



**STEP 1: Sign Up for an account on Volunteer United if you do not already have one.**

If you already have an account on Volunteer United, skip to step #2.

- a. Log on To Volunteer United at: <https://uwmidsouth.galaxydigital.com>
- b. Click, "SIGNUP" at the top of the screen.
- c. Enter your personal information using your work email address.
- d. Click, "CREATE YOUR ACCOUNT."

**STEP TWO: Check to see if your organization already has a Volunteer United profile.**

- a. Go to the Volunteer United Agencies page at:  
<https://uwmidsouth.galaxydigital.com/agency/>
- b. Scroll through the list of agencies or from the "FILTER BY" drop down menu select "NAME" and type in your agency name.
- c. If you do not see your agency, you will need to create your agency profile page. Skip down to Step #6. If your agency name is listed, that means your organization has an active profile on Volunteer United. You may continue to Step #3.



**STEP 3: If your organization has a profile, check to see if you are an “Agency Manager.”**

- a. Go to Volunteer United at: <https://uwmidsouth.galaxydigital.com>
- b. Click the “LOGIN” button at the top of the screen.
- c. Enter your work email address and the password you created when you registered for your personal profile. Click, “LOGIN.”
- d. Agency Managers will have a black button at the top of their screen that reads, “MY AGENCY.” If you do not see the “MY AGENCY” button at the top of your screen and you would like to serve as Agency Manager for your organization, [contact our engagement team at volunteer@uwmidsouth.org](mailto:volunteer@uwmidsouth.org) to be designated as an Agency Manager. This will give you access to your organization's page and allow you to post volunteer opportunities for your organization.

**STEP FOUR: If your organization has a profile, AND you are an “Agency Manager,” you are ready to post your volunteer opportunities.**

- a. Go to Volunteer United at: <https://uwmidsouth.galaxydigital.com>
- b. Click “LOGIN” and enter your email address and password.



- c. Click "MY AGENCY," at the top of your screen.
  
- d. Click the "OPPORTUNITIES," tab under the orange Agency Manager's Toolbox.
  
- e. Click, "ADD NEW OPPORTUNITY."
  
- f. Fill out the Volunteer Opportunity form:
  - i. **Title** - choose an informative yet catchy title that includes your organization name and type of project. For example: Women United Domestic Violence Collection Drive .
  
  - ii. **Description** – Include a detailed description of the project and the impact you are hoping to make in the community. You can add colorful flyers, photos from past similar projects, text and links to inform potential volunteers of the type of work this project entails.
  
  - iii. **Privacy-** please keep your opportunities **Public** unless you are only asking specific groups or organizations to participate in this project.
  
  - iv. **Duration-** from the drop down menu, select "Happens On" and then enter the date of the project into the box. If your project occurs over several days, you may select "Recurring Shifts" and then enter the various dates and times that you would like volunteers for your project. If you are asking for in-kind donations, enter the project as "Is Ongoing" and also be sure to select "In-Kind" from the Interests & Abilities drop down menu below.



v. **Initiative**- Please leave this blank for now. The Volunteer United site administrators will designate the initiative for you after your project is reviewed.

vi. **Hours**- enter the number of hours the volunteer can expect to work.

vii. **Capacity**- enter the number of volunteer spots available.

viii. **Allow Team Registration**- click YES if you will accept large group registrations. This is how most corporate volunteers prefer to register. You will be given the name and email address of the Team Leader but not all of the team members.

ix. **Minimum/Maximum Volunteer Age** - most of your volunteers will be adults but we sometimes have schools that want to have students volunteer. If you cannot accommodate children, please indicate so here.

x. **Family Friendly** - most of your volunteers will be adults, however, we sometimes have parents that would like to include their children. Choose no if this is not possible.

xi. **Outdoors** - enter yes if your project is outdoors. Please note: If you have an outdoor project, you will be asked for your Inclement Weather Plan. Indicate here if you have a back up indoor project, or a back up rain date. Or, clearly state if your project is Rain or Shine and volunteers should be prepared with rain gear.

xii. **Wheelchair Accessible** - indicate if the project site is accessible to people in wheelchairs.

xiii. **Attributes** - These details will be displayed at the bottom of the opportunity page. Use this field to indicate other important items that you want your volunteers to know. (Example: dress for the weather and comfortable shoes.)



xiv. **Address** (Street, City, State, Zip) - list the location where the project will take place.

xv. **Impact Area**- please select from the drop-down box which impact area most closely matches your project.

xvi. **Interests and Abilities**- this helps the site match potential volunteers to your volunteer opportunity. Select In-Kind if you are asking for donations.

xvii. **Clusters** - Please leave this blank.

xviii. **Additional Notification Recipients** - enter the email addresses of people at your organization that want to receive notifications when volunteers respond to your post. The person must also have a registered Volunteer United account in order to receive notifications from the system.

xix. **Waiver** - Attach your organization's waiver if you have one. Or, you can opt to complete paperwork when volunteers arrive on site.

g. When you have finished entering the information, click, "CREATE OPPORTUNITY." Repeat the process if you have additional opportunities to enter.

**STEP FIVE: Now that you have posted a volunteer opportunity, you will want to check in regularly to monitor volunteer sign-ups.**

a. You will receive emails from United Way of the Mid-South with the subject, "A New Response to your Need," as volunteers "Respond" to the volunteer opportunities that you posted.

b. To view a list of all volunteers registered for your projects:

i. LOGIN to Volunteer United at:<https://uwmidsouth.galaxydigital.com>

ii. Click, "MY AGENCY," at the top of the screen



- iii. Click, "OPPORTUNITIES," under the orange Agency Manager's Toolbox.
  - iv. Under the Opportunity Title for your project, click, "Responses." You can also edit existing volunteer opportunities from this page by clicking, "Edit."
  - v. You will see the names of volunteers that have signed up for your project.
  - vi. Click, "Export Responses," to download a spreadsheet containing the volunteers' names, email addresses and phone numbers.
- c. As your project gets closer, please reach out via email or phone with any other pertinent information that your volunteers need before arriving on the day of the project.

**STEP SIX:. New Organization Registration**

- a. Go to Volunteer United at: <https://uwmidsouth.galaxydigital.com>
- b. Click where it says, "Click Here to Register My Organization."
- c. Enter your organization's information (\* fields are required):
  - Agency Name \*
  - Agency Manager Email \*(use the same email address you used for your personal profile)
  - Agency Address \*
  - City, State, Zip Code \*
  - Employer Identification Number (EIN)
  - Contact Person (visible on profile) \*
  - Contact Title
  - Agency Email (General) \*
  - Agency Phone \*
  - Causes (drop-down menu) \*
  - Customize Link
  - Hours of Operation
  - What We Do
  - Who We Are: mission, vision, history



**UNITED WAY**  
of the Mid-South

## Volunteer United Instructions for Agencies

d. Click, "REQUEST ACCOUNT." A United Way staff will review your organization profile and approve it as quickly as possible –usually within 48 hours (or we'll contact you to request additional information or clarification). While your request for an agency account is pending, your agency's information will not be public. While you await your organization's approval, you can complete your organization's profile, format your content, add your logo and photos, and additional Agency Managers. You can even begin creating your volunteer opportunities.

e. You will receive an email when your organization's profile is approved. In the meantime, go back up to Step #4 to start designing your volunteer opportunities.

If you need further assistance please contact our engagement team at [volunteer@uwmidsouth.org](mailto:volunteer@uwmidsouth.org)