



## Volunteer Better Impact Guide

# YSS Volunteer Page

## GETTING STARTED

- Type [www.youthstandingstrong.org](http://www.youthstandingstrong.org) into your browser
- Once there, click on the “Get Involved” tab
- On the “Get Involved” page of the website, scroll to the “Give Time” section
- Click on the “Create an account on My Volunteer Page” link to create an account

# YSS Volunteer Page

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# Creating an Account

- On the left hand side (blue box) create a username that will be used for logging into your account once your application is submitted. Please view the policy before creating an account.

Please make sure you fill out all of the required fields of the application including:

- contact information
- volunteer opportunity you are interested in & location
- references contact information
- emergency contact information

## I am new to MyVolunteerPage.com

You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be a least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

Username  ⓘ ⓘ

Email Address  ⓘ

Verify Email Address  ⓘ

I agree with the organization's policies

Save and Continue

## I already have a username

If you have signed up with this organization before, or are a member of another organization that uses MyVolunteerPage.com, you can use the same login to access all organizations with which you volunteer.

Username  ⓘ

Password  ⓘ

[Forgot your username or password?](#)

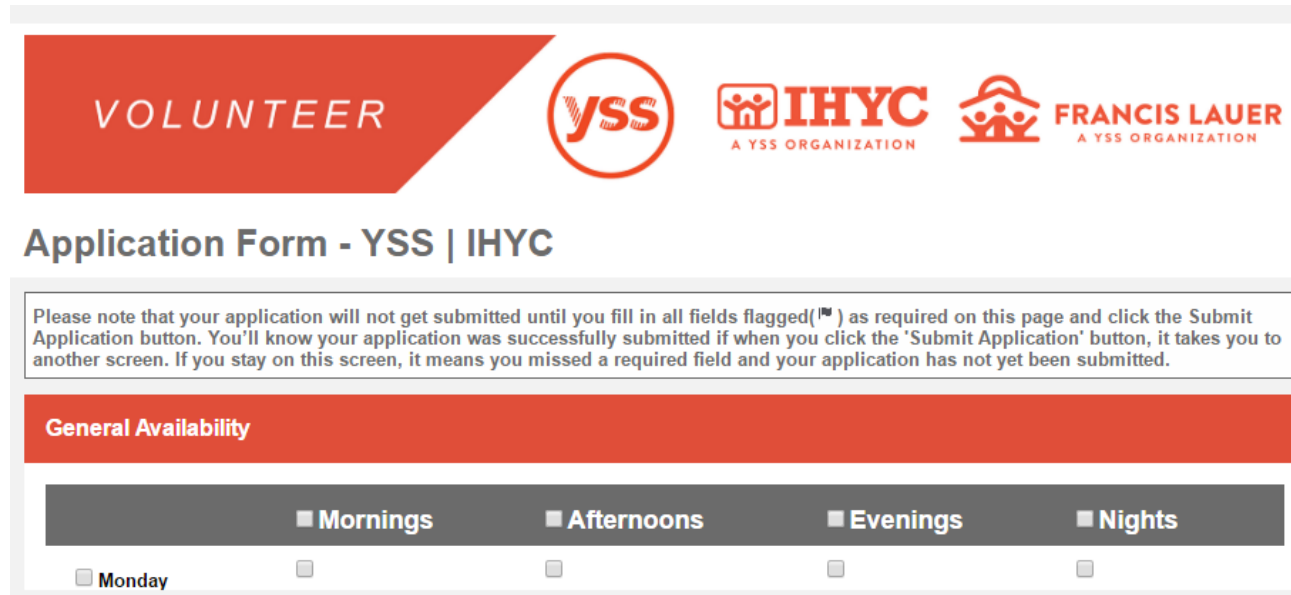
I agree with the organization's policies

Login and Continue

Already use MyVolunteerPage.com to volunteer with this organization?  
[Go to volunteer login](#)

# Filling Out An Application

- Once you create an account, your screen should take you to a page that looks like this:



The screenshot shows a web application interface. At the top, there is a red banner with the word "VOLUNTEER" in white. To the right of the banner are three logos: "yss" in a red circle, "IHYC A YSS ORGANIZATION" with a red icon of three people, and "FRANCIS LAUER A YSS ORGANIZATION" with a red icon of a house and three people. Below the banner is the title "Application Form - YSS | IHYC". A text box contains the following message: "Please note that your application will not get submitted until you fill in all fields flagged(™) as required on this page and click the Submit Application button. You'll know your application was successfully submitted if when you click the 'Submit Application' button, it takes you to another screen. If you stay on this screen, it means you missed a required field and your application has not yet been submitted." Below this is a red section titled "General Availability". Underneath is a table with columns for "Mornings", "Afternoons", "Evenings", and "Nights", and rows for days of the week. The "Monday" row is partially visible, showing checkboxes for each time slot.

