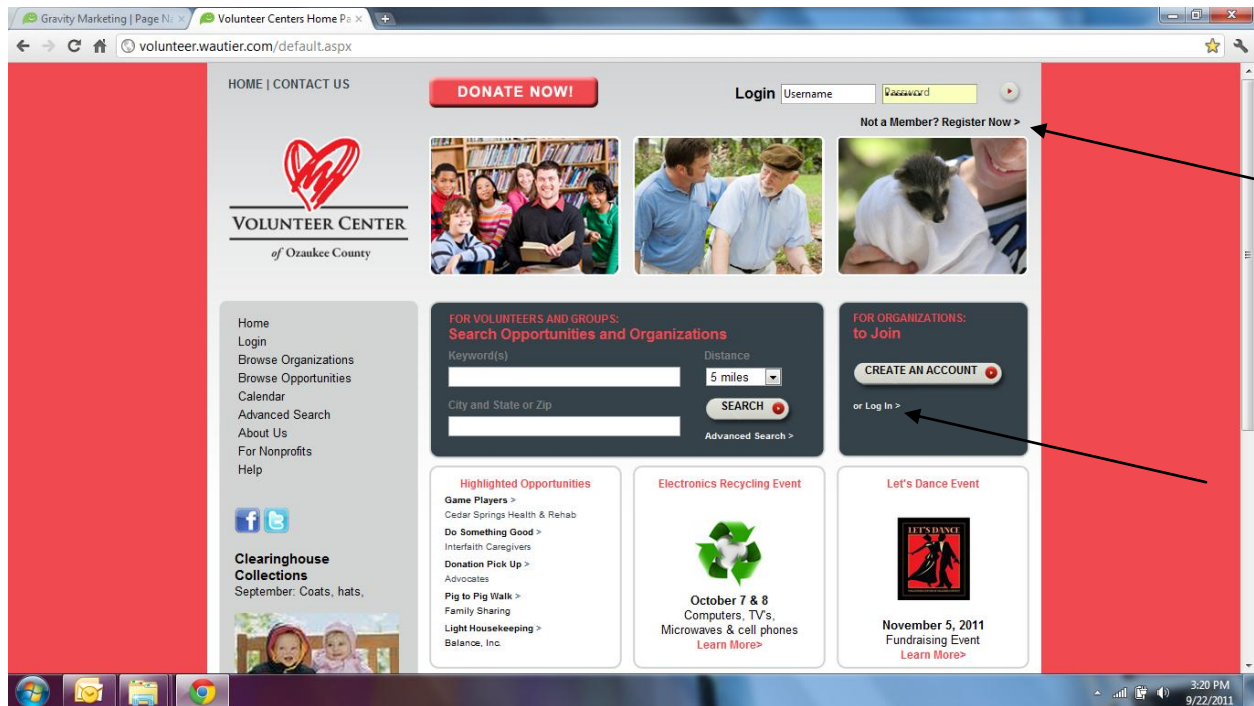


The Volunteer Center of Ozaukee County Non-profit User Manual

We are excited to introduce our new webpage. This website was designed to make it easier for you to update your volunteer opportunities and have people start volunteering in your agency today.

How to Login

Your login information was reset and sent to you via email. If you have questions call the Volunteer Center at 262-377-1616 or email vcozaukee@yahoo.com. From the homepage, you may login in either of the two areas indicated below.



For new users, please select the “Create Account” button under ‘For Organizations’ and follow the on screen instructions.

After you login, you will be directed to the welcome screen, as shown below. You will be able reset your user name and password in “Manage Your Account.”

The screenshot displays the user interface of the Volunteer Center of Ozaukee County website. At the top left, there are links for "HOME | CONTACT US". A prominent red button labeled "DONATE NOW!" is positioned at the top center. On the right, a personalized greeting reads "Welcome, Luke Wautier" with links for "My Account" and "Logout".

The main content area is divided into two primary sections. On the left, under the heading "FOR VOLUNTEERS AND GROUPS: Search Opportunities and Organizations", there is a search form with fields for "Keyword(s)", "City and State or Zip", and "Distance" (set to 5 miles). A "SEARCH" button and a link to "Advanced Search >" are also present. On the right, under "FOR ORGANIZATIONS: to Join", there is a "CREATE AN ACCOUNT" button and a link for "or Log in >".

