Business Volunteer Impact Program
Creating Your Project(s)

**Login to the Portal**

Go to http://crisis-center.galaxydigital.com/. Click the Login button in the top menu bar. Click on the "AGENCY LOGIN HERE" button.

Login with your email and password.

After you login, if you see the screen below, you need to go to the Agency Manager page. Click on "**MY AGENCIES**" at the top of the screen. This will take you to the Agency Manager page.
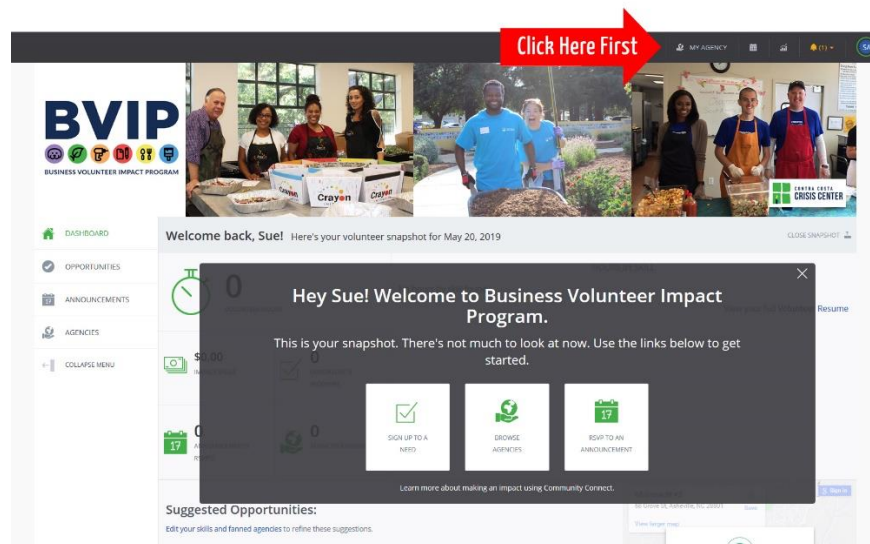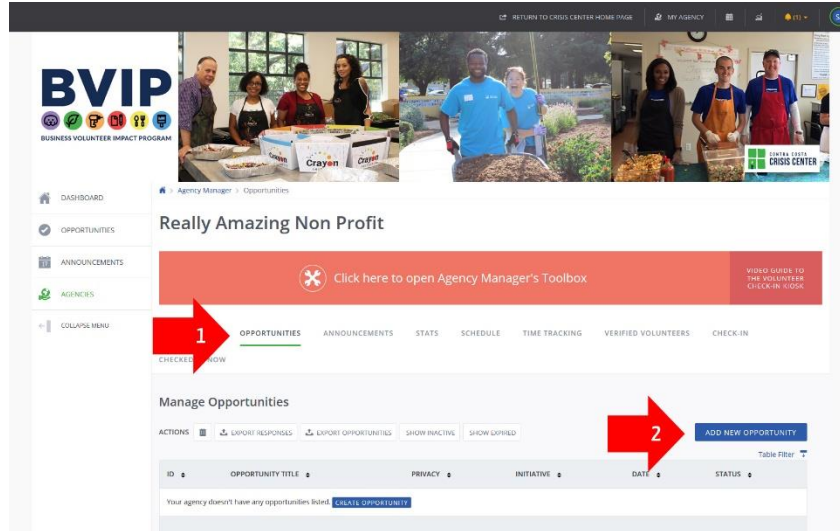