	Mornings	Afternoons	Evenings	Nights
Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Fill out the application from start to finish and submit. All required fields must be filled out. Required fields are flagged.

# Logging Into Your Account

- After you have applied, you can log into your account by going to MyVolunteerPage.com. That homepage looks like this:

## MyVolunteerPage.com Login

**Login**

Username  ™ Usernames are not case sensitive.

Password  ™ Passwords are case sensitive.

[Forgot your username or password?](#)

**Privacy Policy**


Information contained here is only visible to you and the specific organization(s) you volunteer for. It will neither be disclosed to any other party nor used for any other purpose. [Click here to view the complete MyVolunteerPage.com privacy policy.](#)

**Search**

Search for an organization. Common search terms include city, town, county, or type of agency.

Keyword

MyVolunteerPage.com

Powered By 

# Home Page

- Once you have logged in, the main page will look like this:



- You will see various tabs: Home, Opportunities, Schedule, Hours, Reports, Contact and My Profile

# My Profile

- To create your profile, click on the My Profile tab
- Under the tab you will see **Contact Information**, click contact information
- Enter in your information then click **Save**
- After saving, you have successfully created your profile!

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

## My Profile - Contact Information

? Help ↔ Switch to Administrator View Log Out

### Contact Information

**NAME FIELDS**

Username

Title

Legal First Name

First Name

**DEANNA WHEELER**  
420 Kellogg Ave  
Ames IA 50010  
USA

Update Photo

**Subscriptions**



# Schedule

- To view your schedule, click on the **Schedule** tab
- This is what the main page under **Schedule** should look like:

The screenshot displays the 'Schedule' page of a web application. At the top, a navigation bar contains several tabs: HOME, OPPORTUNITIES, SCHEDULE (highlighted with a blue box), HOURS, REPORTS, CONTACT, and MY PROFILE. Below the navigation bar, the page title 'Schedule' is visible on the left, and utility links for Help, Switch to Administrator View, and Log Out are on the right.

The main content area is divided into two primary sections:

- Unscheduled Activities:** This section features a table with columns for ACTIVITY, START, END, and ACTIONS. A single activity is listed: 'Administration - Data Entry Volunteer - Ames'. Below the table, there are buttons for 'Confirm Selected', 'Decline Selected', and 'Select All'.
- Scheduled Activities:** This section includes a text box with a subscription link: 'To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).' Below this is a filter section with date pickers for 'From' (05/19/2016) and 'To' (07/19/2016), and a 'Filter Shifts' button. The table below has columns for ACTIVITY, DATE, START, END, and ACTIONS. A message states: 'You have no scheduled activity assignments between the dates specified.' Similar to the unscheduled section, it includes 'Confirm Selected', 'Decline Selected', and 'Select All' buttons.

At the bottom of the page, there is a 'Monthly Calendar Schedule' section with a 'Paper Size' dropdown menu set to 'Letter Landscape ( 11" x 8.5" )' and a 'Start Date' input field set to '05/01/2016'. Two buttons, 'Download Calendar' and 'View Calendar', are located at the bottom right of this section.

# Schedule

- If you'd like to see a calendar version of your schedule...
- Click on **Schedule**, then in the bottom middle of the page, click on **View Calendar** (blue box)

