

CAMPUSengage

Step-by-Step Guide for VOLUNTEERS

This guide will show you how *CAMPUSengage* can benefit you and how you can use each of its tools. Visit [CAMPUSengage.org](https://campusengage.org) to get started!

If you have any questions, please contact Tia Yancey.

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Table of Contents

YOUR ACCOUNT	3
REGISTER	3
NAVIGATE YOUR DASHBOARD	5
SEARCH	
CAMPUSENGAGE	6
RESPOND	7
RESPOND TO A NEED—INDIVIDUAL	7
RESPOND TO A NEED—TEAM	9
RESPOND TO AN EVENT	10
LOG HOURS	11
VIEW YOUR VOLUNTEER RÉSUMÉ	14

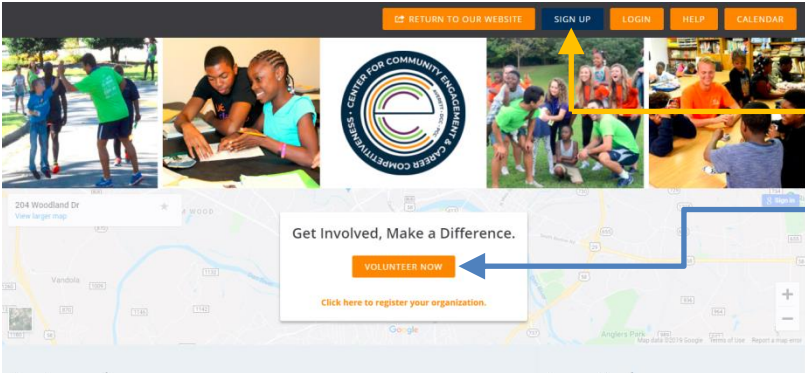


YOUR ACCOUNT

REGISTER

Visit campusengage.org and click on the blue "SIGN UP" button.

You may search for needs, events and agencies in the Volunteer Now search box without having to sign in.

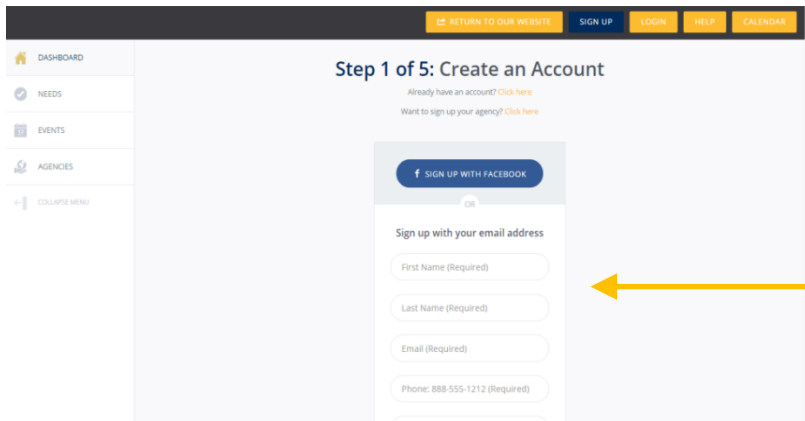


Complete the required information.

DO NOT sign up with Facebook.

DO use your school email address.

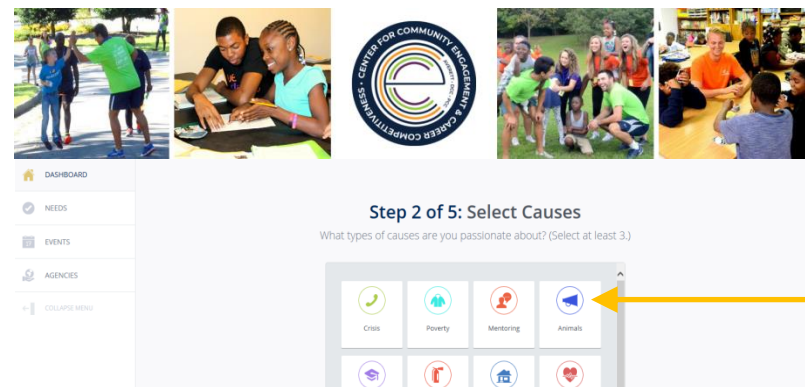
Click the "CREATE YOUR ACCOUNT" button when you are finished.



