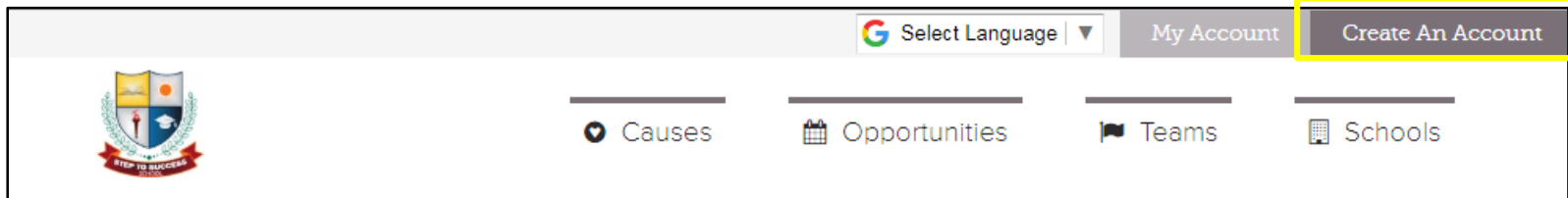# VOLY Quick Start Guide

Volunteers

Find help

- [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

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Create a Voly Account

ACCESS VOLY

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

- Click on 'Create an Account'

- Enter the required information

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Authorize a Background Check

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

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Complete the Application

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

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

- ☐ Armand Bayou Elementary
- ☑ Einstein Science Academy
- ☐ Erik Jonsson School of Engineering
- ☐ Lincoln Elementary School

- ☐ Travis Elementary School
- ☐ Washington Elementary School
- ☐ Washington High School

- Identify the school(s) where you plan to volunteer

- You can add or change schools, as needed

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Complete Orientation

- Click on arrow in picture to complete the orientation, if required by your District

- Scroll down and provide your electronic signature

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Volunteer Approval

From: "Admininstation@isd.net"
To: Volunteer@sbcglobal.net
Sent: Thursday, February 8, 2018 2:51 PM
Subject: Congratulations! Your recent volunteer application for Our Town ISD has been cleared.

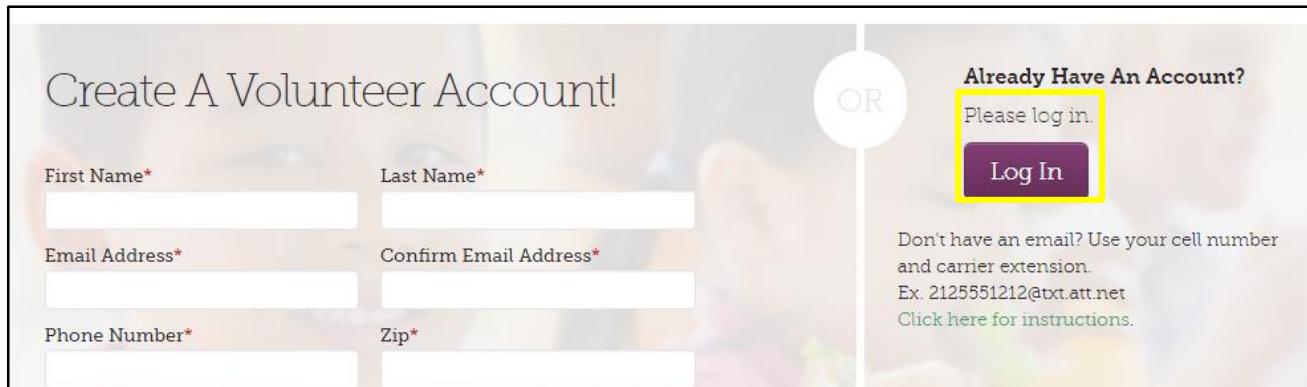You can begin volunteering once you have:

- Set up a VOLY account

- Completed the application

- Completed and signed off on orientation (If required)

- Been notified your background check was approved

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Accessing VOLY

Access VOLY

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

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Logging into VOLY

LOG IN TO YOUR VOLUNTEER ACCOUNT

- Enter your email address and your private password

- Click 'Log In'

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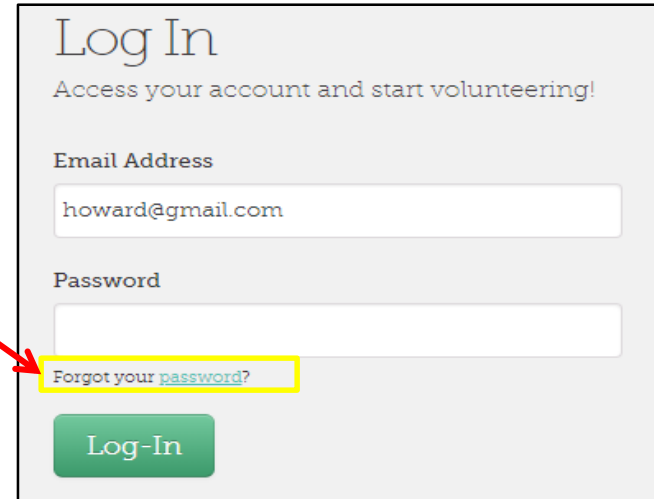
Forgot Your Password?

- 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
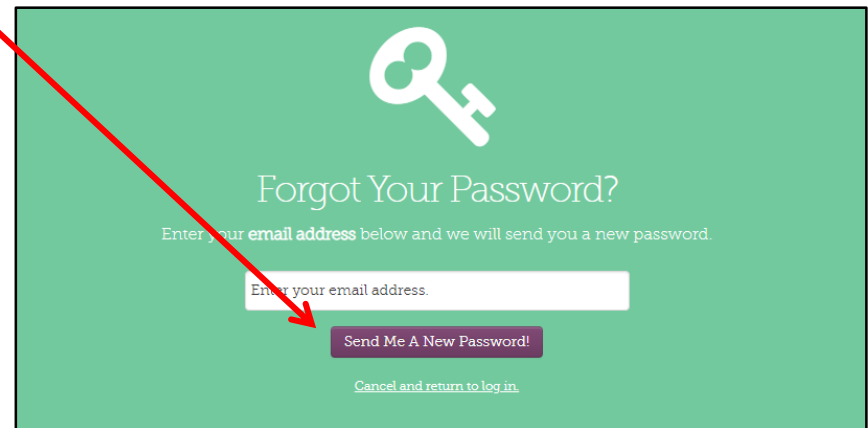

Log In
Access your account and start volunteering!

Email Address
howard@gmail.com

Password

Forgot your password?

Log-In

Forgot Your Password?
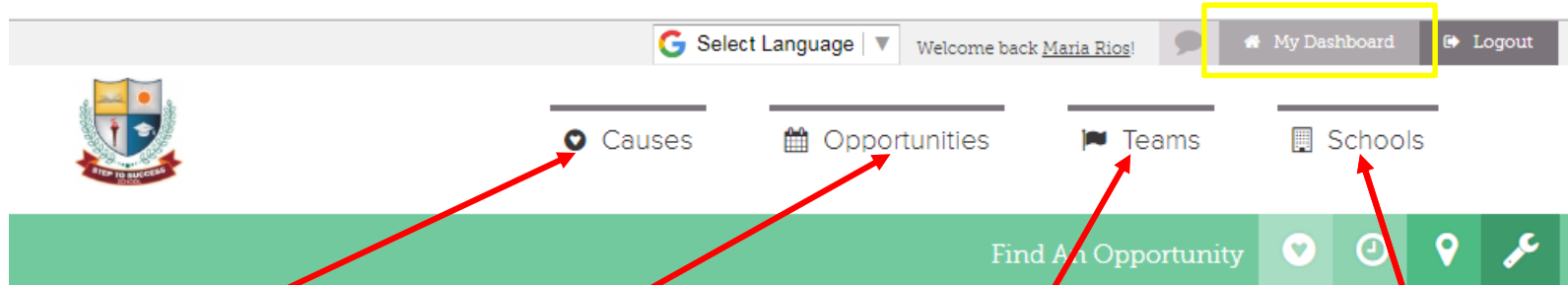Enter your email address below and we will send you a new password.

Enter your email address.

Send Me A New Password!

Cancel and return to log in.

VOLY.org
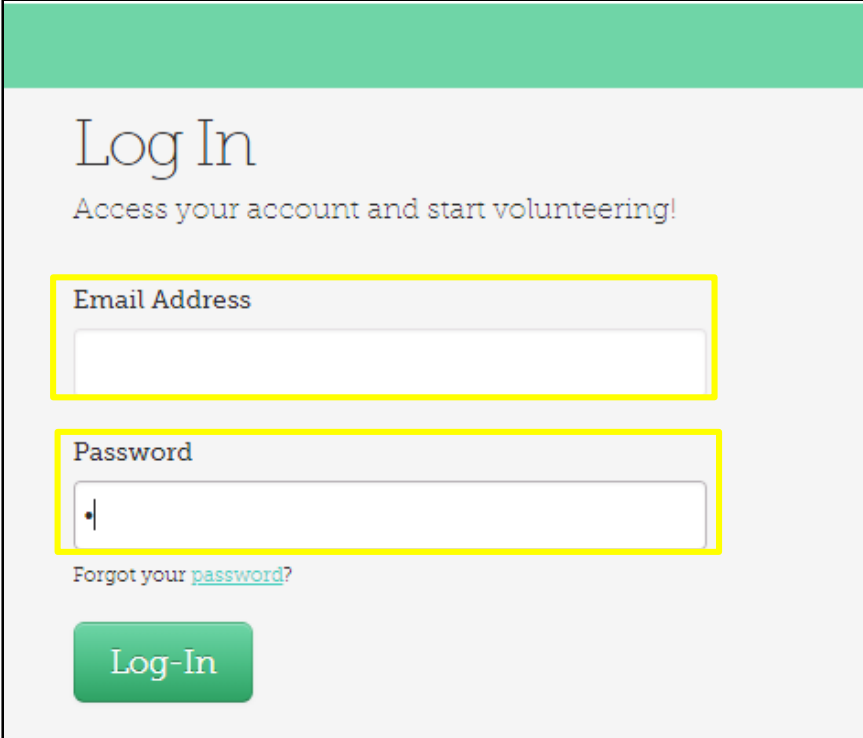
Using VOLY

Back to Table of Contents

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
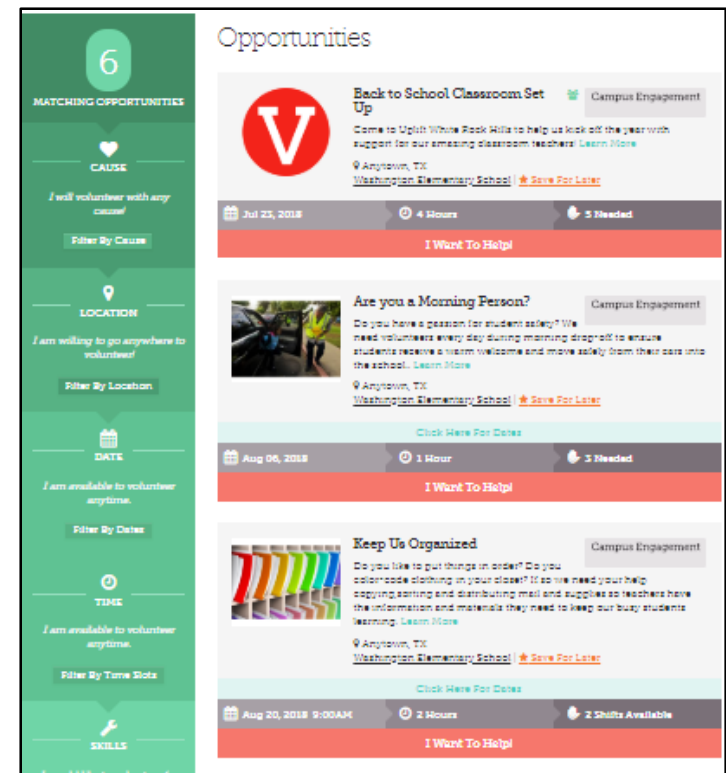Search for a specific school to see what help they need

