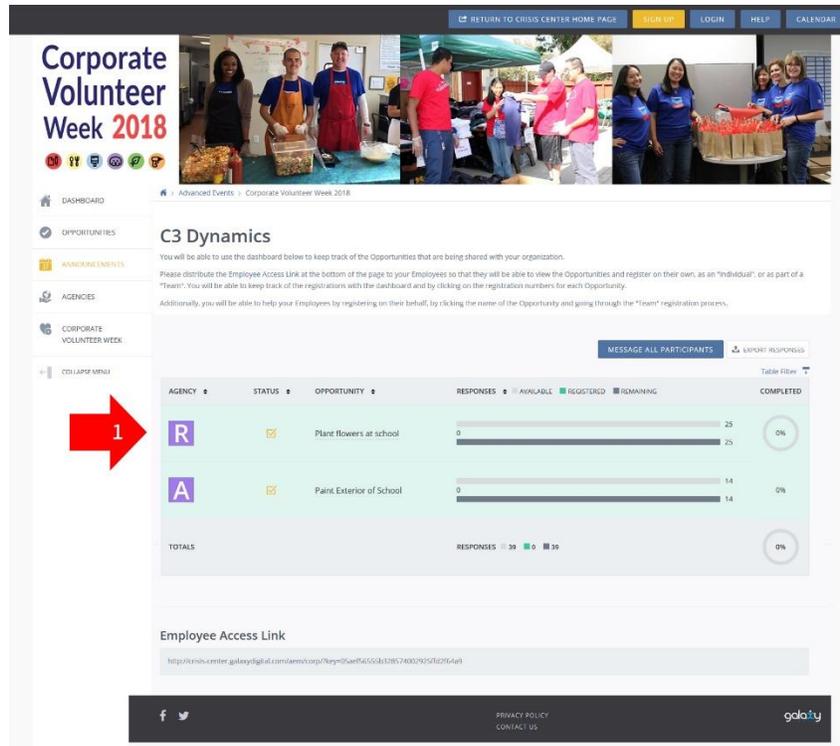# Corporate Volunteer Week
Signing Up for Projects

Sign Up Your Team for a Project

Once you have received your "Invite" email from Corporate Volunteer Week, use that link to sign up for projects.

This link will take you to the Corporate Volunteer Week portal. Here you will see all volunteer projects (opportunities) (1).

To view details of a project, click on the project (opportunity) name. This will take you to the individual project screen, where you can view the project description, date, time, details such as outdoors, if drinks are provided, parking information and other specifics (2). You will also see the number of volunteer spots available (3).

To sign up for a volunteer project, click on the blue "Inquire As Team" button (4).

Corporate Volunteer Week 2018

DASHBOARD

2

ANNOUNCEMENTS

AGENCIES

CORPORATE VOLUNTEER WEEK

COLLAPSE MENU

🏠 > Dashboard > Corporate Volunteer Week 2018 > Paint Exterior of School

Paint Exterior of School

4 👥 INQUIRE AS TEAM

📅	September 10, 2018	🕐	9-12pm

Volunteer Spots Remaining

3

14 👤

Description
this is the full description of the painting

Skills

❤️

Details
OUTDOORS   ADEQUATE PARKING   DRINKS PROVIDED

Agency

A

Alpha Beta

BECOME A FAN   i

Additional Information

Q: Minimum age to participate.
A: You must be age 18 or older to participate.

Q: Minors require an adult.
A: Yes

Q: Plan for bad weather.
A: cancelled if rainy

Q: Details of Provided Drinks
A: water

Q: Please enter the number of people (clients, users, recipients, etc.) who will benefit from this project. (Enter number only)
A: 600

Q: Do you have any special requirements of the volunteers? (EX: able to lift, stand for long period, work with public)
A: no

Q: What type of clothing should volunteers wear for the project?
A: Grubby

Q: Please designate your project's category. If you don't find exact match, please pick nearest match.
A: Painting/Renovations

Q: What is the minimum number of volunteers needed for this project to be successful?
A: 10

Q: It helps to share stories and overall impact with participants to provide insight in how volunteering makes an impact. Please write a brief (1-2 sentences) on how this project will impact your organization or clients.
A: Repainting will bring a fresh look to a weathered building

Contact
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Location
📍 545 Tumeric Lane
Walnut Creek, CA 94598

⚠️ Map error: g.co/staticmaperror

Google   Map data ©2018

Next, enter the information on the next page, including Team Name, Team Description, if you are attending with the team, and the <u>number of team members</u> (5). Click the "Submit Team" button to sign up for this project (6).

The next screen allows you to enter the Team Members (7). This is optional – if no other team members are entered, all communications will go to the user signing up. If you choose to enter your team member names, you must enter a first and last name. Emails are optional. You can also enter some names, and leave other slots empty, for participants that are not yet defined. To enter a member name, click the pencil icon (8).

A pop up box will appear to enter the team member information (8).

After you have successfully signed up for a project, you will see the green "Confirmed" on the Corporate Volunteer Week page (9). To view the CVW page, click on "Corporate Volunteer Week" in the left menu (10).