



# Volunteer Quick Start Guide

Volunteers

# What is Voly?

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Causes

Opportunities

Teams

Schools

**VOLY IS A VOLUNTEER MANAGEMENT SYSTEM USED TO:**

- **RECRUIT VOLUNTEERS**
- **TRACK VOLUNTEER HOURS**
- **REPORT VOLUNTEER HOURS**

# Create An Account



Create A Volunteer Account!

First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

Phone Number\*

Zip\*

Password\*

Confirm Password\*

[Create Account](#)

By signing up for a Voly account, you confirm that you are at least 13 years old and that you have read and agreed to the [Voly Terms and Conditions](#).

- Go to <https://crandallisd.voly.org/>
- Create a Voly account:
  - [Name](#)
  - [Email address](#)
  - [Phone Number](#)
  - [Zip](#)
  - [Password](#)
- You must be 13 and older to create an account

# Volunteer Instructions

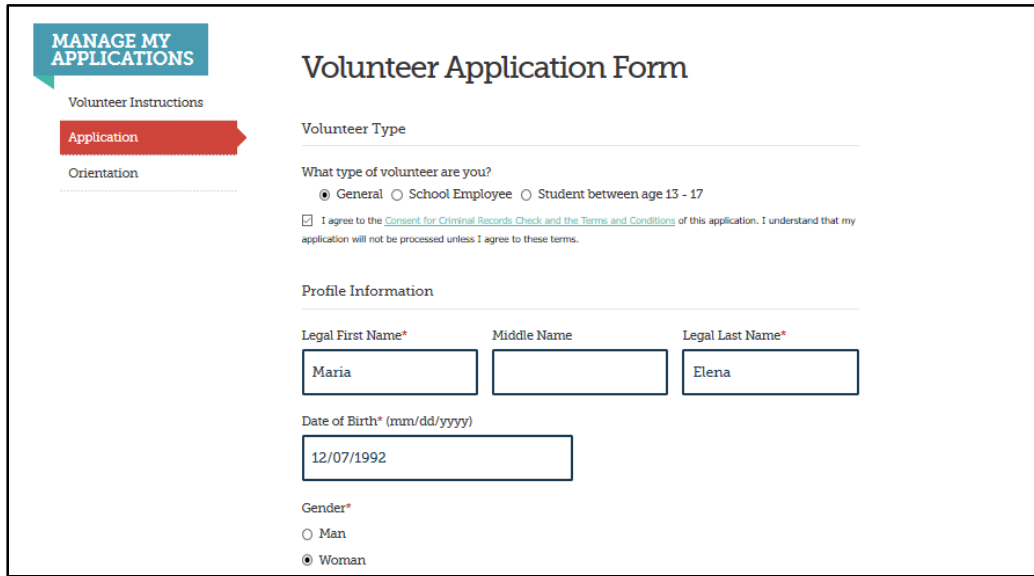
- Click on “My Applications” on the top navigation bar
- Click on “Volunteer Instructions”

All volunteers must complete the following:

Requirement	Status	Expiration Date	
Application	Completed	June 30, 2021	<a href="#">Update</a>
Orientation	Completed	July 07, 2021	
Background Check	Background Check Requested	June 30, 2021	<a href="#">Update</a>

- This view shows what documents are required and which ones need to be completed or updated.
- Click on the “Update” link to complete the document.

# Complete the Application



The screenshot shows the 'Volunteer Application Form' interface. On the left, a sidebar titled 'MANAGE MY APPLICATIONS' has three links: 'Volunteer Instructions', 'Application' (highlighted with a red arrow), and 'Orientation'. The main form area is titled 'Volunteer Application Form' and contains the following sections:

- Volunteer Type**  
What type of volunteer are you?  
☒ General ☐ School Employee ☐ Student between age 13 - 17  
☒ I agree to the [Consent for Criminal Records Check and the Terms and Conditions](#) of this application. I understand that my application will not be processed unless I agree to these terms.
- Profile Information**  
Legal First Name\*:   
Middle Name:   
Legal Last Name\*:   
Date of Birth\* (mm/dd/yyyy):   
Gender\*: ☐ Man ☒ Woman

**Helpful Hint:**  
*Most schools require you to complete the full application process every school year.*

Complete required information on Volunteer Application Form

Be sure to:

- Choose your volunteer type
- Consent to background check if required
- Check all schools where you plan to volunteer

# Authorize a Background Check

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**Volunteer Type**

What type of volunteer are you?

