



# INSIDE THE WIRE VOLUNTEER ALLIANCE



## 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](https://hooves.galaxydigital.com)

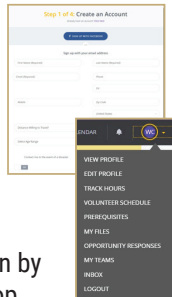


- If you received an Invitation Email, click on the link provided in the email.

### 3. Create an Account (our site will look slightly different):

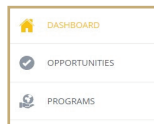
- **You will have to wait until your Agreement and Liability Waiver Prerequisite is reviewed and approved before you can submit an opportunity response.**

- 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.
- **Programs:** House volunteer opportunities.

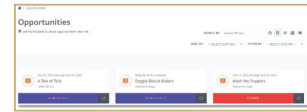


### 5. Volunteer Menu Bar: Much like the dashboard, your menu options might look different, depending on how your organization has set up its site.

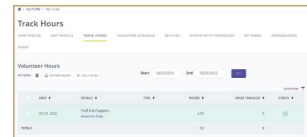


- **Return to Our Website:** You can click this button from any page on the site and return to the main landing page.

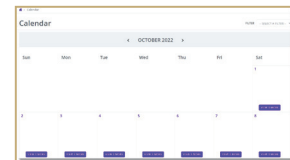
- **Snapshot:** You can see a snapshot of your awesome volunteer impact here once you start submitting hours.
- **Volunteer:** Click this to see available volunteer opportunities.



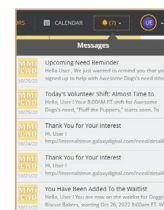
- **Add Hours:** This is where you can review or submit volunteer hours for opportunities.



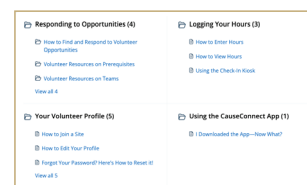
- **Calendar:** Review your schedule and see what opportunities are scheduled on specific dates.
- You can see details about the opportunities by clicking on a date with an opportunity available.



- **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.



Continued.



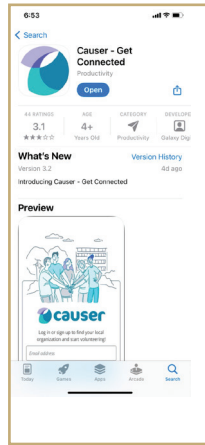
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6. **Using the APP:** Download the Causer app for your device.

• **NOTE: There is no app for desktop use.**

• For additional features in detailed step-by-step instructions, visit the volunteer [Help Center : I've Downloaded the App-Now What?](#)



- 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@hoooves.us](mailto:sarah.h@hoooves.us).

### App screen examples:

