## A) ACCESS TO GIVING DUPAGE VOLUNTEER PORTAL:

1. The Volunteer Portal site is housed at an entirely different website other than our main Giving DuPage website.
2. Bookmark this page – www.givingdupage.org/volunteer - this is a direct link to the Volunteer Portal site
3. OR – if you lose that bookmarked page – you can always visit the main Giving DuPage website – www.givingdupage.org
4. In the top right corner, you will see an icon that is labeled 'Volunteer Search Portal'
5. If you click that icon, you will be redirected Volunteer Portal site
6. At this page, go to the 'LOGIN' button on the top and use your ID & password to access your organization's account

## B) TO RESET YOUR PASSWORD:

1. Go to www.givingdupage.org/volunteer - then select the login button
2. The 'forgot your password' text is below the 'remember me' check box
3. Follow prompts and you will be sent the link to reset

## C) TO EDIT YOUR ORG CONTACT INFO/USERS:

4. Login with username & password
5. At the top navigation in black, select 'My Organization'
6. You should be at your org's screen now
7. You can edit information for your org and how it displays to users
8. Remember to select the yellow button 'update organization info'
9. Remember to logout once done

## D) TO EDIT/ADD NEW OPPORTUNITIES – VOLUNTEER NEEDS, IN-KIND DONATION NEEDS, JOBS & EVENTS:

1. Login with username & password
2. At the top navigation in black, select 'My Organization'
3. Once at this page, go to the middle of the page (below org manager toolbox)
4. There is a middle of the page navigation/tabs that read – view, edit, opportunities, events, stats, etc
5. To add a volunteer need, in-kind donation need or job – select 'opportunities'
6. To add a new need – select yellow button to the right 'add new opportunity'
   a. Complete all the fields
   b. For 'capacity' field, only enter a number if your org is looking to fill a certain # of spots for a need (i.e. 30 spots for upcoming event) – do not list '1' for a job opportunity (this will only allow one response)
   c. To mark it as an in-kind need or a job – select this from the dropdown choices in the 'interests & abilities' section
   d. Use the ? button below a field, if you want more info on what this field is asking for
   e. Remember to select the yellow button to 'create opportunity'
   f. After this, it comes to Giving DuPage for approval and goes live – the staff usually approves all requests within 24 hours
7. To edit existing need – choose the 'edit' button below the need and follow same steps as above
8. To add/edit an 'Event'
   a. Select the 'events' tab on the middle of the page navigation
   b. Follow same steps as above

Questions? Email givingdupage@dupageco.org