

User Guide

for Agencies and Organizations



OutdoorVolunteer.org is a service provided by
Volunteers for Outdoor Arizona

It offers all groups and organizations — nonprofit, government, and even informal groups — with a place on the internet to list outdoor volunteer opportunities on a searchable public calendar.

This document is intended as a User Guide for those with an existing Agency Account on OutdoorVolunteer.org. If you do not have an established Agency Account, please go to OutdoorVolunteer.org to register your organization.

Agency Name _____

Agency Profile created _____ by _____
date name

Admin/General Login

username _____

password _____

Other Admin/Staff

name _____ username _____

name _____ username _____

name _____ username _____



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Personal & Agency Accounts

Your Personal Account

To begin using OutdoorVolunteer.org, you must have a **Personal Account** profile. Simply visit www.OutdoorVolunteer.org and click “login” — you will be prompted to fill in basic contact information, a username and password.

With a personal account profile, you are able to access your organization’s Agency Account.

Your Agency Account

If your Agency does not have an established Agency Account, please go to OutdoorVolunteer.org and register your organization by clicking “Add My Organization”.

If an Agency Account already exists for your organization, there are two options for you to become an administrator for the Agency Account.

1. If there is another person within your organization who is an “admin” for the Agency Account, they can set your personal account to have “admin” or “staff” access. To do so, please see the next section “Adding New Agency Members”
2. If there is no other person within the organization with Admin access to your Agency Account, please contact us directly (ovadmin@voaz.org) to link your personal profile as “admin” to the Agency’s Account.

Additional Agency User Accounts

Once you have an Agency Account with OutdoorVolunteer.org, you will be able to create other administrator and staff accounts to have access to your organization’s Agency Account, or “Agency Members”.

- “Admin” status gives a user full access to all options available for Agencies on OutdoorVolunteer.org. This also allows the user to change data for other member accounts associated with the Agency Account.
- “Staff” status gives a user limited access to other member accounts. Staff do, however, have sufficient capability to manage events and review event participation rosters.

Adding New Agency Members

at OutdoorVolunteer.org: **Login** » **Admin** » **Admin/Staff**

There are two ways to add a new Agency Member to your Agency Account. *This can only be done by an Admin for your Agency.*

1. Create a new Personal Account on behalf of your associate
 - Login and click on “Admin » Admin/Staff”
 - Follow the onscreen prompts to add a New Agency Team Member

- When you submit the information on behalf of your associate, they will receive a welcome message confirming their status with the Agency Account
 - You may also edit as needed from the Admin/Staff screen
2. Add an existing Personal Account to your Agency Account
- Login and click on “Admin » Admin/Staff”
 - Follow the onscreen prompts to add an Existing Volunteer as an Agency Team Member
 - Your associate can provide you with their volunteer ID and last name for their Personal Account
 - Once submitted and their Personal Account is associated with the Agency Account, you can edit as needed from the Admin/Staff screen

Please note: Personal Accounts can be associated as an “admin” or “staff” with only one Agency Account.

QUICK TIP.....

To include a logo in your Agency’s description and in the Event Calendar, you have two options:

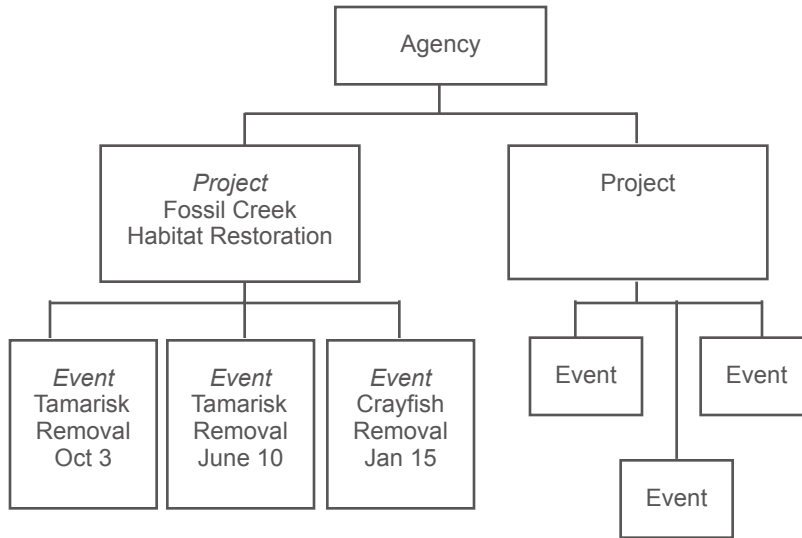
1. input the complete URL of your logo that is on your website (i.e., “http://www.yourwebsite.org/logo.jpg”), or
2. email your logo to oadmin@voaz.org and we will place it on our website. Please include the full name of your organization and a contact person in the body of the email.

