




# VOLUNTEER PROJECT LEADER RECRUIT & MANAGE VOLUNTEERS WITH EVOLUNTEER

As the VPL, you will be the Project Contact for your Make a Difference Day project. This means you can make changes to the project, see who has signed-up, and email your volunteers. Below are the instructions to use eVolunteer to recruit and manage your volunteers.

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

## 2 Options for Volunteer Sign-Ups

### Option 1: Volunteers sign-up individually themselves – covered by liability


1. Go to <https://impact.uwaylc.org>
2. Log in as an **Agency**
3. Click **Opportunities** at the top
4. Scroll down to find your project. Click the **Link Icon**  next to your project title to preview your project. **This is your project's URL.**
5. **Copy/paste your project URL to share** with potential volunteers via email, social media, message boards, etc.
  - a. *Email Meghan if you would like a shortened and personalized URL.*
6. Volunteers will view the project information and sign-up.
  - a. *By signing up, the volunteer is agreeing to United Way's liability disclaimer. **This means that you as the VPL will not need to distribute and collect liability waivers!***
7. The volunteer will receive an email notification that they have signed-up for your project. This email tells the volunteer that you, the project contact, will contact them regarding the opportunity.
8. Concurrently, you as the project contact will receive a notification email and link that instructs you to **Accept** or **Decline** the volunteer.
9. **Click the link** and update the volunteer's status to Accepted or Declined by Agency.

### Option 2: VPL signs-up volunteers – VPL sends online liability forms

1. Go to <https://impact.uwaylc.org>
2. Log in as an **Agency**
3. Click **My Teams** at the top (it may prompt you to log-in again)
4. Follow the instructions on the page to create a team and add your team members (volunteers).
5. Click **Return** once all volunteers have been added. You can add new volunteers at anytime.
6. Once you're done creating your team, click the link provided to browse opportunities.
7. Click the Volunteer Engagement Program: **10/17/2016 Volunteer Project Leader Projects – Make a Difference Day 2016**
8. **Select your Team** from the drop down.
9. Click on your project, and sign-up your team!
  - a. **Your volunteers will not be covered by liability since you signed them up.**
10. **You must email your volunteers with your customized liability link.** This link will be: [https://impact.uwaylc.org/liability\[Company Name\]](https://impact.uwaylc.org/liability[Company Name]). Your liability link is also listed on your original pairing.
11. You will receive an email each time a volunteer submits their online liability form, so you can track who still needs to submit their form.

# Tools to Manage and Email Volunteers

## Manage and Email your volunteers:

1. Go to <https://impact.uwaylc.org>
2. Log in as an **Agency**
3. Click **Opportunities** at the top
4. Click the **Volunteer List icon**  to the left of your project title
5. From here, you can manage and email your volunteers:
  - i. Click the **drop down arrow** next to the volunteer's name to update the volunteer's status from Referred to Accepted or Declined.
  - ii. Click **Spreadsheet** to view your volunteer names, email addresses, time slots, etc.
  - iii. Click **Printer Friendly** for easy viewing of your sign-ups
  - iv. **To send a mass email:**
    - i. Click the **Volunteer Status** drop down at the top, to filter which group of volunteers you want to send an email to
    - ii. Click **Search** (this will filter your volunteers below)
    - iii. Click **Send Email**
    - iv. You may choose an existing email template to edit, or create your own email!
    - v. As the sender, you will receive your sent email in your inbox. It will also show who your email has been sent to.

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