

## WMS Volunteer Site Myvolunteerpage.com

**Tutorial for All Volunteer Users:** Follow these instructions to log in, sign up for a volunteer opportunity, check your schedule, and log hours.

To get started . . .

### Log in

- <https://app.betterimpact.com/Login/VolunteerNoSearch>
- OR**
- Go to [www.woodinvillemontessori.org](http://www.woodinvillemontessori.org) and click on the “Contribute” tab
  - On the dropdown menu, click on “Volunteer”.
  - If new, select “Fill in an application”, fill out required fields, then “Save and Continue.”
  - If returning, click “Log in to your account.”

Note: If you have been designated with a **limited administrator role**, instead log into <https://app.betterimpact.com/Login/Admin>. This will give you access to the volunteer view via your administrator view. See the additional document for volunteers with limited administrator roles.

### Sign up for an opportunity/activity

- Menu tab **Opportunities**. (You may want to set your filters as in the screen example below.)
- Then click on an Activity

# Opportunities

? Help 

## Filter Activities



**FILTERS**  Only include activities that I am qualified for  
 Only include activities that have openings available

Include activities for which I am currently  
 Generally Available  Signed Up  Scheduled  On the backup list

**SORT** Activity Name

**DISPLAY**  Group by category  
 Collapse categories by default



Make these my default filters  [Filter Activities](#)

It looks like you have filters applied. If you don't see the item you are looking for, you can change your filters (above) and try again.

## Woodinville Montessori School

### \*\*\* 2017-18 Auction Gala \*\*\*



Activity	Shifts	Start Date	End Date
<a href="#">Gala Planning</a>	1	10/1/2017	5/31/2018

- Read the Activity Details. If interested, click **Sign Up**. You will see a message that you are assigned.
- To see who is scheduled, click **Who is Scheduled?**

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT

### \*\*\* 2017-18 Auction Gala \*\*\* - Gala Planning

**Activity Details**

Planning for the 2017-18 Gala!  
Contact: Darcy Hardy, dhardy@windermere.com, 206-557-9103

**Schedule**

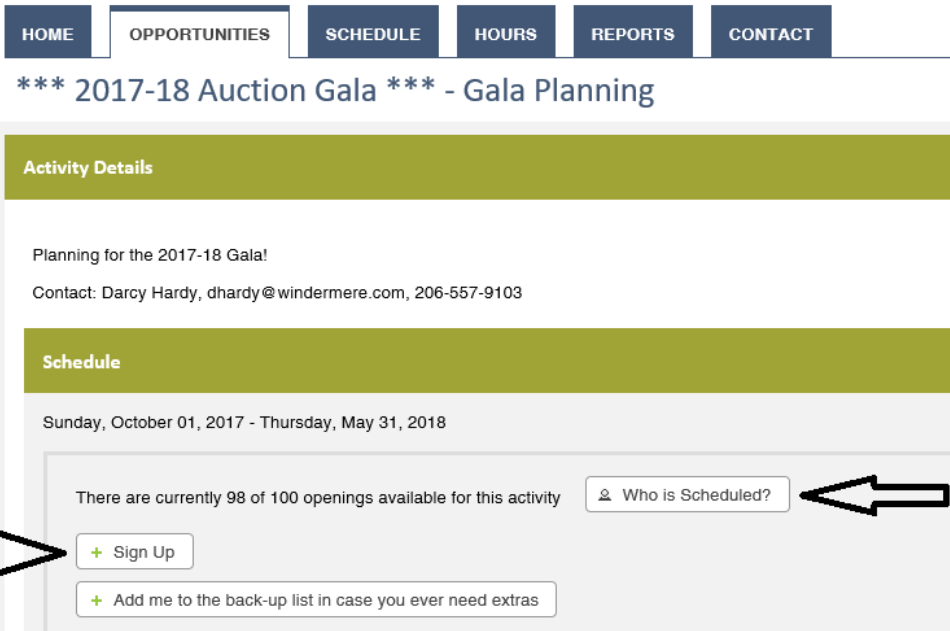
Sunday, October 01, 2017 - Thursday, May 31, 2018

There are currently 98 of 100 openings available for this activity

[Who is Scheduled?](#)

