

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

A screenshot of the "Organization Login" page on the Volunteer Fairfax website. The page has a white background with a blue header. In the top left corner is the Volunteer Fairfax logo. In the top right corner are the links "Search", "Register", and "Login". The main heading is "Organization Login". Below this are two input fields: "User ID" and "Password". Below the password field is a blue "Login" button. At the bottom of the page is a yellow button labeled "New Organization Registration" with a right-pointing arrow.

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

The screenshot shows the 'Organization Registration' page of the Volunteer Fairfax website. At the top left is the 'Volunteer Fairfax' logo. At the top right are links for 'Search', 'Register', and 'Login'. The main heading is 'Organization Registration' with a link to '< Back to Previous'. A note states '* indicates a required field.' The form is divided into sections: 'Membership Form' and 'Other Information'. Under 'Membership Form', there are three required text fields: 'ORG User ID', 'Password', and 'Verify Password'. To the right of these fields are two columns of requirements, each with a red 'X' icon. The 'Username requirements' list: 'valid format', 'minimum of 6 characters'. The 'Password requirements' list: 'has a special character (e.g., \$, &, !, etc.)', 'has a capital letter', 'has a number', 'doesn't match username', 'has a lowercase letter', 'minimum of 8 characters'.

Volunteer Fairfax

Search Register Login

Organization Registration

< Back to Previous

* indicates a required field.

Membership Form

* ORG User ID

* Password

* Verify Password

Username requirements:

- ✗ valid format
- ✗ minimum of 6 characters

Password requirements:

- ✗ has a special character (e.g., \$, &, !, etc.)
- ✗ has a capital letter
- ✗ has a number
- ✗ doesn't match username
- ✗ has a lowercase letter
- ✗ minimum of 8 characters

Continue completing the form:

This block contains the continuation of the registration form. The first section is 'Organization Executive Director' with two required text fields: 'Executive Director Name' and 'Email'. The second section is 'Other Information' with three required text fields: 'Organization Website', 'Organization Mission Statement', and 'Primary Population Served'. Below these is a question 'What type of organization are you?' with four radio button options: '501(c)3', 'Fairfax County Government Agency', 'Other Government Agency', and 'Other'. The third section is 'Organization Name & Location' with five required text fields: 'Organization Name & Acronym (if applicable)', 'Organization Street Address 1', 'Organization Street Address 2', 'Organization City', and 'Organization Zip Code'. There is also a dropdown menu for 'Organization State'. The final section is 'Organization Primary Contact' with four required text fields: 'Contact Person', 'Contact Position', 'Email Address', and a group of four phone number fields: 'Day Phone', 'Evening Phone', 'Cell Phone', and 'Fax Phone'.

Organization Executive Director

* Executive Director Name

Email

Other Information

* Organization Website

* Organization Mission Statement

Primary Population Served

* What type of organization are you?

☐ 501(c)3

☐ Fairfax County Government Agency

☐ Other Government Agency

☐ Other

Organization Name & Location

* Organization Name & Acronym (if applicable)

* Organization Street Address 1

Organization Street Address 2

* Organization City

* Organization State

* Organization Zip Code

Organization Primary Contact

* Contact Person

Contact Position

* Email Address

Day Phone

Evening Phone

Cell Phone

Fax Phone

What resource(s) are you most interested in receiving through Volunteer Fairfax?

☐ Posting Volunteer Needs
☐ Nonprofit Training
☐ Boosting Activities/Programs on Social Media
☐ Other

Please describe your volunteer needs

Volunteer Fairfax hosts two community-wide volunteer events annually. Would your organization be interested in hosting volunteers for a service project for the following:

☐ VolunteerFest (September/October)
☐ MLK, Jr. Weekend of Service (January)
☐ Not now, but please re-contact me at a later date
☐ No, we cannot host a service project

Volunteer Fairfax hosts two community-wide volunteer events annually. Has your organization ever hosted volunteers for a service project for any of the following:


☐ VolunteerFest (September/October)
☐ MLK, Jr. Weekend of Service (January)
☐ No, we have not hosted a service project

Are there any immediate volunteer or donation needs you have as you organization recovers from the impact of the pandemic?

Please list those individuals that you wish to assign as Hours Approver(s)


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

Image


 Not Uploaded

[Upload](#)

[Submit](#)



Volunteer Fairfax



Email [Volunteer Fairfax](#)
 Phone 703-246-3460
[Contact Us](#)

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.

The screenshot shows the 'Manage Organization' page for 'Minnie's Funhouse' in the Volunteer Fairfax system. The page has a header with the logo and navigation links. The main content area includes a 'Create New Opportunity' button, a search bar, and a list of opportunities. The 'Arts and Craft Instructor' opportunity is selected, showing a summary, availability (9 of 10 openings), hours (0 today, 0 this week, 12 this month, 21 this year), and a schedule section. The page also includes a 'logbook summary' and a 'Windows Ink Workspace' button.

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.

