VOLY Quick Start Guide

Volunteers

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Find help

- Create an account
- Select your school(s)
- Log in to VOLY
- Find a way to help
- Check in at your school
- Weekly reminders
- Forgot my password
- Trouble logging in
- Unsubscribe

Helpful Hint:
Click on any item to go directly to that page

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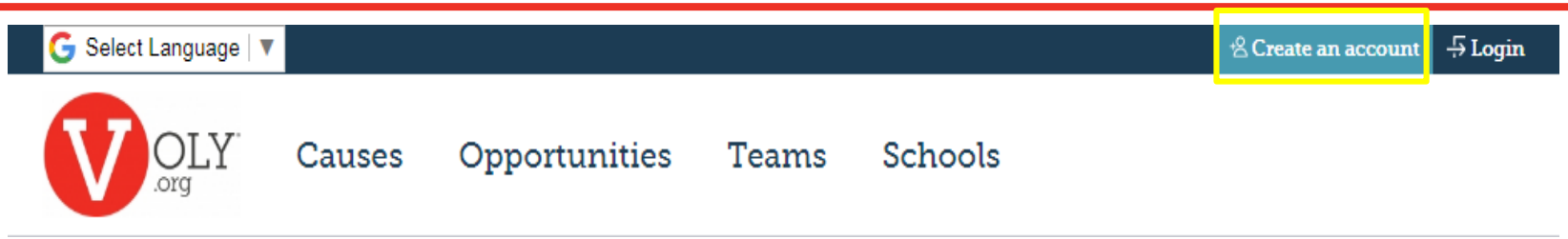
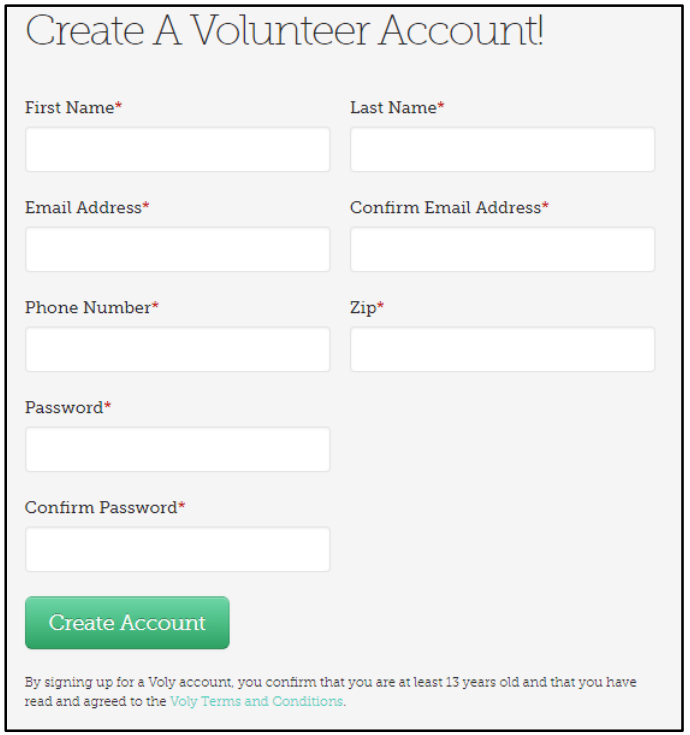
Create a Voly Account



Access VOLY

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



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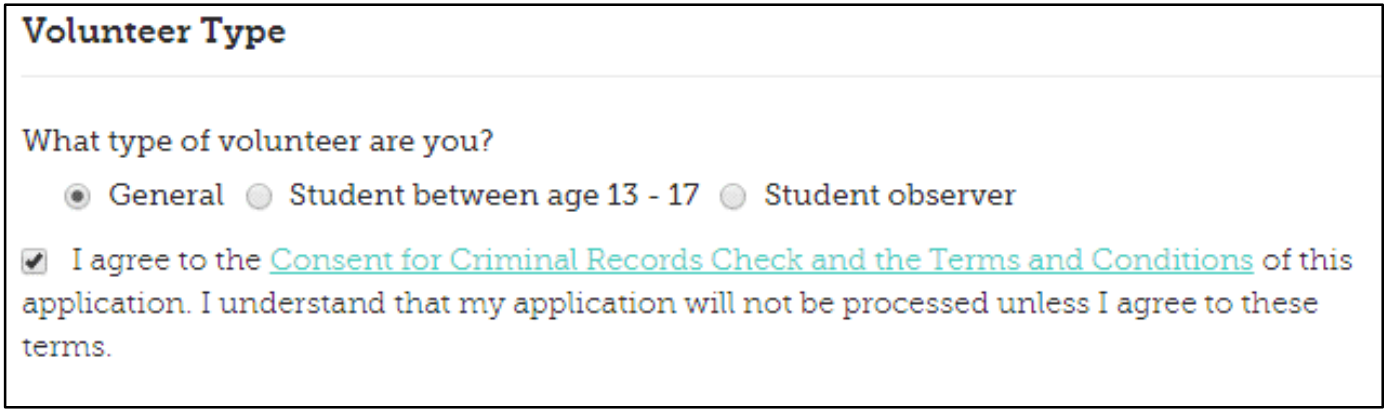
Authorize a Background Check



