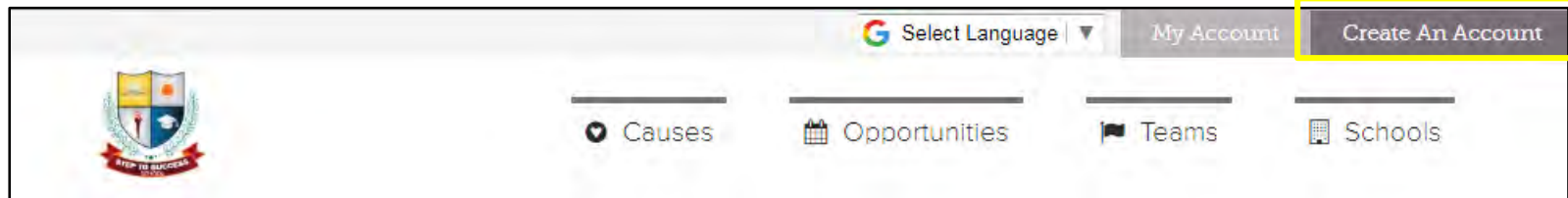




# VOLY Quick Start Guide

Volunteers

# Create an Account



## ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)
- Click on 'Create an Account'
- Enter the required information

### Create A Volunteer Account!

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>
Phone Number*	Zip*
<input type="text"/>	<input type="text"/>
Password*	
<input type="text"/>	
Confirm Password*	
<input type="text"/>	

By signing up for a Voly account, you confirm that you are at least 13 years old and that you have read and agreed to the [Voly Terms and Conditions](#).

# Authorize a Background Check

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## Volunteer Type

What type of volunteer are you?

General  Student between age 13 - 17  Student observer

I agree to the [Consent for Criminal Records Check and the Terms and Conditions](#) of this application. I understand that my application will not be processed unless I agree to these terms.

You will be asked to give your consent for a Criminal Records check through the process established by your school

# Complete the Application

MANAGE MY APPLICATIONS

Volunteer Instructions

Application

Orientation

## Volunteer Application Form

2018-2019

### Volunteer Type

What type of volunteer are you?

General  Student between age 13 - 17  Student observer

I agree to the [Consent for Criminal Records Check and the Terms and Conditions](#) of this application. I understand that my application will not be processed unless I agree to these terms.

### Profile Information

Legal First Name*	Middle Name	Legal Last Name*
<input type="text" value="Maria"/>	<input type="text"/>	<input type="text" value="Rios"/>

Date of Birth\* (mm/dd/yyyy)

Gender\*

Complete required information on the Volunteer Application Form

### Helpful Hint:

*Most schools require you to complete the full application process every school year.*

# Select your Schools

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With which school(s) do you plan to volunteer? (check all that apply)


- |  |   |
|--|---|
| <input type="checkbox"/> Armand Bayou Elementary             | <input type="checkbox"/> Travis Elementary School     |
| <input checked="" type="checkbox"/> Einstein Science Academy | <input type="checkbox"/> Washington Elementary School |
| <input type="checkbox"/> Erik Jonsson School of Engineering  | <input type="checkbox"/> Washington High School       |
| <input type="checkbox"/> Lincoln Elementary School           |   |

- Identify the schools where you plan to volunteer
- You can update your selections, as needed

# Complete Orientation

Complete the required orientation and provide your electronic signature

Orientation - English



**MANAGE MY APPLICATIONS**

- Volunteer Instructions
- Application
- Orientation**

**Orientation Information**

Upon completion fill out the form below to confirm.

# Volunteer Approval

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**From:** "[Admininstation@isd.net](mailto:Admininstation@isd.net)"

**To:** [Volunteer@sbcglobal.net](mailto:Volunteer@sbcglobal.net)

**Sent:** Thursday, February 8, 2018 2:51 PM

**Subject:** Congratulations! Your recent volunteer application for Our Town ISD has been cleared.

You can begin volunteering once you have:

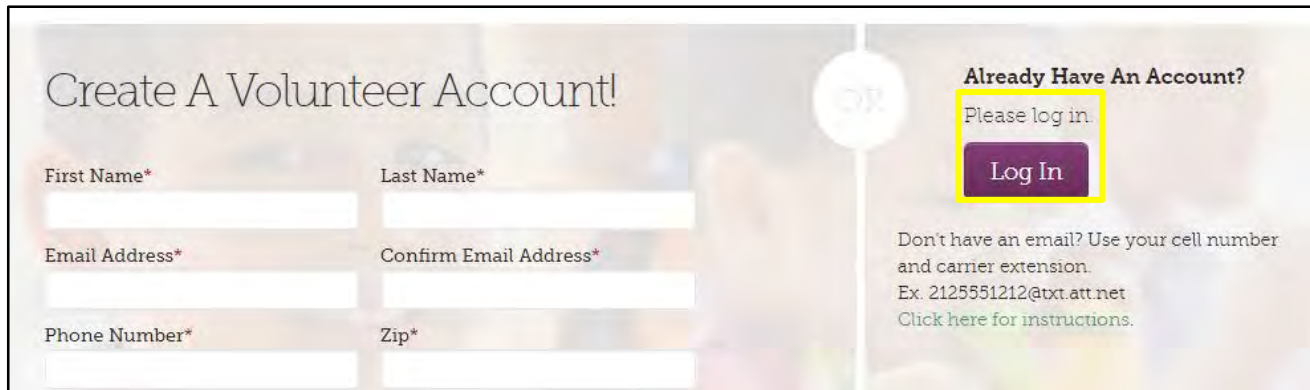
- Set up a VOLY account
- Completed the application
- Completed and signed off on orientation
- Been notified your background check was approved

# Accessing VOLY

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## ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)
- Click 'Log In'



The screenshot shows the VOLY website's account creation and login interface. On the left, under the heading "Create A Volunteer Account!", there are six input fields arranged in a 3x2 grid: "First Name\*", "Last Name\*", "Email Address\*", "Confirm Email Address\*", "Phone Number\*", and "Zip\*". On the right, there is a section titled "Already Have An Account?" with a "Please log in." label and a purple "Log In" button highlighted with a yellow border. Below this, there is a link for users who don't have an email, with an example and a link to instructions.

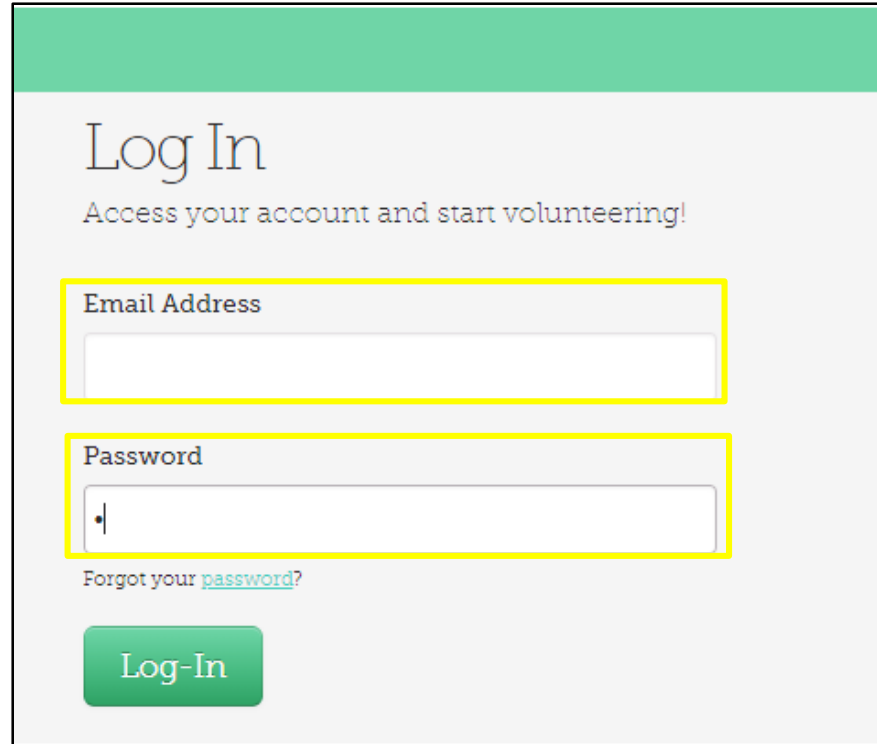


# Logging into VOLY

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## LOG IN TO YOUR VOLUNTEER ACCOUNT

- Enter your email address and your private password
- Click 'Log In'

A screenshot of the VOLY login interface. At the top is a green header bar. Below it, the text "Log In" is displayed in a large, dark font, followed by the subtitle "Access your account and start volunteering!". There are two input fields: "Email Address" and "Password", both highlighted with a yellow border. The "Email Address" field is empty, while the "Password" field contains a single character. Below the password field is a link that says "Forgot your password?". At the bottom of the form is a green button with the text "Log-In".

