Please follow this "how to". For assistance, please contact us at ypdoc@dubuquechamber.com.

Sign-up Process and Project Registration

EXISTING Organization on Volunteer DBQ (previously Get Connected)

1. You should've received an email invite for your organization to post opportunities (see page 2 for how to access). If you didn't, email us.

2. If you received the email, skip to **CREATE A NEED/OPPORTUNITY** on page 3.

NEW Organization on Volunteer DBQ (previously Get Connected)

1. First, you need to create an organization account (instructions below). It will then need to be approved by Volunteer DBQ – you'll receive email confirmation when it's promptly approved.

2. Email ypdoc@dubuquechamber.com letting us know you are ready for the next step: to be invited to post a need for Dubuque Days of Caring 2022. Not all organizations on Volunteer DBQ participate in DDOC, so this step is important.

IF YOU ARE NEW TO VOLUNTEER DBQ (if existing, skip to next page)

1. You will need to create a Volunteer DBQ account, if you don't already have one.
   https://www.volunteerdbq.com/ > **Sign Up** > **Click Here**

2. Once you have created an account, email ypdoc@dubuquechamber.com for an organization invitation to the DDOC '22 event.

IF YOU ARE AN EXISTING ORGANIZATION

If you already have an organization account, you should've received an email inviting you to the DDOC '22 event. If you didn't, email us.

The email will be in your Volunteer DBQ inbox and you will also receive an email to the person(s) you set up as the manager(s) of your organization.

Getting to your organization's inbox:

- Once you are logged on, select the **profile circle** and select **inbox**. Anything that comes to the inbox will also be listed within the "notification bell", next to your profile circle.
- Direct emails come from our site manager partner with United Way, Paula Paider Licht. We recommend adding to your email contacts, so emails don't accidentally go to spam.
- In the example below, the organization is "Volunteer DBQ Volunteer Center" and the 'Test Event' is used in place of DDOC '22 (the date will be April 29).

