

GET CONNECTED VOLUNTEER OVERVIEW



BY THE END OF THIS OVERVIEW, YOU WILL KNOW HOW TO:

NOTE: Skip to slide 7 if you already have a profile

1. Accessing Get Connected platform.
2. Create a volunteer profile.
3. Navigate your volunteer dashboard.
4. Sign up for a need.
5. Sign up for an event.
6. Find and become an agency “fan.”
7. Use other features in your volunteer profile.
8. Find help and get your questions answered.



ACCESSING THE GET CONNECTED VOLUNTEER PLATFORM

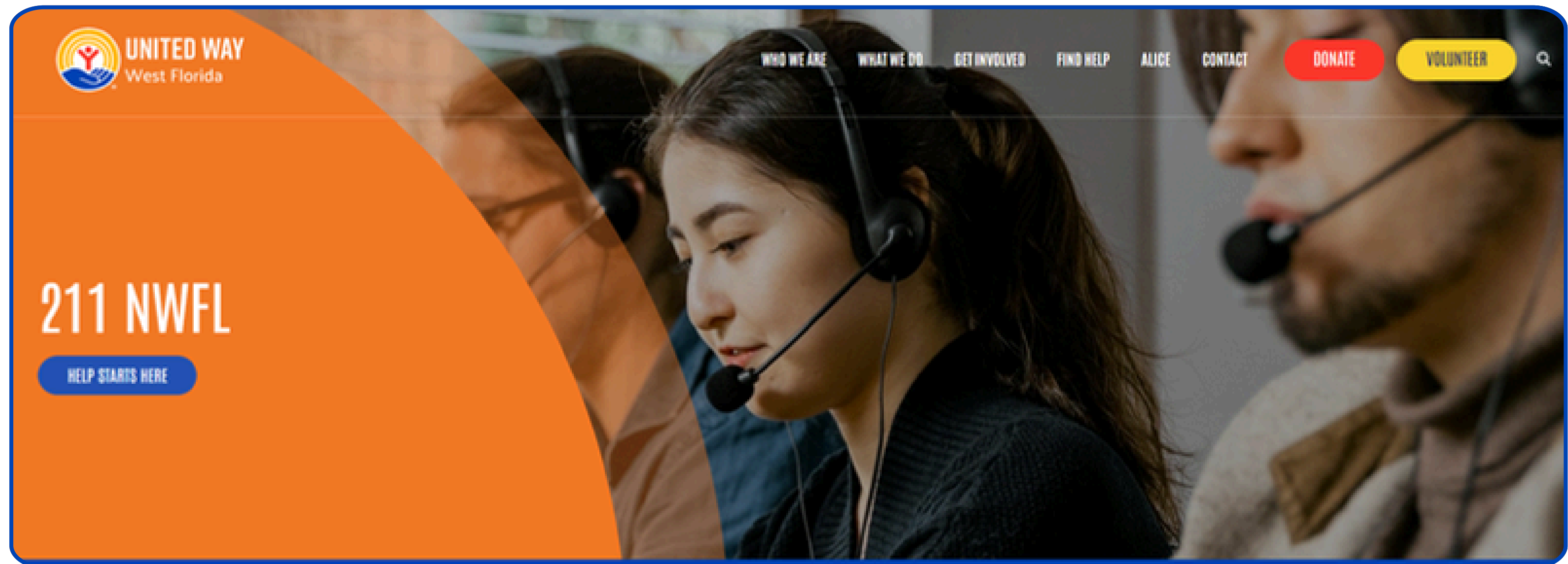
Note:

***If you already have a volunteer profile, skip to slide 7.**



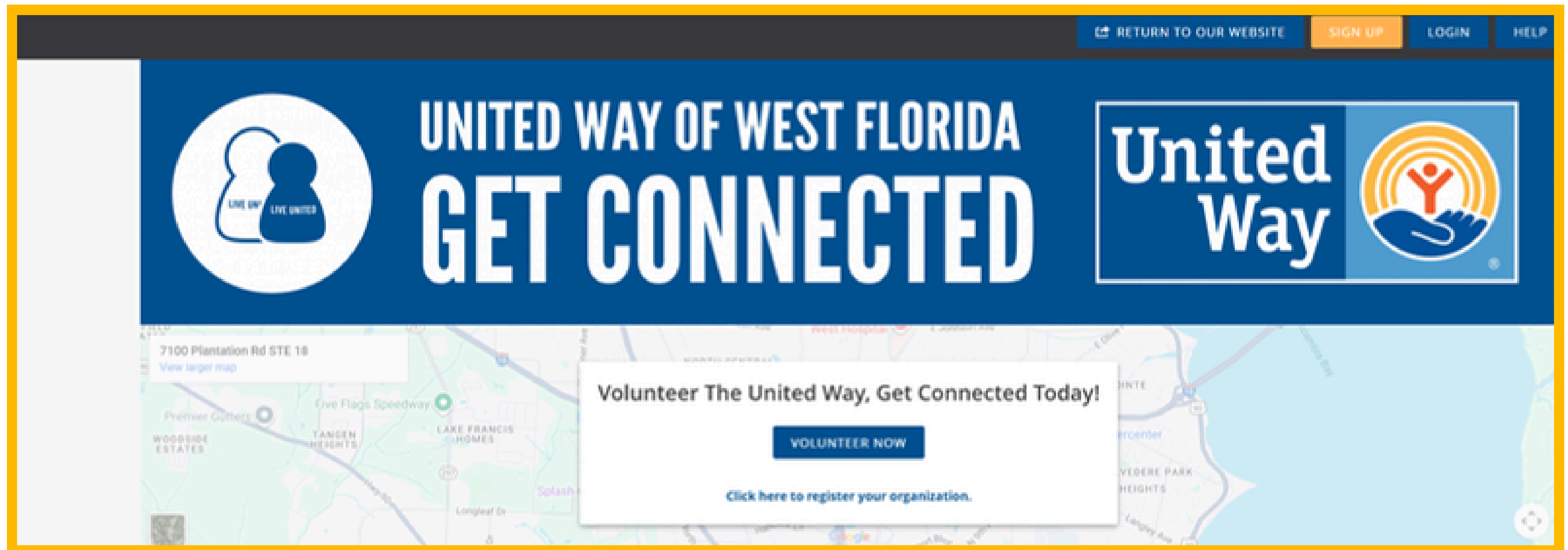
CREATING YOUR PROFILE

1. Go to United Way of West Florida's (UWWF) homepage at www.uwwf.org.
2. Click the Yellow 'Volunteer' button in the upper right-hand corner of the page.



STEP 1: SIGNING UP

- Click the orange 'Sign Up' button in the top right-hand corner.
- Follow the prompts to create your personalized account.




STEP 2: COMPLETING YOUR PROFILE

Steps 1 & 2 are required to complete your profile.

