



VOLY Quick Start Guide

Volunteers

Find help

- [Create an account](#)
- [Select your school\(s\)](#)
- [Log in to VOLY](#)
- [Find a way to help](#)
- [Check in at your school](#)
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Helpful Hint:

Click on any item to go directly to that page

Create a Voly Account

Select Language ▼

Create an account

Login



Causes

Opportunities

Teams

Schools

ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)
- Click on 'Create an Account'
- Enter the required information

Create A Volunteer Account!

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>
Phone Number*	Zip*
<input type="text"/>	<input type="text"/>
Password*	
<input type="text"/>	
Confirm Password*	
<input type="text"/>	

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](#).

Authorize a Background Check

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.

You will be asked to give your consent for a Criminal Records check through the process established by your school

Complete the Application

MANAGE MY APPLICATIONS

Volunteer Instructions

Application

Orientation

Volunteer Application Form

2018-2019

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.

Profile Information

Legal First Name*	Middle Name	Legal Last Name*
<input type="text" value="Maria"/>	<input type="text"/>	<input type="text" value="Rios"/>

Date of Birth* (mm/dd/yyyy)

Gender*

Complete required information on Volunteer Application Form. (If mandatory)

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

Select your Schools

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 | |

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

Complete Orientation (if required)

- Click on arrow in picture to complete the orientation (If required)
- 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.

Volunteer Approval

From: "Admininstation@isd.net"

To: 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)

Accessing VOLY

ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)
- Click 'Log In'

Create A Volunteer Account!

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Email Address*	Confirm Email Address*
<input type="text"/>	<input type="text"/>
Phone Number*	Zip*
<input type="text"/>	<input type="text"/>

OR

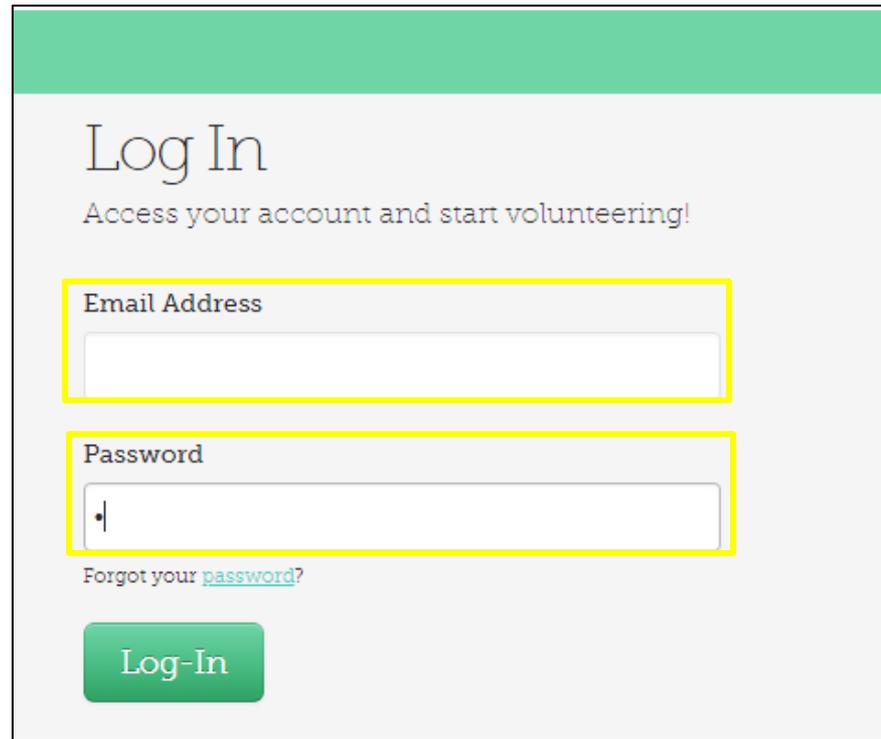
Already Have An Account?
Please log in.