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

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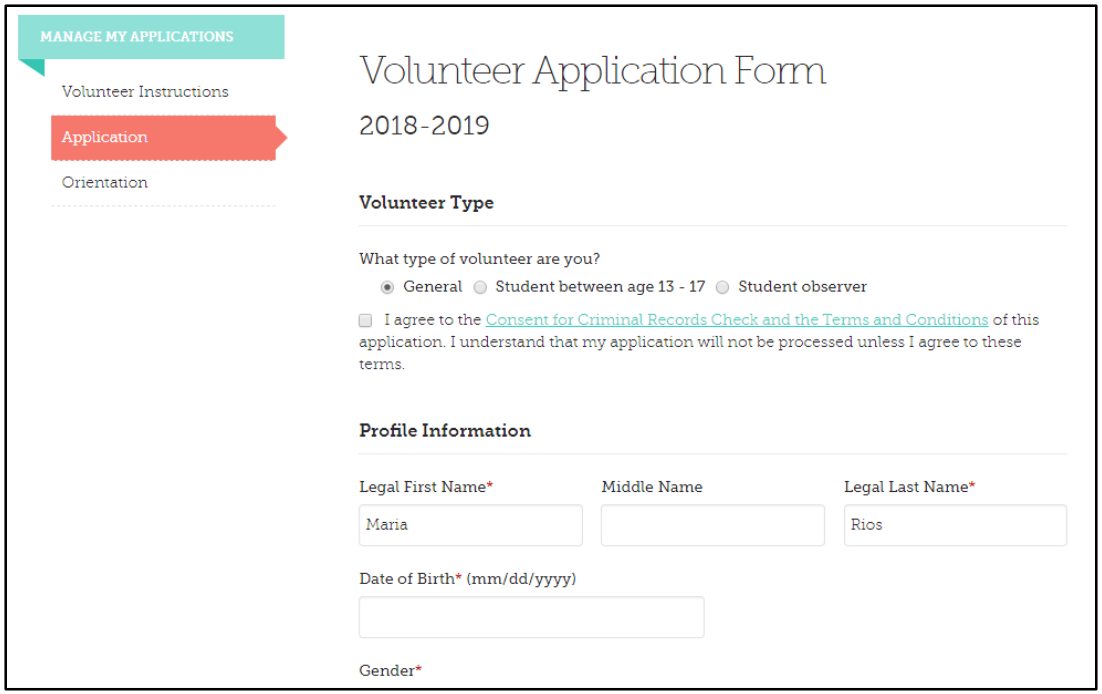
Complete the Application



Complete required information on Volunteer Application Form. (If mandatory)

Helpful Hint:
Most schools require you to complete the full application process every school year.

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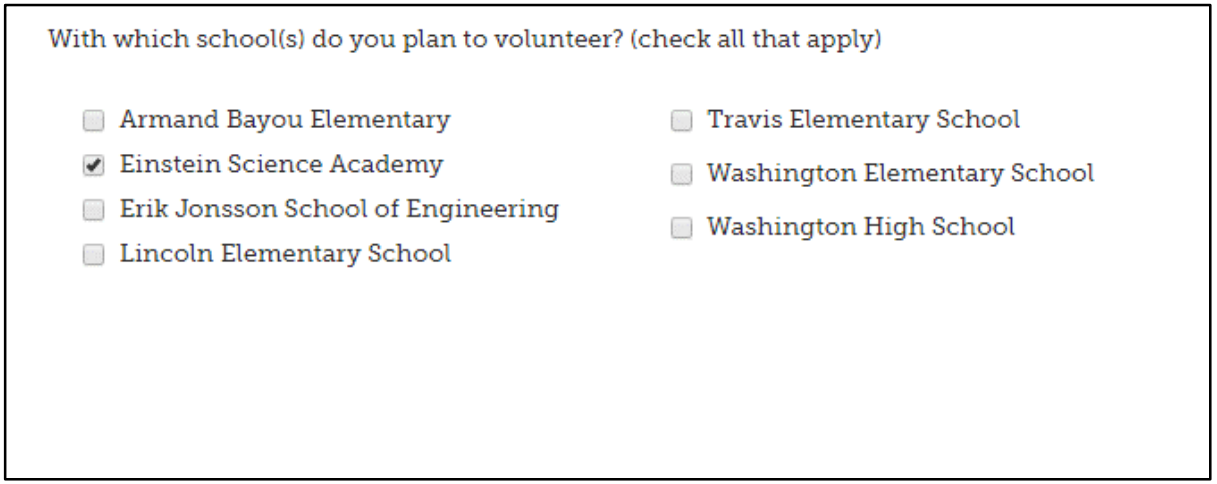
Select your Schools



- Identify the school(s) where you plan to volunteer
- You can add or change schools, as needed

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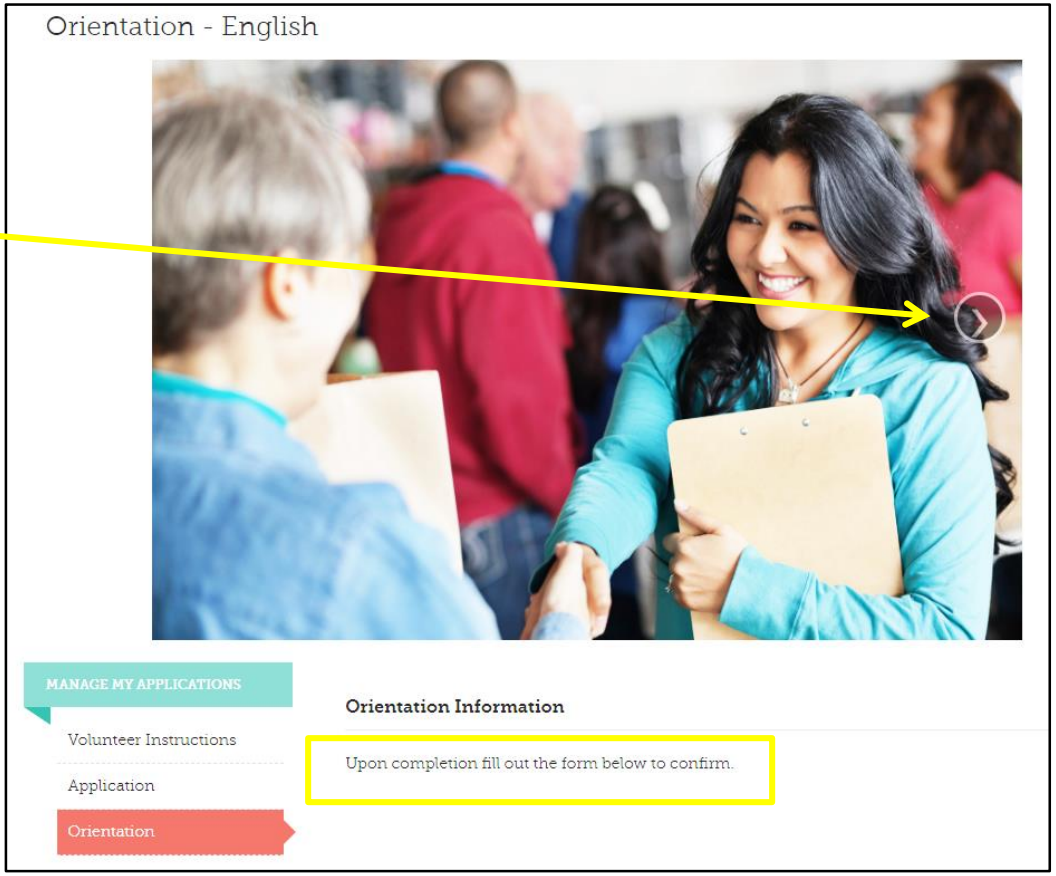
Complete Orientation

- Click on arrow in picture to complete the orientation (If required)
- Scroll down and provide your electronic signature by checking box



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Volunteer Approval

From: "Admininstation@isd.net"
To: 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 (If required)
- Been notified your background check was approved (You will receive an email with your background check status)

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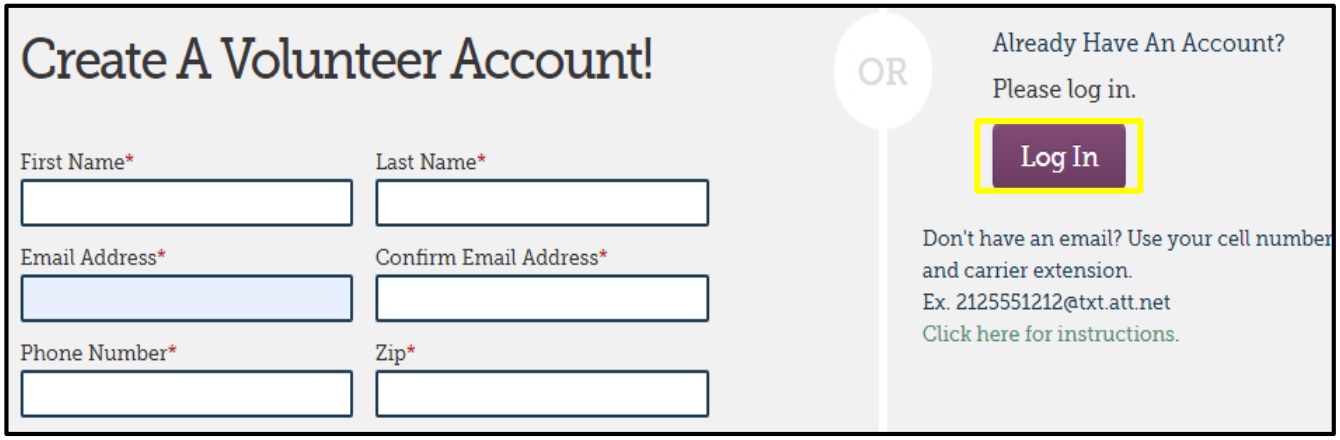
Accessing VOLY