Step 1 of 5: Create an Account

[Already have an account? Click here](#)
[Want to sign up your agency? Click here](#)

 SIGN UP WITH FACEBOOK

OR

Sign up with your email address

<input type="text" value="First Name (Required)"/>	<input type="text" value="Last Name (Required)"/>
<input type="text" value="Email (Required)"/>	<input type="text" value="Phone (Required)"/> <input type="text" value="Ext"/>
<input type="text" value="Address (Required)"/>	<input type="text" value="City (Required)"/>
<input type="text" value="Select a State"/>	<input type="text" value="Zip Code (Required)"/>
<input type="text" value="Select a Gender (Required)"/>	<input type="text" value="Birthday (Required)"/>
<input type="text" value="Select a Age (Required)"/>	<input type="text" value="Company"/>

Step 2 of 5: Additional Questions

Which of the Following Best Describes You?

<input checked="" type="checkbox"/>	Asian or Pacific Islander
<input checked="" type="checkbox"/>	Black or African American
<input checked="" type="checkbox"/>	Hispanic or Latino
<input checked="" type="checkbox"/>	Native American or Alaskan Native
<input checked="" type="checkbox"/>	White or Caucasian
<input checked="" type="checkbox"/>	Multiracial or Biracial
<input checked="" type="checkbox"/>	A race/ethnicity not listed here

How did you hear about us?

CONTINUE TO NEXT STEP

THE REMAINING PROMPTS

















Update your profile by showcasing your skills and emphasizing your interests and causes.

NOTE:

These steps are not mandatory during the creation step of your profile.

















Step 3 of 5: Select Interests

What interests, talents, and skills do you have?

 Food/Shelter	 Animals	 Disability Programs/Services	 Advocacy
 Military	 Health	 Arts	 Skilled Labor
 Seniors	 Environment	 Education	 Clerical
 Financial Stability	 Mentoring	 Holiday	 Disaster Preparedness









Step 4 of 5: Select Causes

What types of causes are you passionate about?

 Health	 Crisis	 Environment	 Basic Needs
 Veterans	 Hunger	 Financial Stability	 Arts & Culture
 Disaster Response	 Education	 Crime & Safety	 Family
 Mental Wellness	 Housing	 Disability	 Community

Step 5 of 5: Become an Agency Fan

Select agencies that match your interests. Click on the agencies you'd like to follow.
(You can always change them later)

 Bright Bridge Ministries (formerly Pensacola United Methodist Community Ministries, Inc.)	 Pensacola Children's Hospital	 Pathways for Change	 Camp Fire Gulf Wind, Inc.
 Baptist Health Care Foundation	 Goodwill Gulf Coast	 Feeding the Gulf Coast	 Goodwill Easter Seals of the Gulf Coast/High

NAVIGATING YOUR VOLUNTEER DASHBOARD



UNITED WAY
West Florida



NAVIGATING YOUR VOLUNTEER DASHBOARD

- Go to the Get Connected webpage by clicking the orange volunteer button @uwwf.org. See slide 4
- Click the blue 'Login' button on the upper right side of the page.



DASHBOARD ORGANIZATION

Clicking each tab will display the following:

- Needs:

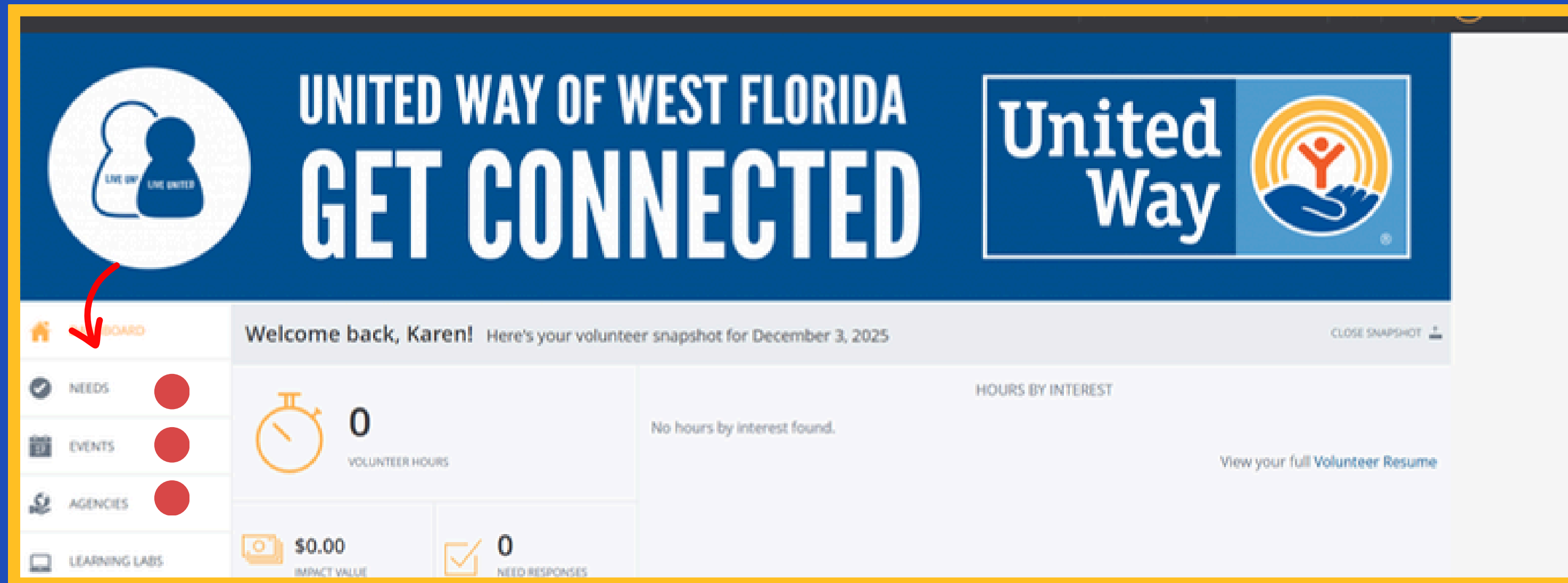
A list of volunteer opportunities.

- Events:

A list of community activities promoted by agencies.

- Agencies:

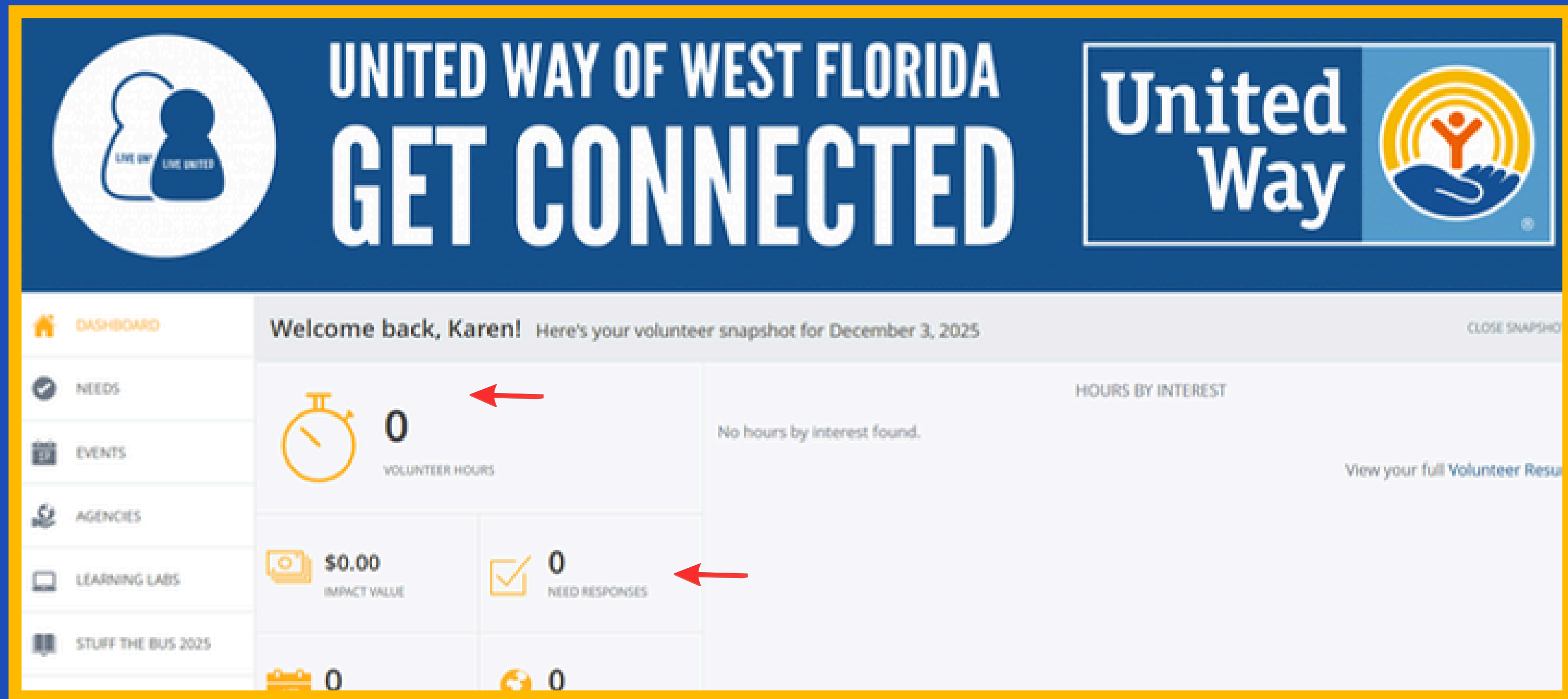
A list of nonprofits or schools.



EXPLORING DASHBOARD INFORMATION

The Dashboard:

- Provides a snapshot of volunteer hours and their impact value.
- Shows current volunteer needs and upcoming events.
- Identify favorite agencies and become a “fan.”

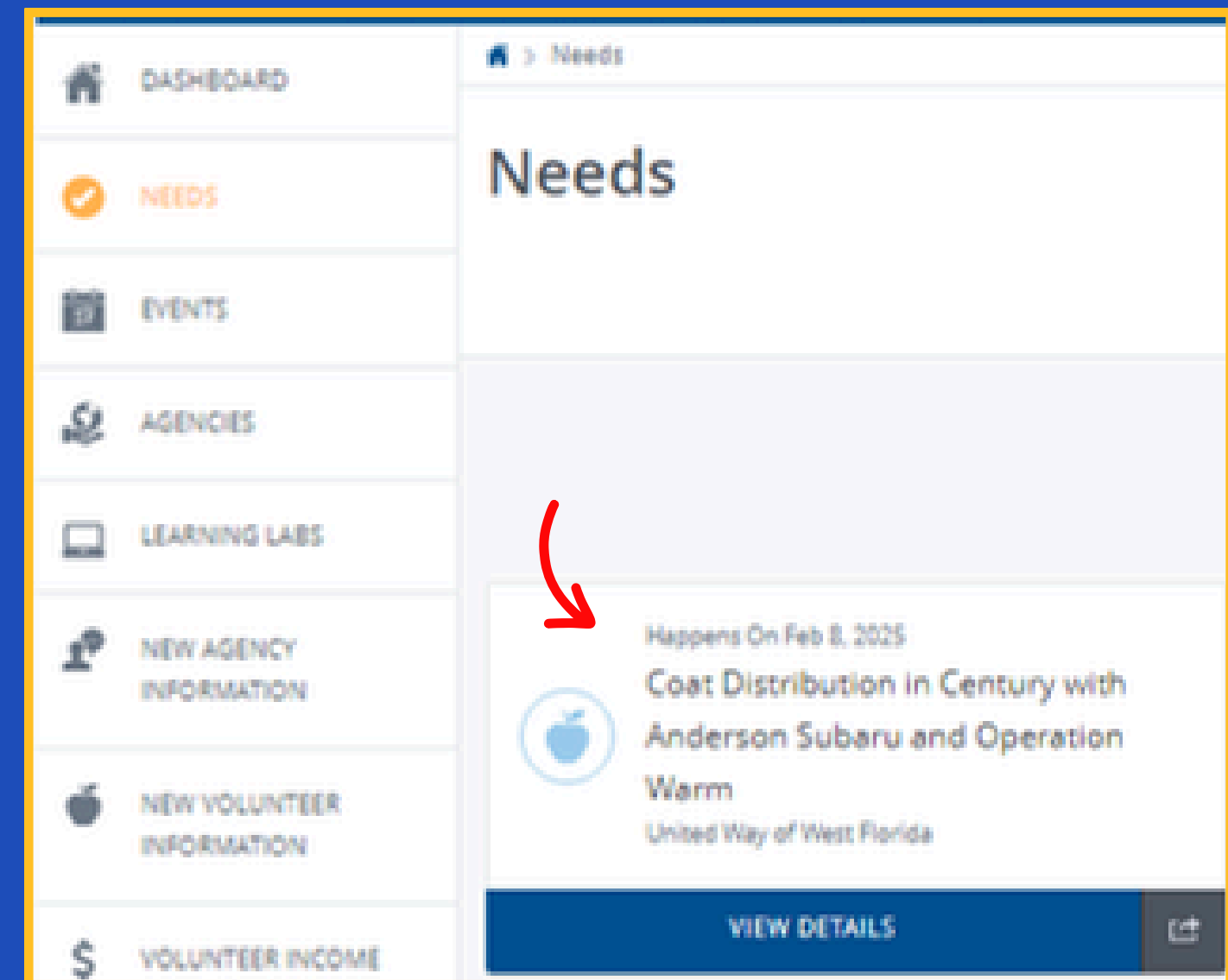
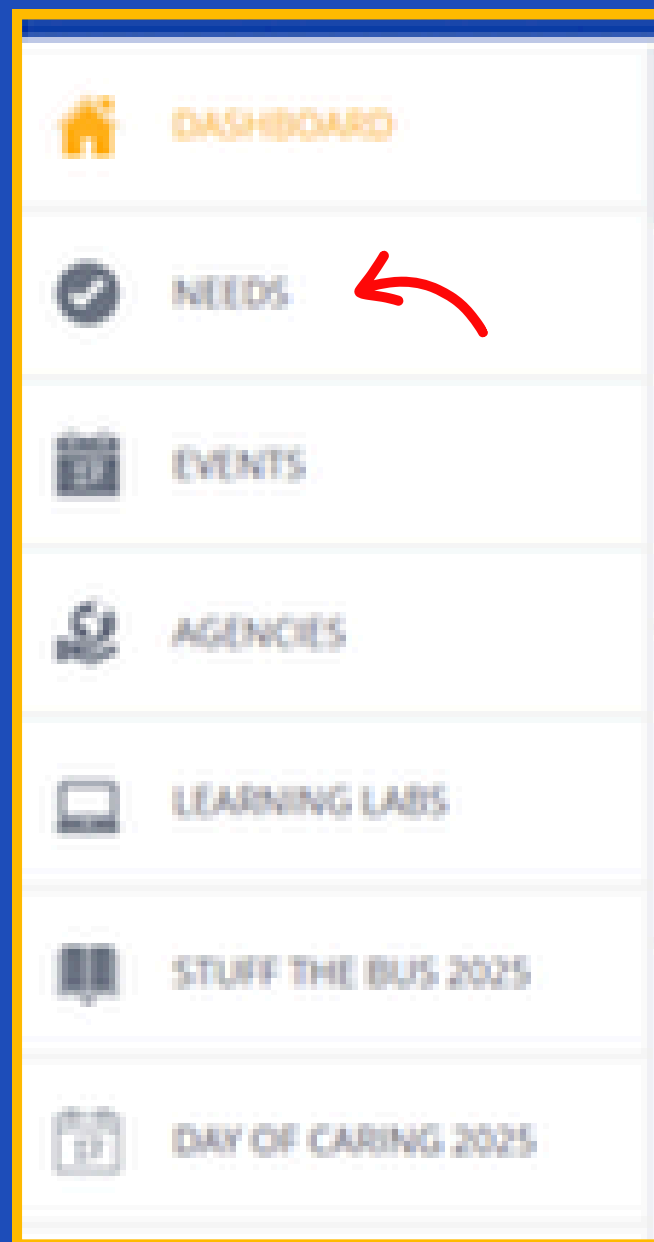