Don't have an email? Use your cell number and carrier extension.
Ex. 2125551212@txt.att.net
[Click here for instructions.](#)

Logging into VOLY

LOG IN TO YOUR VOLUNTEER ACCOUNT

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



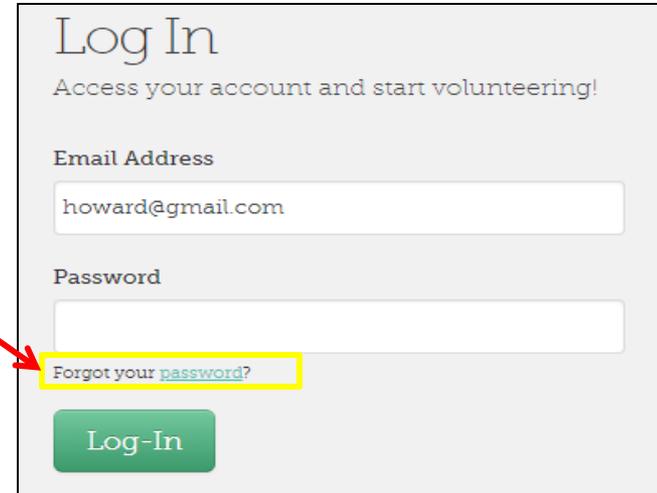
The screenshot shows a login form with a green header bar. The title "Log In" is displayed in a large, dark font, followed by the subtitle "Access your account and start volunteering!". Below the subtitle are two input fields: "Email Address" and "Password", both highlighted with a yellow border. The "Email Address" field is empty, and the "Password" field contains a single character. Below the password field is a link that says "Forgot your password?". At the bottom of the form is a green button labeled "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.

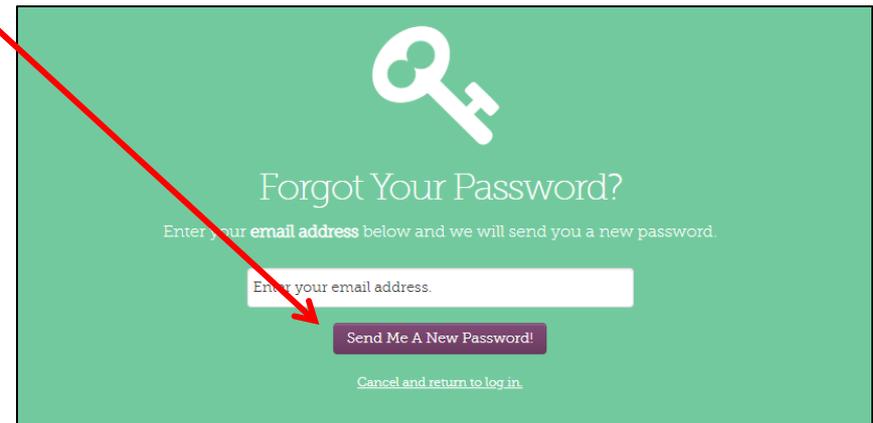
Helpful Hint:

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



The screenshot shows a 'Log In' form with the following elements:

- Title: Log In
- Subtitle: Access your account and start volunteering!
- Field: Email Address (containing 'howard@gmail.com')
- Field: Password (empty)
- Link: [Forgot your password?](#) (highlighted with a yellow box)
- Button: Log-In



The screenshot shows a 'Forgot Your Password?' page with the following elements:

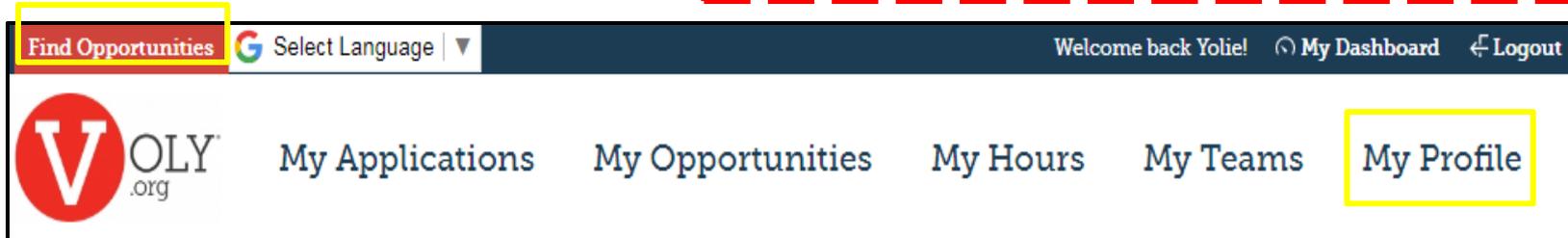
- Icon: A white key icon on a green background.
- Title: Forgot Your Password?
- Text: Enter your email address below and we will send you a new password.
- Field: Enter your email address. (empty)
- Button: Send Me A New Password! (purple)
- Text: [Cancel and return to log in.](#)

Using VOLY

- Click on “Find Opportunities”

My Dashboard:

Update your profile, password and notifications in “My Profile”.



