

INSIDE THE WIRE

Volunteer Sign Up * Website and App Instructions

1. Basic Information:

- · Most notifications will come via email, so check regularly.
- The website is the main hub for information.
- The app is only for checking in and out of shifts, checking your schedule, and finding opportunities.

2. Go to the H.O.O.V.E.S. Inside the Wire Volunteer Alliance site at the

link below or scan the QR code.

hooves.galaxydigital.com

• If you received an Invitation Email, click on the link provided in the email.



- 3. Create an Account (our site will look slightly different):
 - You will have to wait until your Agreement and Liability Waiver Prerequisite is reviewed and approved before you can submit an opportunity response.
 - This information helps the organization match you with the best opportunities that fit your skills and interests!

 It also makes it easier for you to receive notifications about opportunities that match

your skills and interests.



- You can always update your profile information by selecting your profile image or initials in the top right-hand corner, then click either View Profile or Edit Profile to make changes.
- 4. Volunteer Dashboard: Every organization has a different site setup. So, the organization you've registered with might have different options in the volunteer dashboard than in the following example.
 - Opportunities: These are the available volunteer opportunities that you can respond to! This is where you can sign up and start making an impact in your community.

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0	OPPORTUNITIES	
9	PROGRAMS	

- **Programs:** House volunteer opportunities.
- Volunteer Menu Bar: Much like the dashboard, your menu options might look different, depending on how your organization has set up its site.
 - **Return to Our Website:** You can click this button from any page on the site and return to the main landing page.

- **Snapshot:** You can see a snapshot of your awesome volunteer impact here once you start submitting hours.
- Volunteer: Click this to see available volunteer opportunities.



• Add Hours: This is where you can review or submit volunteer hours for opportunities.

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- **Calendar:** Review your schedule and see what opportunities are scheduled on specific dates.
 - You can see details about the opportunities by clicking on a date with an opportunity available.

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• Bell icon: This takes you to your inbox where you receive automated notifications, email blasts, etc.



- **Profile icon or initials:** Click this to access and edit your profile, review your volunteer resume, track hours, manage opportunity responses, and more.
- · Help: This takes you to our volunteer Help Center.
 - The Help Center has helpful resources, like this one, that guides you through the steps to accessing and navigating a volunteer site.

Responding to Opportunities (4)	Logging Your Hours (3)
How to Find and Respond to Volunteer Opportunities Volunteer Resources on Prerequisites Volunteer Resources on Teams Volunteer Resources on Teams Volunteer 4	How to Enter Hours How to View Hours Using the Check/in Klosk
Your Volunteer Profile (5)	🔁 Using the CauseConnect App (1
B How to Join a Site	B I Downloaded the App-Now What?
B How to Edit Your Profile	
B Forget Your Password? Here's How to Reset it!	
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Continued.



INSIDE THE WIRE VOLUNTEER ALLIANCE

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- 6. Using the APP: Download the Causer app for your device.
 - NOTE: There is no app for desktop use.
 - For additional features in detailed step-bystep instructions, visit the volunteer <u>Help</u> <u>Center : I've Downloaded the App-Now</u> <u>What?</u>



- Create an account or, if you've already registered on an organization's site, use the email address you used to sign up to log into the app.
- If you haven't registered on an organization's site, then you can search for sites near you or search for a site by name.
- Once you select the site, you're asked to enter your password or you can select I've forgotten my password to reset it.

How do I find available opportunities?

- From your dashboard, click Find something to do to start finding volunteer opportunities near you!
- NOTE! Animal Care Crew volunteers are designated and assigned by the Director of Volunteer Services.

How do I respond to an opportunity?

- After you filter your search and find the opportunity you want to respond to, click Respond.
- Clicking Respond opens the opportunity for you to view more details-click Respond again to confirm your selection.
- Follow any other prompts to finish.

Check the Help link to learn:

- How do I unregister for an opportunity?
- How do I check my schedule?
- How do I check in or out of an opportunity?
- How do I add hours?
- And more!



VOLUNTEER HELP CENTER WEB PAGE

If you need additional assistance, please email: sarah.h@hooves.us.

App screen examples:

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■ Dashboard		=	Dashboard
Up next:		Up next:	
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