SIGNING UP FOR NEEDS OR OPPORTUNITIES

NOTE: See slide 9 for directions on accessing the dashboard.

Click on the Needs tab
under the Dashboard

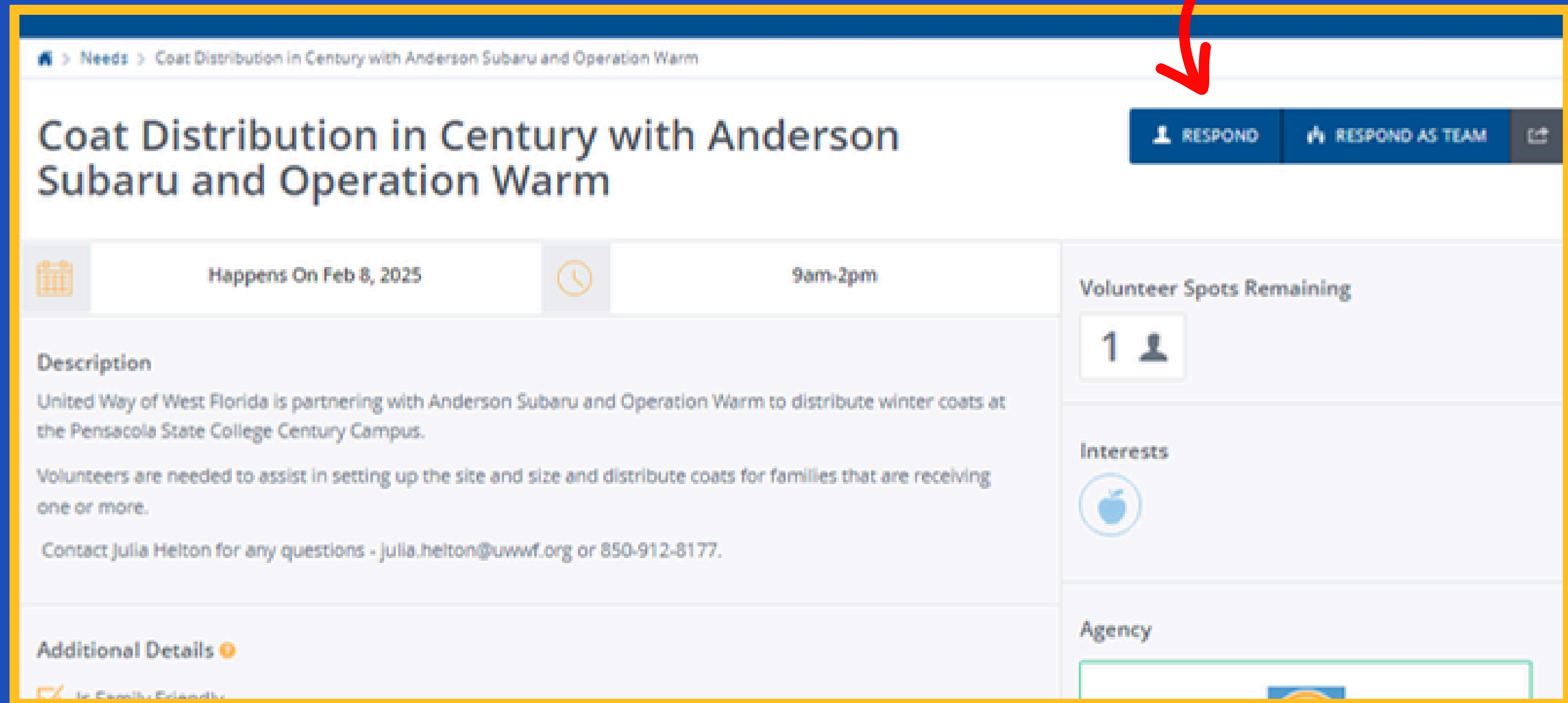
- A list of volunteer opportunities will open.
- Click view details under needs displayed.



VIEWING NEEDS INFORMATION & RESPONDING

You can respond by selecting the single or team volunteer icon.

A detailed description of the need, the hosting agency, location, and other specifics are provided.



The screenshot shows a web interface for viewing and responding to a volunteer need. The title is "Coat Distribution in Century with Anderson Subaru and Operation Warm". The event is scheduled for "Feb 8, 2025" from "9am-2pm". The description states: "United Way of West Florida is partnering with Anderson Subaru and Operation Warm to distribute winter coats at the Pensacola State College Century Campus. Volunteers are needed to assist in setting up the site and size and distribute coats for families that are receiving one or more. Contact Julia Helton for any questions - julia.helton@uwwf.org or 850-912-8177." The right sidebar shows "Volunteer Spots Remaining" as 1, with an icon of a person. Below that is the "Interests" section with an Apple logo. The "Agency" section is partially visible at the bottom. A red arrow points to the "RESPOND" button in the top right corner.

