

IMPORTANT INFORMATION FOR ALL SCHOOL VOLUNTEERS!

Dear PSD Volunteer,

The Partnership Center, which oversees the District Volunteer Program, has switched to a new software company for our online database management. This new system makes it easier for you to search for and be notified of volunteer opportunities at your school, as well as update your user information and log hours! We're very excited about this new program, and hope that you will find it much easier to use!

We wanted to get some very important information out to you regarding the new program.

- The new software program (VMS) uses an email address as the "**User ID**".
 - If you entered an email address into our old program, that email address was converted as your User ID in the new system. (PLEASE NOTE: IF YOU CHANGED EMAIL ADDRESSES, BUT DID NOT UPDATE THE VOLUNTEER SOFTWARE – YOUR **OLD** EMAIL ADDRESS WAS CONVERTED.)
 - If you did not have an email address entered into the system, a new User ID was created for you. It will look like this:
Volunteer_gwashington@psd.org.
 - Your **password** was converted as such: first initial, last name, year of birth. For example: **gwashington1789**.
 - For those of you who might share an email address (husband/wife/family), the system only allows one email address to be entered. In this case, the family member occurring first, in alphabetical order by first name, will be converted using your email address; the other will be created with a new-email address as indicated above.
- The new program requires that you go into your record, at least once a year.
 - This can be to verify that your contact information is correct, check opportunities, log volunteer hours, etc.
 - If a record is not accessed within the school year, the record will be deleted from the system and re-registration will be necessary for future volunteering.
 - This will help to ensure that we keep an accurate volunteer database with current volunteers in place.
- We highly suggest everyone go into their record and look at the **My Preferences** page.
 - This is where you can enter in your preferences for volunteer opportunities.
 - When opportunities come up at the school, they are entered into the system and you can be notified (by email/phone) that there is a need.
 - There is also a Help document, which can be accessed once you log on.
 - It's a great reference tool to learn the new system!

Following are excerpts from the online Help, which might be helpful to you now!

Q: How do I let someone know about the volunteer opportunities I am interested in?

A: When you or your volunteer coordinator registered you, your [school preferences](#) and your [opportunity type](#) preferences were specified. VMS uses those preferences when new opportunities are created and likewise, uses them to keep you informed about related opportunities. If you want to add/edit your preferences you can do so through the [My Preferences](#) page.

Q: How do I find out about volunteer opportunities?

A: You can find out about opportunities through VMS by viewing your relevant opportunities, again based on your preferences that you input. If you learn about a volunteer opportunity through a school contact, it should appear on your available opportunities page, if it fits with your specified preferences. If you do not see an opportunity on your Available Opportunities page you should contact your volunteer coordinator to ask that they add your name to the volunteer list.

Q: When can I log my time for an opportunity that I worked?

A: After an opportunity is over you can log your hours. You may also receive a thank you and reminder from your opportunity coordinator to log your hours if you have not already done so. If you are participating in a recurring opportunity, then you can log your time after the first occurrence of the opportunity.

Q: What if there is no specific opportunity for me to sign-up for or log my time towards, but I worked as a volunteer anyway?

A: You can, and should log your hours as a ['generic' opportunity](#), which means that VMS will attribute your hours to your school, but not to a specific opportunity or event. You can type a comment to let the coordinator know what you spent your time doing.

Updating Your Profile

- An account was created for you by **EZVolunteer** when you originally registered to volunteer.
- You can access your personal details by logging into the My Account area on the district's website – www.psdschools.org.
- You will log in using your email address and your password. If you need assistance with this, please contact the Partnership Center (490-3208).
 - If you did not create your own password, then EZVolunteer automatically created one for you when you were registered in the system, and sent to you with details about logging in.
- You can update your account information and user details by clicking on the [My User Information](#) page once you login. Your volunteer details, which includes data specific to your role as a volunteer can be updated from the [My Volunteer Information](#) page.

Logging Your Hours

There are two ways to log your hours in VMS. Either as hours for a 'specific' volunteer opportunity or event, or as a 'generic' opportunity, if no opportunity is registered in the system.

- Specific Opportunities/Events
 - You can track specific volunteer opportunities by logging into My Account and clicking on [Log Time/Cancel](#).
 - On this page you will see a list of opportunities that you have been matched to at your preferred schools.
 - If an opportunity coordinator has been assigned to this opportunity, then you can click on their name and send them an email directly.
 - If you click on an opportunity that you participated in then you will have the chance to log your hours.
 - VMS will not allow you to log time for an opportunity that has not occurred yet.
 - If the opportunity recurs over several days or weeks, then you can log your time for each different occurrence of the opportunity, and return to the opportunity to add more hours until all the occurrence have been completed.

- Generic Opportunities/Events
 - A generic opportunity is how you log hours for time you spent volunteering on any event, other than a Specific opportunity.
 - To log time for a generic opportunity you must first pick the school where you volunteered and then type in your hours and any comments you may have about your volunteer experience.

Glossary

Accepted/Pending - Volunteer Status when you have indicated you can attend a volunteer event, but before the opportunity coordinator has confirmed your participation.

Available Opportunities - The specific opportunities that you can volunteer to participate in.

Current Opportunities - Opportunities to which you have been matched and confirmed to participate.

Generic Opportunity - An opportunity where you log hours if you do not find a specific opportunity that you worked on.

Matched/Confirmed - You are matched to a volunteer opportunity when you have "accepted" and the opportunity coordinator has "confirmed" you to participate in an opportunity. If the coordinator knows their volunteers well, some times they will/can match you to an opportunity without you having to accept. Matched opportunities appear on your Current Opportunities list on the [Log Time/Cancel](#) page.

My Account - The module of EZCommunicator where you as a volunteer can login and view your personal details, preferences and select to participate in specific opportunities, as well as log hours for opportunities where you volunteered.

Opportunity Status - The status of an opportunity can be NEW, IN PROCESS, COMPLETED, CANCELED or CLOSED.

Opportunity Types - Opportunity types are a way to categorize volunteer opportunities and help you be particular about the opportunities you want to work on.

Notified - Volunteer status for a future opportunity that you can participate in by accepting and then being matched by VMS or the opportunity coordinator.

Recurring Opportunities - A recurring opportunity is a volunteer opportunity that you participate in on more than one occasion. While each occurrence could be listed as a separate volunteer opportunity, VMS gives your coordinator a way to define a recurring series of occurrences, and for volunteers to be matched to all occurrences, at once. In addition, you can log time for each occurrence through the same opportunity.

Registered v. Preferred Schools - A registered school is the primary school you select to volunteer. This is the school where you completed your registration form, and probably where you child goes to school. You can update your registered school as your child graduates from elementary to middle school. Preferred schools are any other campuses or locations that you also are willing to volunteer your time.

Your "registered school" should always be on your "preferred schools" list.

Volunteer Status - The different statuses of a volunteer with regard to a specific opportunity. Volunteer Status can be either NOTIFIED, ACCEPTED/PENDING, MATCHED, or THANKED

We realize this is a lot of information...

If at any time you need assistance; trying to log on, forgotten password, logging hours, changing your profile, etc., you may contact your school's Volunteer Coordinator.

If you do not know who your Volunteer Coordinator is or need further assistance, please contact, Cyndi Gile at the Partnership Center – 490-3208, cynthiag@psdschools.org. We want to help make the transition to the new program as easy as possible!