☒ General ☐ Student between age 13 - 17 ☐ Student observer

☒ I agree to the [Consent for Criminal Records Check and the Terms and Conditions](#) of this application. I understand that my application will not be processed unless I agree to these terms.

Consent to a background check by clicking the checkbox. There is a link to explain the terms and conditions of the consent.

# Select your Schools

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With which school(s) do you plan to volunteer? (check all that apply)


<input type="checkbox"/> Armand Bayou Elementary	<input type="checkbox"/> Travis Elementary School
<input checked="" type="checkbox"/> Einstein Science Academy	<input type="checkbox"/> Washington Elementary School
<input type="checkbox"/> Erik Jonsson School of Engineering	<input type="checkbox"/> Washington High School
<input type="checkbox"/> Lincoln Elementary School	
<input type="checkbox"/> RISD - Bowie Elementary	
<input type="checkbox"/> RISD - Spring Creek Elementary	
<input type="checkbox"/> Roosevelt Elementary School	
<input checked="" type="checkbox"/> Success Elementary School	

- Identify the school(s) where you plan to volunteer
- You can add or change schools, as needed

# Complete Orientation

- Click on arrows to move forward and backward in the orientation
- Scroll down and provide your electronic signature by checking box

Orientation - English



MANAGE MY APPLICATIONS

- Volunteer Instructions
- Application
- Orientation

Orientation Information

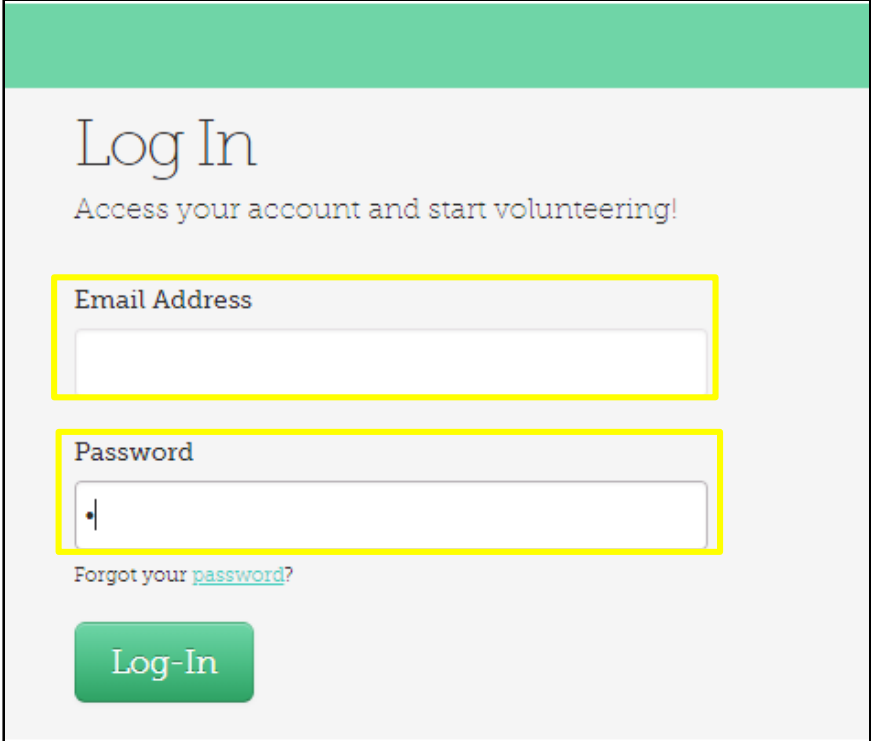
Upon completion fill out the form below to confirm.



# Logging into VOLY

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- Enter your email address and your private password
- Click 'Log In'

A screenshot of the VOLY 'Log In' page. The page has a light gray background with a green header bar at the top. The title 'Log In' is in a large, dark font, followed by the subtitle 'Access your account and start volunteering!' in a smaller, lighter font. Below the subtitle are two input fields: 'Email Address' and 'Password'. Both fields are highlighted with a yellow border. The 'Email Address' field is empty, and the 'Password' field contains a single dot. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a green button with the text 'Log-In' in white.

Log In

Access your account and start volunteering!