Needs > Coat Distribution in Century with Anderson Subaru and Operation Warm

Coat Distribution in Century with Anderson Subaru and Operation Warm

RESPOND **RESPOND AS TEAM**

Happens On Feb 8, 2025 **9am-2pm**


Description

United Way of West Florida is partnering with Anderson Subaru and Operation Warm to distribute winter coats at the Pensacola State College Century Campus.


Volunteers are needed to assist in setting up the site and size and distribute coats for families that are receiving one or more.

Contact Julia Helton for any questions - julia.helton@uwwf.org or 850-912-8177.


Volunteer Spots Remaining


1 

Interests



Agency

Additional Details 

 **Is Family Friendly**

REQUIRED SIGN UP INFORMATION

Two questions require answers to sign up for a need.

Additional Volunteer Information

Response Notes ⓘ

Response Notes

Response notes can be used to communicate specific information with the agency manager like preferences, restrictions and specific availability .

Response Questions ⓘ

1. Provide a emergency contact name and number.

Q. Who is your emergency contact? What is their phone number? *

Q. Do you have any allergies (food, bees, medicine, etc.)? *

SUBMIT NEED RESPONSE

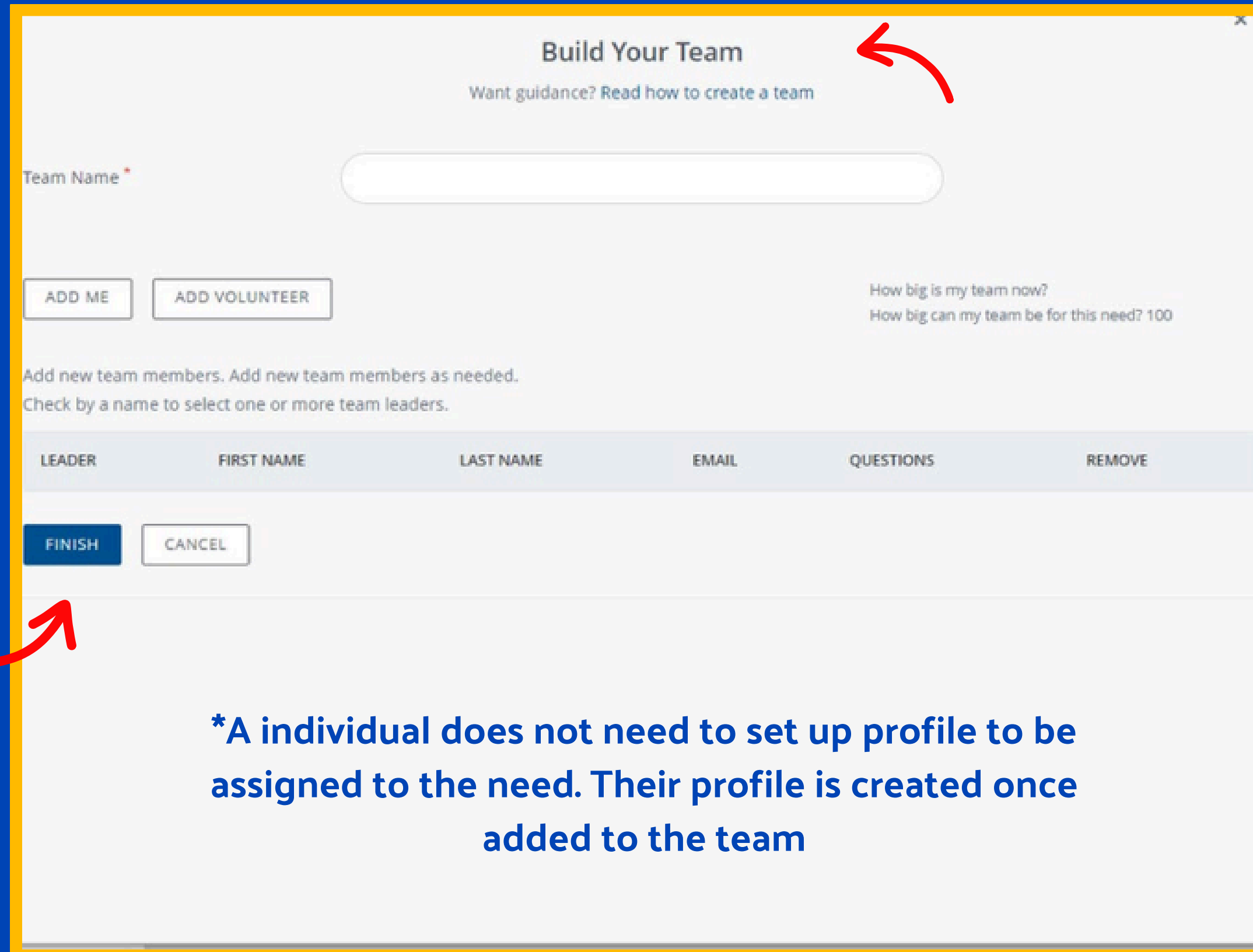
CANCEL

SIGNING UP FOR NEEDS AS A TEAM

One person can sign up an entire team.

Follow the steps below:

- Select a team name.
- Add yourself.
- Add additional volunteers, including first name, last name, email, emergency contact, and allergies.
- Select a “Team Lead” to be the point of contact.
- Once everyone has been added, select “Finish”.



The screenshot shows a web form titled "Build Your Team" with a subtitle "Want guidance? Read how to create a team". Below the title is a text input field for "Team Name". Underneath are two buttons: "ADD ME" and "ADD VOLUNTEER". To the right of these buttons is a text area with the questions "How big is my team now?" and "How big can my team be for this need? 100". Below this is a section for adding team members, with instructions: "Add new team members. Add new team members as needed. Check by a name to select one or more team leaders." This section contains a table with columns: LEADER, FIRST NAME, LAST NAME, EMAIL, QUESTIONS, and REMOVE. At the bottom of the form are two buttons: "FINISH" and "CANCEL". A red arrow points from the top right to the "Build Your Team" title, and another red arrow points from the bottom left to the "FINISH" button.

***A individual does not need to set up profile to be assigned to the need. Their profile is created once added to the team**

SIGNING UP FOR EVENTS

Clicking the event tab will display a list of events.

Click more INFO to see specific details about the opportunity.

The screenshot displays the 'United Way of West Florida GET CONNECTED' portal. The header features the organization's name and logo. A left sidebar contains navigation tabs: DASHBOARD, NEEDS, EVENTS (highlighted with a red arrow), AGENCIES, LEARNING LABS, and NEW AGENCY INFORMATION. The main content area is titled 'Events' and includes search and filter options. Two event cards are visible: 'Pensacola Chocolate and Cheese Fest' on Feb 16 at 10:00am CT, and 'ReadingPals: Volunteer Orientation (Feb. 18)' on Feb 18 at 12:00pm CT. A red arrow points to the 'MORE INFO' button on the first event card, and another red arrow points to the 'EVENTS' tab in the sidebar.

