



NEW VOLUNTEER SITE GUIDE

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An illustration of a clipboard with a checklist and a pencil. The clipboard has a light orange frame and a white sheet of paper with horizontal lines. A light orange pencil is positioned diagonally across the paper. The text "STEP ONE - MAKE AN ACCOUNT" is written in bold blue letters across the center of the clipboard.

STEP ONE - MAKE AN ACCOUNT

MAKING AN ACCOUNT

CLICK HERE



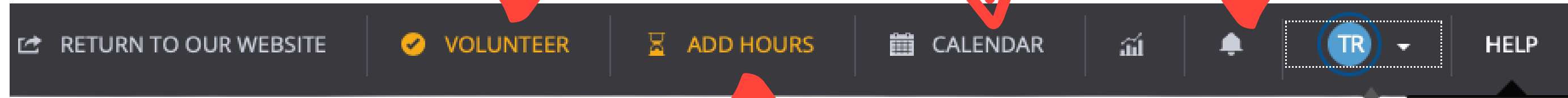
The first step to volunteering through the site is creating an account. It takes about a minute and with an account you can:

- Respond to volunteer needs (referred to on the site as "opportunities")
- Track your volunteer hours
- Become a "fan" of agencies to get updates on their work in the community.

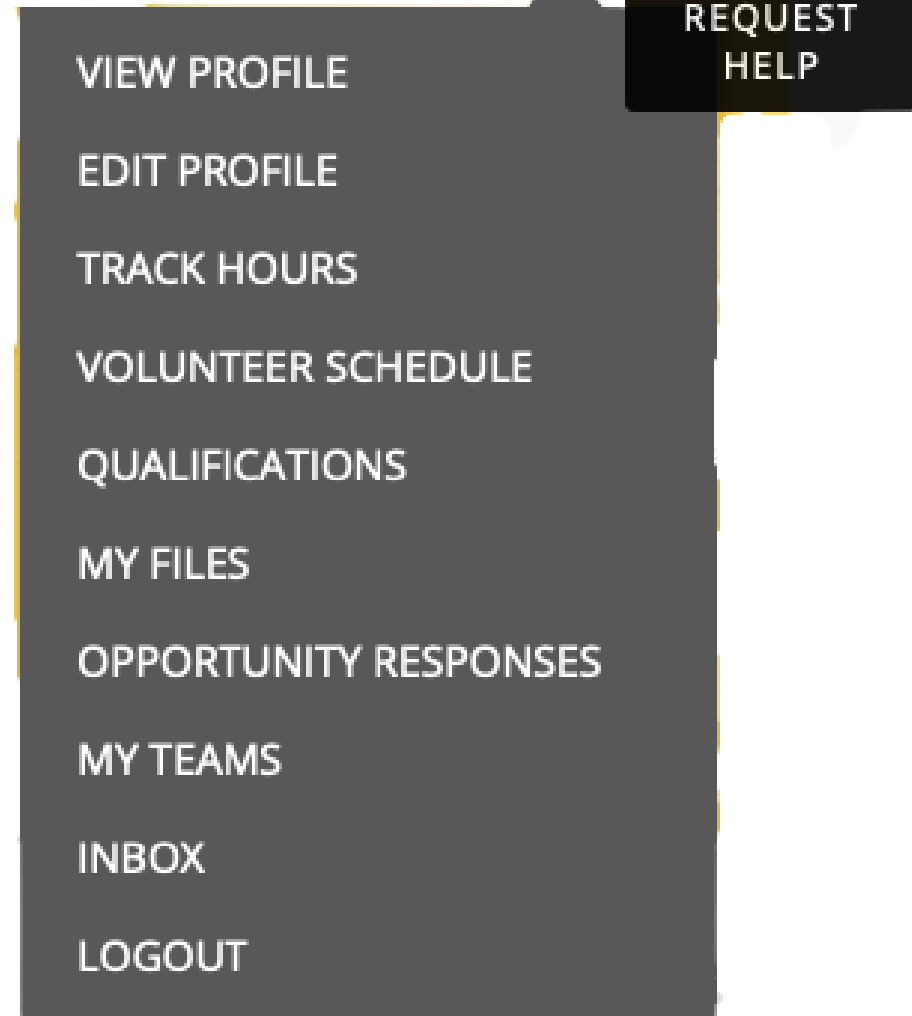
CLICK TO VISIT THE OPPORTUNITIES PAGE

VIEW CALENDAR OF ALL NEEDS AND EVENTS

YOUR NOTIFICATIONS



LOG YOUR HOURS



USING THE NAVIGATION BAR

This is what the navigation bar will look like once you have created an account. It is located at the top right of the webpage.



STEP TWO - VOLUNTEER FOR AN OPPORTUNITY

START FROM YOUR DASHBOARD

The screenshot shows a user dashboard for the Mississippi Hub Network. At the top, a dark navigation bar contains links for 'RETURN TO OUR WEBSITE', 'VOLUNTEER', 'ADD HOURS', 'CALENDAR', a user profile icon, and 'HELP'. The main header area features the 'VOLUNTEER' logo on the left and the 'MISSISSIPPI HUB NETWORK' logo on the right. A red arrow points from the 'VOLUNTEER' link in the top bar to the 'VOLUNTEER' text in the header. Another red arrow points from the 'OPPORTUNITIES' link in the left sidebar to the 'OR CLICK HERE' text. The dashboard content includes a welcome message, a 'VOLUNTEER HOURS' section with a clock icon, and four summary cards: 'IMPACT VALUE' (\$0.00), 'OPPORTUNITY RESPONSES' (0), 'EVENTS RSVP'D' (0), and 'AGENCIES FANNED' (0). A 'View your full Volunteer Resume' link is also present.