The screenshot shows a web application interface for managing a schedule. At the top, a navigation bar contains several menu items: HOME, OPPORTUNITIES, SCHEDULE, COURSES, REPORTS, CONTACT, and MY PROFILE. The 'SCHEDULE' item is highlighted with a blue box. Below the navigation bar, the page title is 'Schedule', and there are links for '? Help', 'Switch to Administrator View', and 'Log Out'. The main content area is divided into three sections: 'Unscheduled Activities', 'Scheduled Activities', and 'Monthly Calendar Schedule'. The 'Unscheduled Activities' section shows a table with one row: 'Administration - Data Entry Volunteer - Ames'. Below this table are buttons for 'Confirm Selected', 'Decline Selected', and 'Select All'. The 'Scheduled Activities' section has a text box with a link to contact information, a filter section with date pickers for 'From' (05/19/2016) and 'To' (07/19/2016), and a 'Filter Shifts' button. Below this is another table with columns 'ACTIVITY', 'DATE', 'START', 'END', and 'ACTIONS', and a message stating 'You have no scheduled activity assignments between the dates specified.' Below the table are buttons for 'Confirm Selected', 'Decline Selected', and 'Select All'. The 'Monthly Calendar Schedule' section has a 'Paper Size' dropdown set to 'Letter Landscape ( 11" x 8.5" )' and a 'Start Date' input field set to '05/01/2016'. At the bottom of this section are two buttons: 'Download Calendar' and 'View Calendar', with the 'View Calendar' button highlighted by a blue box.

# Opportunities

- To view volunteer opportunities, click on the **Opportunities** tab (blue box)

The screenshot shows the top navigation bar with tabs: HOME, OPPORTUNITIES (highlighted with a blue box), SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. Below the navigation bar, the word "Opportunities" is displayed on the left, and links for "? Help", "↔ Switch to Administrator View", and "🔌 Log Out" are on the right. The main content area features a "Filter Activities" section with the following options:

- FILTERS**
  - Only include activities that I am qualified for
  - Only include activities that have openings available
- Include activities for which I am currently
  - Generally Available
  - Signed Up
  - Scheduled
  - On the backup list
- SORT**
- DISPLAY**
  - Group by category
  - Collapse categories by default

At the bottom right of the filter section, there are two options: "Make these my default filters" with a checked checkbox, and a "Filter Activities" button.

# Opportunities

- Under the **Opportunities** tab, when you scroll down, there should be a list of volunteer activities under a YSS program category
- **See next slide for visual**

# Opportunities

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE ▾


Opportunities [? Help](#) [Log Out](#)

▸ Filter Activities

**Youth and Shelter Services | Iowa Homeless Youth Centers**

▸ Achieving Maximum Potential (AMP)

▾ Administration

Activity	Shifts	Start Date	End Date
Community Resources Internship - Ames 	1		

Program Category →

Volunteer Activity →

# Opportunities

- Once you have found a volunteer opportunity you'd like to sign up for, click on the activity (blue box)

The screenshot shows a web application interface for 'Opportunities'. At the top is a navigation bar with red buttons for 'HOME', 'OPPORTUNITIES', 'SCHEDULE', 'HOURS', 'REPORTS', 'CONTACT', and 'MY PROFILE'. Below the navigation bar is the page title 'Opportunities' and links for '? Help' and 'Log Out'. A dark grey bar contains a 'Filter Activities' link. Below this is a section for 'Youth and Shelter Services | Iowa Homeless Youth Centers' with a red bar containing 'Achieving Maximum Potential (AMP)'. Another red bar contains 'Administration'. At the bottom is a table with columns 'Activity', 'Shifts', 'Start Date', and 'End Date'. The first row of the table is 'Community Resources Internship - Ames', which is highlighted with a blue box. To the right of the activity name is an information icon and the number '1'.

Activity	Shifts	Start Date	End Date
Community Resources Internship - Ames	1		

# Opportunities

- Once you have clicked on the activity you would like to volunteer for, a page will come up that gives you details and allows you to sign up
- It should look something like this:

The screenshot displays a web application interface for viewing activity details. At the top, there is a navigation bar with red buttons for 'HOME', 'OPPORTUNITIES', 'SCHEDULE', 'HOURS', 'REPORTS', 'CONTACT', and 'MY PROFILE'. Below the navigation bar, the page title is 'Administration - Community Resources Internship - Ames'. To the right of the title are links for 'Back to Activity List', 'Help', 'Switch to Administrator View', and 'Log Out'. The main content area has a red header 'Activity Details'. Below this, the 'Internship Description' is 'Community Resources'. There are two main sections: 'Schedule' and 'Qualifications'. The 'Schedule' section states 'This activity has no schedule.' and contains two buttons: '+ Sign Up' and '+ Add me to the back-up list in case you ever need extras'. The 'Qualifications' section contains a list of requirements: 'Location Must be Ames & Surrounding' and 'Which age category do you belong to? Must be at least 18 and older'.