UNITED WAY OF WEST FLORIDA
GET CONNECTED

United Way

DASHBOARD
NEEDS
EVENTS
AGENCIES
LEARNING LABS
NEW AGENCY INFORMATION

Events

SEARCH BY Search Phrase

FILTER BY -- SELECT A FILTER --

16 FEB 10:00am CT
Pensacola Chocolate and Cheese Fest
Welcome to the Third Annual Pensacola Chocolate and Chee...

18 FEB 12:00pm CT
ReadingPals: Volunteer Orientation (Feb. 18)
ReadyKids! is a local nonprofit with the mission of Kindergart...

MORE INFO

RSVP

VIEWING EVENT DETAILS

The event provides a description, date and time, hosting agency, and contact person. To RSVP, you click yes, maybe, or decline in the top right-hand corner.

The screenshot displays the United Way of West Florida 'GET CONNECTED' portal. The header features the United Way logo and the text 'UNITED WAY OF WEST FLORIDA GET CONNECTED'. A sidebar on the left contains navigation links: DASHBOARD, NEEDS, EVENTS, AGENCIES, LEARNING LABS, NEW AGENCY INFORMATION, and NEW VOLUNTEER INFORMATION. A red arrow points to the 'EVENTS' link. The main content area shows the event title 'ReadingPals: Volunteer Orientation (Feb. 18)' with a breadcrumb trail 'Home > Events > ReadingPals: Volunteer Orientation (Feb. 18)'. In the top right corner, there are three buttons: YES, MAYBE, and DECLINE, with a red arrow pointing to them. Below the title, the event details are listed: Start (Feb 18, 2025, 12:00pm CT) and End (Feb 18, 2025, 1:00pm CT). The description states: 'ReadyKids! is a local nonprofit with the mission of Kindergarten readiness. A ReadingPal is a caring individual (18 years or older) who dedicates their time to mentor a Pre-K student once a week during a 45 minute mentoring session. Our goal is to create a foundation for learning for students to be more successful once the child enters kindergarten. During our 1 hour Volunteer Orientation, you will learn about our program and how to become a ReadingPal in Escambia County.' On the right, the agency 'ReadyKids!' is listed with a 'BECOME A FAN' button and information icons.

UNITED WAY OF WEST FLORIDA
GET CONNECTED

United Way

DASHBOARD
NEEDS
EVENTS
AGENCIES
LEARNING LABS
NEW AGENCY INFORMATION
NEW VOLUNTEER INFORMATION

Home > Events > ReadingPals: Volunteer Orientation (Feb. 18)

ReadingPals: Volunteer Orientation (Feb. 18)

YES MAYBE DECLINE

Start Feb 18, 2025 12:00pm CT

End Feb 18, 2025 1:00pm CT

Description

ReadyKids! is a local nonprofit with the mission of Kindergarten readiness. A ReadingPal is a caring individual (18 years or older) who dedicates their time to mentor a Pre-K student once a week during a 45 minute mentoring session. Our goal is to create a foundation for learning for students to be more successful once the child enters kindergarten. During our 1 hour Volunteer Orientation, you will learn about our program and how to become a ReadingPal in Escambia County.

Agency

ReadyKids!

BECOME A FAN

FINDING AGENCIES AND BECOME A FAN

1. Select an Agency: Click the "Agencies" tab to view a table of available organizations.
2. View Details: Select an agency from the list to see its location, point of contact, needs, and events.
3. Follow an Agency: Click "Become a Fan" on their profile page to receive notifications about new opportunities and events.

The screenshot displays the 'Agencies' section of a website. On the left, a sidebar contains navigation links: NEEDS, EVENTS, AGENCIES (highlighted with a red arrow), UWWPS EMERGENCY RELIEF FUND, LEARNING LABS, STUFF THE BUS 2025, and DAY OF CARING 2025. The main content area is titled 'Agencies' and features search and filter options. Below these are three agency cards:

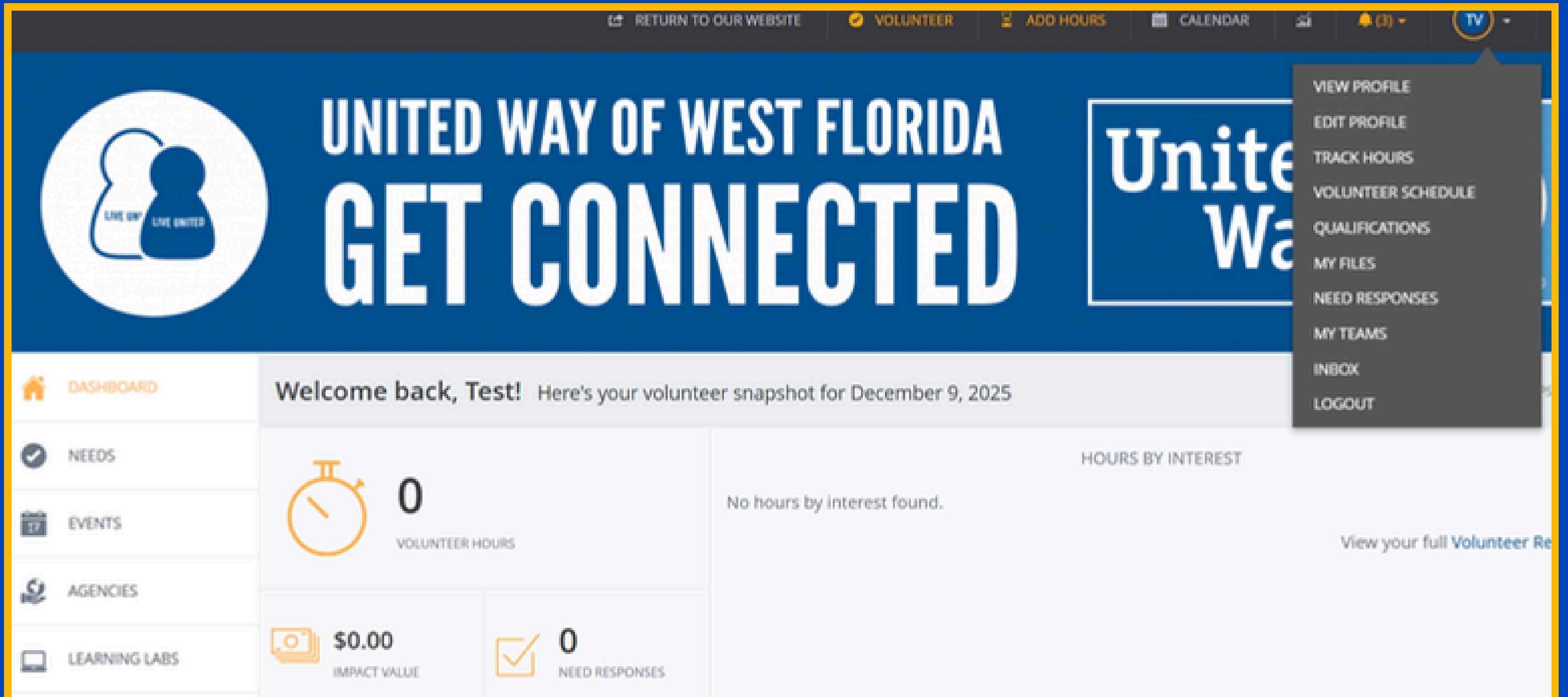
- A Heart for People, Inc.**: Features a green square logo with a white 'A'. The button below is 'BECOME A FAN'.
- American Red Cross of Northwest Florida**: Features a red cross logo. The button below is 'FANNED'.
- AMikids Pensacola**: Features a red 'AMikids' logo. The button below is 'BECOME A FAN'.

