

UGETCONNECTED USER TUTORIAL

If you have any questions about using the Ugetconnected site at Viterbo University, please contact Kirsten Gabriel at 608-796-3086 or kkgabriel@viterbo.edu.

All Viterbo University students, faculty, and staff have accounts in Ugetconnected, our online database for volunteer opportunities in La Crosse and surrounding areas. This tutorial outlines how to:

- I. **Login**
- II. **Search for volunteer needs**
- III. **Respond to a volunteer need**
- IV. **Track volunteer hours**
- V. **Access your Volunteer Resume**

I. LOGIN

- A. Go to www.viterbo.edu/volunteer and click on:

CLICK HERE TO REGISTER/LOGIN TO UGETCONNECTED

- B. Enter your Viterbo credentials (email address and password) and click LOGIN.
C. If you are logging in to Ugetconnected for the first time, you will need to activate (or register) your account (see steps below); if you have already activated your account, skip to #II, Search for Volunteer Needs.

STEP 0: Activate (or register) your account: *be sure to use your Viterbo email address!*

Register an Account

The following information will help identify volunteer needs that may be of interest to you.

By clicking "Create Your Account" I agree to the terms and conditions and certify that I am at least 13 years of age.

STEP 1: Enter some demographic information:

Step 1 of 5: Additional Information

youremail@viterbo.edu

Mobile: 888-555-1212

CONTINUE TO STEP 2

By clicking "Create Your Account" I agree to the terms and conditions and certify that I am at least 13 years of age.

STEP 2-4: Select causes you care about; your interests, skills, and talents; and organizations you find interesting; Ugetconnected will then highlight volunteer opportunities that meet those preferences.

Step 2 of 5: Select Causes

What types of causes are you passionate about? (Select at least 3.)

Education	Employment	Disaster Response	Income
Crisis	Health	Family	Veterans
Arts & Culture	Crime & Safety	Housing	Equality
Basic Needs	Community	Mental Wellness	Environment

CONTINUE TO STEP 3

Step 3 of 5: Select Interests

What interests, talents, and skills do you have? (Select at least 3.)

Skilled Labor	Board Service	Finance	Legal
Medical	Physical Labor	In-Kind	Advocacy
Education	Technology	Social	Food Prep
Nonprofit Professional	Marketing	Clerical	Court Mandated

CONTINUE TO STEP 4

Step 4 of 5: Find Agencies You Like

We found some agencies that match your interests. Pick a few favorites to get started.

(You can always change them later.)

Agency Logo	Western Dairyland EDC	La Crosse Youth & Learning Center	Hillview Health Care Center
Jackson County Interfaith Volunteer Caregivers, Inc.	WAFER	Brookside Alaska	Center for Community Engagement
HorseSense for Special Riders, Inc.	WAFER	WAFER	WAFER
WAFER	WAFER	WAFER	WAFER

FINISH SIGN UP

STEP 5: Click continue to search volunteer needs and explore Ugetconnected!



Step 5 of 5: Congratulations! You're registered.

Just one more short step

Now that you are signed up, you can click the button below to proceed. By the way, we're going to send you an email just to make sure that your email address is working.

CONTINUE

Didn't receive the email? Send it again.



Once you've logged in, you can search for volunteer opportunities (or "needs"). There are three ways to search:

- Needs
- Agencies
- Events


In both the "Needs" and "Agencies" sections, you can use the Search box in the upper right-hand corner to filter your search by Age, Agency, County, Date, Distance, Interest, and Phrase.

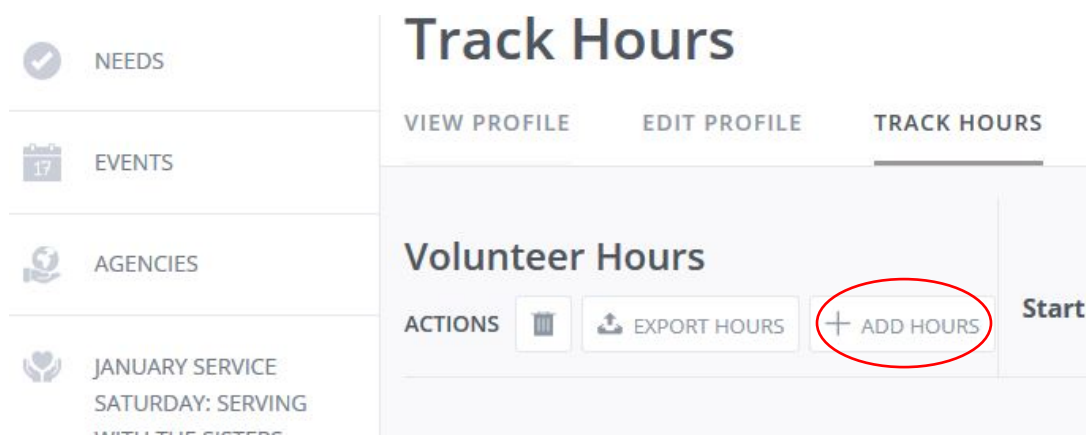
SEARCH BY

III. RESPOND TO A VOLUNTEER NEED:

1. After you've identified a need you'd like to respond to, click the  button in the upper right-hand corner to notify the agency you're interested.
 2. Enter your basic information (Viterbo University is your "company").
 3. Indicate the days you are available (if responding to an open-ended need).
 4. Use the "Notes" section to share any other information you'd like to convey or that the agency might find relevant. to let the agency (i.e. whether you're looking for an ongoing or one-time experience, if this is for course credit, specific hours you are available, etc. Polite and respectful language goes a long way!).
 5. Click  .
- You will receive an automatic email from Ugetconnected in your Viterbo email inbox after responding to a need.
 - The community agency should be in touch with you within 3 business days. If you do not hear back in this timeframe:
 - Try contacting the agency via the phone number or email address located on their agency website or on their Ugetconnected agency profile page.
 - If your attempts are unsuccessful, contact the Kirsten Gabriel, Director of Service-Learning, at kkgabriel@viterbo.edu or 608-796-3086.

IV. TRACK VOLUNTEER HOURS


1. Click on the  button on the left-hand side of the page.
2. Click "ADD HOURS" (see red circle).




The screenshot shows a user interface for tracking volunteer hours. On the left is a navigation menu with options: NEEDS (selected), EVENTS, AGENCIES, and JANUARY SERVICE SATURDAY: SERVING WITH THE SISTERS. The main content area is titled "Track Hours" and has three tabs: VIEW PROFILE, EDIT PROFILE, and TRACK HOURS (which is active). Below the tabs, the "Volunteer Hours" section contains an "ACTIONS" menu with icons for a trash can, "EXPORT HOURS", and "+ ADD HOURS" (circled in red), and a "Start" button.


- Under "Hour Type", click: **YES** for volunteer opportunities found on Ugetconnected.
NO for volunteer hours found outside of Ugetconnected.
- Enter Hour Details and Description information, and click on the "SUBMIT YOUR ENTRY" box when finished.

- This submission will automatically be sent to the appropriate agency for verification/approval. The agency will verify/approve your hours. In the meantime, you will see a pending image next to the submission.

This image indicates that your service hours have been approved by the agency: 

<input type="checkbox"/>	May 15, 2015	Assist Clients at the Cavalier Cupboard Western Technical College	2.00	0	GetConnected	
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V. ACCESS YOUR VOLUNTEER RESUME

- Click  **VIEW YOUR VOLUNTEER RESUME** on the left-hand side of the screen.
- Below the **VOLUNTEER RESUME** button (see picture at right), indicate the time period during which you would like to see your volunteer hours. Then click the **GO** button, and a .pdf summarizing your service will pop up for you to open and save.
 - All pending hours, approved hours, and additional hours you manually entered will appear on your volunteer resume.
 - You may adjust the dates to run a resume for any time period you like.
 - A sample volunteer resume can be viewed on the following page.

Questions?

Contact Kirsten Gabriel, Director of Service-Learning, at kkgabriel@viterbo.edu or 608-796-3086.