Below these search sections is a "WELCOME LUKE WAUTIER" section featuring four large, rounded buttons: "MANAGE YOUR ACCOUNT" (with a gear icon), "MANAGE YOUR OPPORTUNITIES" (with a calendar icon), "VOLUNTEER REPORT" (with a pencil icon), and "LOGOUT" (with a left-pointing arrow icon). A message below these buttons says "Thanks for being part of the Volunteer Center of Ozaukee County."

On the far left, a vertical sidebar contains a navigation menu with links: Home, Login, Browse Organizations, Browse Opportunities, Calendar, Advanced Search, About Us, For Nonprofits, and Help. Below the menu are social media icons for Facebook and Twitter, and a notice for "Clearinghouse Collections" for September: Coats, hats.



Updating Account Information

In order to update information that volunteers see about your organization, or change your password, select “Manage your Account” from the Welcome screen. On the next screen, be sure to scroll down through all of the options (more than shown below) and select “Save” after you make your changes.

MY ACCOUNT

General Organization Information

Organization Name*

Mission Statement*

Website URL

Address 1*

Address 2

City*

State*

Zip*

Phone* - -

Fax - -

Current Logo [Click to View the Current Logo](#)



Browse for a new Logo No file chosen






Updating Existing Opportunities

To make changes to an existing opportunity, select “Manage Opportunities” from the Welcome Screen. The next screen will open.

MANAGE OPPORTUNITIES


Create New Opportunity  Back to My Account 

	Active	Organization	Title	City	Dates
	Yes	Ozaukee Family Services	Advisory Board Member	Grafton, WI 53024	6/1/2010 - 6/26/2013
	Yes	Ozaukee Family Services	Rainbows Group Facilitator	Grafton, WI 53024	10/15/2011 - 9/8/2011
	Yes	Ozaukee Family Services	Visiting with a senior	Grafton, WI 53024	7/7/2011 - 7/7/2012

The next screen will open itemizing all of your current opportunities. Select “Edit” for the opportunity which you would like to update.

MANAGE OPPORTUNITIES

General Details

Organization: Ozaukee Family Services 

Active: Yes

Opportunity Title: Rainbows Group Facilitator

Description: Understanding and empathetic volunteers needed to facilitate groups of children in the Rainbows program. Rainbows is a peer support group for children (kindergarten to 8th grade) who have experienced death or divorce in their family. The program lasts for 12 weeks; formal training will be provided.

Special Requirements: Understanding, empathetic, confidential must attend training sessions

Then view how the opportunity as it appears to volunteers by clicking on the title of the opportunity in your agencies list.



Adding New Opportunities

To enter a new opportunity on the website, select “Manage Opportunities” from the Welcome Screen. The next screen will open. Then, select “Create New Opportunity”

	Active	Organization	Title	City	Dates
Edit	Yes	Ozaukee Family Services	Advisory Board Member	Grafton, WI 53024	6/1/2010 - 6/26/2013
Edit	Yes	Ozaukee Family Services	Rainbows Group Facilitator	Grafton, WI 53024	10/15/2011 - 9/8/2011
Edit	Yes	Ozaukee Family Services	Visiting with a senior	Grafton, WI 53024	7/7/2011 - 7/7/2012

After you have entered the opportunity information, you will receive a confirmation email stating the opportunity has been sent to The Volunteer Center. A follow-up email will be sent once the opportunity has been posted to the website.



Viewing Volunteer Information

With the new site, it is easier than ever to view the contact information of your volunteers. Simply select “Volunteer Report” from the Welcome Screen. Enter the date range that you wish to view and select generate report. You will be given the option to download the results into a pdf or excel spreadsheet. (Please note, volunteers who signed up through the previous site will not appear on this report, please contact Volunteer Center if you need access to these records).

From: To:

[Back to My Account](#) [Generate Report](#)

Please select your report criteria and hit "Go" to generate your report.