

VOLUNTEER FAIRFAX VMS USER MANUAL

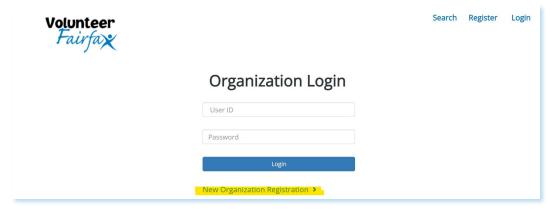
OVERVIEW

Welcome to Volunteer Fairfax's new Volunteer Management System. This guide will provide you with all the information your organization needs to register in our system, create and manage volunteer opportunities, including offering shifts, managing approved volunteers and reviewing/approving their hours.

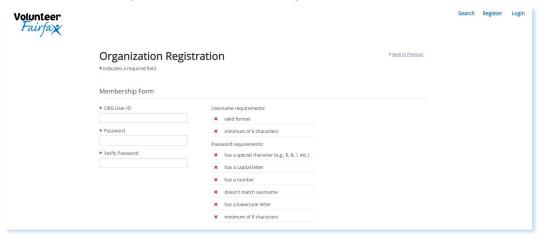
The system will allow volunteers currently registered with Fairfax County's Volunteer Management System to log in with the same user ID and password. It will prepopulate their basic application information when they sign up for your opportunities.

REGISTERING YOUR ORGANIZATION

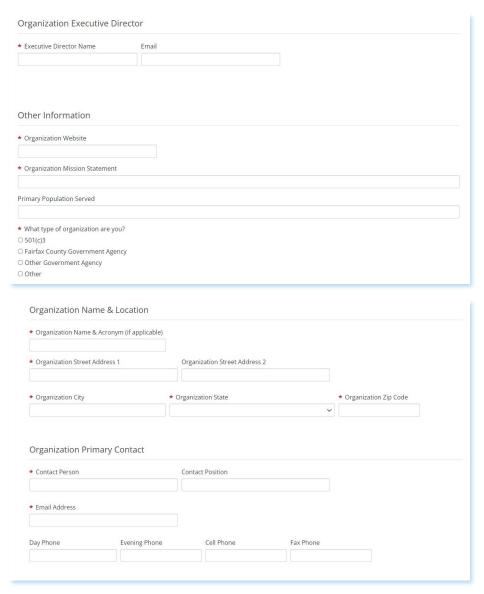
Click on the "New Organization Registration" link at https://volunteernow.volunteerfairfax.org/custom/1427/organization_login

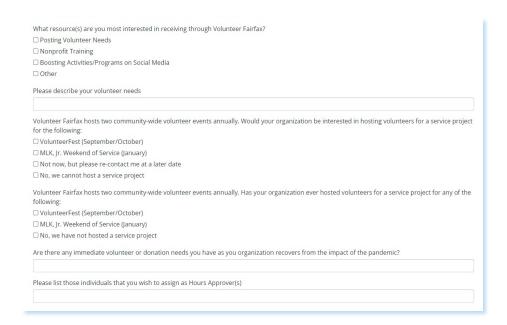


Complete the registration form, starting with the User ID and password.



Continue completing the form:





Upload your logo (This will display by your organization information) and then click the "Submit" button.

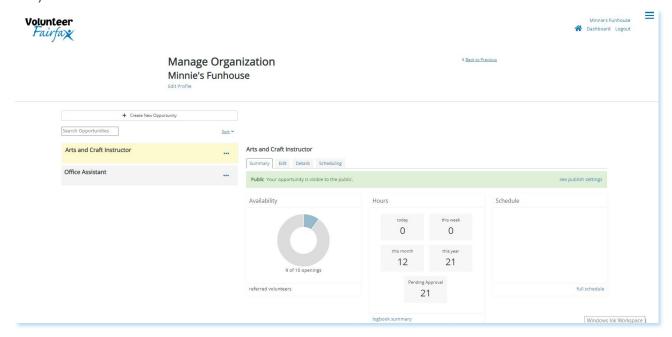


MANAGING YOUR ACCOUNT

Once your account is created, your opportunities and volunteers can be managed from the Dashboard.

Directly below your organization name is the "Edit Profile" link. Click on this link to go back and update organization information.