USING OTHER GET CONNECTED FEATURES



GETTING TO YOUR PROFILE

Click your initials in the top right-hand corner.
Select where you want to go from the dropdown.



The screenshot shows the United Way of West Florida volunteer dashboard. At the top, a navigation bar includes links for 'RETURN TO OUR WEBSITE', 'VOLUNTEER', 'ADD HOURS', 'CALENDAR', a notification bell with '(3)', and a user profile icon labeled 'TV'. The main header features the United Way logo and the text 'UNITED WAY OF WEST FLORIDA GET CONNECTED'. A dropdown menu is open from the profile icon, listing options: 'VIEW PROFILE', 'EDIT PROFILE', 'TRACK HOURS', 'VOLUNTEER SCHEDULE', 'QUALIFICATIONS', 'MY FILES', 'NEED RESPONSES', 'MY TEAMS', 'INBOX', and 'LOGOUT'. The dashboard content area shows a welcome message: 'Welcome back, Test! Here's your volunteer snapshot for December 9, 2025'. It includes a 'VOLUNTEER HOURS' section with a clock icon and a value of '0', and an 'HOURS BY INTEREST' section with the text 'No hours by interest found.' and a link to 'View your full Volunteer Report'. At the bottom, there are sections for 'IMPACT VALUE' (\$0.00) and 'NEED RESPONSES' (0).

EDITTING YOUR PROFILE

UNITED WAY OF WEST FLORIDA
GET CONNECTED

United Way

DASHBOARD
NEEDS
EVENTS
AGENCIES
LEARNING LABS
NEW AGENCY INFORMATION
NEW VOLUNTEER INFORMATION
VOLUNTEER INCOME TAX ASSISTANCE
STUFF THE BUS 2024
DAY OF CARING 2024
211, 988, FYSL

Edit Profile
VIEW PROFILE **EDIT PROFILE** TRACK HOURS VOLUNTEER SCHEDULE MY FILES NEED RESPONSES MY TEAMS QUALIFICATIONS

Profile Picture
Upload your picture
Image should be at least 540px by 540px
UPLOAD PHOTO [Remove](#)

Basic Information
Name ^{*} Ahzyria Bell
Email ^{*} ahzyriabell@gmail.com

Change Password
Current Password
New Password ⓘ
Repeat New Password
UPDATE PASSWORD

Data and Communication Settings
Email preferences [MANAGE MY PREFERENCES](#)

In this section you can:

- Update your profile picture and change password.
- Select the “Update” button in each section after making any changes.
- Update basic personal information.
- Edit data and Communication preferences.

TRACK YOUR VOLUNTEER HOURS

In this section you can:

1. Track your volunteer hours by adding entries.

2. Add hours for needs that were shared on and off the platform.

3. Add 'Plus-one Hours' for someone that volunteered with you but doesn't have a Get Connected account.

The screenshot shows the 'Track Hours' page. On the left is a sidebar with navigation links: NEEDS, EVENTS, AGENCIES, LEARNING LABS, NEW AGENCY INFORMATION, NEW VOLUNTEER INFORMATION, VOLUNTEER INCOME TAX ASSISTANCE, STUFF THE BUS 2024, DAY OF CARING 2024, 211, 988, FVSL, and RETIRED & SENIOR VOLUNTEER PROGRAM. The main header has tabs: VIEW PROFILE, EDIT PROFILE, TRACK HOURS (selected), VOLUNTEER SCHEDULE, MY FILES, NEED RESPONSES, MY TEAMS, and MY USER GROUPS. Below the tabs are links for QUALIFICATIONS and INBOX. The 'Volunteer Hours' section (annotated with a blue circle '1') includes an 'ACTIONS' bar with 'EXPORT HOURS' and '+ ADD HOURS' buttons, and date pickers for 'Start' (01/29/2024) and 'End' (01/29/2025) with a 'GO' button. Below this is a table with columns: DATE, DETAILS, TYPE, HOURS, MILES TRAVELED, and STATUS. The table currently shows 'No hour entries.' and a 'TOTALS' row. A 'TABLE FILTER' button is on the right. The 'Hour Type' section (annotated with a blue circle '2') asks 'Are these hours in reference to a need you responded to on this site?' with 'Yes' (selected) and 'No' radio buttons, and a 'Need' dropdown menu. The 'Hour Details' section (annotated with a blue circle '3') contains input fields for 'Date Worked' (placeholder: mm/dd/yyyy), 'Hours Worked' (placeholder: Example: 3.5), 'Miles Traveled', and 'User Groups'.

Plus-one Hours 3

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

☐ Yes

☒ No

NAVIGATING MY TEAMS

- View team memberships.
- Check team accomplishment, filterable by date, and exportable as PDF.
- Communicate with team leaders via the "My Teams" area.
- Remove yourself from a team if needed.

The screenshot displays the 'GET CONNECTED' portal for the United Way of West Florida. The header features the organization's name and logo. A left sidebar contains navigation links: DASHBOARD, NEEDS, EVENTS, AGENCIES, LEARNING LABS, NEW AGENCY INFORMATION, and NEW VOLUNTEER. The main content area is titled 'My Teams' and includes tabs for VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, MY FILES, NEED RESPONSES, MY TEAMS (which is selected), and MY USER GROUPS. Below these tabs are links for QUALIFICATIONS and INBOX. A 'TABLE FILTER' button is located above a table with the following columns: TEAM NAME, NEED TITLE, SHIFT ID, SHIFT BEGINS, INITIATIVE, AGENCY NAME, TEAM CREATED, MEMBERS, LEADER, RESUME, and OPTIONS. Each column has a corresponding search input field. The table currently displays 'No teams.' A red circle highlights the 'NEW AGENCY INFORMATION' link in the sidebar.

USER GROUPS

The screenshot displays the 'GET CONNECTED' portal for the United Way of West Florida. The header features the organization's logo and name. A left sidebar contains navigation links: DASHBOARD, NEEDS, EVENTS, AGENCIES, LEARNING LABS, NEW AGENCY INFORMATION, NEW VOLUNTEER INFORMATION, and VOLUNTEER INCOME. The main content area is titled 'My User Groups' and includes a breadcrumb trail 'My Profile > My User Groups'. Below the title is a horizontal menu with options: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, MY FILES, NEED RESPONSES, MY TEAMS, and MY USER GROUPS (which is highlighted with a red arrow). Further down, there are links for QUALIFICATIONS and INBOX. A text block provides instructions: 'Click the "View needs" button to see the needs that are assigned to your User Group. Click "View Resume" to view your User Group's volunteer report. To leave a User Group, click the "X" in the Options column. See [this article](#) to learn more about user groups.' Below this is a table with the following data:

USER GROUP	DATE CREATED	ASSIGNED NEEDS	REPORTING	OPTIONS
UWWF Staff	Jun 13, 2022	VIEW NEEDS	VIEW RESUME	X

At the bottom of the table area, it says 'SHOWING 1 TO 1 OF 1 ENTRIES' and includes 'PREVIOUS' and 'NEXT' navigation buttons.