Access VOLY

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



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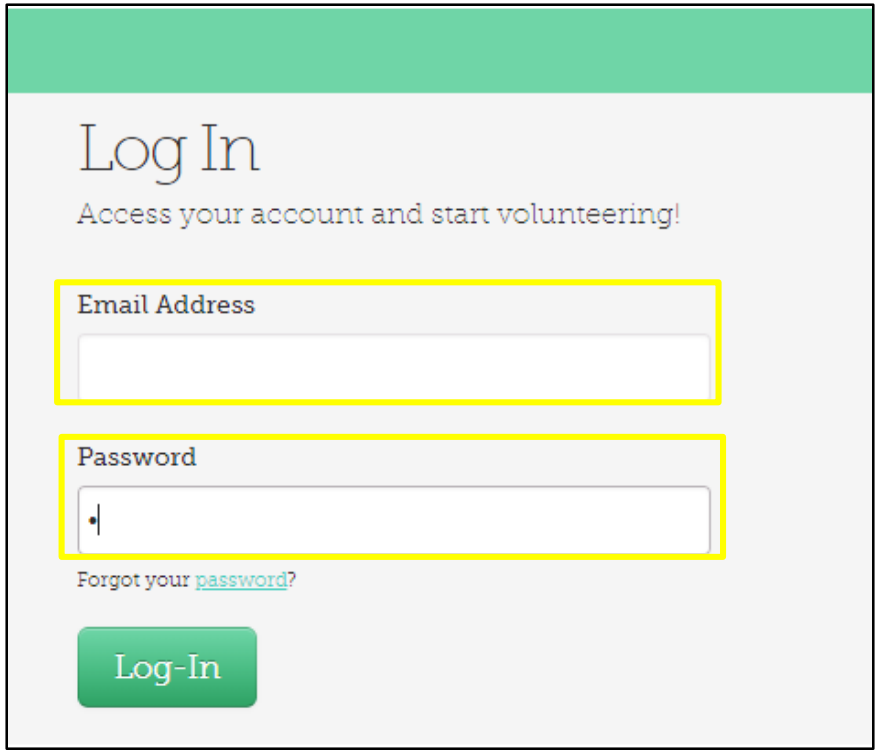
Logging into VOLY

Log In To Your Volunteer Account

- Enter your email address and your private password
- Click ‘Log In’



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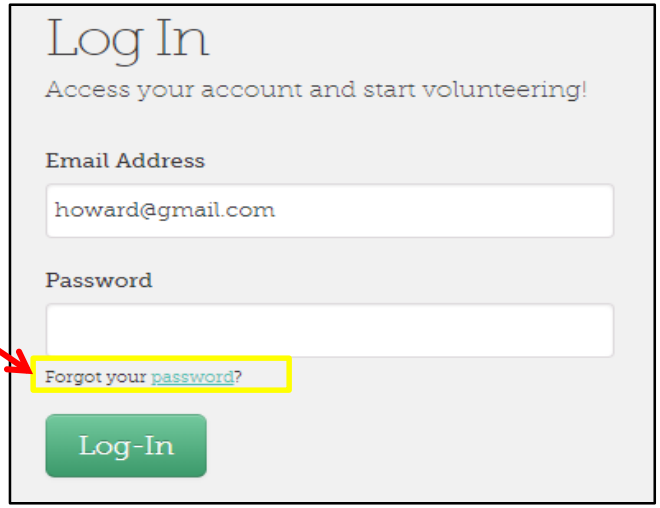
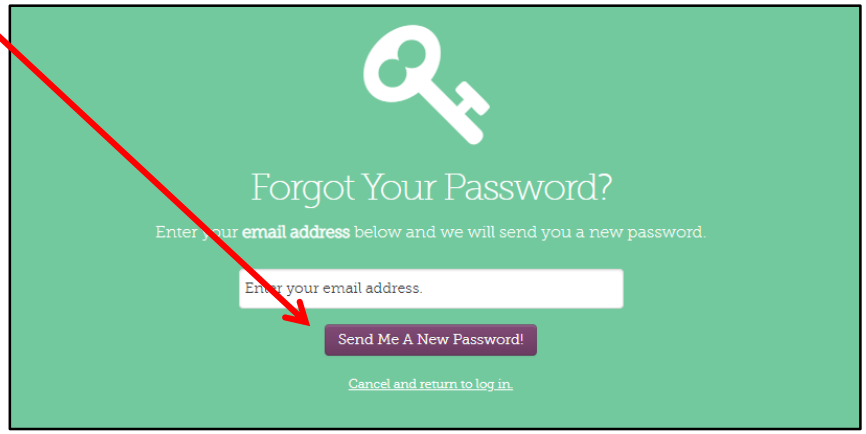
Forgot Your Password?