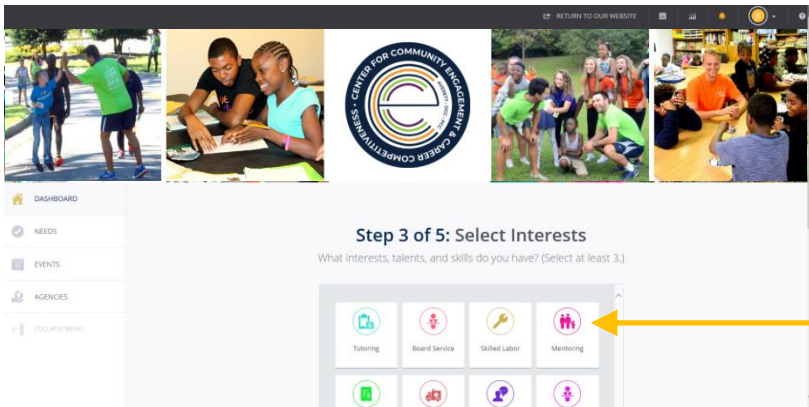
Select at least 3 causes that you are passionate about. Your selection will help CAMPUSengage find agencies and needs that align closely with your passion.

Click the "CONTINUE TO STEP 3" button when you are finished.

These causes always can be edited from your profile, so you may add more or change your original selections later.



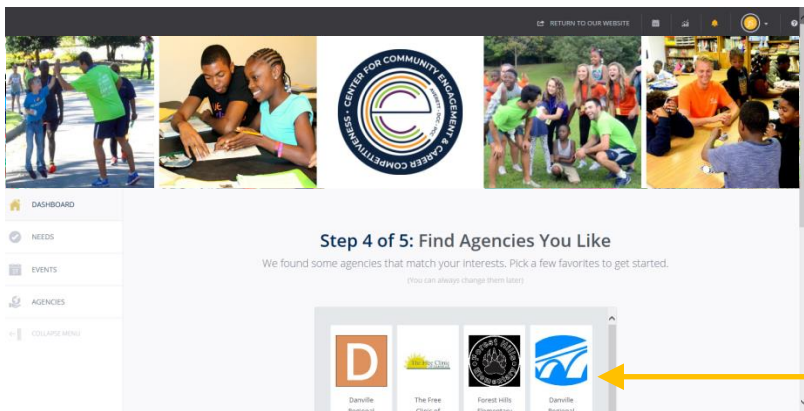
YOUR ACCOUNT



Select at least 3 interests that best describe talents and skills that you have.

Click the “CONTINUE TO STEP 4” button when you are finished.

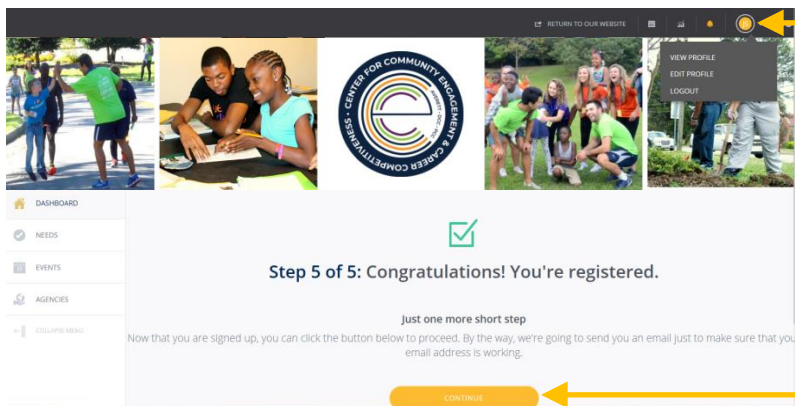
These interests always can be edited from your profile, so you may add more or change your original selections later.



Select agencies that you like or support. When you “FAN” agencies, you will get notifications when they need your help or when they are hosting an event.

Click the “FINISH SIGN UP” button to complete the registration process.

These agencies always can be edited from your profile, so you may add more or change your original selections later.