Causes

Find your preferred types of opportunities from Athletics to STEM

Opportunities

Search all the opportunities from schools in the district

Teams

Create a private or public group who want to do a project together -- like a PTA or booster club

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 shows the school profile for Turner Academy. At the top, there is a green navigation bar with the text "Search Opportunities" and icons for home, search, location, and settings. Below this, the profile is divided into two main sections: "About" and "What We've Done Together".

About: Features a photo of the school building and the text: "We are dedicated to creating well rounded individuals who are educated, competent, contributing members of society."

What We've Done Together: Displays two statistics in red callout boxes: "840.90 Hours Volunteered" and "136 Opportunities Completed".

Turner Academy: Located in the bottom left, it includes the school name, "Education" as a category, a "You're A Fan" button, and "30 Fans".

The screenshot shows the "Opportunities" section of the school profile. It features a green sidebar on the left with a "3" in a circle indicating the number of matching opportunities. The sidebar includes filters for Cause, Location, Date, and Time, each with a "Filter By" button and a brief description of the filter's scope.

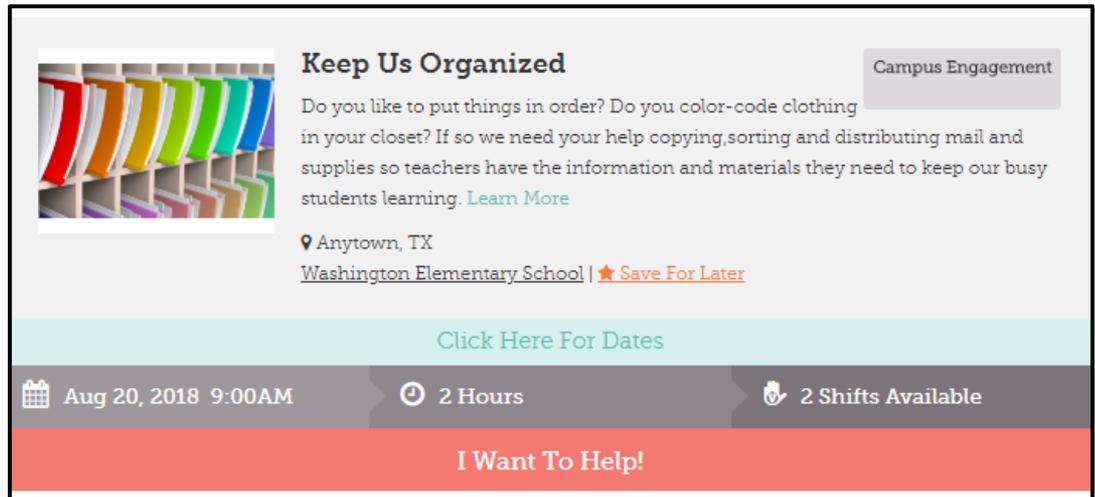
Opportunities List: The main content area displays three volunteer opportunities, each with a thumbnail image, title, location, date, duration, and number of people needed. Each entry includes an "I Want To Help!" button.

- School Break Volunteer:** Campus Engagement, Dallas, TX, Turner Academy, 1 Hour, 178 Needed.
- July Volunteer Help:** Campus Engagement, Testville, TX, Turner Academy, 2 Hours, 100 Needed.
- Summer Camp:** After School & Summer, Dallas, TX, Turner Academy, 2 Hours, 100 Needed.

I Want to Help!

When you see an interesting opportunity:

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



The screenshot shows a volunteer opportunity card with the following details:

- Title:** Keep Us Organized
- Category:** Campus Engagement
- Description:** 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](#)
- Location:** Anytown, TX
- Organization:** [Washington Elementary School](#) | [★ Save For Later](#)
- Action:** [Click Here For Dates](#)
- Calendar:** Aug 20, 2018 9:00AM
- Duration:** 2 Hours
- Availability:** 2 Shifts Available
- Call to Action:** I Want To Help!