Email Address

Password

Forgot your [password?](#)

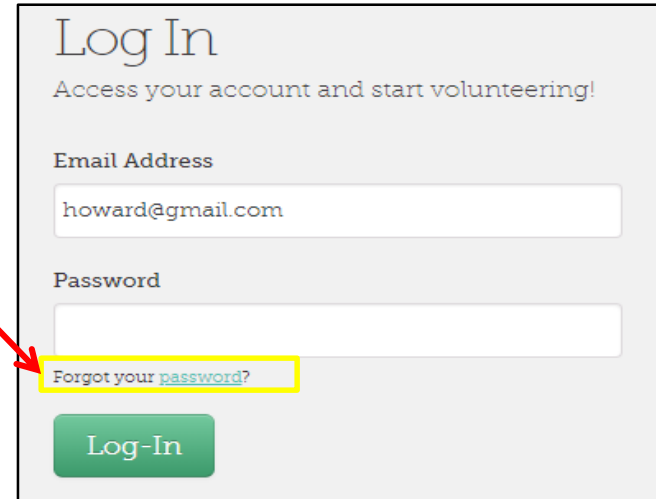
Log-In

# Forgot Your Password?

- Look under the Password box
- Click "Forgot Your Password"
- Type in your email address
- Click "Send Me A New Password"
- Check your email for the new password (check junk/spam folder)

## Helpful Hint:

*Check your spam folders if you don't see your password reset email within 5 minutes*



Log In

Access your account and start volunteering!

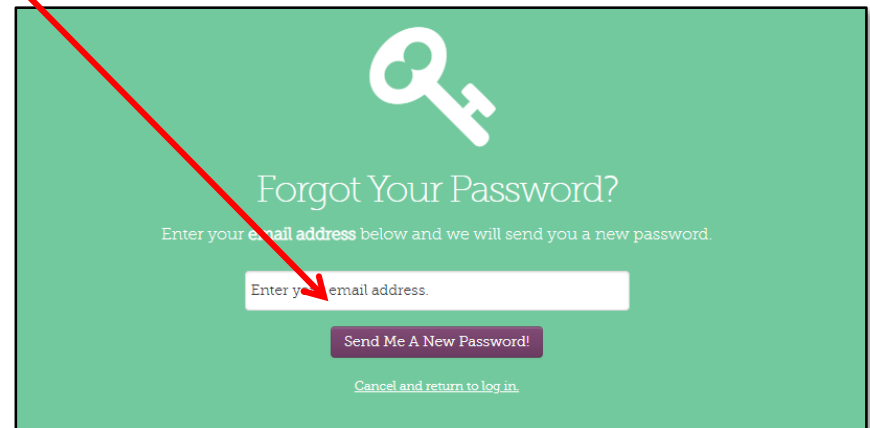
Email Address

howard@gmail.com

Password

[Forgot your password?](#)

Log-In



Forgot Your Password?

Enter your email address below and we will send you a new password.

Enter your email address.

[Send Me A New Password!](#)

[Cancel and return to log in.](#)

# Volunteer Approval

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**From:** "[Admininstation@isd.net](mailto:Admininstation@isd.net)"

**To:** [Volunteer@sbcglobal.net](mailto:Volunteer@sbcglobal.net)

**Sent:** Thursday, February 8, 2018 2:51 PM

**Subject:** Congratulations! Your recent volunteer application for Our Town ISD has been cleared.

You can begin volunteering once you have:

- Set up a VOLY account
- Completed the application
- Completed and signed off on orientation (If required)
- Been notified your background check was approved (You will receive an email with your background check status)

# Volunteer Dashboard



## Causes

Find opportunities  
in your area of  
interest

## Opportunities

Search all the  
opportunities from  
schools in the  
district

## Teams

Create a private or  
public group to  
volunteer with  
others

## Schools

Search for a  
specific school  
to see what help  
they need

# School Profile

Each school profile includes a list of all current volunteer opportunities posted by the school

The screenshot displays a school profile for Turner Academy. The top navigation bar is green with the text "Search Opportunities" and icons for heart, clock, location, and a wrench. The profile is divided into three main sections: "About", "What We've Done Together", and "Opportunities".