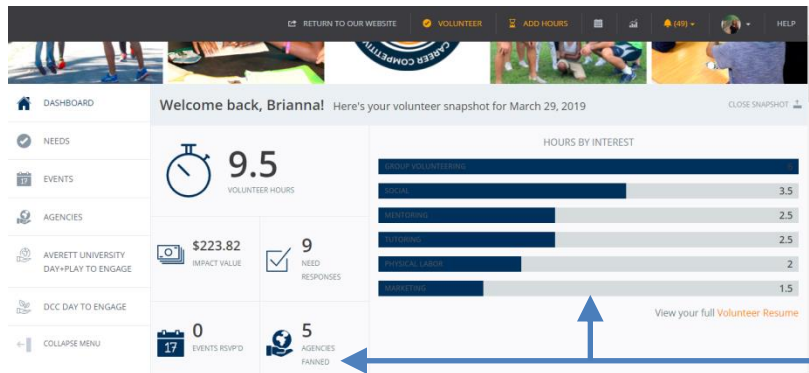
Once you have completed steps 1-4, you should receive an email from CAMPUSengage to confirm your registration.

Click on the profile button in the top right hand corner to view your profile, edit your profile or logout. You can change this from a gold circle to a profile picture, if you wish.

Click the “CONTINUE” button to view your DASHBOARD and start exploring!



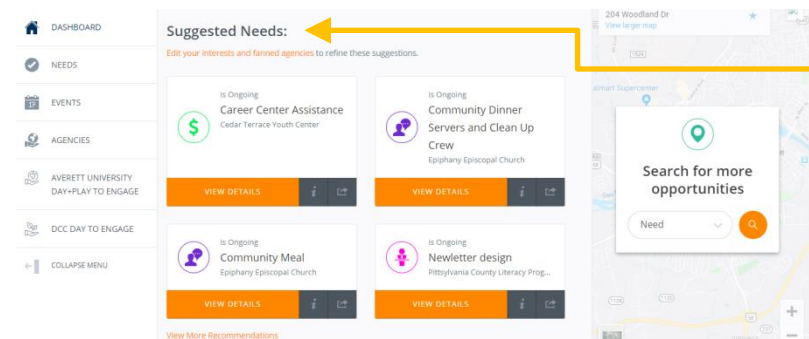
YOUR ACCOUNT



NAVIGATE YOUR DASHBOARD

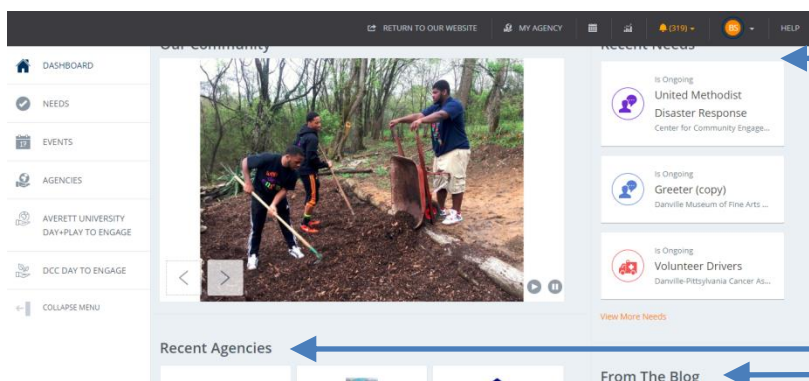
When you log in to *CAMPUSengage*, your DASHBOARD will be the first page you see.

Your DASHBOARD shows a summary of what you have recorded in *CAMPUSengage*, including the hours you have volunteered, the economic impact of those hours, your fanned agencies and your volunteer hours categorized by interest.



If you scroll down on your DASHBOARD page, you will see “Suggested Needs.”

CAMPUSengage provides these suggestions based on your selected causes and interests.

