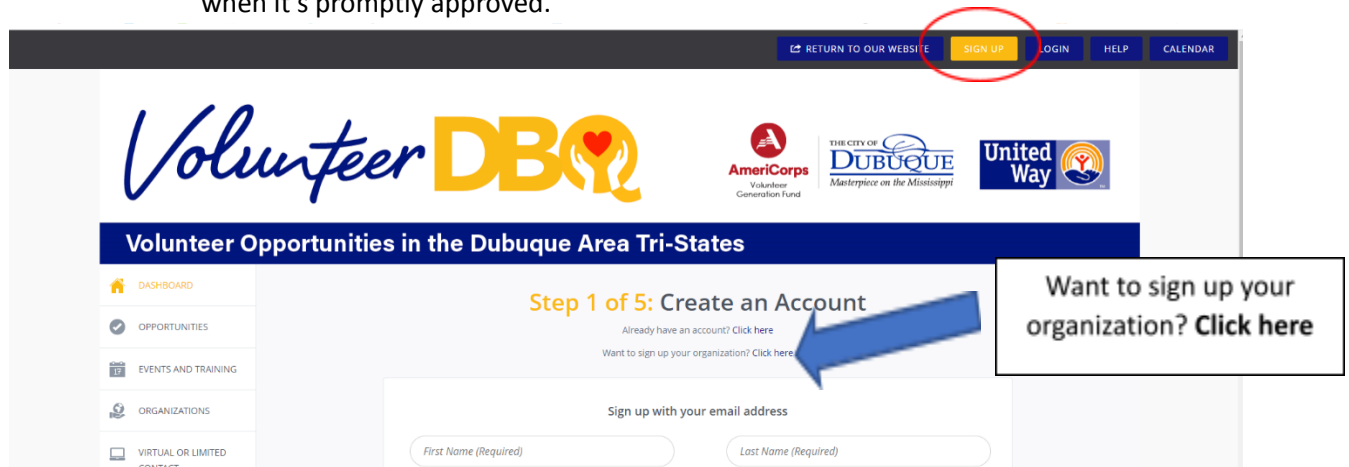


Please follow this “how to”. For assistance, please contact us at ypdoc@dubuquechamber.com.

Sign-up Process and Project Registration

NEW Organization on Volunteer DBQ (if existing, skip to next step)

1. First, you need to create an organization account.
<https://www.volunteerdubq.com/> > **Sign Up** > **Click Here**
 - a. It will then need to be approved by Volunteer DBQ – you’ll receive email confirmation when it’s promptly approved.



2. Once you have created an account, email ypdoc@dubuquechamber.com letting us know you are ready for the next step: to be invited to post an Opportunity for Dubuque Days of Caring.

Once your Organization Account is set up:

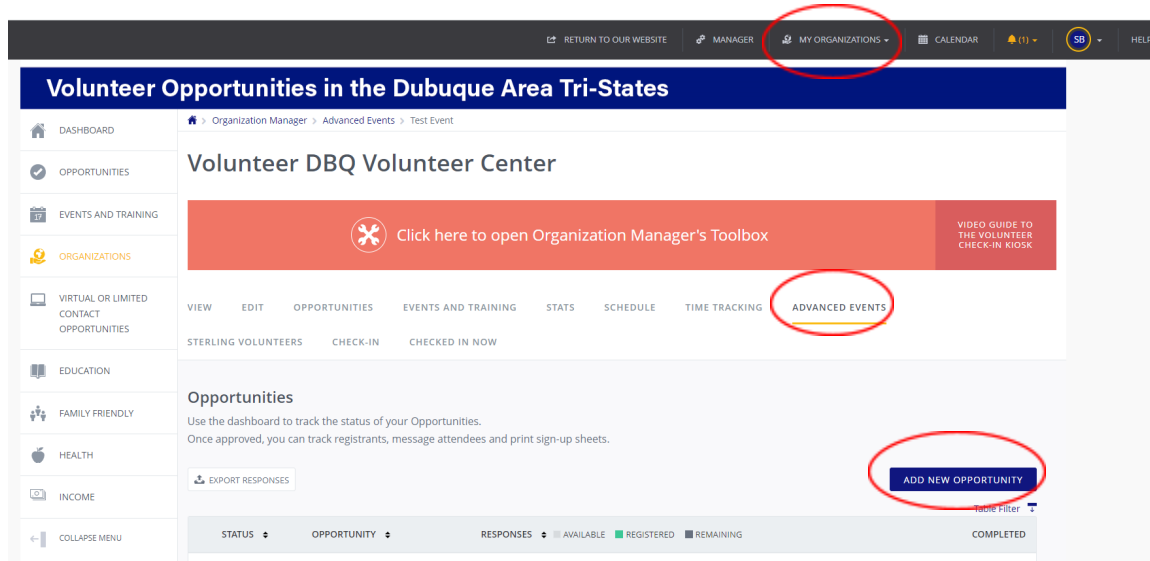
Once you have an organization account, you should’ve received an email inviting you to the DDOC event. The email will be in your Volunteer DBQ inbox and you will also receive an email to the person(s) you set up as the manager(s) of your organization. If you don’t see it, please [email us](#).

Getting to your organization’s inbox:

- Once you are logged in, 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.

CREATE AN OPPORTUNITY (submit your project)

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 28, 2023.
- **Registration Closed Date:** This must be March 26, 2023 to allow us time to order t-shirts.
- **# of Volunteers:** This is the TOTAL number of volunteers needed at your location for the entire time frame. 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.

Description

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

This equals 7 total volunteers

Description

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.

The screenshot shows a dashboard with a navigation bar at the top. The 'OPPORTUNITIES' tab is crossed out with a red 'X', and the 'ADVANCED EVENTS' tab is circled in red. Below the navigation bar, there are sections for 'STERLING VOLUNTEERS', 'CHECK-IN', and 'CHECKED IN NOW'. The main content area is titled 'Opportunities' and includes instructions on how to use the dashboard. There is an 'EXPORT RESPONSES' button and an 'ADD NEW OPPORTUNITY' button. A table displays a single opportunity: 'Test Need (Jan 10, 2022)'. The table has columns for 'STATUS', 'OPPORTUNITY', 'RESPONSES', 'AVAILABLE', 'REGISTERED', 'REMAINING', and 'COMPLETED'. The 'Test Need' row shows 0 responses, 5 available, 0 registered, 5 remaining, and 0% completed. A 'TOTALS' row at the bottom shows 5 responses, 0 registered, 5 remaining, and 0% completed.

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 27. If you have changes or need assistance, please email us at ypdoc@dubuquechamber.com. Thanks!

REMINDER: Project registration is due no later than February 5. Don't forget to email us your waiver.