Clicking "Volunteer" at the top right or "Opportunities" at the left will take you to the Opportunities page where you can view all active opportunities to volunteer.

THE OPPORTUNITIES PAGE

VOLUNTEER
United Way Southeast Mississippi
THE HUB FOR VOLUNTEERS AND NONPROFITS
United Way of Southeast Mississippi

MISSISSIPPI HUB
SEARCH & SORT TOOLS

Volunteer Mississippi
MISSISSIPPI COMMISSION FOR VOLUNTEER SERVICE

DASHBOARD
OPPORTUNITIES
EVENTS
AGENCIES
VOLUNTEER MANAGEMENT RESOURCES
COLLAPSE MENU

Opportunities

SEARCH BY Search Phrase

SORT BY --SELECT SORTING--

FILTER BY --SELECT A FILTER--

CLICK HERE TO VIEW AN OPPORTUNITY

OPPORTUNITY/AGENCY	DATE/TIME	ACTIONS
Active Military and/or Veterans Needed for Hospice Compassus Hospice	Is Ongoing	VIEW DETAILS
Animal Care Volunteer Hattiesburg Zoo	Multiple Shifts Available	VIEW DETAILS
Volunteer to cheer on runners for the Ryan Hendley Memorial- Labor Your Legs 5K The Arc Southeast Mississippi	Happens On Sep 6, 2021	VIEW DETAILS

1. You can use the tools at the top right to search and filter opportunities.
2. To see details about an opportunity click the "View Details" button to the right of the listing.
3. Opportunities can be for volunteers or donations.

RESPONDING TO AN OPPORTUNITY

Disaster Response Volunteers

ON GOING

CLICK HERE

RESPOND RESPOND AS TEAM

Opportunity Response

Thank you for your interest in this opportunity. Please fill out the information below and then click to submit your response. We'll reach out to you if necessary. Otherwise, you'll be ready to volunteer.

Opportunity Information

Opportunity Name: Disaster Response Volunteers
Need Date: ongoing
Agency Name: Volunteer Southeast Mississippi
Your Name: Tanner Rogers

Additional Volunteer Information

Notes

CLICK HERE to submit the response

SUBMIT OPPORTUNITY RESPONSE CANCEL

When you respond to an opportunity, the agency will be notified of your response and will reach out to you.

Make sure your contact info is up to date on the site and that you are answering your phone or email.

STEP THREE - LOG YOUR HOURS



HOURS PAGE

Click "Add Hours" on the Navigation Bar to reach this page

1. Click here to add hours
2. Edit the date range for the timesheet you viewing
3. Submit your hours for verification or edit your hours

Logging hours through the site is easy and it helps agencies keep track of their impacts in the community!

Tracking impacts is important for funding, community understanding, and offering future volunteer opportunities.

The screenshot shows the 'Track Hours' interface. At the top, there is a navigation bar with links: VIEW PROFILE, EDIT PROFILE, TRACK HOURS (highlighted with a blue circle and '1'), VOLUNTEER OPPORTUNITIES, MY FILES, OPPORTUNITY RESPONSES, MY TEAMS, and QUALIFICATIONS. Below the navigation bar is an 'INBOX' section. The main content area is titled 'Volunteer Hours' and features a table with columns: DATE, DETAILS, TYPE, HOURS, MILES TRAVEL, and STATUS. A row is highlighted for 'Aug 11, 2021' with 'Disaster Response Volunteers' and '4.00' hours. A 'TOTALS' row shows '4' hours. A red circle and '2' highlight the date range filters (Start: 08/11/2020, End: 08/11/2021) and a 'GO' button. Another red circle and '3' highlight the 'ADD HOURS' button in the 'ACTIONS' menu and a 'Table Filter' icon. Below the table are two sections: 'Hour Type' with a radio button for 'Yes' and an 'Opportunity' dropdown, and 'Hour Details' with input fields for 'Date Worked' (MM/DD/YYYY) and 'Hours Worked' (Example: 3.5). A 'Description' section is partially visible at the bottom.

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR TR HELP

Track Hours

VIEW PROFILE EDIT PROFILE **TRACK HOURS** VOLUNTEER SCHEDULE MY FILES OPPORTUNITY RESPONSES QUALIFICATIONS

INBOX

Volunteer Hours

ACTIONS EXPORT HOURS + ADD HOURS

Start 08/11/2020 End 08/11/2021 GO

DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
<input checked="" type="checkbox"/> Aug 11, 2021	Disaster Response Volunteers Volunteer Southeast Mississippi		4.00	0	
TOTALS			4	0	

Hour Type

Are these hours in reference to an Opportunity you responded to on this site?

Yes

Opportunity*

Hour Details

Date Worked*

Hours Worked*

Description

Plus-one Hours

Did you volunteer with people who do not have an account?

Yes

No

1

2

3

SUBMIT HOUR ENTRY CLEAR FORM

HOW TO LOG YOUR HOURS

1. Click the Add Hours button
2. Fill out the form that appears
3. Click "Submit Your Entry"



THANK YOU FOR VOLUNTEERING!