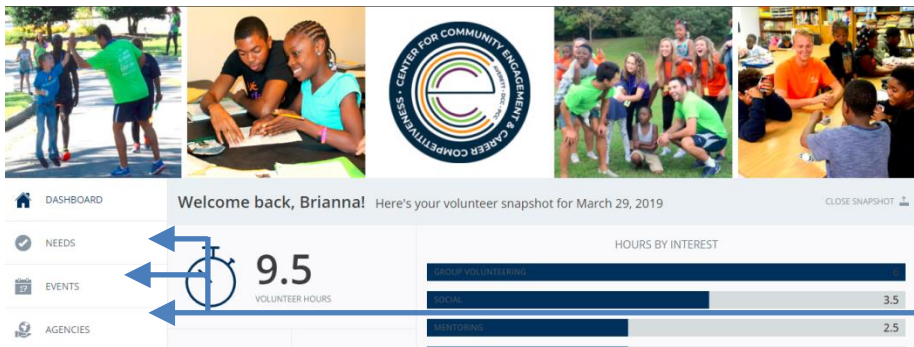


If you scroll down to the bottom of your DASHBOARD page, *CAMPUSengage* will provide you with more information about the community.

This information includes recent opportunities and agencies that have been added, in addition to recent blog articles.

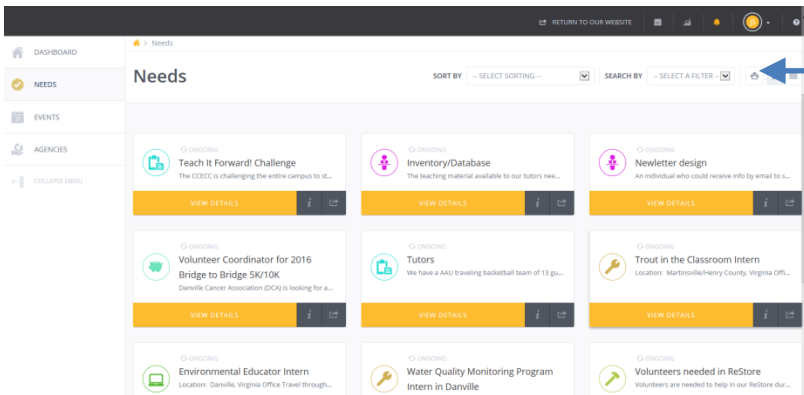


SEARCH CAMPUSENGAGE



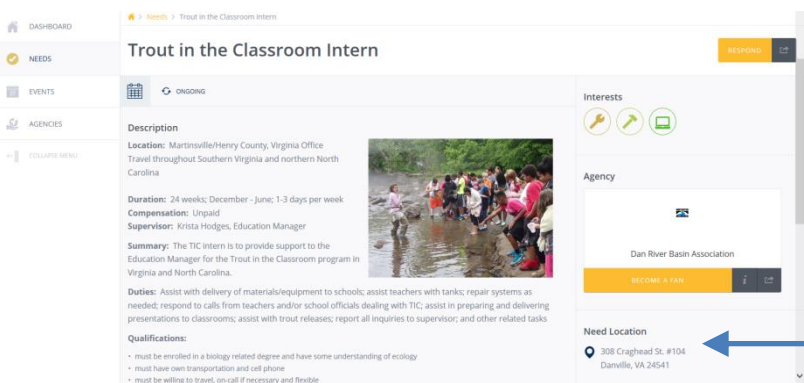
CAMPUSengage allows you to search by need, event or agency.

The menu appears on the left side of every page for easy access.



The layout of the “NEEDS,” “EVENTS” and “AGENCIES” tabs looks similar. If you click on one of the tabs, it will show you each submission displayed in its own box.

You may narrow your results by using the filters at the top of the page.

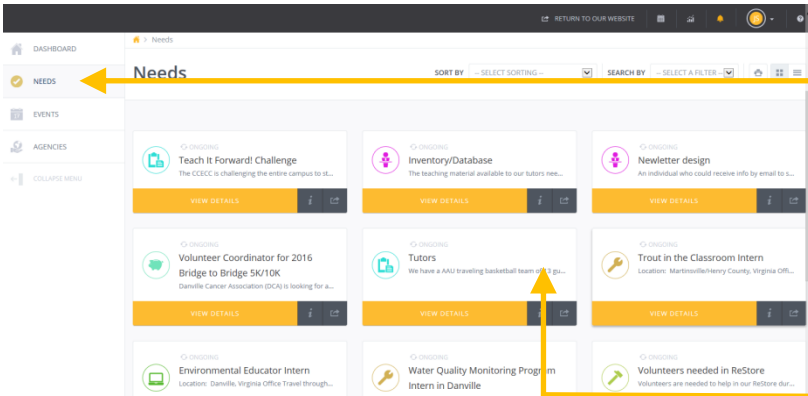


If you click on one of the boxes, you will see detailed information that may include date, time, location, activity description and contact.