- Look under the Password box.
- Click "Forgot Your Password"
- Type in your email address
- Click "Send Me A New Password"
- Check your email for the new password.





Helpful Hint:

Check your spam folders if you don't see your password reset email within 5 minutes

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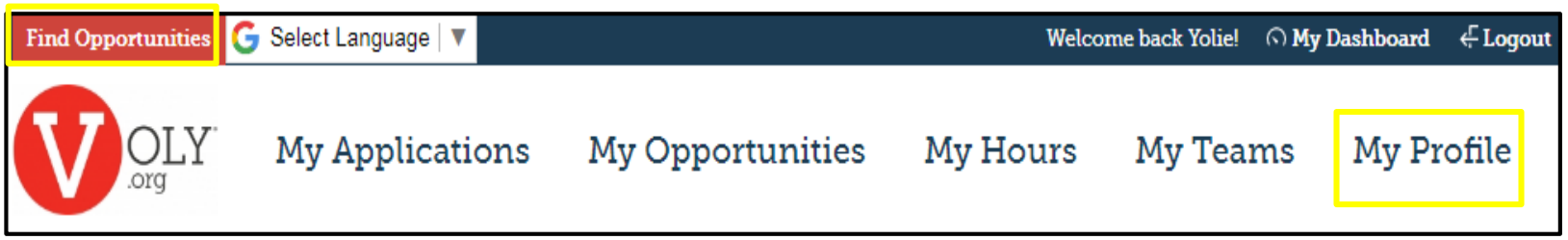
Using VOLY

My Dashboard:
Update your profile, password and notifications in "My Profile".



- Click on "Find Opportunities" to explore available volunteer opportunities

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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

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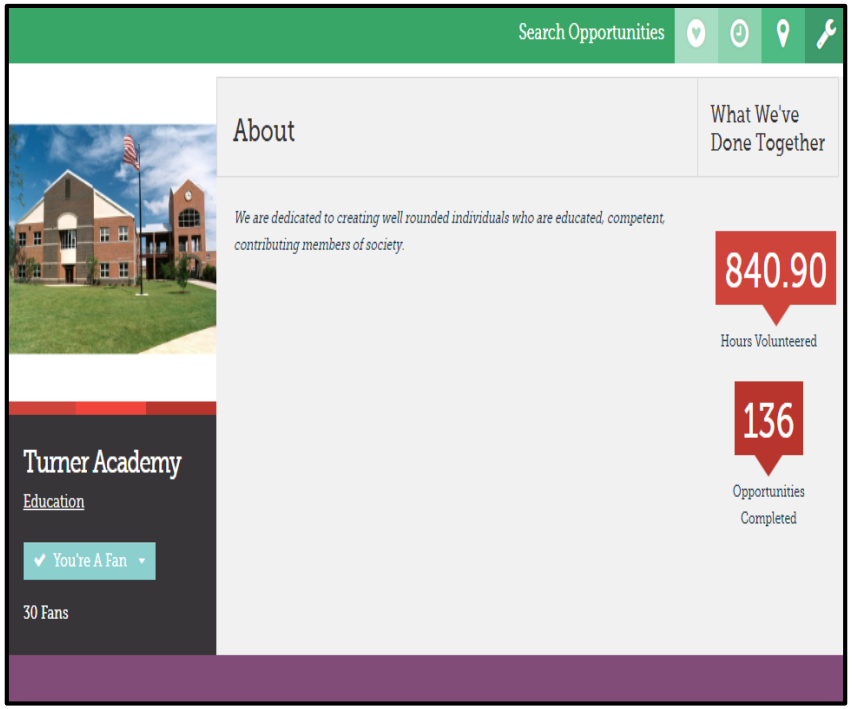
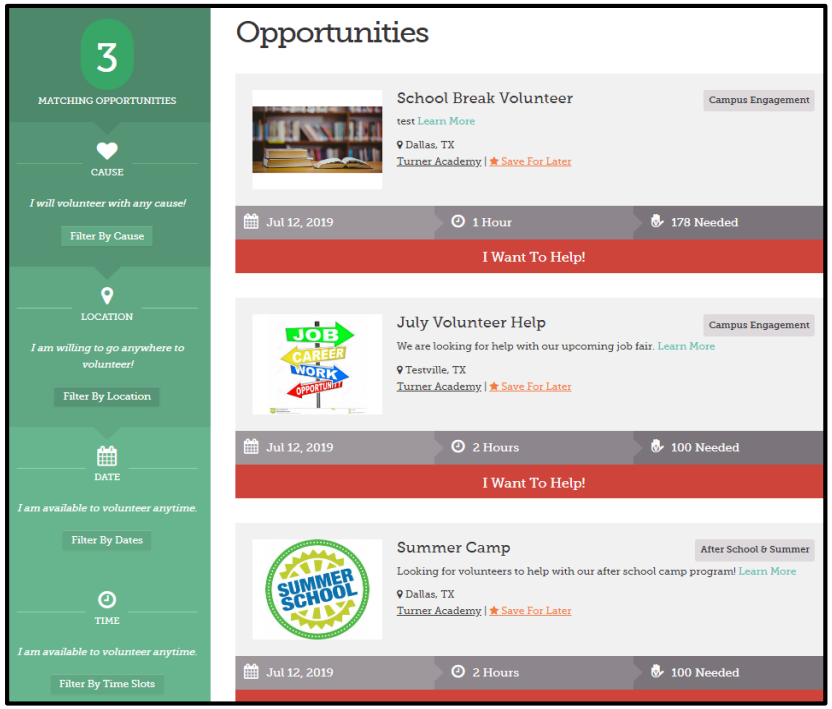
School Profile