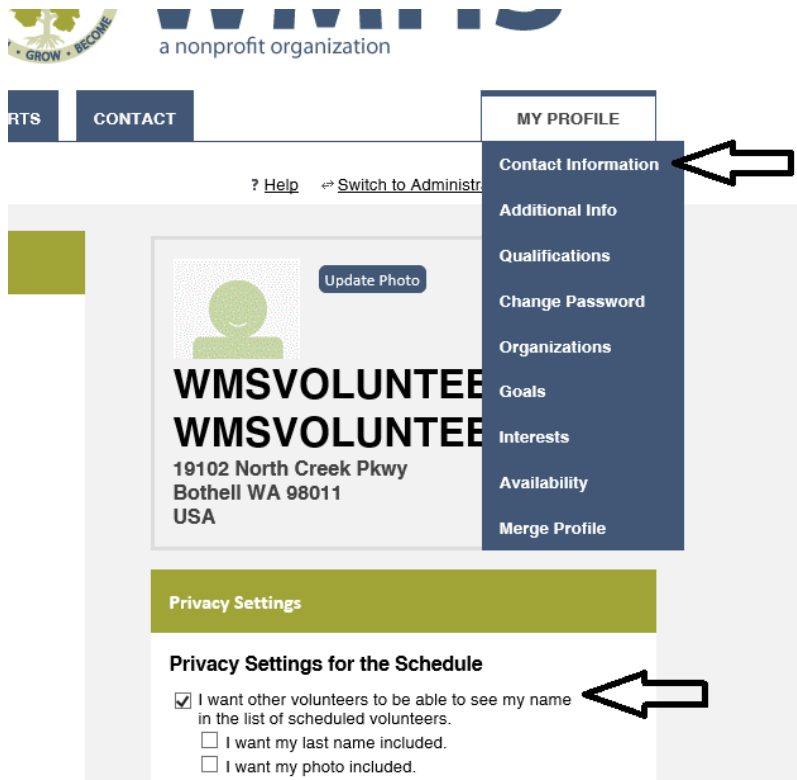
[+ Sign Up](#)

[+ Add me to the back-up list in case you ever need extras](#)



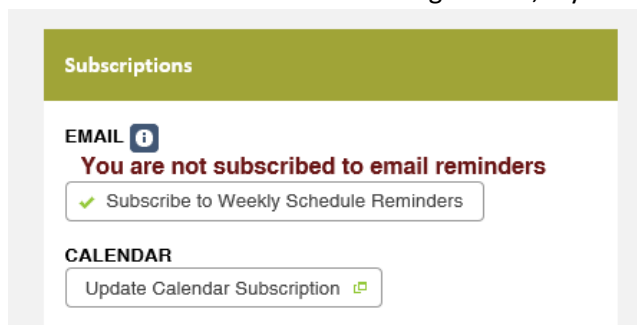
## Check if your name will appear in the list of Who is Scheduled?

- Menu tab **My Profile**, then **Contact Information**. Scroll down to the Privacy Settings
- Choose if and how you would like your name displayed to other volunteers. (Either way, full names will be visible in other modules to those who have created the Activity/Opportunity.)