If you are unsure of the location, you can click on the location information provided to pull up Maps.



RESPOND



RESPOND TO A NEED— INDIVIDUAL

You may respond to a need on CAMPUSengage to let the organizer know that you plan to participate.

Click the “NEEDS” tab on the left side bar.

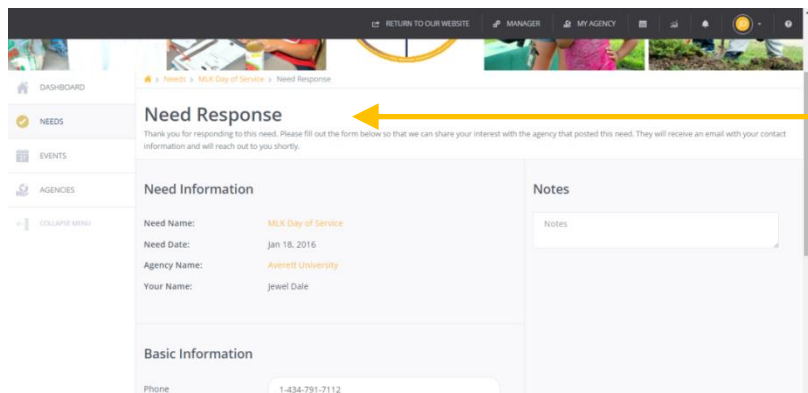
Select the need in which you are interested.



Once you click on the need, an information page will appear to provide you with the details of the need.

To sign up to volunteer for the need, click the “RESPOND” button in the top right corner.

This page also will show you how many volunteer spots are remaining for this need.



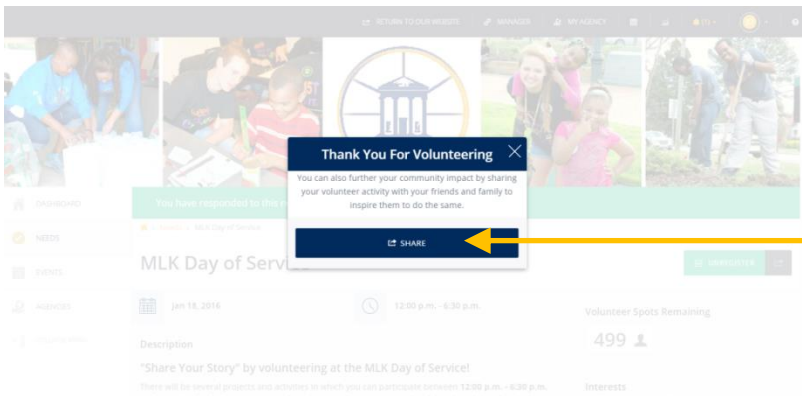
Once you respond, the “Need Response” page will provide a summary of the need’s details.



RESPOND

The information on the “Need Response” page is sent to the agency organizing the need, so it will be helpful for you to include your phone number in the “Basic Information” section.

Click the “SUBMIT NEED RESPONSE” button at the bottom of the page to submit your need.



Once you submit your need response, the agency will receive an email notification that you plan to participate.

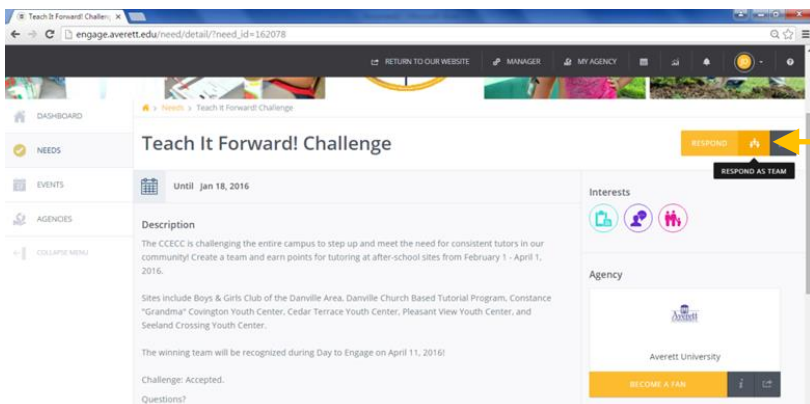
You also will have the opportunity to share the need on social media to encourage your friends to volunteer with you!