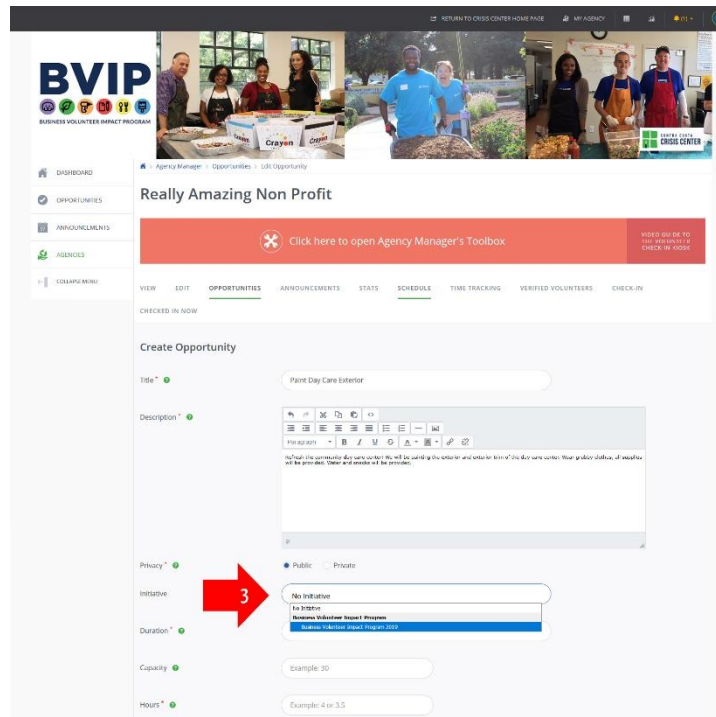The Agency Manager screen will display "Agency Manager"
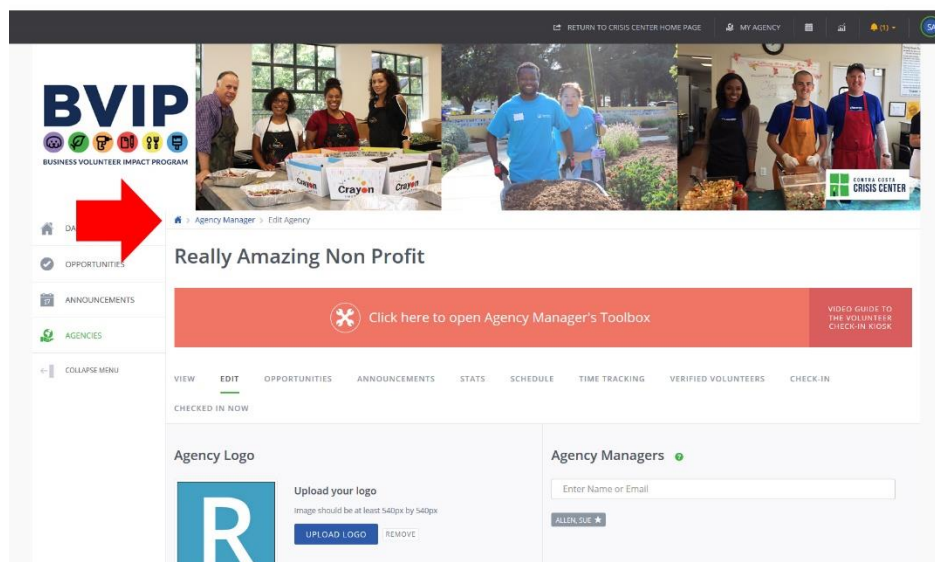
Create a Project

Under the orange box, you will see menu items (View, Edit, …) Click on OPPORTUNITIES (1).

Click on blue "ADD NEW OPPORTUNITY" button (2).

When completing the information for your project, MAKE SURE TO SELECT THE INITIATIVE "**BUSINESS VOLUNTEER IMPACT PROGRAM 2019**" (3).

A sample project is included at the end of this document. Fields with a red "*" are required.

Some tips on what to enter:

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Title	Project Title
Description	Project Description - Please describe as best you can in concise language.
Privacy	Select **Public**
Initiative	Select **BUSINESS VOLUNTEER IMPACT PROGRAM 2019**
Initiative Questions	These 2 questions & info will be displayed with your project for volunteers.
Duration	Select **Happens On**
Opportunity Date	Date of project (Must be between 9/9/19 and 10/5/19)
Registration Close Date	Select **08/14/2019**
Capacity	Largest Number of Volunteers
Hours	Length of project in hours, for example 4 or 3.5
Hours Description	Specific time of project, for example **9am – 12:30pm**
Allow Team Registration	Select **Yes**
Outdoors?	If you select Yes, you will be able to enter Inclement Weather Plan
Attributes	Optional, but you may add items that will be displayed in bullet points separate from the description, for example "Wear Closed-Toe Shoes", "No Onsite restrooms". Most will not need as this info can be included in description field.
Skills & Abilities	You may select multiple if needed
Additional Notification Recipient(s)	Add emails of others in your organization

Once all information is entered, click on the blue CREATE OPPORTUNITY button at the bottom (4). Once added, it will be Pending until approved by BVIP. <mark>This is a VERY IMPORTANT step. If you do not create the project, all work is lost.</mark> You can edit a project once created if you want to come back later.

