

**VOLUNTEER♥NOW®**



Voly for Partners  
School User Guide

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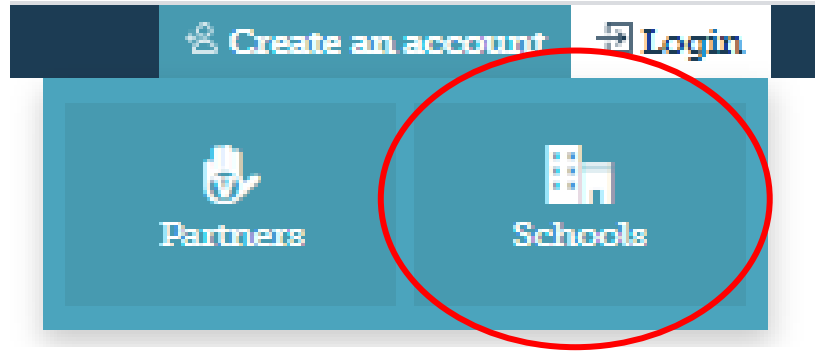
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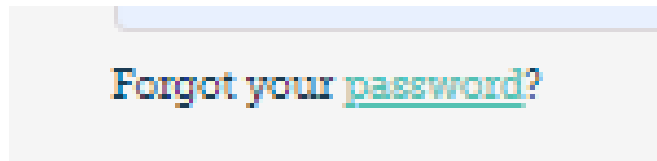


## Login

1. Login to your site at [https://\(school name here\).voly.org](https://(school name here).voly.org)
2. Click “Login”; Choose the appropriate account type

A screenshot of the 'Log In' form for schools. The form is titled 'Log In' and includes the text 'Access your account and start managing your volunteers!'. It has two input fields: 'Email Address' with the value 'Tester1@test.com' and 'Password' with masked characters. Below the password field is a link 'Forgot your password?'. At the bottom is a green 'Log In' button.

3. Enter your email address and password



4. Click “Forgot your password?” to get a temporary password sent to your email.

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CREATE A NEED  
**School Request**

VIEW OUR NEEDS  
**School Requests**  
**Fulfillment**

CONNECTIONS  
**Partners**

MANAGE  
**My School**

## Dashboard

1. Create a **School Request**
2. Monitor **School Requests** that have been published
3. Monitor the status of requested **Fulfillments**
4. Monitor communications with **Partners**
5. Make changes to your **School Profile**

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Create A Resource  
Bear Creek Elementary  
Let's Get Started  
Give it a name.

Name/Title\*

Resource Name

Submit

## Create A Request

### 1. Enter a catchy title

Create A Resource

Test

Bear Creek Elementary

STEP 1  
Resource Details

STEP 2  
Dates & Location

Resource Name\*

Resource Name

☐ Is this a Private Resource?

What categories does this resource fit?\*

Library

Physical Education

Technology

Resource Briefing\*

This is the first thing partners will see about your needs. Make sure to include any specific details that will help partners know if they fit your needs.

A 250 character introduction to your opportunity.

9 / 250 Characters

- Step 1** – Enter category, short description, full description, an image, the contact and any documents; You can make a request Private (will not be available to the public)

Create A Resource

Test

Bear Creek Elementary

STEP 1  
Resource Details

STEP 2  
Dates & Location

What location is this resource associated with?

Physical Address  
Alternate Location  
4545 Bear Creek Pkwy  
Houston, TX 77002  
760-111-1111

Main Location  
4815 Hickory Downs Drive  
Houston, TX 77064

or you can  
[Create A New Location](#)

When will this resource end?\*

Ending Date

- Step2** – Tie request to a location, expiration, date, determine # needed and value

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## Manage School Requests

Requests can be in various states

- **Drafts** – have started the request but is not published; can be edited
- **Active** – have been published
- **Fulfilled** – request has been completely fulfilled
- **Removed** – request has been canceled
- **Expired** – expiration date is in the past
- **Public Only** – request is visible to everyone on the site
- **Private Only** – request is NOT visible to public; must send the URL to partner