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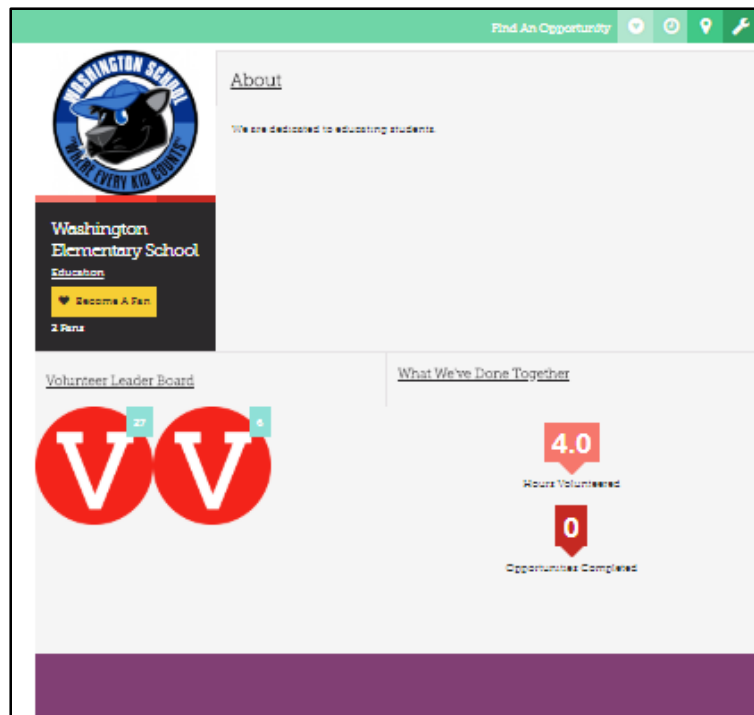*Where you can update your profile, password and notifications.*

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School Profile

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

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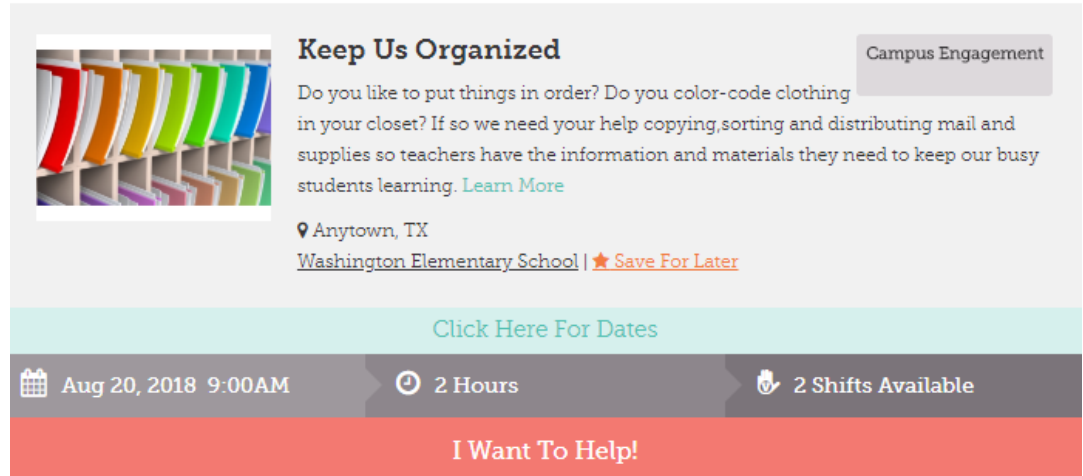
I Want to Help!

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

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Arriving to Volunteer

- 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

| Search | 🔍 |

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ▲	Date and Time ▲	Email	Hours Logged Today	Check In / Check Out

Reload

Check in

Search for a volunteer by Email Address

| Search | 🔍 |

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ▴	Date and Time ▴	Email	Hours Logged Today	Check In / Check Out

Reload

- 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   Check In

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Unscheduled Volunteers

Click Opportunity, Volunteer Name and Email Field Headers to Sort

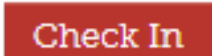| Opportunity	Volunteer ▲	Date and Time ▲	Email	Hours Logged Today	Check In / Check Out

If you don't see an opportunity here, click below.