- User Groups are a good way to track an entire companies volunteer hours.
- View previous needs and pull a resume to share your work.
- If you like a company/club to have a user group, contact Donna Bliss at donna.bliss@uwwf.org to create a User Group.

QUALIFICATIONS

Some opportunities require specific actions, such as attending orientation or completing a background check, before you can sign up.

Check the opportunity page for details and your profile/dashboard for qualification status updates.

NOTE: See Slide 9 for steps to accessing your profile

My Qualifications

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE MY FILES NEED RESPONSES MY TEAMS

QUALIFICATIONS INBOX

Incomplete Qualifications

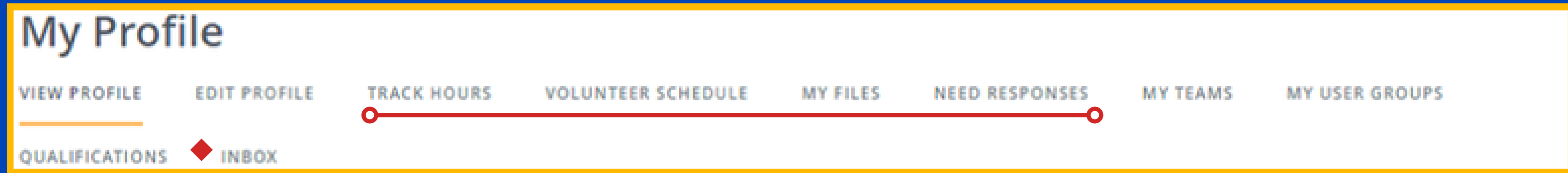
You may need to meet certain qualifications or sign a waiver in order to view or respond to needs.

You don't have any qualifications to fill out right now

Complete Qualifications

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS
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OTHER FEATURES FOUND UNDER THE PROFILE BUTTON



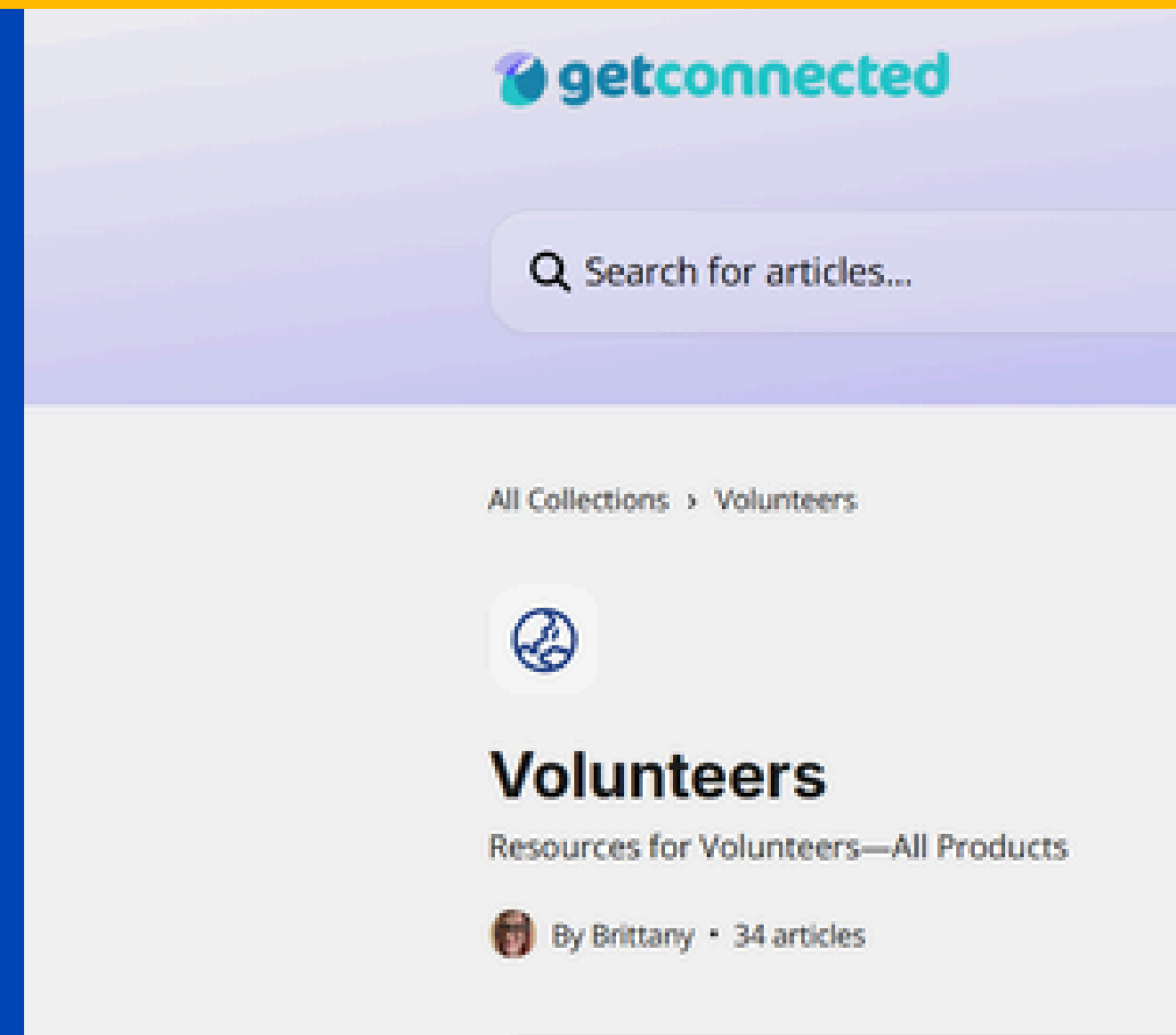
- **Track Hours.**
- **Volunteer Schedule:** View upcoming needs.
- **My Files:** Upload documents related to volunteering or needs for future reference.
- **Need Responses:** View needs/volunteer opportunities you have signed up for.
- **Inbox:** Reminders and messages about your upcoming needs or events.

HELP RESOURCES



More help is at your finger tips.

- Click the ‘Help’ button in the top right corner.
- Browse the Getting Started links.
- Click a section, topic and/or key word for specific answers.



VOLUNTEER THE UNITED WAY- GET CONNECTED TODAY!

UWWF hosts Get Connected 101 each month via Microsoft Teams.



[Click here for more information](#)

Contact Donna Bliss for questions or assistance at
donna.bliss@uwwf.org or 850-444-7035