Notification bell

Profile circle
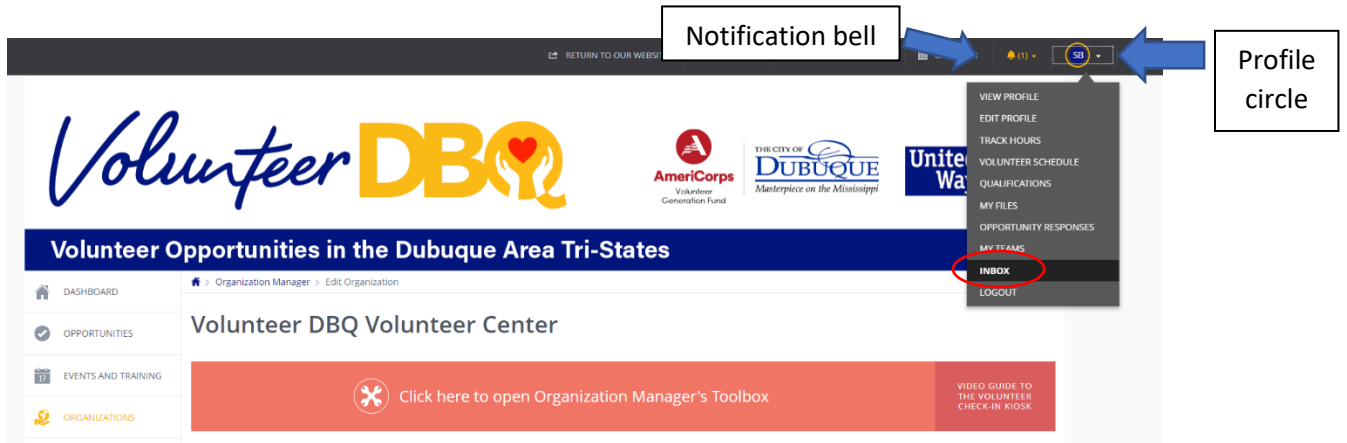
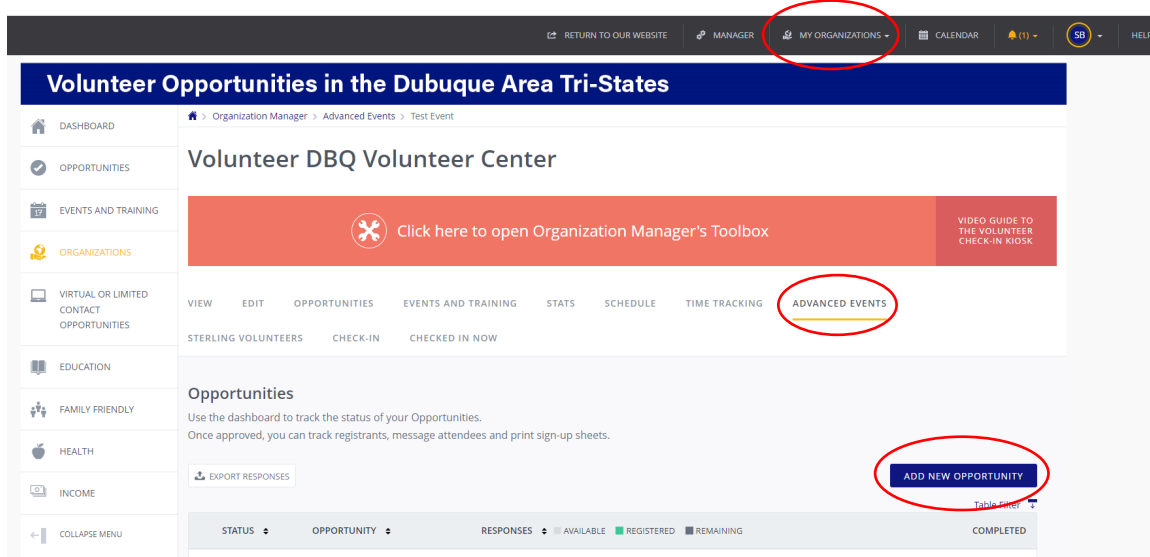Advanced Event Application Email Example
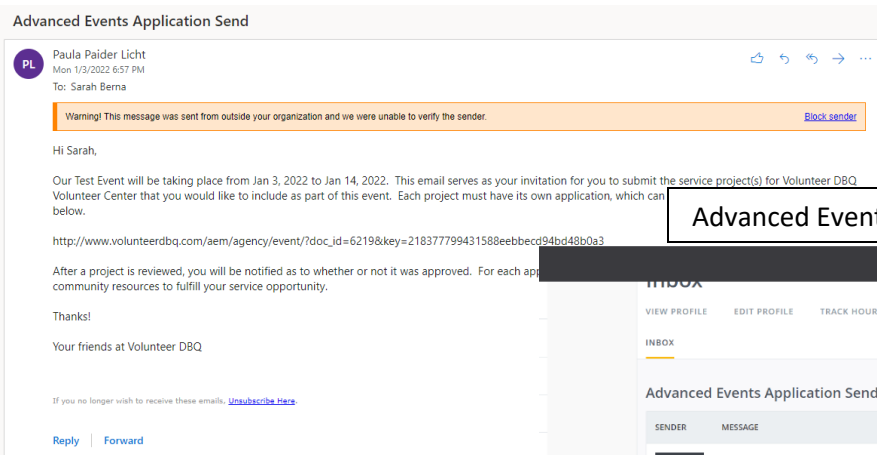
Advanced Event Application within Volunteer DBQ Example
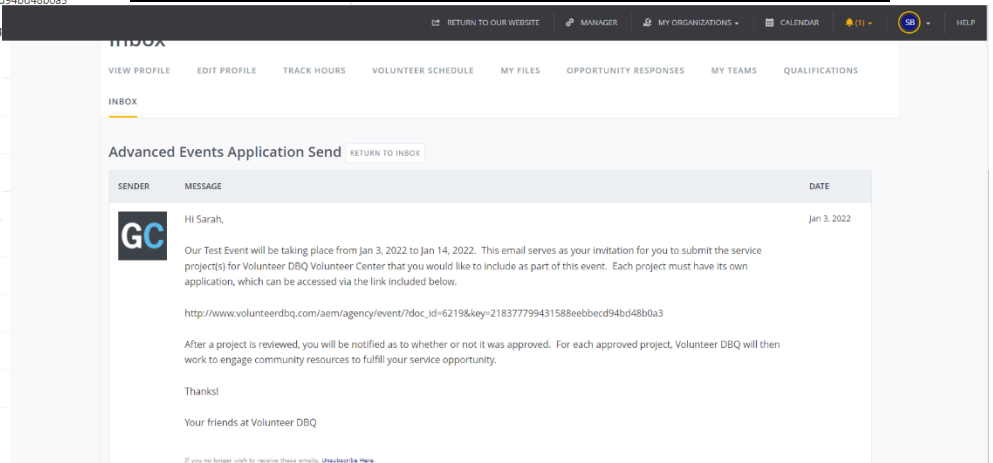
CREATE AN OPPORTUNITY