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





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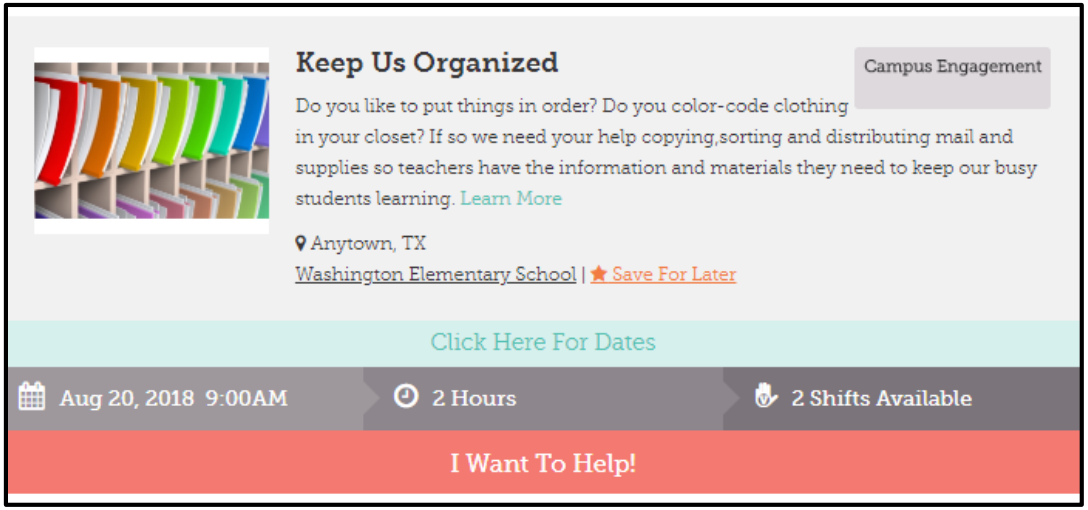
I Want to Help!

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



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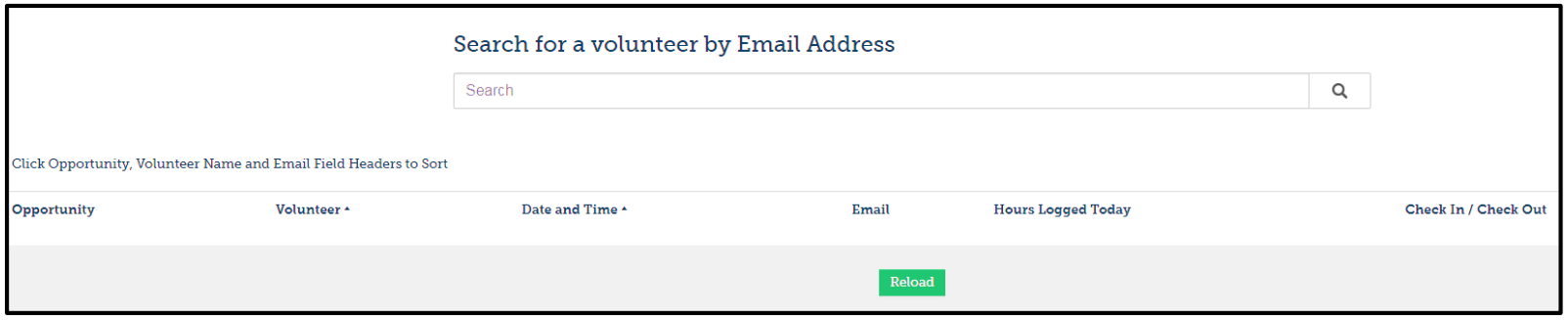
Arriving to Volunteer