If something comes up and you are unable to participate, you can return to the need and click the “UNREGISTER” button. This will notify the agency that you cannot participate.



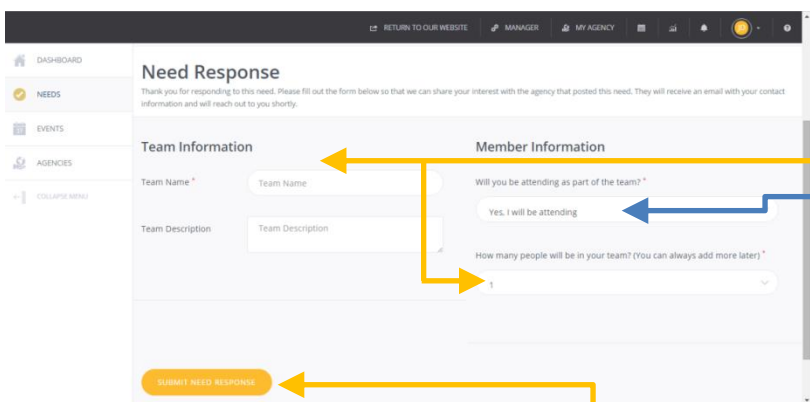
RESPOND



RESPOND TO A NEED—TEAM

You may also respond to a need as a team. This is a useful tool if you are signing up your campus club, organization, or sports team.

Not all needs have the team feature, so look for the “REGISTER AS A TEAM” button. Click on this button to start signing up.



On the “Need Response” page, fill out the information for your team, including how many team members you have.

You also will need to indicate if you are participating with your team. You may appoint one of your team members to serve as the team leader once your registration is complete.

Once you click the “SUBMIT NEED RESPONSE” button, you will be prompted to add the names *and* email addresses of your team members.

Your team members will receive an email at the email address that you provided, so please use their Averett, DCC or PCC email address. This email will notify them that you have signed them up and provide them with the need’s information.

If they do not have a *CAMPUSengage* profile, the email they receive will prompt them to create one.



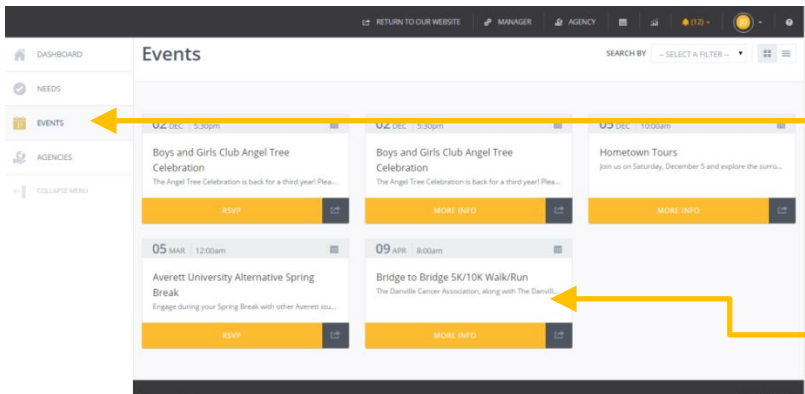
RESPOND

RESPOND TO AN EVENT

You may respond to an event on *CAMPUSengage* to let the organizer know that you plan to attend.

Click the “EVENTS” tab on the left side bar.

Select the event in which you are interested.