Logos should be in jpg or gif format.

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Projects & Events

Volunteer opportunities at OutdoorVolunteer.org are organized by Projects and Events. An over-arching effort is considered a Project, while a specific volunteer opportunity is considered an Event. At OutdoorVolunteer.org all Events must be associated with a Project.



Volunteer Positions & Recruiting Staff.

At this time, the Calendar of Events at OutdoorVolunteer.org is only for listing hands-on volunteer event opportunities, training and orientation meetings. If you are interested in recruiting paid positions or volunteers for longer-term positions, use the space provided in your Agency description. This information will show under your description in the “Conservation Agencies” section. Be sure to direct interested parties to your volunteer manager or a specific page on your website using a hotlink.

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Create a Project

at OutdoorVolunteer.org: **Login » Admin » Projects » Create a New Project**

From the “Create a New Project” Screen:

1. Name your Project
2. Choose a Project Leader
3. Fill in your Project Dates
4. Fill in Project Notes
5. Click “Submit Information”

Project Tips

- A Project defines the broader volunteer effort and includes reference to a location (i.e., “Place + Broad Objective” = Fossil Creek Habitat Restoration).
 - A Project Leader is the point person for the project and may be chosen from your list of admins or staff.
 - Project Notes are only viewable by Admin and Staff. You can use this area as a convenient way to maintain information related to the Project and contact information for Land Managers.
 - You can create an unlimited number of Events (i.e., volunteer opportunities) within a Project.
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Create an Event

There are two options to list events on OutdoorVolunteer.org — a Basic Listing and a Comprehensive Listing.

The **Basic Event Listing** provides a brief event description on the main Events Calendar page that includes an email or phone number to have interested volunteers contact you. Additionally, you can provide a website to direct volunteers for more information and/or to register.

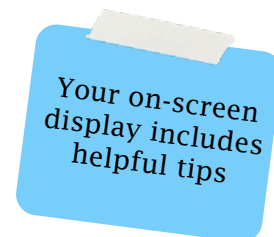
The **Comprehensive Event Listing** also includes a brief event description on the main Events Calendar; however, it also enables you to provide prospective volunteers with a more complete description of the event, including photos, on a web page specifically for details of your event. You are able to set the maximum number of volunteers, age limits, the level of difficulty, geographic area, type of work, and other searchable terms. The Comprehensive Event Listing also provides the tools to register and manage volunteers on-line — including automatically generated emails for registrations, volunteer communication tools, and a printable roster.

at OutdoorVolunteer.org: **Login** » **Admin** » **Events** » **Create a New Event**

Basic Event Listing

With the Basic Event Listing there are just 10 simple steps to list your event! From the “Create a New Event” screen, choose the “Basic” Option:

1. Choose the related Project
2. Enter the Event Name
3. Enter Close to/at/in
4. Choose the Event Status
5. Select the appropriate Contact Person
6. Choose the Contact Display
7. List your Website



8. Enter the Event Dates. For multiple day events, select the first and last day of volunteer work. In the Event Summary you can add additional information to clarify check-in, work duration, etc.
9. Enter an Event Summary. This is where you “sell” your event to prospective volunteers. Be sure to add enough detail to attract volunteers to the work, its importance, and the fun! Be sure to let volunteers know how to register — whether to email/call the contact person or through your website.
10. Enter Event Notes
11. Click “Submit Information”

Comprehensive Event Listing

From the “Create a New Event” screen, choose the “Comprehensive” Option:

1. Choose the related Project
2. Enter the Event Name
3. Enter Close to/at/in
4. Choose the Event Status
5. Enter the Fact Sheet URL
6. Is this a Training Event?



Participation Parameters

7. Enter the Event Dates. For multiple day events, choose the first and last day of volunteer work. In the Event Description (Item #15) you can add additional information to clarify check-in, work duration, etc
8. Enter the Time to Start/Finish (Work Period) and the maximum number of Volunteers for each day
9. Enter your Staff Allowance
10. Choose your Event Show Rate
11. Would you like to have a Wait List option?