- Report to the check in location designated by your school
- Check-in on the VOLY kiosk (pictured below), if required
- Report to your volunteer location



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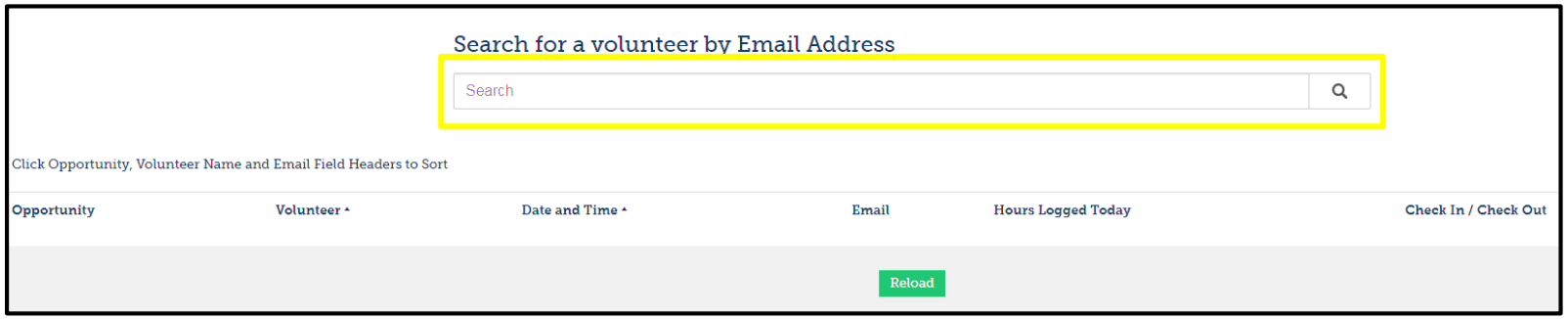
Check in



- 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

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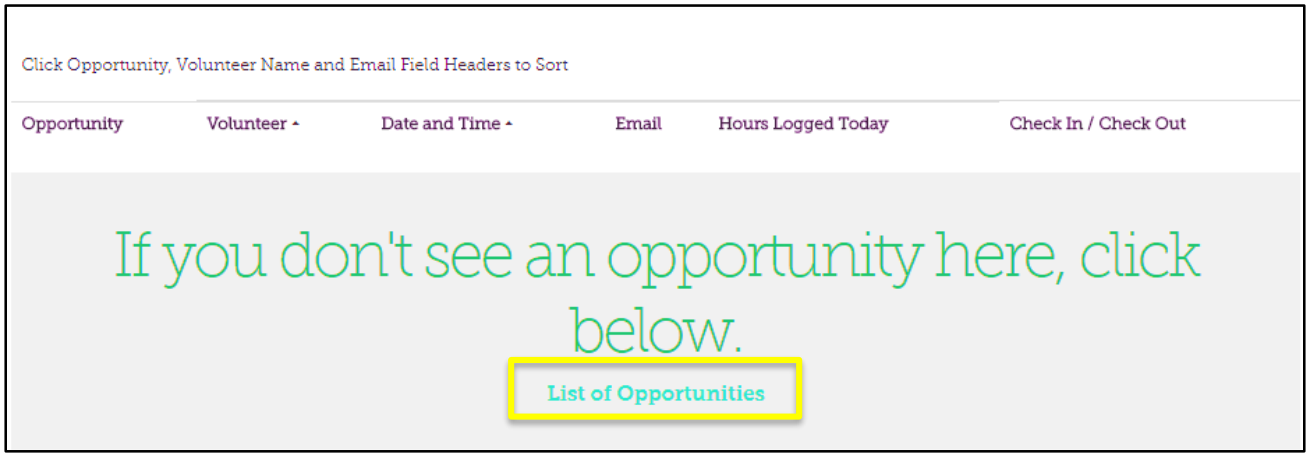
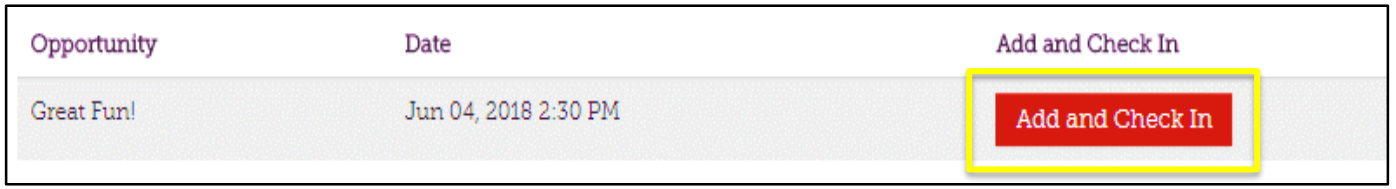
Unscheduled Volunteers



- If 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



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Unable to Log In

Check the following.

