

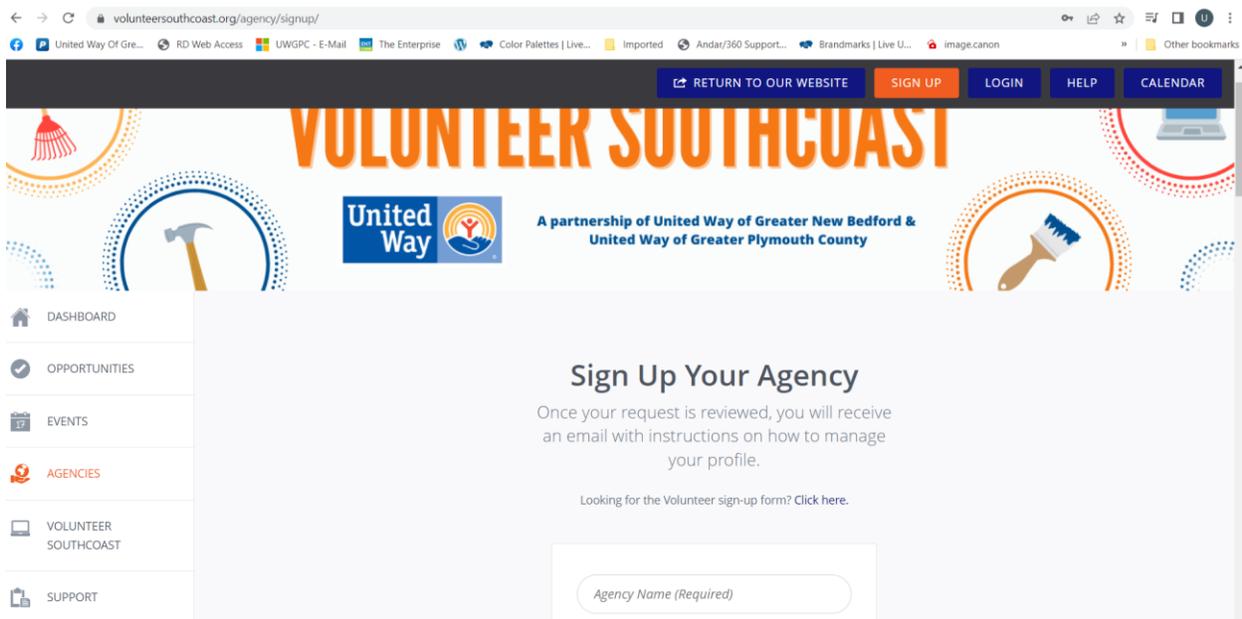
VOLUNTEER SOUTHCOAST NEW AGENCY GUIDE

How To Sign Up as an Agency on Volunteer SouthCoast

From the homepage at www.volunteersouthcoast.org, click “Click here to register your organization”



Sign up your organization to create your agency profile. We suggest using the e-mail address for the primary agency manager that will be posting the volunteer opportunities. You can add additional notification recipients on this page as well. These people will also get an e-mail when an opportunity is responded to.



Select “Request Account” at the bottom of the agency sign up page.

Once your agency profile is approved, navigate to the homepage and click LOGIN. Once logged in, click My Agency on the top navigation menu and you will see your agency dashboard. From here, you can add more agency details.



Once you have an organization profile created, please e-mail Kim (contact info below) to be added as a Day of Caring Agency and follow the Agency Guide for signing up for a Day of Caring project(s).

Please note, if you have an outdated Agency Profile and need to add a new agency admin, please register as a user and contact Kim to be added to your organization's profile.

If you have any questions or are having trouble registering, please contact Kim Scotland at 508-583-6306 ext. 206 or kscotland@uwgpc.org.