List of Opportunities

- 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	Add and Check In

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Unable to Log In

Check the following.

Are you using the correct…

- URL for your school district (Ex: 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.

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Weekly Reminders

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

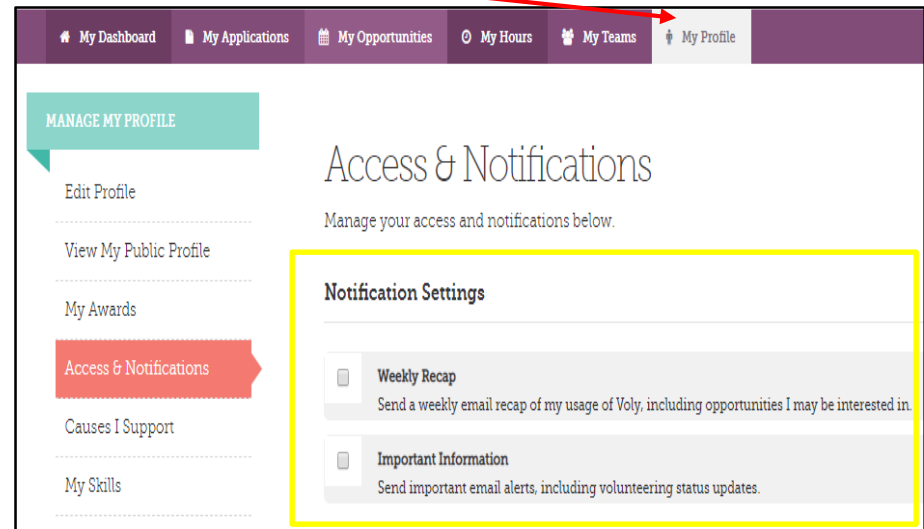© **VOLUNTEER♡NOW**®
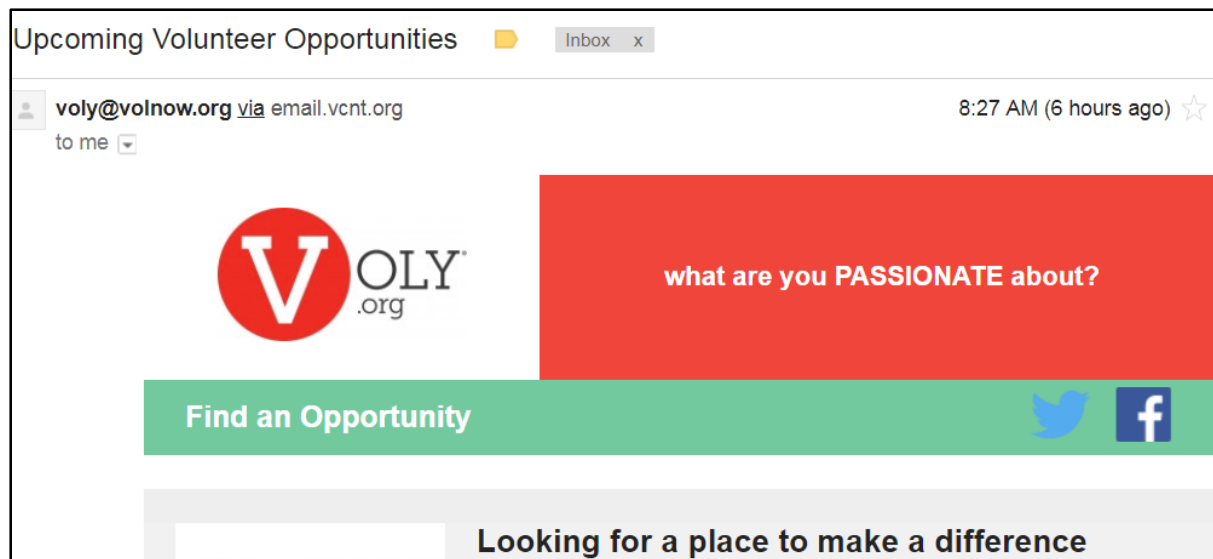
Unsubscribe

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

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Thank you

volunteers change

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PARKS
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UNEMPLOYMENT
FUTURES
HEALTH

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