Clone a Project (duplicate a similar project offered at another time)

Once you have created your project, if you need to create a similar project, you can "Clone" or copy the first project. Save time and typing!

From the Agency Manager -> Opportunities page, click "EDIT" under the project name (5).
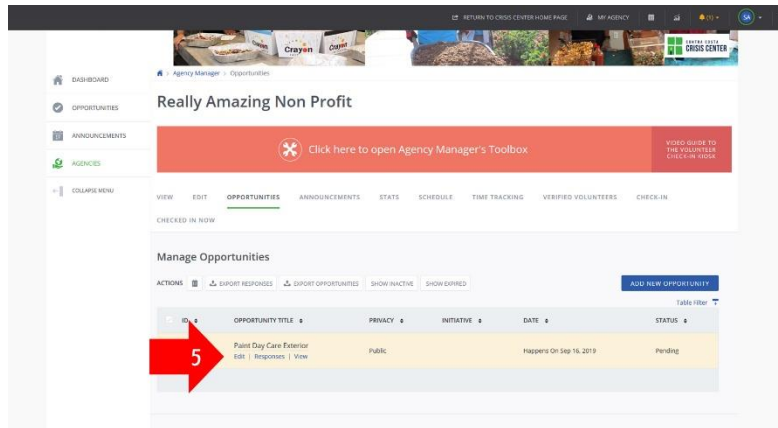
Scroll to the bottom of the page and click the gray "CLONE OPPORTUNITY" button (6). Then make your changes to the new, cloned project.
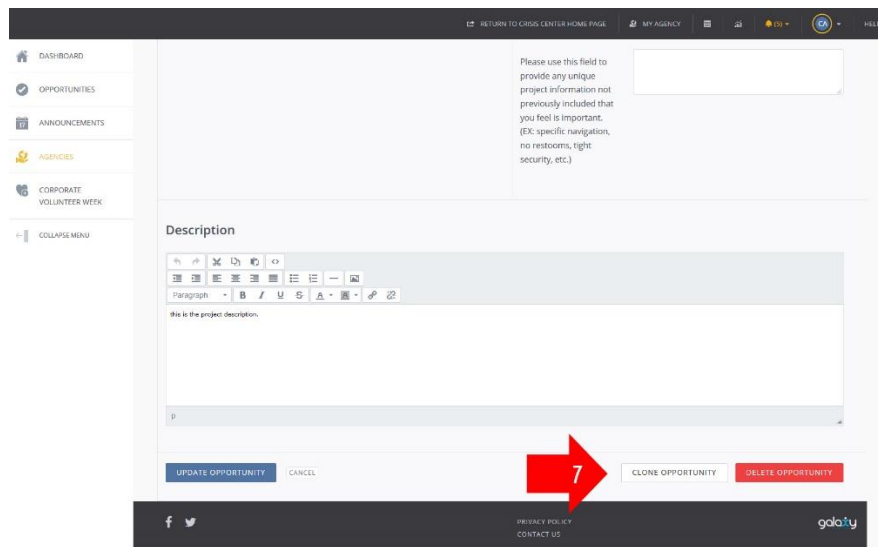
Most fields will populate from the first opportunity. You will need to set Duration (Happens On), Date, Registration Close Date, Capacity, Hours and Hours Description for each cloned opportunity.

Make sure to click "Create Opportunity" to save your changes.

TIP: If you are offering similar projects on different days, include the date in the project title. (Example: Park Clean Up, Wed AM., Sep. 18 and other title would be Park Clean Up, Thur. PM, Sep. 19) This will help volunteers select the date(s) they are able to volunteer and help to distinguish between each project quickly.