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE ▾

Administration - Community Resources  
Internship - Ames

← [Back to Activity List](#) ? [Help](#) ↔ [Switch to Administrator View](#) [Log Out](#)

### Activity Details

Internship Description: [Community Resources](#)

#### Schedule

This activity has no schedule.

+ Sign Up

+ Add me to the back-up list in case you ever need extras

#### Qualifications

- Location Must be Ames & Surrounding
- Which age category do you belong to? Must be at least 18 and older

# Opportunities

- After reading the description, if you'd like to sign up, click **Sign Up** (blue box)

The screenshot shows a web application interface with a navigation bar at the top containing links for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. Below the navigation bar is the page title 'Administration - Community Resources Internship - Ames' and utility links for 'Back to Activity List', 'Help', 'Switch to Administrator View', and 'Log Out'. The main content area is titled 'Activity Details' and contains an 'Internship Description' section with a link to 'Community Resources'. Below this are two columns: 'Schedule' and 'Qualifications'. The 'Schedule' section states 'This activity has no schedule.' and features a blue-bordered '+ Sign Up' button and a '+ Add me to the back-up list in case you ever need extras' button. The 'Qualifications' section lists two requirements: 'Location Must be Ames & Surrounding' and 'Which age category do you belong to? Must be at least 18 and older'.

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE ▾

Administration - Community Resources  
Internship - Ames

← [Back to Activity List](#) ? [Help](#) ⇌ [Switch to Administrator View](#) [Log Out](#)

### Activity Details

Internship Description: [Community Resources](#)

#### Schedule

This activity has no schedule.

+ Sign Up

+ Add me to the back-up list in case you ever need extras

#### Qualifications

- Location Must be Ames & Surrounding
- Which age category do you belong to? Must be at least 18 and older



# Opportunities

- Your new activity should then be added to your schedule

The screenshot displays a web application interface with a navigation bar at the top containing links for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. The main heading is 'Administration - Community Resources Internship - Ames'. Navigation links include 'Back to Activity List', 'Help', 'Switch to Administrator View', and 'Log Out'. The 'Activity Details' section shows the description 'Community Resources'. The 'Schedule' section states 'This activity has no schedule.' and includes a confirmation box: 'You are signed up for this activity.' with a 'Withdraw' button and an 'Add me to the back-up list in case you ever need extras' button. The 'Qualifications' section lists requirements: 'Location Must be Ames & Surrounding' and 'Which age category do you belong to? Must be at least 18 and older'.

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE ▾

## Administration - Community Resources Internship - Ames

← [Back to Activity List](#) ? [Help](#) ⇄ [Switch to Administrator View](#) 🔌 [Log Out](#)

### Activity Details

Internship Description: [Community Resources](#)

#### Schedule

This activity has no schedule.

You are signed up for this activity. [✖ Withdraw](#)

[+ Add me to the back-up list in case you ever need extras](#)

#### Qualifications

- Location Must be Ames & Surrounding
- Which age category do you belong to? Must be at least 18 and older

# Add/Submit Hours

- To add and submit hours, click on the **Hours** tab
- Then select your activity, enter the date you volunteered, and the number of hours you gave
- Then click **Save**
- **See next slide for visuals**

# Add/Submit Hours

HOME

OPPORTUNITIES

SCHEDULE

HOURS

REPORTS

CONTACT

MY PROFILE ▾

## Hours

? [Help](#) [Log Out](#)

### Log Hours

Activity

Please select an activity ▾

Show these activities **Recent** Active Inactive

Date Volunteered

05/20/2016



Hours

0

Minutes

0

Save

# Reports

- To view how many hours you gave in total, click on the **Reports** tab
- Then select **View Report** (either of the blue boxes)

The screenshot shows a navigation bar with tabs: HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. Below the navigation bar is the 'Reports' section. It contains two report options:

**Hours and Feedback Report**

Paper Size: Letter ( 8.5 x 11" )  
Date Range: 1/1/2016 - 5/20/2016  
Buttons: Export Report, View Report (highlighted with a blue box)

**Detailed Hours Report**

Paper Size: Letter ( 8.5 x 11" )  
Date Range: 1/1/2016 - 5/20/2016  
Sort: Activity name  
Buttons: Export Report, View Report (highlighted with a blue box)

# Contact

- If you have any questions at all, please contact the volunteer coordinator for your volunteer location.