Are you using the correct…

- URL for your school district (Ex: https://(mydistrict).voly.org)
- Email
- Password

Helpful Hints:

Passwords are case sensitive.

If you cut and paste a password, be sure there are no extra spaces before or after.

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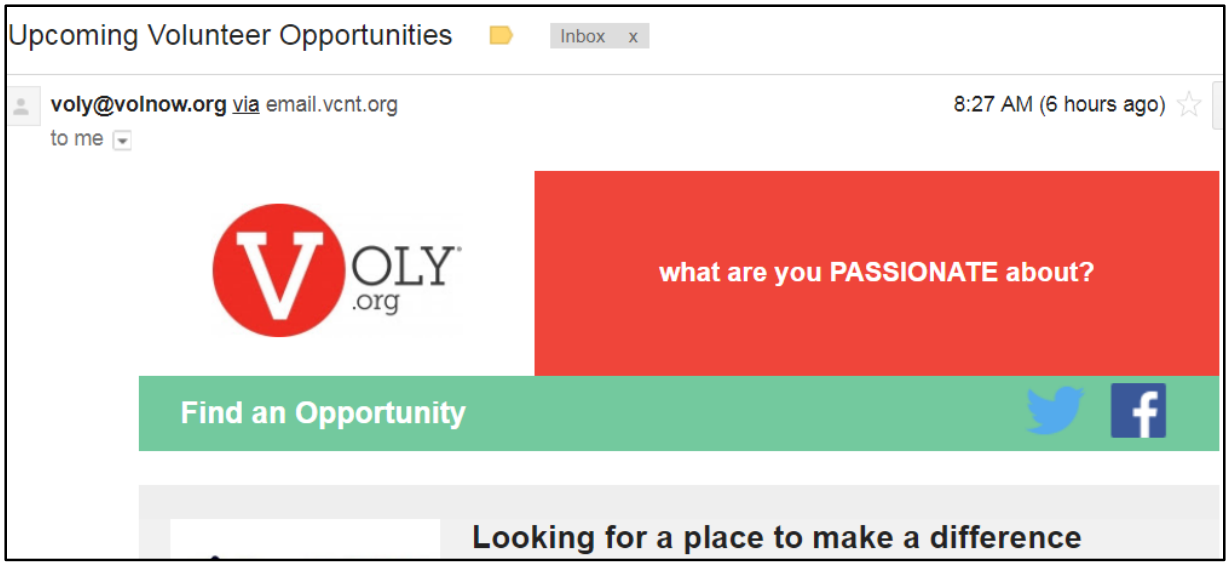
Weekly Reminders

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



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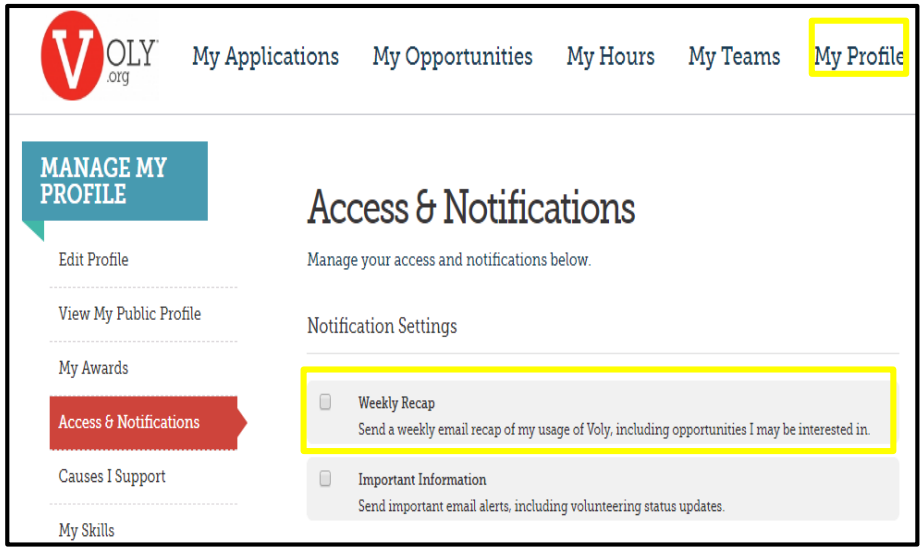
Unsubscribe

From your Dashboard:

- Click on "My Profile"
- Select "Access & Notifications"
- Uncheck the "Weekly Recap" box

From a Voly email:

- Click the unsubscribe link
- This will take you directly to "Access and Notifications"
- Uncheck the "Weekly Recap" box



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Thank you

volunteers change

LIVES
COMMUNITIES
PERCEPTIONS
HOMELESSNESS
KIDS
HUNGER
EVERYTHING
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EDUCATION
UNEMPLOYMENT
FUTURES
HEALTH

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