

LIVE UNITED.
Give. Advocate. Volunteer.

09.10.2008
INSPIRING ACTION.
MAKING CONNECTIONS.
BUILDING LASTING RELATIONSHIPS.
**CREATING A BETTER
PLACE TO LIVE.
UNITED WAY
DAY OF CARING.**

Project Registration Guide

Logging on to the Day of Caring Project Site

- 1.) Go to www.unitedwayqc.org and click on the 2008 Day of Caring page.
- 2.) Click on the **“Submit a Day of Caring Project Now”** link.
- 3.) You will now be on the log in page. From the agency log in page:
 - a.) If you are registered on this site, please log in using your user id and password. Once you are logged in, go to the “Overview” tab and scroll down to the **“Events”** section. (Do NOT post your Day of Caring project under the tasks section.) Skip to step 4.
 - b.) If you are new to this site, please register your agency by selecting the **“Register Here!”** link in the New Agencies box.
 - i.) Fill in your agency name at the bottom of the screen and click the **“Sign Up”** button.
 - ii.) Click **“Yes”** in the Auto Complete Box.
 - iii.) After accepting the license agreement, complete your agency information. Once your information is complete you will have the opportunity to review it and make changes or accept it as it is.
 - iv.) You may upload your logo on the next screen if you prefer. From the next screen, go to the “Overview” tab and scroll down to the **“Events”** section. (Do NOT post your Day of Caring project under the tasks section.)
- 4.) Under the “Events” section, click on **“Details and Project Sign Up”**.

Adding A Day of Caring Project

- 1.) You should now be at the Day of Caring Host screen. Select **“Add a Project”** at the bottom of the page.
- 2.) Read and accept the release form by checking the box. Then use the drop down box to select your Project contact. If the person is not in the drop down list, select “Another Person” and “Save and Continue”. This will allow you to add/edit Day of Caring contacts.
 - a.) If the contact person is another person, please fill in the information on the next screen and select okay.



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Creating Your Day of Caring Project Details

- 1.) Once the contact person is selected, you will move on to the “**Create Project**” page. Here you will do the following:
 - a.) **Title your project** - be creative! This is the first thing the volunteers will see about your project.
 - b.) **Fill in a Project Description** - In 100 or less, inform volunteers about the project you are listing and sell it to them.
 - c.) Under the “**Limit to one time slot**” select **yes**. Later you will be asked to select a project time.
 - d.) Under the Misc. section, complete the questions that pertain to your project. Those with a red * are required questions you must answer before you move on.
 - i.) Please note, you may need to change your primary contact to reflect the Project Contact. This will now be the person United Way will contact about any Day of Caring needs or questions.
 - ii.) If your project is located at the agency’s main address, select that from the drop down list. If it is at a site other than the agency’s main address select “Another Location” under the “Opportunity Location”. (If you select “Another Location” you will be asked to provide the project location address and direction on the next screen.
- 2.) Click **okay** to continue.



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Day of Caring Project Time Slots and Number of Volunteers Needed

1.) Next you will select your **project time**. Please note, Day of Caring projects are designed for the following times. Please select one of the following:

- a.) 8:30am - 11:30am
- b.) 12:30pm - 3:30pm or
- c.) 8:30am - 3:30pm

2.) Note the **number of volunteers** you will need for your project. This is set for the maximum number of volunteers you are requesting for this project.

3.) Select **okay** to submit your project.

Congratulations you have successfully submitted Your Day of Caring Project!

Your project will be reviewed and approved by United Way of the Quad Cities Area. You will receive an email indicating whether your project was approved or needs editing.

You now have the opportunity to view your project and add another DOC project.

You may return to this area as often as you like to edit the project, or delete the project entirely. Projects may be edited or deleted until July 11th.

Technical Support or Day of Caring Questions

For technical support, questions concerning your project submission or questions about the Day of Caring, please contact Marci Zogg at 563.355.4310 or mzogg@unitedwayqc.org.

