

GETTING STARTED WITH GET CONNECTED - REGISTRATION

Part I - Agency Manager Registration

Part II- Agency Registration

PART I - AGENCY MANAGER REGISTRATION

- Get Connected website :
 - unitedwaysems.galaxydigital.com
- Once on the Get Connected website, Click [Click here to register your organization](#) found at the bottom of the box.
- You will fill in all the information requested. At the bottom, click [Request Account](#)

PART II- AGENCY REGISTRATION

The sections to complete for your agency appear in this order on the Edit Page :

- Agency Logo**
- Basic Information**
- Location**
- Descriptions**
- Photos**
- Agency Manager**
- Contact Information**
- Links**

*Specifics about each section is as follows. **Items with an asterisk (*) are required.***

Agency Logo: Use at least 504 x 540 pixel (This can be left blank if you choose.)

Agency Manager: You may want 2 or 3 people who can access the information on the “behind the scenes” portion of your site, such as reports. EX: If you are the volunteer coordinator, you may want to list the executive director as another manager. Still, only YOU can make changes to the site. The primary manager (YOU) is indicated with a filled-in star. Any secondary managers are indicated by an outline of a star.

Basic Information:

*Agency Name

Customize Link (which will show up at the end of the URL. EX: volunteersems)

Hours of Operation

Basic Information (continued):

*Causes (Choose as many as you need from the drop-down menu. These assist in the match-making process with the volunteers.)

Agency Video (post the URL from YouTube or Vimeo.)

***Contact Information:** will become public information

Additional Notification Recipients (for anyone you think should receive notices when updates are made but who is not an agency manager)

Location: will populate a Google map to your location

Additional Location Information: useful if you have multiple locations or if you need to share pertinent information (EX: parking issues, must ring bell for admittance)

Links: for your regular website, Facebook, or Twitter

Descriptions: you can utilize the text editing system to highlight, underline, italicize, etc.

*Who We Are (what drives your nonprofit / what you are trying to do/essentially your mission)

*What We Do (programs and services you offer)

Photos: will rotate like a slideshow

MAKE SURE YOU CLICK UPDATE AGENCY INFO AS YOU GO. THERE ARE SEVERAL TABS FOR THIS LOCATION IN VARIOUS PLACES THROUGHOUT THE PAGE.