Arriving to Volunteer

- 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

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer ^	Date and Time ^	Email	Hours Logged Today	Check In / Check Out
<input type="button" value="Reload"/>					

Check in

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
<input type="button" value="Reload"/>					

- 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

Unscheduled Volunteers

Click Opportunity, Volunteer Name and Email Field Headers to Sort

Opportunity	Volunteer +	Date and Time +	Email	Hours Logged Today	Check In / Check Out
If you don't see an opportunity here, click below.					
List of Opportunities					

- If you have not pre-registered, but are an approved volunteer, a selection of available opportunities will appear
- Click on the opportunity that is a best match to check-in

Opportunity	Date	Add and Check In
Great Fun!	Jun 04, 2018 2:30 PM	Add and Check In

Unable to Log In

Check the following.

Are you using the correct...

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

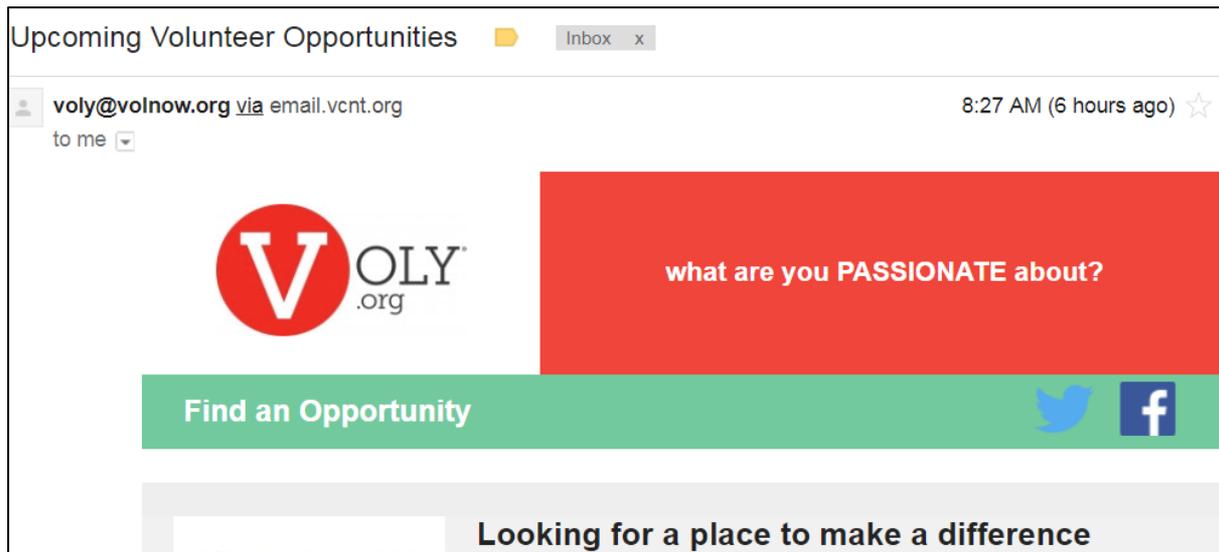
Helpful Hints:

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

Weekly Reminders

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



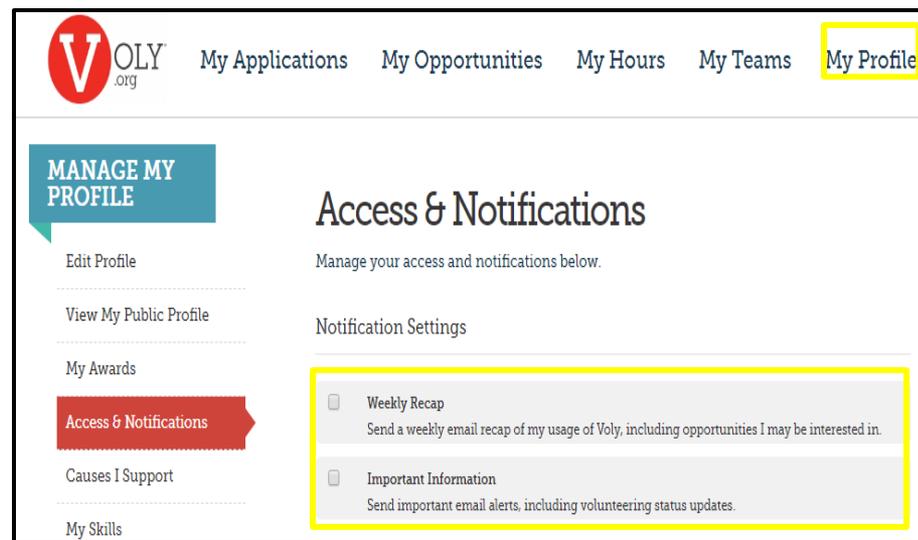
Unsubscribe

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

www.volnow.org