**About Section:** Features a photo of a school building. Below the photo, the text reads: "We are dedicated to creating well rounded individuals who are educated, competent contributing members of society." The school name "Turner Academy" is displayed, followed by the category "Education". A button indicates "You're A Fan" with a checkmark, and it shows "30 Fans".

**Filtering Sidebar:** A green sidebar on the right of the "About" section contains three filter categories, each with a green circle containing a number "3":

- CAUSE:** "I will volunteer with any cause!" with a "Filter By Cause" button.
- LOCATION:** "I am willing to go anywhere to volunteer!" with a "Filter By Location" button.
- DATE:** "I am available to volunteer anytime." with a "Filter By Dates" button.

Below these are two more filter categories:

- TIME:** "I am available to volunteer anytime." with a "Filter By Time Slots" button.

**Opportunities Section:** A list of three volunteer opportunities is shown, each with a thumbnail image, title, description, location, date, duration, and number of people needed. Each entry has a red "I Want To Help!" button.


- School Break Volunteer:** Category: Campus Engagement. Description: "test [Learn More](#)". Location: Dallas, TX. Date: Jul 12, 2019. Duration: 1 Hour. 178 Needed.
- July Volunteer Help:** Category: Campus Engagement. Description: "We are looking for help with our upcoming job fair. [Learn More](#)". Location: Testville, TX. Date: Jul 12, 2019. Duration: 2 Hours. 100 Needed.
- Summer Camp:** Category: After School & Summer. Description: "Looking for volunteers to help with our after school camp program! [Learn More](#)". Location: Dallas, TX. Date: Jul 12, 2019. Duration: 2 Hours. 100 Needed.

# I Want to Help!

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Volunteer for an opportunity:

- Click on the name to learn more
- Click “I Want to Help’ to sign up
- Select the days/shifts you are available from the calendar
- Receive a confirmation email





### Keep Us Organized


Do you like to put things in order? Do you color-code clothing in your closet? If so we need your help copying, sorting and distributing mail and supplies so teachers have the information and materials they need to keep our busy students learning. [Learn More](#)

Anytown, TX  
[Washington Elementary School](#) | [★ Save For Later](#)

[Click Here For Dates](#)

 Aug 20, 2018 9:00AM

 2 Hours

 2 Shifts Available

[I Want To Help!](#)

# Arriving to Volunteer

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- Report to the check in location designated by your school
- Check-in on the VOLY kiosk if required (pictured below)
- Report to your volunteer location

Search for a volunteer by Email Address

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Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ^	Date and Time ^	Email	Hours Logged Today	Check In / Check Out
<div>Reload</div>					

# Check in

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Search for a volunteer by Email Address

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer *	Date and Time *	Email	Hours Logged Today	Check In / Check Out
<div>Reload</div>					

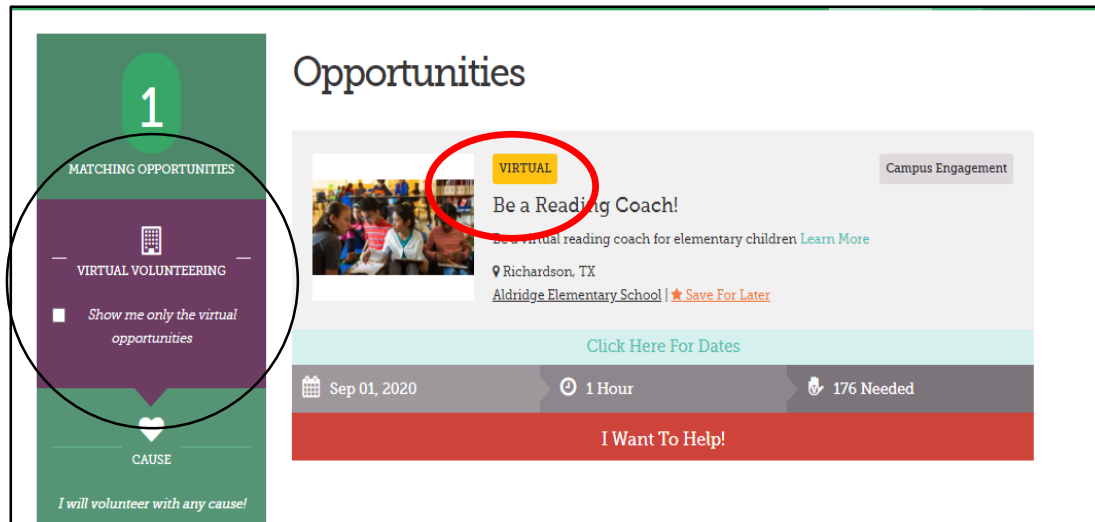
- Enter your email address to check-in
- If you have preregistered and been approved to volunteer on this date, your assignment will appear
- Click the check-in box 