Search Parameters

12. Select one or more Regions in which your Event is located
13. Select all appropriate Types of work for your Event

Event Details

14. Enter an Event Summary. This is where you “sell” your event to prospective volunteers. This summary appears on the Calendar List under the Event Name and Date
15. Enter an Event Description. This is where you add enough detail to attract volunteers to the work, its importance, and fun!
16. Choose the Level of Difficulty
17. Enter the Minimum Age to participate
18. Choose an Age Group
19. Choose a Group Size Maximum that an individual person can register for an Event
20. Choose a Contact Person
21. Choose the Contact Display

22. Enter the complete URL for a Photo if your image is located on the web (i.e., "http://www.yourwebsite.org/photo.jpg"). Or, simply email it to ovadmin@voaz.org and we will upload it to your event description.
23. Enter a caption for your Photo

Registration Add-ons

24. Select if you would like to include a Rideshare Option
25. Enter a Registration Comment
26. Enter Manager (Event) Notes

27. Click "Submit Information"

Event Tips

- Events occur on one or a few contiguous days. It is okay to have a project with only one event, but often it takes more than one event to complete a project.
- A simple HTML Code sheet is provided online. HTML code can be used to embed images, links, and to dress up the appearance of your listing.
- If you have a series of similar events, it is very easy to clone an existing event when you need to set up a new one of the same type. You can do this by clicking on "Create New From Existing" at the top of the Edit Event page.

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VOAz has developed forms and identified web sources we find useful for project planning and event management. They are available online for your convenience under "Forms, Docs, Link".

Event Management using the Comprehensive Event Listing

Using the Comprehensive Event services of OutdoorVolunteer.org, you are able to **provide volunteers with a complete description** of the event, including photos. Additionally, you are able to set the maximum number of volunteers, age restrictions, the level of difficulty, geographic area, type of work, and other searchable terms.

The Comprehensive Event Listing **provides you the tools to register and manage volunteers on-line**, and includes automatically generated emails for registration confirmation/change/cancellation sent to both you and the volunteer. You can also manage communications with your registered volunteers — send reminders, updates, thank you’s, and event notices through your own email program with just a click.

Event Volunteers

- Volunteers are able to confirm, update, or cancel their registrations online.
- Your organization is able to view and print a roster of all registered volunteers at any time.
- With the click of a button, you can e-mail all registrants with additional event details, notice of changes or event cancellation, special forms to be completed and reminder notices.
- Following the event, you may thank participants via email sent from OutdoorVolunteer.org.

Automatic Confirmations

The following emails are sent automatically when a volunteer registers or updates their profile at OutdoorVolunteer.org:

- Registration
- Registration Cancellation
- Registration Change (i.e., change in group size)
- Wait list
- Wait list change to Registered

Take Note

The system *does not* automatically notify volunteers if you make any changes to an Event’s details after registration opens — you must email registered volunteers directly. See page 8 “Email Registrants” to easily send an email to your registered volunteers.

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Event Roster

at OutdoorVolunteer.org: [Login](#) » [Admin](#) » [Events](#) » [Roster](#)

From the Event Roster you can monitor event registrations and perform other volunteer management tasks.

- From here you have the option to view and print a printer-friendly copy
- Change/cancel a volunteers' registration status prior to the event
- After the Event, change a volunteer's status to "Participated" or "No Show" — *this is an important task, as many volunteers use the OutdoorVolunteer.org system to track their volunteer participation.*

Force Registration

at OutdoorVolunteer.org: [Login](#) » [Admin](#) » [Events](#) » [Roster](#)

The "Force Register" tool is just below the list of participants in the Event Roster display. Enter the Volunteer ID for that individual and click the "Begin Registration" button.

If you do not know the Volunteer ID, click the "Search for Volunteers" link on the Roster display to locate the volunteer's profile. If the volunteer does not already have a profile, you can go through the sign-up and registration process for the volunteer on their behalf.

Email Registrants

at OutdoorVolunteer.org: [Login](#) » [Admin](#) » [Events](#) » [Roster](#)

To easily send an email to your registered volunteers, simply scroll to the bottom of the Roster page and select an option:

- All Registrants
- First-time Registrants
- All Rideshare Volunteers — Use to communicate with those volunteers who are seeking/offering ride-share; if only one, thank them for offering.
- All Previous Project/Event Participants — This is an excellent tool if registration is lagging, use it to create a special appeal to prior event participants (where applicable).

Users of **resident email programs** (i.e., Outlook, Mail, Eudora) may simply click on the desired list of volunteers. Your email will automatically generate with the appropriate addresses in your "Bcc" field.

Users of **web-based email services** (such as Yahoo; Google Mail) may retrieve email addresses by right clicking the appropriate link, selecting "copy shortcut", and pasting into the "Bcc" address line of your email program.