The 'Create Opportunity' form is titled 'Create a Volunteer Opportunity'. It contains the following fields and sections:

- Title:** A required field marked with a red asterisk.
- Opportunity Description:** A text area for a brief program summary including department and position title.
- Position available as of (start date):** A date field (MM/DD/YYYY) with a calendar icon.
- Position End Date:** A date field (MM/DD/YYYY) with a calendar icon. A note below states: 'If position is indefinite, please leave empty'.
- Opportunity Type:** A section with two columns of checkboxes:
 - Adult
 - Kid-Friendly (<12 with parent)
 - Youth (12-17)
 - Senior
 - Group
 - Corporate Group
 - Community Service
 - Emergency
 - Volunteer Orientation
 - Private
- Please select the area(s) for this Opportunity:** A list of checkboxes for various locations:
 - Braddock
 - Dranesville
 - Hunter Mill
 - Lee
 - Mason
 - Mount Vernon
 - Providence
 - Springfield
 - Sully

Activities

☐ Advocacy
☐ Animal-Related
☐ Arts, Crafts & Games
☐ Civic & Community
☐ Computers & Technology
☐ Crime Prevention & Public Safety
☐ Culture, History, Music & Performing Arts
☐ Domestic Violence & Sexual Assault
☐ Emergency Preparedness & Response
☐ Employment
☐ Environment, Parks, Recreation & Sports

☐ Finances, Accounting & Tax Preparation
☐ Food, Agriculture & Nutrition
☐ Health Care
☐ Housing & Shelter
☐ Libraries & Education
☐ Mental Health & Crisis Prevention
☐ Office & Administrative Work
☐ Services for Children, Youth & Adults
☐ Training, Teaching & Mentoring
☐ Translation & Interpretation

Is this Opportunity associated with a Volunteer Fairfax Program?

☐ Yes
☐ No

Number of Volunteers Needed (Maximum)

Program Location

* Address 1

Address 2

* City

* State

* Zip Code

Phone Number (Optional)

() - - ext. - -

Further Instructions (how to find, where to park, etc)

Contact Information

* Contact Person

* Contact Title/Position

Contact Address (If different from Location Address above)

Address 1

Address 2

City

State

Zip Code

* Contact Phone Number

* Contact Email

() - - ext. - -

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.

Opportunity Image

Image

Image

Uploaded

[Delete](#)
[Download](#)
[Change](#)

Submit

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.

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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.

The screenshot shows the 'Manage Organization' page for 'World Peace' in the 'Volunteer Fairfax' system. The page has a top navigation bar with the logo and a user menu for 'World Peace' (Dashboard, Logout). Below the header, the organization name 'World Peace' is displayed with an 'Edit Profile' link. A 'Create New Opportunity' button is at the top left. A search bar and a 'Sort' dropdown are present. The 'Peace Facilitators' opportunity is highlighted in yellow. Below it, the 'Scheduling' tab is active, showing a message: 'There are no schedule shifts for this opportunity. Click here to make one.' A second, larger screenshot below shows the 'New Schedule' form. It includes a 'Slot Description' field with 'Spring training sessions', a 'Start Date' field with '03/07/2023', and 'Start Time' (6:00 pm) and 'End Time' (8:00 pm) fields. On the right, there are radio buttons for 'Repeat Slot' (Yes/No) and a list of 'Repeat Term' options: Sunday, Monday, Tuesday (selected), Wednesday, Thursday, Friday, Saturday, 1st Sunday, 1st Monday, 1st Tuesday, 1st Wednesday, 1st Thursday, 1st Friday, 1st Saturday, 2nd Sunday, 2nd Monday, and 2nd Tuesday.

Volunteer Fairfax Manage Organization World Peace [Back to Previous](#)

[+ Create New Opportunity](#)

Search Opportunities [Sort](#)

Peace Facilitators [...](#)

Peace Facilitators [Summary](#) [Edit](#) [Details](#) [Scheduling](#)

There are no schedule shifts for this opportunity. [Click here to make one.](#)

Peace Facilitators [Summary](#) [Edit](#) [Details](#) [Scheduling](#)

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New Schedule

Slot Details

Slot Description
Spring training sessions

Start Date
03/07/2023

Start Time
6:00 pm

End Time
8:00 pm

Repeat Slot
☒ Yes ☐ No

Repeat Term
☐ Sunday
☐ Monday
☒ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ 1st Sunday
☐ 1st Monday
☐ 1st Tuesday
☐ 1st Wednesday
☐ 1st Thursday
☐ 1st Friday
☐ 1st Saturday
☐ 2nd Sunday
☐ 2nd Monday
☐ 2nd Tuesday

☐ Last Wednesday
☐ Last Thursday
☐ Last Friday
☐ Last Saturday

Interval
Weekly

Every
1

Repeat Interval Days

Repetition Description

End Date
04/04/2023

Location Address

Location Address 1 Location Address 2 Location City

Location State Postal Code

Submit

Windows Ink Workspace

REVIEWING AND APPROVING HOURS

Section TBD