

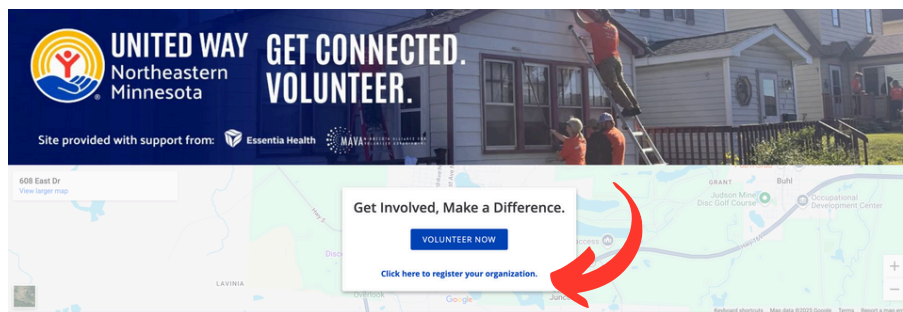


A free volunteer website for all local groups with volunteer needs to share their opportunities across the region. Groups, events, and/or opportunities must be located in UWNEMN's service area (Iron Range, Koochiching County, and Lake of the Woods County).

TRAINING 101

Step 1: Register your organization.

To make an agency profile, visit unitedwaynemn.org/volunteer and click on "Click here to register your organization." or scan this code:

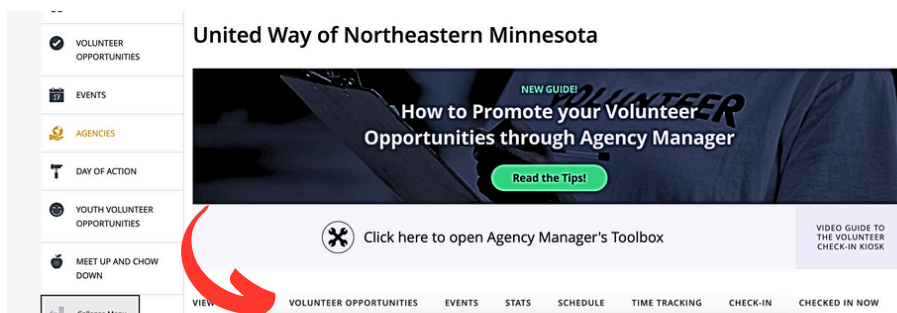


Open your smartphone camera, hover over this QR code, tap the link.

- Fill out all required information including name, address, contact person, and email address.
- We encourage you to also complete the "What We Do" and "Who We Are" sections to help volunteers get to know your organization. Tips and prompts listed.
- Click **REQUEST ACCOUNT**.
 - **You will receive an automatic email that a profile has been initiated and pending approval.**
- An automatic email will simultaneously be sent to UWNEMN to approve the request. We will do our best to respond same business day.
 - **Once approved, you will receive a confirmation email inviting you the next step.**

Step 2 (optional): Enhance your profile.

Log into your profile and click "**My Agency**" at the top of the page. Then, click **edit** to add your logo, hours of operation, causes, social media links, photos, and more. Once you enter information, select **UPDATE AGENCY INFO**.



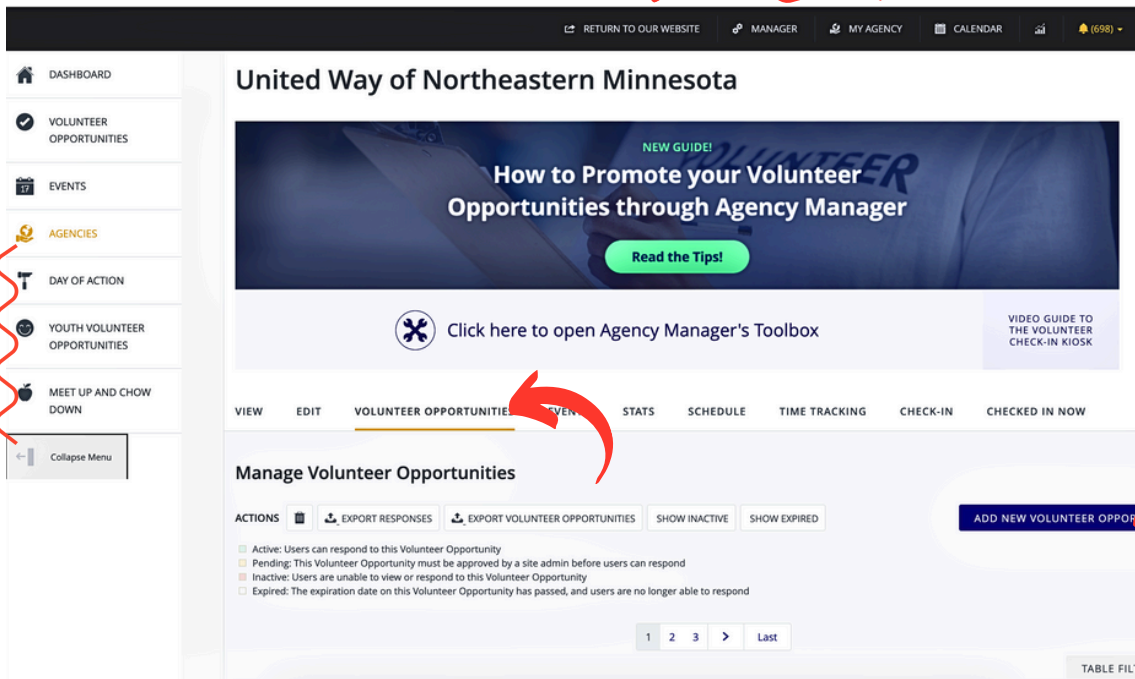
Step 3: Add new volunteer opportunity.

Admin only

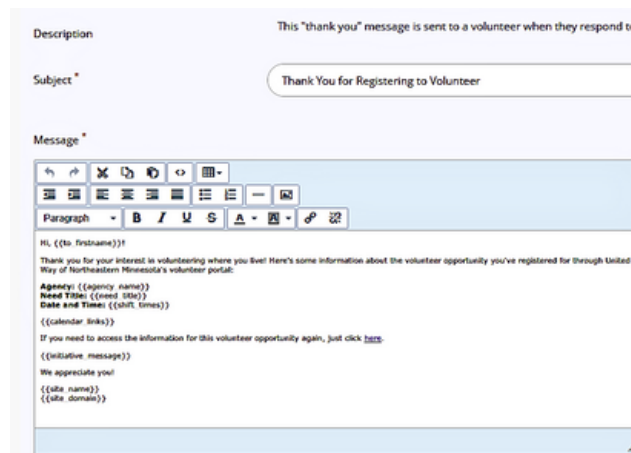
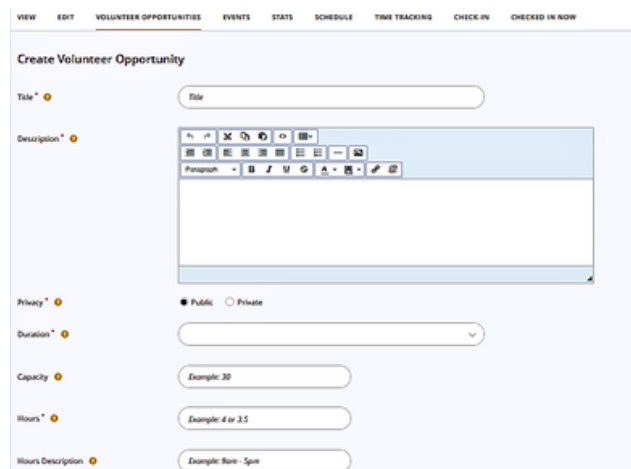
UWNEMN website

*YOUR agency homepage

DO NOT click here to try to add information!



- Click on the **Volunteer Opportunities** tab in the center of your screen, then click on the blue button “**Add New Volunteer Opportunity**” on the right.
- Fill in the required (*) information for your volunteer opportunity. Tips and prompts listed.
 - Click **CREATE VOLUNTEER OPPORTUNITY**.
 - Use the custom link to promote.
- Users will need to create a profile to sign up for an opportunity. All users will receive an automatic confirmation email that they have signed up.
 - If they select an “ongoing” or “runs until” opportunity, they will not receive any additional reminder emails.
 - If they select a “happens on,” “multi-date,” “custom shift,” or “recurring shift,” they will also receive a reminder one week before, one day before, and a thank you one day after.
- These emails include information that you include in your descriptions.
- Contact Emily Unhjem at 218-215-2425 or email emily@unitedwaynemn.org for any questions.



UWNEMN's volunteer web portal is made free to the public through funding from Essentia Health and the Minnesota Alliance for Volunteer Advancement.