Event Wait List

at OutdoorVolunteer.org: **Login » Admin » Events » Edit Event**

The automated registration system includes the option to create a Wait List when an event fills. As a default, it is “On”. To remove the Wait List option:

- Scroll to Item #11, un-click “Allow Wait List”
- Click “Submit Information”

When the event reaches the maximum allowed volunteers, the registration system will automatically allow prospective volunteers to be added to the Wait List. Both the EM and the volunteer will be sent an automatic email notifying them that s/he is added to the Wait List.

The registration system will automatically fill any cancellation with the next available volunteer that fits the criteria.

- If one registered volunteer cancels, the system will look for the first available single wait-listed person to cancel.
- If a group of two registered volunteers cancel, the system will look for the first combination of wait-listed volunteers to fill the vacancy. This means, it behooves interested volunteers in being wait-listed as an individual or group of 2, versus a group of 3 or more.

Take Note.....

There is no way to determine the likelihood of a wait-listed volunteer to be registered as the system does not show you the order in which volunteers elected to join the Wait List.

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Event Fact Sheet

The Fact Sheet gives additional details about event logistics, such as what to wear, the event agenda, directions, etc., in a printable form.

at OutdoorVolunteer.org: **Login » Admin » Events » Edit Event**

Scroll to Item #5 “Fact Sheet URL”

- If you are able to upload a factsheet onto your own website, simply input the complete URL (i.e., “http://www.yourwebsite.org/factsheet.pdf”). Click “Submit Information”
- Alternatively, you can email a Word, PDF or .rtf format fact sheet to ovadmin@voaz.org and VOAz will host it on our web site.
- A link will appear at the event page to enable downloading by volunteers.

Volunteer Records

OutdoorVolunteer.org makes it easy to:

- search for volunteers associated with your organization
- create and edit your agency volunteer accounts
- retrieve email addresses for groups of volunteers as well as individuals, and more.

Once a volunteer registers for your event on OutdoorVolunteer.org, that individual is considered part of your Agency's volunteer database. As past events and rosters remain archived, you can easily look up or edit volunteer contact information — and, easily contact volunteers associated with a particular project or event at any time.

Information provided by individuals through registration for a Volunteer Opportunity is for the sole use of your Agency and can not be accessed by any other Agency of OutdoorVolunteer.org. For additional information on Volunteer Records & Communication, see the Agency Terms of Use at OutdoorVolunteer.org.

at OutdoorVolunteer.org: **Login** » **Admin** » **Agency Volunteers**

Forgotten Password/Username

If a volunteer has forgotten their password, instruct them to use the “Forgotten Password” link on the login display. If that does not work, you will need to:

- Login to your Agency Account
- Select Agency Volunteers (under Admin)
- Use the search parameters to locate the volunteer record
- Change the profile information as needed
 - If the volunteer is associated with multiple agencies, you will not be able to edit the record. In this case, please contact ovadmin@voaz.org for assistance.

FAQ

Who determines the “Volunteers Needed” value that appears at the Event Details?

This is typically determined by the Land Manager or managing Agency, and based on the amount of work to be done, the available number of Crew Leaders, supervising personnel, and/or other logistics (i.e., available camping space).

How do I configure an event with an absolute maximum number of volunteers allowed?

When using the Comprehensive Event Listing option, you have the ability to set the *Participation Parameters* to limit your available volunteer positions. When creating a new event or at the “Event Edit” page:

1. input the maximum number of “Volunteers” (Item #8)
2. enter your “Staff Allowance” (Item #9)
3. set your “Event Show Rate (Item #10) to **100%**
4. click “Submit Information”

How do I prevent over-registration?

Available only for Comprehensive Event Listings. When creating a new event or at the “Event Edit” page:

1. set your “Event Show Rate (Item #10) to **100%**
2. click “Submit Information”

How do I close the event to registrations and prevent it from opening again?

For **Basic Event Listings**, at the “Event Edit” page:

1. set your “Event Status” (Item #4) to **Full**
2. click “Submit Information”

For **Comprehensive Event Listings**, at the “Event Edit” page:

1. set your “Event Status” (Item #4) to **Full**
2. change your “Volunteers Needed” (Item #8) to **0**
3. click “Submit Information”

How do I reopen a full event if I want to recruit more volunteers?

For **Basic Event Listings**, at the “Event Edit” page:

1. set your “Event Status” (Item #4) to **Open**
2. click “Submit Information”

For **Comprehensive Event Listings**, at the “Event Edit” page:

1. set your “Event Status” (Item #4) to **Open**
2. change your “Volunteers Needed” (Item #8) to your new **maximum** number of volunteers
3. click “Submit Information”

Technical Support

If you have additional questions please contact ovadmin@voaz.org



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