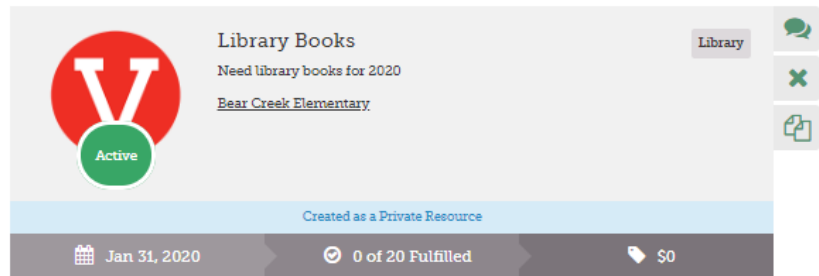


- ☐ Needs in draft
- ☒ Active Needs
- ☐ Fulfilled Needs
- ☐ Removed Needs
- ☐ Expired Needs
- ☐ Public Only Needs
- ☐ Private Only Needs

## Managing a Single School Request

### Needs

Create A Need



Click this icon to see Partners who have responded to your request; you can approve or deny the response



Click this icon to cancel the request



Click this icon to duplicate the request; all fields are editable

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Fulfillments

Fulfillment			
<div>Awaiting ApprovalAcceptedDenied</div>			
Resource	Quantity	Value	Status
Water Bottles <a href="#">For Lifeblue, INC.</a>	0	\$0	Awaiting Approval✕
Backpacks <a href="#">For Lifeblue, INC.</a>	80	\$500	Awaiting Approval✕
Backpacks We are happy to help- let's meet up on Christmas. <a href="#">For Lifeblue, INC.</a>	80	\$80	Awaiting Approval✕
Backpacks <a href="#">For Lifeblue, INC.</a>	80	\$80	Awaiting Approval✕

This view is a list of Partner offers that you have responded to and are awaiting approval from the Partner. You can also cancel your response. An email will be sent to the partner contact.

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Partner Connections

This is a view of the Partners that you have ‘fanned’, creating a connection between you and the Partner.

Connections



[Lifeblue, INC.](#)

Communicate



[ABC Company](#)


Communicate



[ZYX Books](#)

Communicate

You can click on a Partner card to see the conversation between you and the partner. You can also create a new message.



[Lifeblue, INC.](#)

Communication

Create A New Message

DECEMBER 20 2019	TESTING EMAILS written by Sherry Biggs at 07:45 am (reply)
DECEMBER 20 2019	TESTING EMAILS written by Sherry Biggs at 07:43 am (reply)
DECEMBER 20 2019	TESTING EMAILS written by Sherry Biggs at 07:36 am (reply)
DECEMBER 20 2019	TESTING EMAILS written by Sherry Biggs at 07:35 am (reply)
DECEMBER 17 2019	hi default- let's connect. written by Another New at 10:35 am (reply)
DECEMBER 04 2019	I have 5 green ones. written by Phillip Blackmon at 04:54 pm (reply)



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## Manage School

MANAGE SCHOOL
School Details
Documents
Tutorials
My Profile
Contacts & Access
Locations
Export School Requests


### School Details

Note: Updates to this section will be reflected on your School Profile for Volunteers to see.

Who Are You?

Name

Profile Picture



Who Do You Serve?

Mission Statement

What impact do you make in this world?

Primary Category

Even if you provide to more than one category, select your primary category.

From this view you can

- **School Details** - make changes to your school profile
- **Documents** - upload documents to be attached to requests
- **Tutorials** - view tutorials for this application
- **My Profile** - manage your personal profile
- **Contacts** - manage other contacts and permissions
- **Locations** - set locations
- **Export School Requests** - export canned reports

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## Find Resources



Click on **Find Resources** in upper right-hand corner to search for Partner offers and connect to Partner profiles

Categories

Resources

Partners

Schools

- **Categories** – search for offers by type of resource; click on a category and use the filters to narrow down the results
- **Resources** – this is a list of every school request and partner offer in the district; use the filters to narrow down the results
- **Partners** - view all partners approved to do business in the school district; click on a specific partner to see their profile and “fan” them to establish communication; view all offers from that partner
- **Schools** – view all schools in the district; click on a specific school to see their profile and a list of all requests made by that school