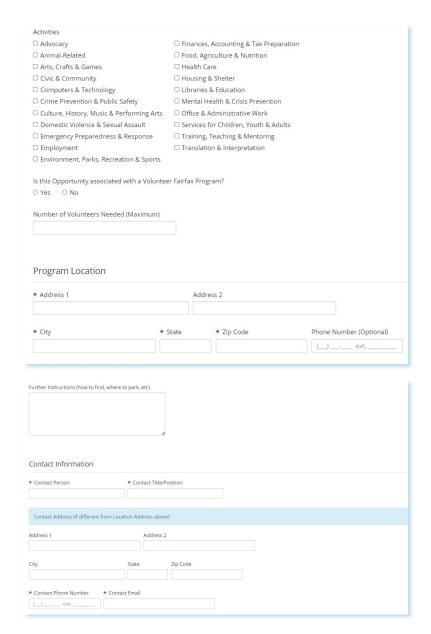
Below that is the section for creating new opportunities and managing them once they are created.



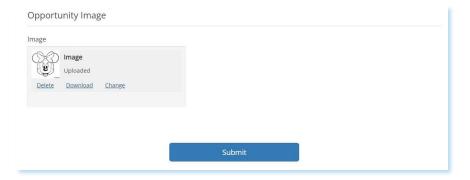
CREATING OPPORTUNITIES

On the Organization Dashboard, click on the "Create New Opportunity" button. This will open the form that needs to be completed to submit a volunteer opportunity. Required fields are marked by a red * asterisk.

Create Opportun	ity	
Create a Volunteer Opportunity		
* Title		
Please provide a brief program su Opportunity Description	mmary including departr	ment and position title
* Position available as of (start da	ate) Position End Date	
MM/DD/YYYY	MM/DD/YYYY	iii
		ite, please leave empty
Opportunity Type Adult Kid-Friendly (<12 with parent) Youth (12-17) Senior Group	Corporate Group Community Service Emergency Volunteer Orientatio	
Please select the area(s) for this C Braddock Dranesville Hunter Mill Lee Mason Mount Vernon Providence Springfield Sully	pportunity	



This image will display next to your opportunity on the Recruiter. Please use images that your organization has rights to use. Please only click the submit button once.

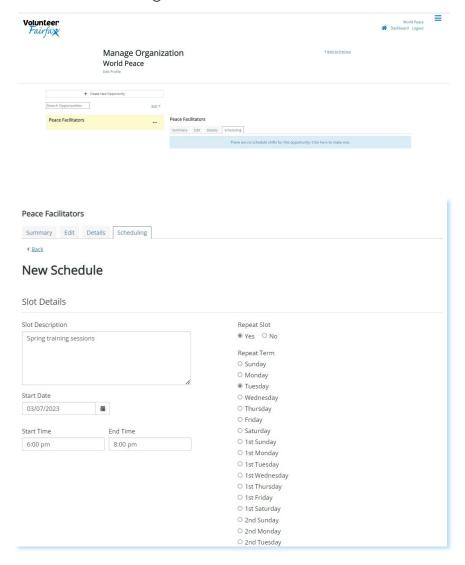


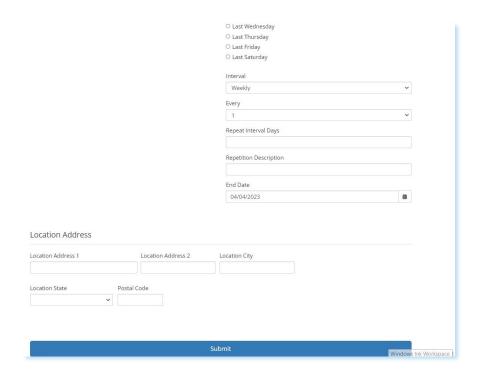
Volunteer Fairfax is notified when a new opportunity is submitted. The opportunity will be reviewed and published. Once it is published the contact will receive an email notification.

When volunteers sign up for your opportunity, the contact will receive an automatic email notification of the sign up.

CREATING SHIFTS

The system will allow you to create shifts (date and time specific) opportunities for your volunteers to sign up. To start, click on the opportunity title you wish to create shifts for and then click on the "Scheduling" tab. Then select "Click here" in the blue bar.





REVIEWING AND APPROVING HOURS

Section TBD