Check In



# Find Virtual Opportunities

Find Virtual Opportunities under “Find Opportunities”. A filter is available to find Virtual Opportunities quickly and the opportunities will be marked with a yellow “Virtual” label



# Check In for Virtual Opportunities

- Check into a Virtual Opportunity by going to “My Opportunities” on the Voly dashboard (must be logged into account). Opportunities that you have signed up for will be listed on the calendar and below in the calendar (calendar view and list view).
- In the list view, there will be “**Complete Virtual Volunteering**” button on the opportunity. Click this button to check in.



# Volunteer Hours

Navigate to “My Hours” to view all hours recorded from opportunities. You must be checked into an opportunity to receive hours. All hours from Virtual Opportunities can be viewed here as well.

My Applications

My Opportunities

My Hours

My Teams

My Profile

Track Hours

Export Hours

Log Hours

Track and manage the hours logged.

Date Volunteered	Agency/Opportunity	Hours Logged		
September 01, 2020	Test Virtual	1.00	<a href="#">edit</a>	<a href="#">remove</a>
Total:		1		

# Unable to Log In

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Check the following:

Are you using the correct...

- URL for your school district (Ex: [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org) )
- Email
- Password

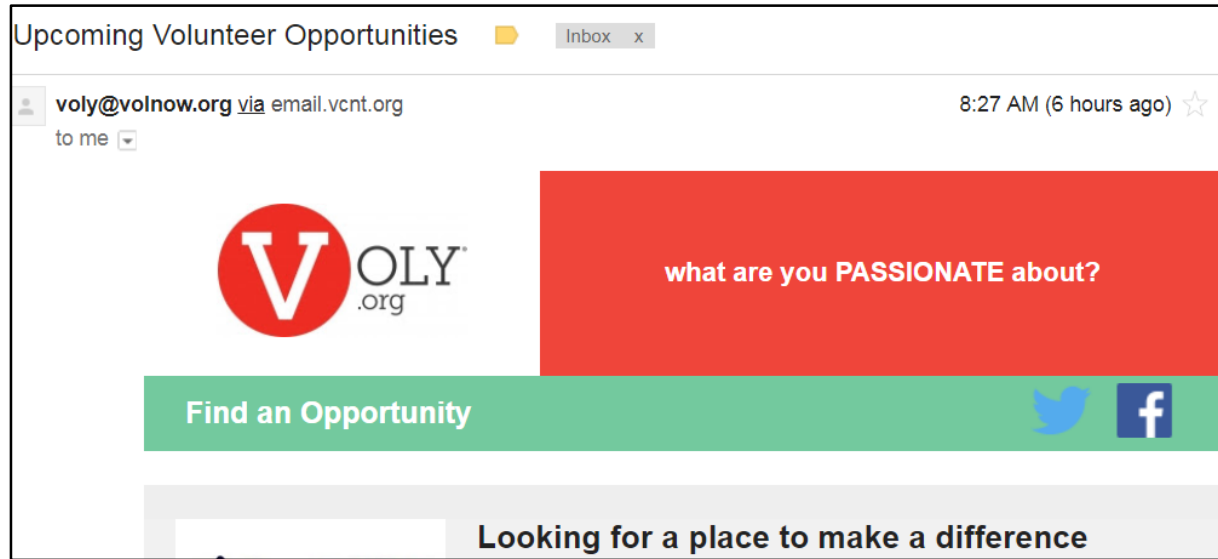
## Helpful Hints:

*Passwords are case sensitive.*

*If you cut and paste a password, be sure there are no extra spaces before or after.*