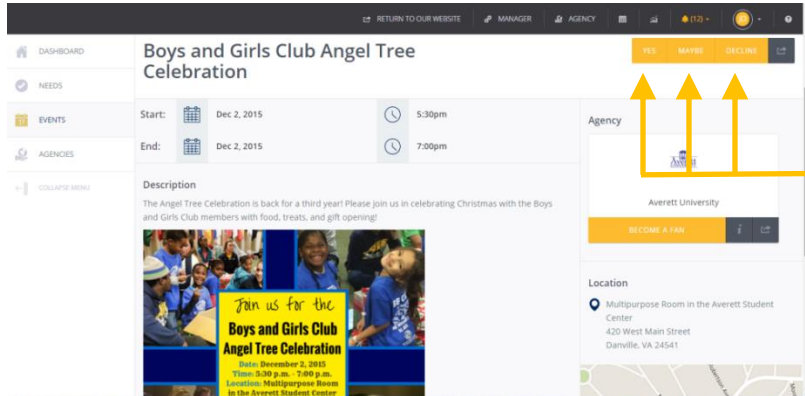


Once you click on the event in which you are interested, an information page will appear to provide you with the details of the event.

Some events will request an RSVP. To RSVP to an event, click the “YES,” “MAYBE” or “DECLINE” button in the top right corner.

Once you submit your RSVP, the agency will receive an email that you plan to attend.

If something comes up and you are unable to participate, you can return to the event and click the “DECLINE” button. This will notify the agency that you cannot participate.

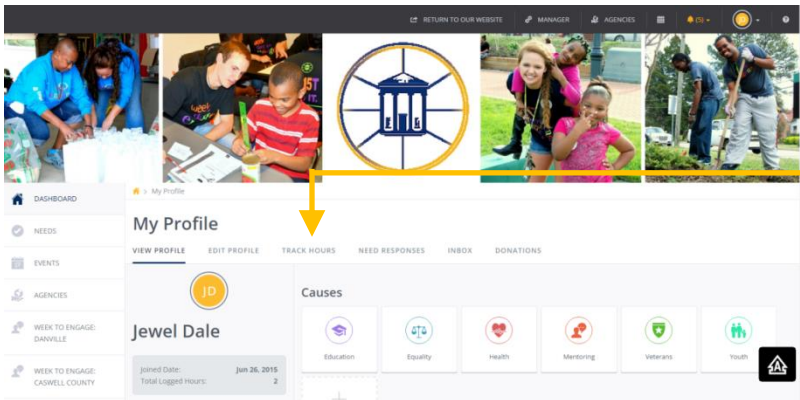


LOG HOURS

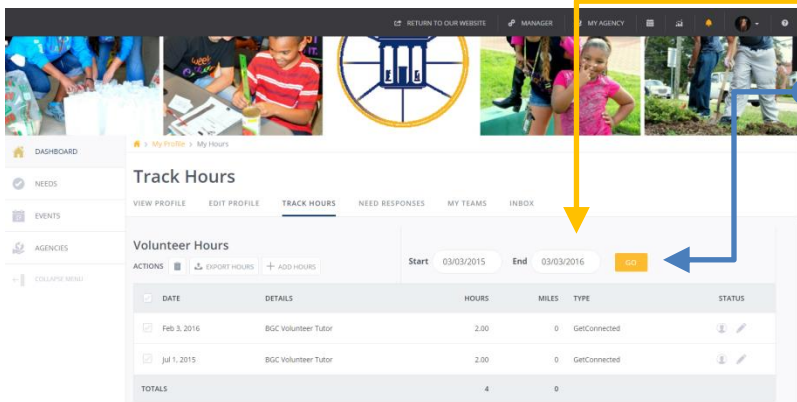


CAMPUSengage will track all of your volunteer hours, as long as you record them!

Go to your profile by clicking on the profile button and select “VIEW PROFILE.”



Click on the “TRACK HOURS” tab.



The top half of this page will show details for the volunteer hours that you have already logged.

You have the option to edit the hours that you already have logged.



LOG HOURS

The screenshot shows the 'Log Hours' form. In the 'Hour Type' section, the 'Yes' radio button is selected. The 'Need' dropdown menu is open, showing options: 'DSC Butterfly Garden Closing', 'Snappers Needed! (TES)', and 'Teach It Forward! Challenge'. The 'Hour Details' section includes fields for 'Date Worked', 'Hours Worked' (3.5), and 'Miles Traveled' (2.2). A 'SUBMIT HOUR ENTRY' button is at the bottom left.

Scroll down to the “Hour Type” section to log new volunteer hours.

If you are logging hours for a need that you signed up for on *CAMPUSengage*, select “Yes.”

