

VOLUNTEER♥**NOW**®



Voly for Partners
Partner User Guide

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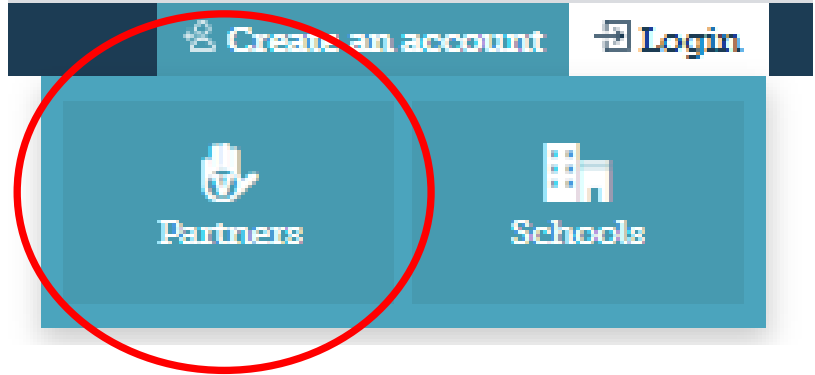
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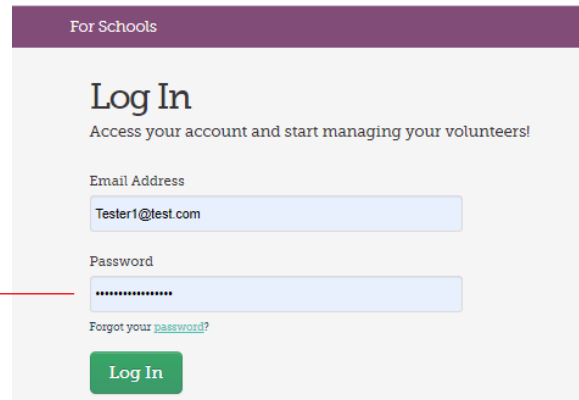
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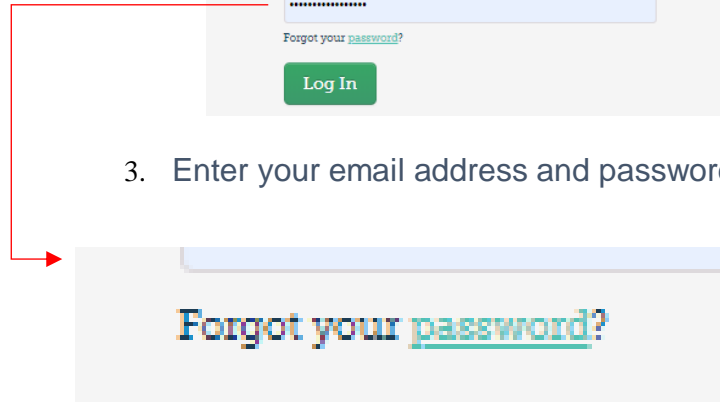


Login

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



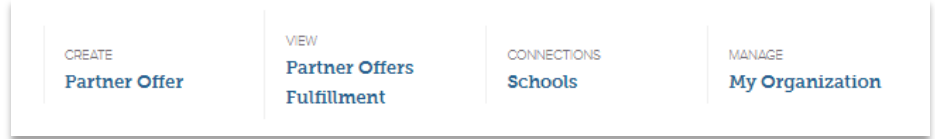
3. Enter your email address and password



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

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Dashboard

1. Create a **Partner Offer**
2. Monitor **Partner Offers** that have been published
3. Monitor the status of requested **Fulfillments**
4. Monitor communications with **Schools**
5. Make changes to **My Organization**

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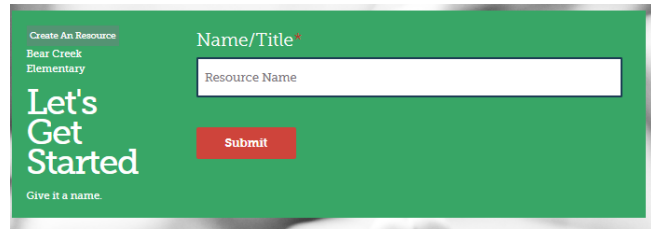
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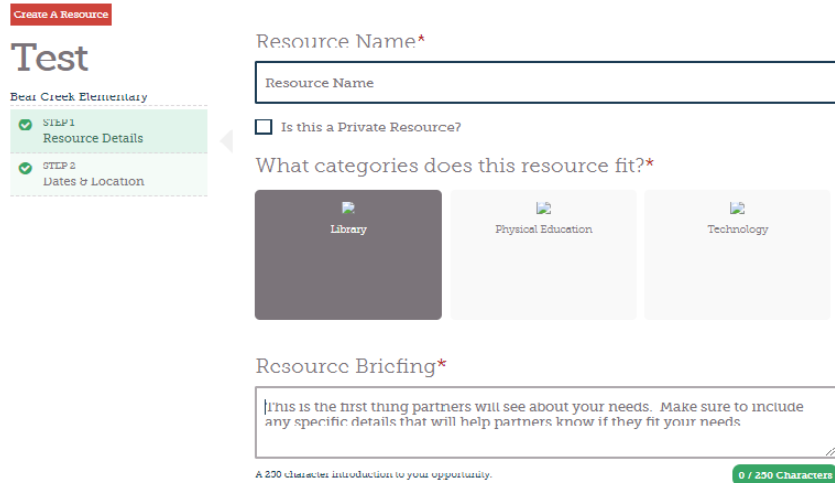
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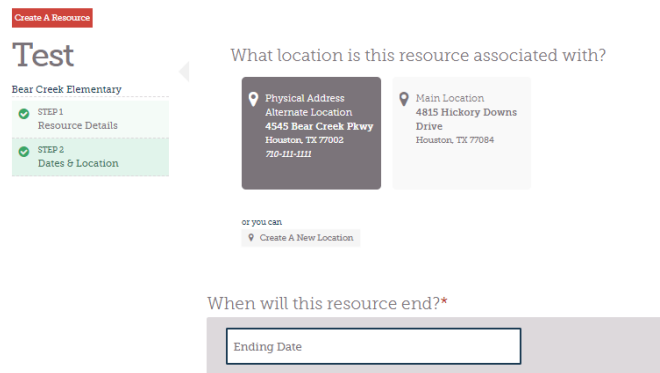


Create An Offer

1. Enter a catchy title



2. **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)



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

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Manage Partner Offers

Offers can be in various states

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

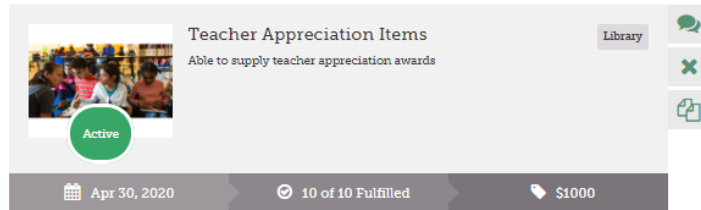


- Offers in draft
- Active Offers
- Fulfilled Offers
- Removed Offers
- Expired Offers
- Public Only Offers
- Private Only Offers

Managing a Single Offer

Offers

Create A Offer



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



Click this icon to cancel the offer



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

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Fulfillments

Fulfillment

Awaiting Approval Accepted Denied			
Resource	Quantity	Value	Status
Backpacks <i>For Default School</i>	80	\$500	Awaiting Approval
Backpacks We are happy to help- let's meet up on Christmas. <i>For Default School</i>	80	\$80	Awaiting Approval
Backpacks <i>For Default School</i>	80	\$80	Awaiting Approval

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

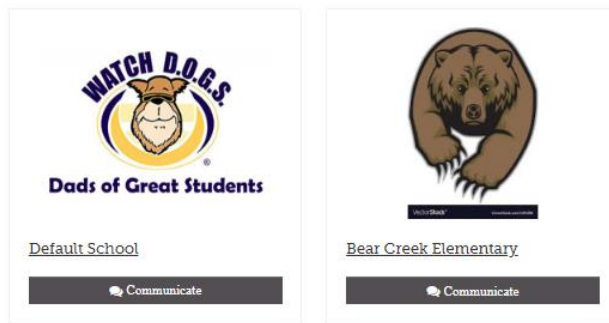
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School Connections

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

Connections



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

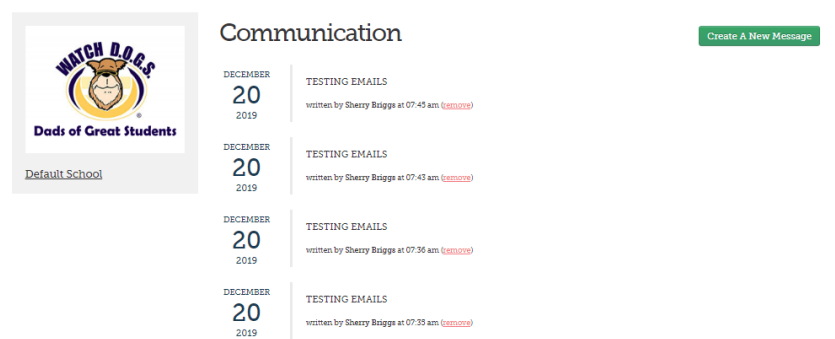


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Manage School

The screenshot shows a web interface for managing an organization. On the left is a sidebar titled 'MANAGE ORGANIZATION' with a list of menu items: 'Organization Details' (highlighted with a red arrow), 'Documents', 'My Profile', 'Contacts & Access', 'Locations', and 'Export'. The main content area is titled 'Partner Details' and includes a note: 'Note: Updates to this section will be reflected on your Organization Profile for others to see.' Below this is a form for 'Who Are You?' with a 'Name' field containing 'Lifeblue, INC.' and a 'Profile Picture' field. The Lifeblue logo is displayed below the form. Further down is a 'Who Do You Serve?' section with a text area for 'Describe Community Engagement Philosophy' containing the text: 'The VolunteerNow® mission is to transform lives through volunteers. Volunteers change everything - where they live, work, and play - and transform their own lives in the process of serving others. Whether it's'.

From this view you can

- **Partner Details** - make changes to your organization's profile
- **Documents** - upload documents to be attached to offers
- **Tutorials** - view tutorials for this application
- **My Profile** - manage your personal profile
- **Contacts** - manage other contacts and permissions
- **Locations** - set locations
- **Export** - export canned reports

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Find Resources



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



- **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 available offers
- **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; you can also “fan” a school which will create the ability to communicate with them