This is the new way of submitting wish lists/projects. The DDOC board will review and contact you if we have any questions.

You can click the link in the email to get to the form, or follow the instructions below.

List all projects as one opportunity, UNLESS they are at separate locations & require different volunteers.

1. Log in. Click **My Organization.**
2. Click the **Advanced Events** tab.
3. Complete the Organization Questions & click **Submit** *(you cannot go back to add/edit).*
4. Click **Add New Opportunity** to open the 'Create Opportunity' form.
5. Complete the form (*see notes below)*.
6. Click **Create Opportunity** when finished.

Important Notes:

- **Title:** Be creative (volunteers will already see the DDOC event title and your organization name).
- **Date:** Reminder, the event is April 29, 2022.
- **Registration Closed Date:** This must be March 27, 2022 to allow us time to order t-shirts.
- **# of Volunteers:** This is the TOTAL number of volunteers needed at your location for the entire timeframe. Please break down project amounts below in 'Description'.
- **Drinks/meals:** DDOC is no longer able to provide lunch + water for all-day projects. Only mark 'yes' if your organization is providing for volunteers and note specifics in the details box. *You are not required to provide.
- **Tools Required:** If yes, note in the details box specific supplies (ex: 3 rakes, 5gal of white paint, 3 bottles of Windex, 20 pairs of gloves, etc.). ONLY list supplies requested from DDOC – do not list supplies that you will be providing. DDOC will pick up reusable supplies at the end of your project timeframe.

- **Description:** List Project 1, 2, 3 and the # of volunteers needed for each (view screenshots). Be as specific as possible so the volunteers know what they'll be doing and we can confirm counts.

Project #1: rake leaves (4 volunteers)
Project #2: mulch (3 volunteers)
Project #3: plant flowers (same 3 volunteers)

This equals 7 total volunteers

Project #1: paint hallway (6 volunteers)
Project #2: wash windows (3 volunteers)
Project #3: clean and organize pantry (2 volunteers)

This equals 11 total volunteers

When you complete the form, it will show under your **Advanced Events** tab, NOT your regular Opportunities tab. This will put your Opportunity into pending for our board to review. We'll publish all Opportunities at the same time for volunteers to register.

It's important you don't edit your Opportunity once submitted. You will not need to contact or export your volunteers, or do anything with your account. We will provide you with all information at the Event Kick-off Thursday, April 28. If you have changes or need assistance, please email us at ypdoc@dubuquechamber.com. Thanks!

REMINDER: Project registration is due no later than February 6. Don't forget to email us your waiver.