Select the specific need from the “Need” drop down menu.

This screenshot shows the 'Reason' dropdown menu open. The options include: 'Week/Day to Engage', 'MLK Day of Service', 'Fun fun', 'Club requirement', 'National Society of Leadership and Success', 'Athletic requirement', 'Scholarship Requirement', and 'Other'. The 'SUBMIT HOUR ENTRY' button is visible at the bottom left.

Select your reason for volunteering from the drop down menu and complete the rest of the required information on the page.

Click the “SUBMIT HOUR ENTRY” button to submit your hours. Your submission will be sent to the organizing agency for approval.

The screenshot shows the 'Track Hours' page with a table of logged hours. The table has columns for DATE, DETAILS, HOURS, MILES, TYPE, and STATUS.

DATE	DETAILS	HOURS	MILES	TYPE	STATUS
Sep 16, 2015	DSC Butterfly Garden Closing Danville Science Center	2.00	0	Advanced Events	[Icon]

Once your submission is approved, it will appear under the “TRACK HOURS” tab.



LOG HOURS

If you are logging hours for a need that was not on *CAMPUSengage*, select “No.”

Complete the required information in the “Individual Details,” “Hour Details” and “Description” sections.

Click the “SUBMIT HOUR ENTRY” button to submit your hours.

DATE	DETAILS	HOURS	MILES	TYPE	STATUS
Sep 16, 2015	DSC Butterfly Garden Closing <small>University Extension Center</small>	2.00	0	Advanced Events	

Your submission will appear under the “TRACK HOURS” tab.

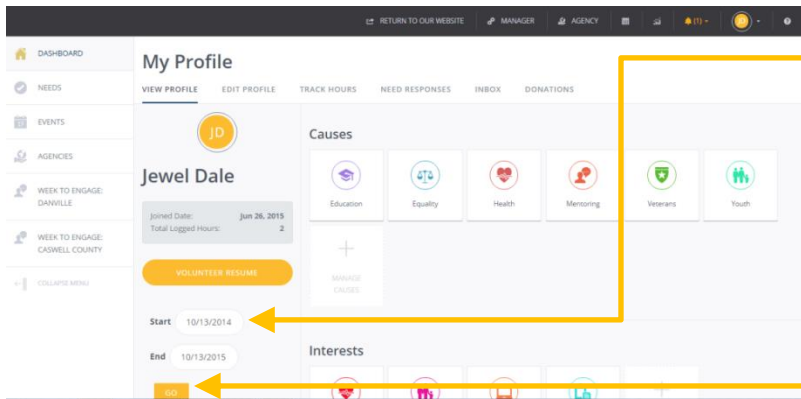


VIEW YOUR VOLUNTEER RESUME



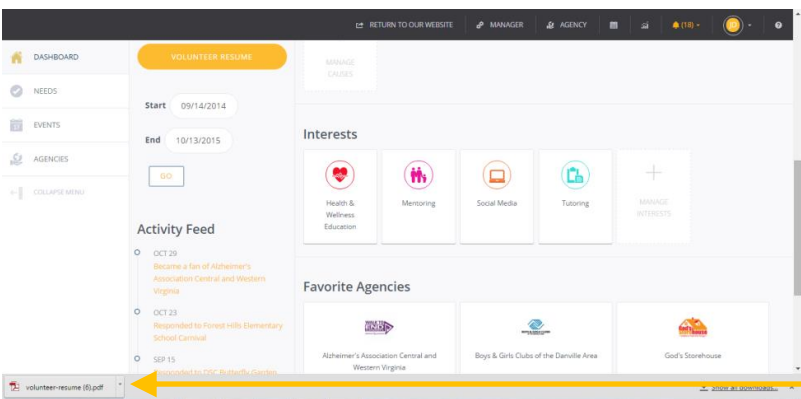
From your DASHBOARD page, click on "View your full Volunteer Résumé."

This will take you to your profile page.



Scroll down and select the date range from which you would like to see your volunteer history.

Click the "GO" button.



The volunteer résumé will download to your computer as a PDF so you can save it.

Your volunteer résumé will be useful when you need to add your volunteer history to your professional résumé, scholarship applications, etc. However, you should not use this to replace your professional résumé or experiential transcript.

