

# Standard Operating Procedure: Volunteer Matters

## Youth Compliance

As of 2/07/2024

This guide provides an instructional handout to aid volunteers in completing their profile responsibilities. Volunteers may use the [Volunteer Quick Guide](#) or see information below.

Once you have created a login and your profile, every time you visit Volunteer Matters you can do the following:

- **View your Volunteer Dashboard for assigned activities**
- **Update your Profile**
- **Find a Volunteer Opportunity – or “Project”**

## Create Login Registration Profile

[Registration Portal](#)

**Create Your Login Information**

**Email**

Please provide the email address you wish to associate with your account.

**Username**

Please enter your desired username.


**Password**

Fill out the required information. Upon registration, users will receive email confirmations for registration.

Thereafter, you will login to [Volunteer Matters Login](#) to complete any assigned activities, locate a volunteer opportunity, or update your volunteer profile.

### Public User Login

### UW Employee Portal



SIGN IN TO CONTINUE.

  
  
 Keep Me Logged In  
[Forgot your username?](#)  
[Forgot your password?](#)  
  
  

Need an account?

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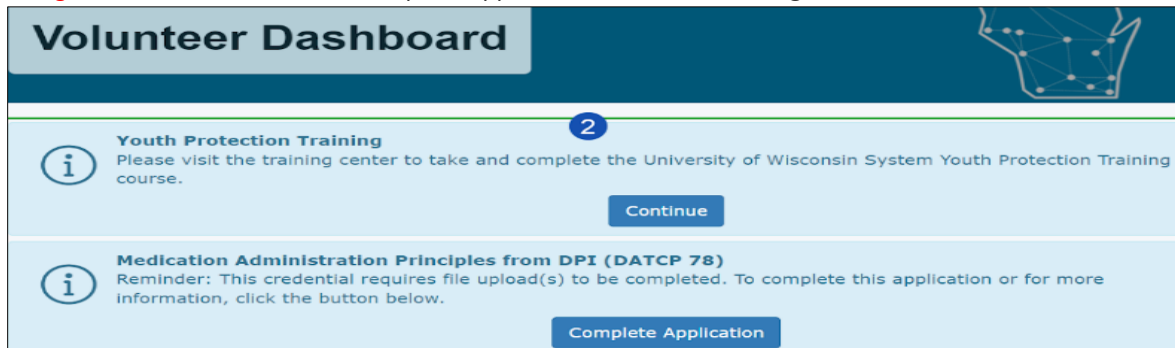
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### Monitor Assignments on the Dashboard

Upon login, the Volunteer Dashboard will automatically open. Actions/requirements waiting for completion by volunteer will be prominent on the screen. You may also scroll to My Assignments to view volunteer opportunities – or projects – that you have requested to be part of.

In some cases, you will have 5 days to respond before access is removed, as when completing the Criminal Background Check. Continue or Complete Application to initiate the assignment actions.



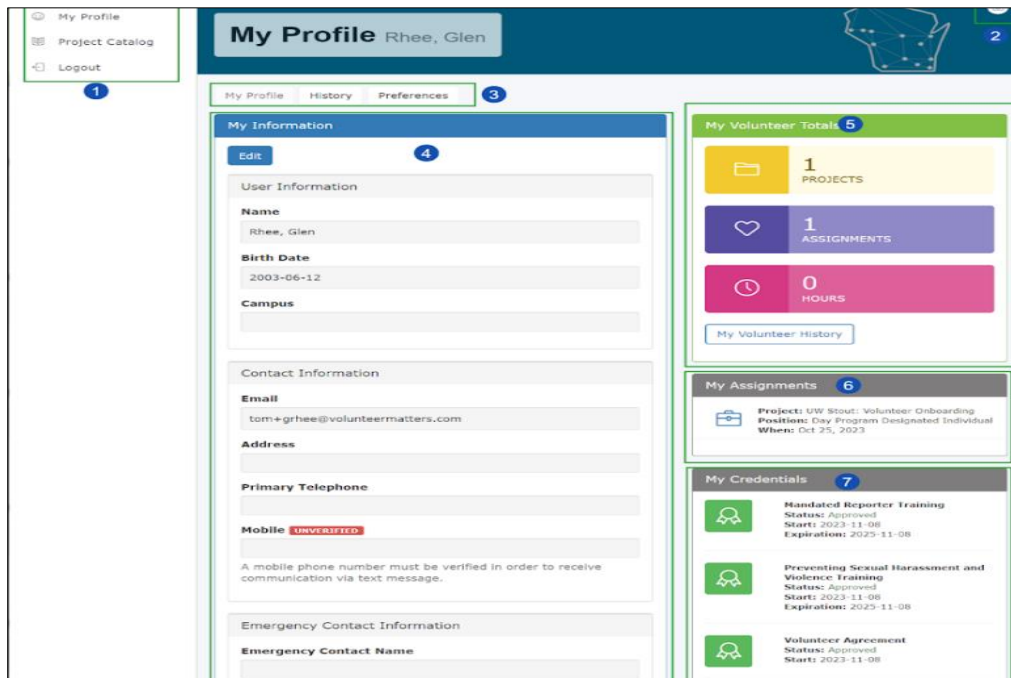
You will also be able to view any announcements or search for other volunteer opportunities.

### Update Volunteer Profile

Once registered, a volunteer should keep *My Profile* updated with the most current information, such as a mobile phone number, set notification preference and view your volunteer history and completed credentials. The following links provide additional instructions:

Verify Mobile Number <https://support.volunteermatters.com/hc/en-us/articles/360053314274>

Set Preferences <https://support.volunteermatters.com/hc/en-us/articles/360053324954>



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### Find a Volunteer Opportunity

The [Project Catalog](#) contains all active and published volunteer projects that have current/future needs. Needs may include volunteers to work shifts, contribute items, perform tasks, or take on a longer-term position. Positions are also used for onboarding of different volunteer types.

To sign-up for a volunteer opportunity, **select an opportunity from the Project Catalog** – or - **use the invitation link** provided by your Program Organizer. The *Project Catalog* is located under the Menu on left side of screen. Follow the steps below:

Project Catalog Self- Selection	Invitation Link
<ul style="list-style-type: none"><li>Open the Project Page</li><li>Select the Campus you are interested in</li><li>Locate a project and select <i>Learn More</i></li><li>Click the Volunteer button on the onboarding position; if you see “fulfilled” that position is not available </li><li>The Need Sign-Up page will open</li><li>Complete credentials required</li></ul> <p>You MUST complete the credentials before the system will sign you up for a project.</p>	<ul style="list-style-type: none"><li>Open invitation sent by Program Organizer</li><li>Click the Volunteer button on the onboarding position</li><li>The Need Sign-Up page will open</li><li>Complete credentials required</li></ul> <p>Your credentials will only appear at the onset of login. If you move to your dashboard or profile, the assigned credential actions will no longer be visible and you will need to logout and login again.</p>

Users may return to the dashboard at any time by clicking the logo at the top-left of the screen.



**Upon completion of the credentials (assignments) you will be automatically signed up for the position selected.**