



VOLUNTEER PROJECT LEADERS

VPL PROJECT UPDATE

PLEASE SEE KEY DATES TO KNOW WHEN UPDATES ARE DUE

Below are the instructions to update your project in eVolunteer.

***Tip: Do not use your browser's back arrow or you may lose data. Instead, use the Return or Cancel buttons.**

***Tip: Preview your project anytime by clicking the Link Icon . This is the URL you can share with your volunteers for them to sign-up.**

Please note - when you make an update to your project, United Way will review and republish the opportunity, so the project may not be viewable immediately.

1. To update your project, go to <https://impact.uwaylc.org>

1. Log in as an **Agency**
 - Unless changed, both username and password are usually first letter of first name and last name: ex. John Smith, Username: jsmith, Password: jsmith
2. Click **Opportunities** at the top
3. Scroll down to find your project. Click on your project's **Opportunity Title**

2. Update the following fields, if needed or applicable:

1. Opportunity Title
2. Project Description
3. Project Contact (click icon to add)
4. General Information, including: date, minimum and maximum number of volunteers needed, and age requirements
5. Volunteers Should Bring
6. Organization Will Provide
7. Project Address
8. Interests (*optional*)
9. Project Location
10. Volunteers Accepted (*optional - who are you recruiting?*)
11. Desired Skills (*optional*)
12. Special Needs (*optional - is your project a good fit for volunteers with these needs?*)
**If a field is not listed above, ignore it*
13. Click **Update** – *you're not done yet!*
14. Proceed to Step 3

3. Update or add time/volunteer shift(s):

1. Click the Calendar Icon  to the left of your project to add or update the time slot(s)
2. Click the Pencil Icon  to update existing time slot, **or** click **Add** to add new time slot
3. Enter start and end dates and times of slot and volunteers needed. Choose **Publish** for the Status.
4. Click **Add**
5. Add another time slot if needed
6. Click **Return** to go back to your Opportunities page
7. Proceed to step 4

4. Volunteer Recruitment Status:

To view this document and other VPL resources online, visit <https://impact.uwaylc.org/VPLResources>

Email Beth at bbunde@uwaylc.org by Friday, March 17th to confirm you have completed your Project Update, and to indicate if you **will** or **will not** need assistance recruiting additional volunteers.

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