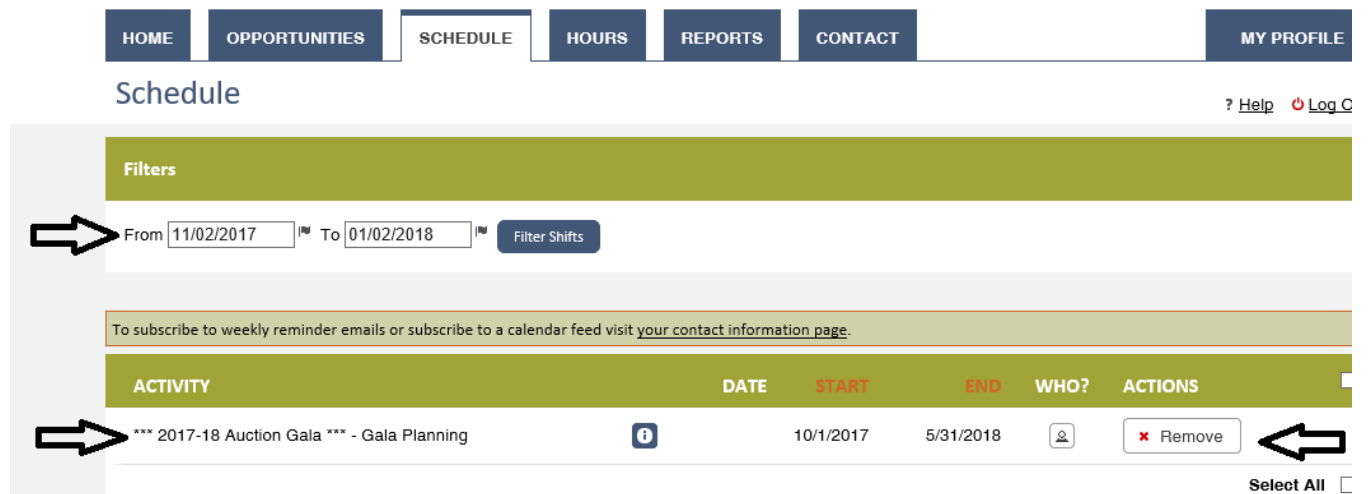
## Receive Weekly Schedule Reminders

From screen above, scroll down to **Subscriptions** and select **Subscribe to Weekly Schedule Reminders**  
For Weekly Schedule Reminders, every weekend you will receive a two week summary of your upcoming shifts with reminders to confirm new assignments, if you have upcoming assignments.



## See what you are scheduled for or to remove yourself from a schedule

- Menu tab **Schedule**.
- Change the date range, if desired. Activities you have signed up for will appear. Click the  button for activity details.
- To remove yourself, click **Remove**. If button not shown, contact the person listed in the activity details.



HOME OPPORTUNITIES **SCHEDULE** HOURS REPORTS CONTACT MY PROFILE


### Schedule

? [Help](#) [Log Out](#)

**Filters**

From  To  [Filter Shifts](#)

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ACTIVITY	DATE	START	END	WHO?	ACTIONS
*** 2017-18 Auction Gala *** - Gala Planning		10/1/2017	5/31/2018		<a href="#">Remove</a>

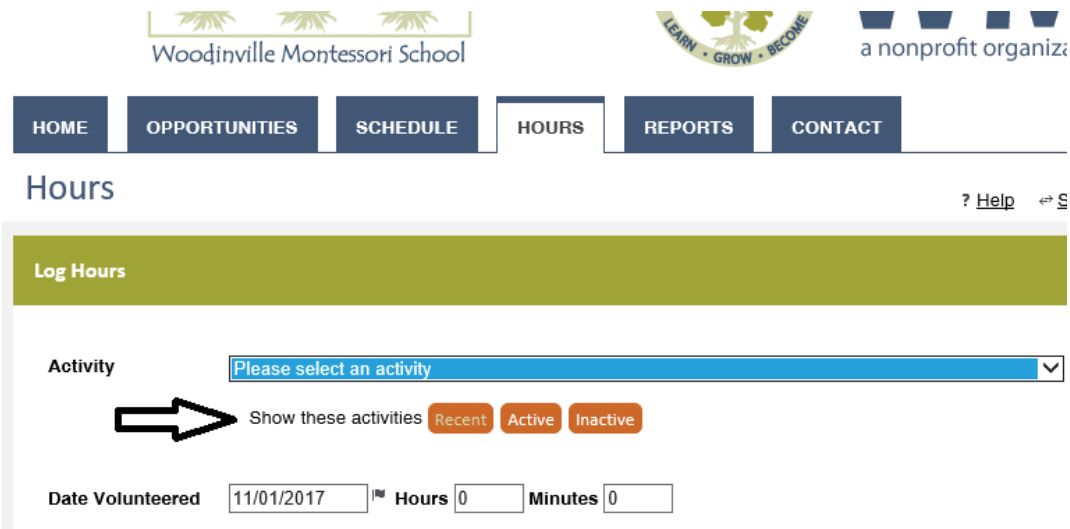
Select All

## To get more Help on the software

Click on the [Help](#) icon under **My Profile**

## Log hours

- Menu tab **Hours**. Normally select the button **Active**. (*Recent* is a sub-set of *Active*, and *Inactive* shows mostly archived activities).