# Weekly Reminders

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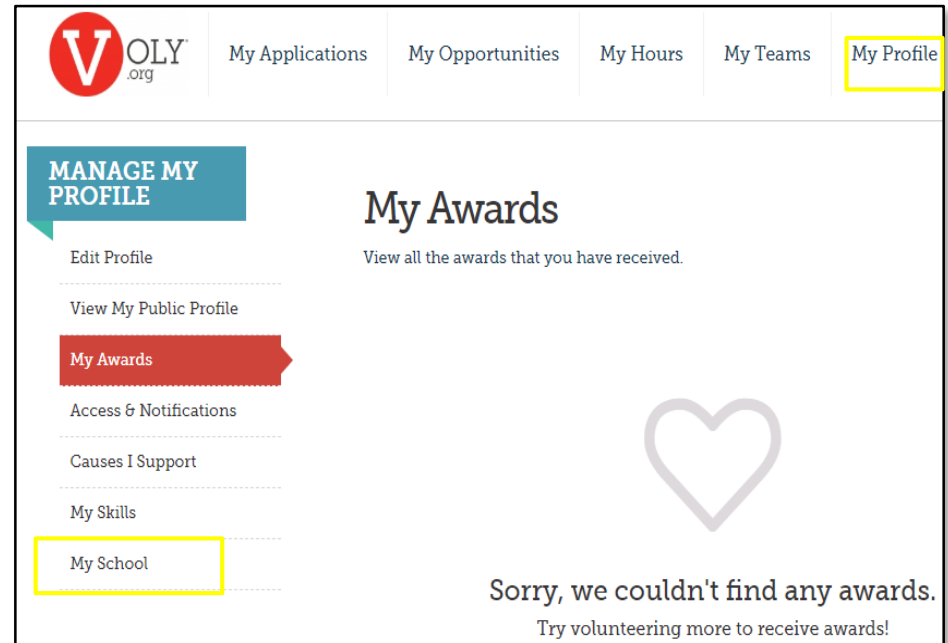


Your volunteer help is important to the success of our students

You will receive an email once a week to remind you of your upcoming opportunities and suggest additional ways you can get involved

# Awards

- Some school districts create awards for hours worked.
- To view awards received (if applicable), click on My Profile from your dashboard.
- Then click on the My Awards button on the left.



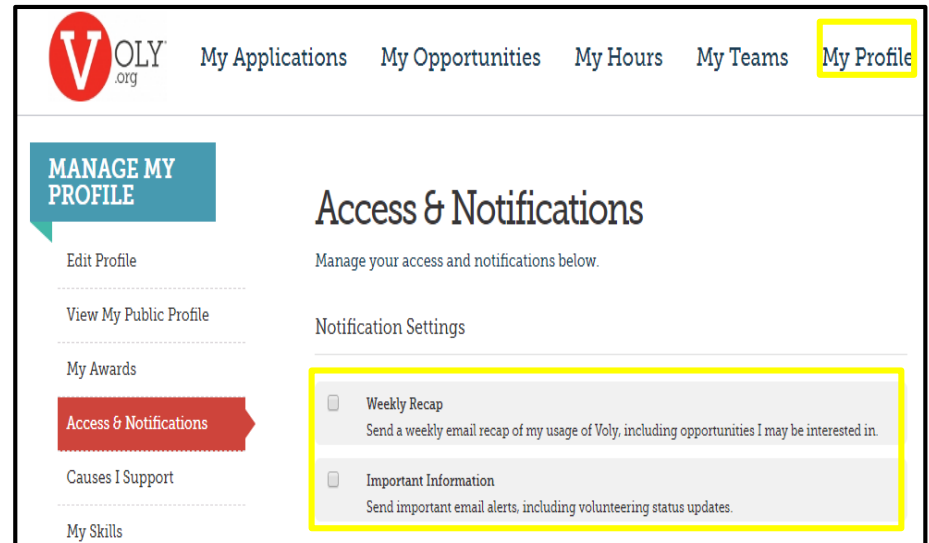
# Unsubscribe

From your Dashboard:

- Click on "My Profile"
- Select "Access & Notifications"
- Uncheck the "Weekly Recap" and "Important Information" boxes

From a Voly email:

- Click the unsubscribe link
- This will take you directly to "Access and Notifications"
- Uncheck the "Weekly Recap" and "Important Information" boxes



*Thank you*

*volunteers change*

LIVES

COMMUNITIES

PERCEPTIONS

HOMELESSNESS

KIDS

HUNGER

EVERYTHING

PARKS

EDUCATION

UNEMPLOYMENT

FUTURES

HEALTH

**VOLUNTEER♥NOW**