Log In

Access your account and start volunteering!

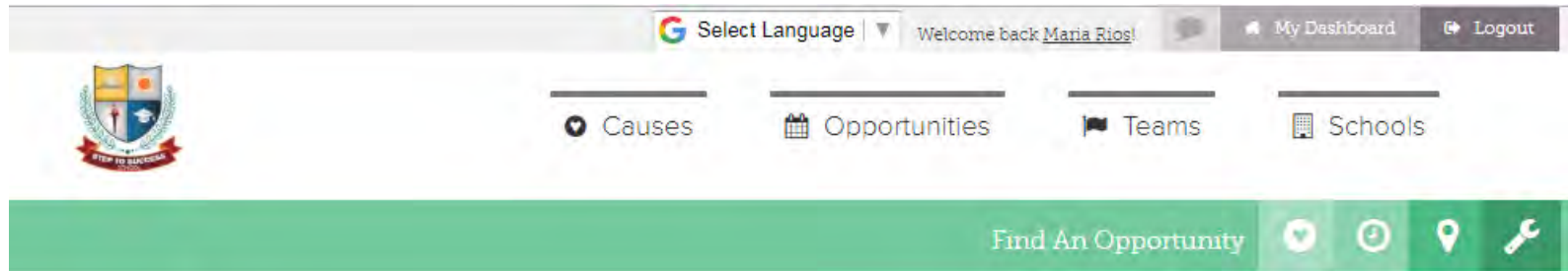
Email Address

Password

Forgot your [password?](#)

Log-In

# Using VOLY



## Causes

Find your preferred types of opportunities from Athletics to STEM

## Opportunities

Search all the opportunities from schools in the district

## Teams

Create a private or public group who want to do a project together --like a PTA or booster club

## Schools

Search for a specific school to see what help they need

### **My Dashboard:**

*Where you can update your profile, password and notifications.*

# School Profile

Each school profile includes a list of all current volunteer opportunity posted by the school

The screenshot shows the school profile for Washington Elementary School. At the top left is the school's logo, a blue circular emblem with a bulldog's head and the text "WASHINGTON SCHOOL" and "WE ARE EVERY 9th GRADE". Below the logo is a "Become A Fan" button and "2 Fans". The main content area includes an "About" section with the text "We are dedicated to educating students." and a "Volunteer Leader Board" section featuring two red circular icons with white 'V's and numbers '3' and '1'. A central statistics section displays "4.0 Hours Volunteered" and "0 Opportunities Completed".

The screenshot shows the "Opportunities" page. On the left is a green sidebar with a "6" in a circle, "MATCHING OPPORTUNITIES", and filter options for "CAUSE", "LOCATION", "DATE", and "TIME". The main content area lists three opportunities:

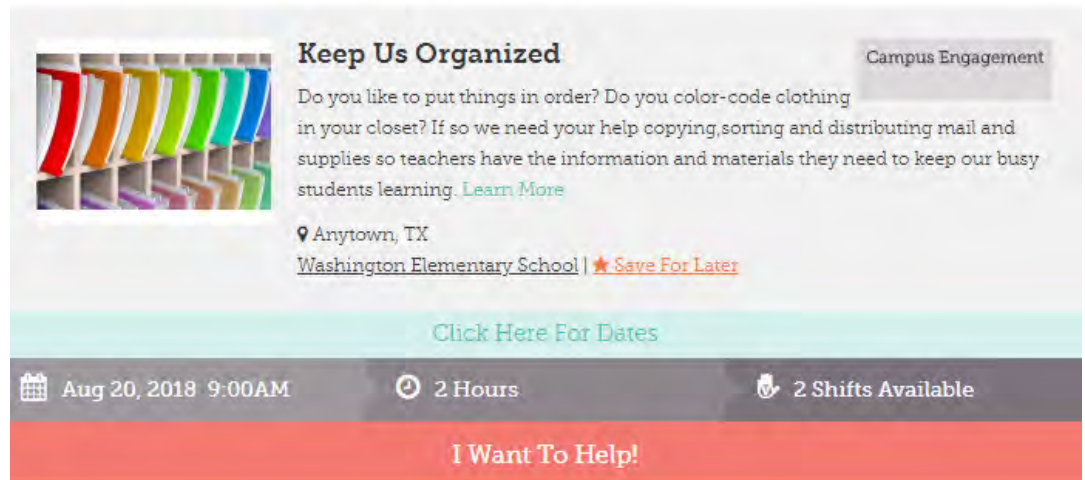
- Back to School Classroom Set Up** (Campus Engagement): "Come to Uplift White Rock Hills to help us kick off the year with support for our amazing classroom teachers." [Learn More](#). Location: 9 Anytown, TN; Washington Elementary School. [Save For Later](#). Date: Jul 27, 2018. 4 Hours, 5 Needed. [I Want To Help!](#)
- Are you a Mornning Person?** (Campus Engagement): "Do you have a passion for student safety? We need volunteers every day during morning dropoff to ensure students receive a warm welcome and move safely from their cars into the school." [Learn More](#). Location: 9 Anytown, TN; Washington Elementary School. [Save For Later](#). Date: Aug 06, 2018. 1 Hour, 3 Needed. [I Want To Help!](#)
- Keep Us Organized** (Campus Engagement): "Do you like to put things in order? Do you colorcode clothing in your closet? If so we need you! Help copying, sorting and distributing mail and supplies so teachers have the information and materials they need to keep our busy students learning." [Learn More](#). Location: 9 Anytown, TN; Washington Elementary School. [Save For Later](#). Date: Aug 20, 2018 9:00AM. 2 Hours, 2 Shifts Available. [I Want To Help!](#)

# I Want to Help!

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When you see an interesting opportunity:

- Click on the name to learn more
- Click “I Want to Help’ to notify the school
- Select the days/shifts you are available from the calendar
- Receive a confirmation email



The screenshot shows a volunteer opportunity card. On the left is a photo of colorful file folders. The title is 'Keep Us Organized' with a 'Campus Engagement' tag. The description asks for help with copying, sorting, and distributing mail and supplies. It includes a 'Learn More' link, location 'Anytown, TX', school name 'Washington Elementary School', and a 'Save For Later' button. Below the card is a teal bar with 'Click Here For Dates', a dark grey bar with 'Aug 20, 2018 9:00AM', '2 Hours', and '2 Shifts Available', and a red bar with the 'I Want To Help!' button.

**Keep Us Organized** Campus Engagement

Do you like to put things in order? Do you color-code clothing in your closet? If so we need your help copying, sorting and distributing mail and supplies so teachers have the information and materials they need to keep our busy students learning. [Learn More](#)

Anytown, TX  
[Washington Elementary School](#) | [★ Save For Later](#)

[Click Here For Dates](#)

Aug 20, 2018 9:00AM 2 Hours 2 Shifts Available

**I Want To Help!**

# Arriving to Volunteer

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- Report to the check in location designated by your school
- Check-in on the VOLY kiosk
- Report to your volunteer location

Search for a volunteer by Email Address

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer •	Date and Time •	Email	Hours Logged Today	Check In / Check Out
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# Check in

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Search for a volunteer by Email Address

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity      Volunteer ▾      Date and Time ▾      Email      Hours Logged Today      Check In / Check Out

Reload

- Enter your email address to check-in
- If you have preregistered and been approved to volunteer on this date, your assignment will appear
- Click the check-in box

Check In

# Unscheduled Volunteers

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Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer +	Date and Time +	Email	Hours Logged Today	Check In / Check Out
<p>If you don't see an opportunity here, click below.</p> <p><a href="#">List of Opportunities</a></p>					

- If the you have not pre-registered, but are an approved volunteer, a selection of available opportunities will appear
- Click on the opportunity that is a best match to check-in

Opportunity	Date	Add and Check In
Great Fun!	Jun 04, 2018 2:30 PM	<a href="#">Add and Check In</a>

# Weekly Reminders

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Your volunteer help is important to the success of our students

You will receive an email once a week to remind you of your upcoming opportunities and suggest additional ways you can get involved