Woodinville Montessori School

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HOME OPPORTUNITIES SCHEDULE **HOURS** REPORTS CONTACT

Hours [? Help](#) [↔ S](#)

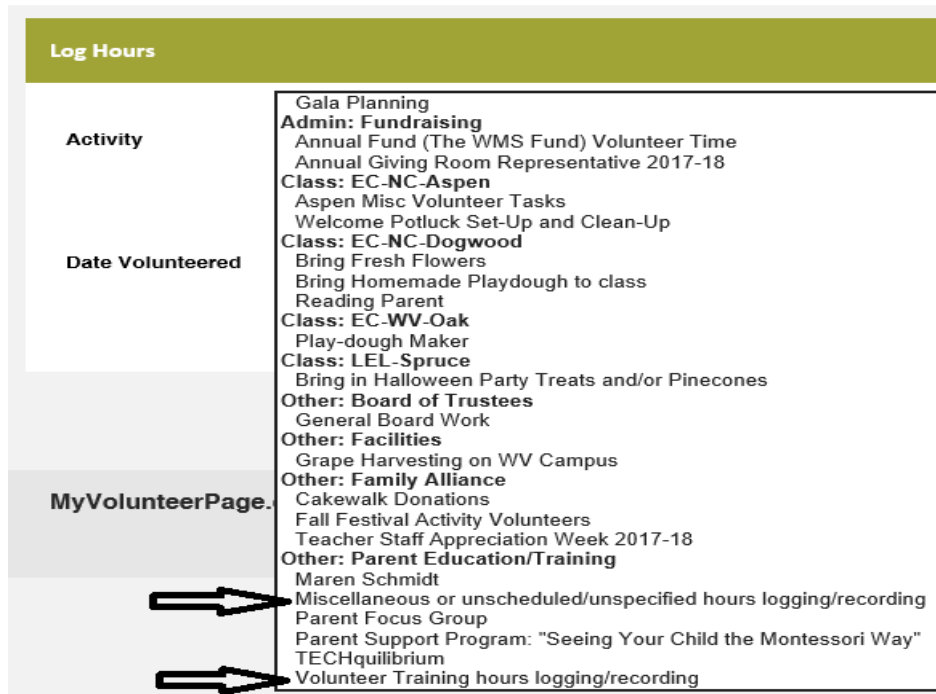
**Log Hours**

Activity

Show these activities **Recent** **Active** **Inactive**

Date Volunteered  Hours  Minutes

- Look for your Activity. If not found, under **Other: Parent Education/Training** you can select Miscellaneous or Unscheduled....” Or contact your room parent if you are expecting to see a specific activity listed.
- Enter the approximate date volunteered, and the hours, then **Save**.
- If you haven’t logged hours for your volunteer training session, log one hour.



**Log Hours**

Activity	Gala Planning <b>Admin: Fundraising</b> Annual Fund (The WMS Fund) Volunteer Time Annual Giving Room Representative 2017-18 <b>Class: EC-NC-Aspen</b> Aspen Misc Volunteer Tasks Welcome Potluck Set-Up and Clean-Up
Date Volunteered	<b>Class: EC-NC-Dogwood</b> Bring Fresh Flowers Bring Homemade Playdough to class Reading Parent <b>Class: EC-WV-Oak</b> Play-dough Maker <b>Class: LEL-Spruce</b> Bring in Halloween Party Treats and/or Pinecones
MyVolunteerPage.	<b>Other: Board of Trustees</b> General Board Work <b>Other: Facilities</b> Grape Harvesting on WV Campus <b>Other: Family Alliance</b> Cakewalk Donations Fall Festival Activity Volunteers Teacher Staff Appreciation Week 2017-18 <b>Other: Parent Education/Training</b> Maren Schmidt Miscellaneous or unscheduled/unspecified hours logging/recording Parent Focus Group Parent Support Program: "Seeing Your Child the Montessori Way" TECHquilibrium Volunteer Training hours logging/recording