



Advanced Event Registration for Day of Caring

By using the link provided to you by the administrator, you can register a project for Day of Caring. If you did not receive a link, use the following instructions to register a project.

Once you've logged into your account on Volunteer SouthCoast, you should see the screen below:

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17	EVENTS	Click	here to open Agency Manager's Toolbox	VIDEO GUIDE TO THE VOLUNTEER CHECK-IN KIOSK		
	VOLUNTEER SOUTHCOAST	VIEW EDIT OPPORTUNITIES EVENTS STATS SCHEDULE TIME TRACKING ADVANCED EVENTS STERLING VOLUNTEERS				
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i	UNITED WAY OF GREATER NEW BEDFORD	United S	Enter Name or Email	Enter Name or Email ALLEN KIMBERLY *		
i	UNITED WAY OF GREATER PLYMOUTH COUNTY	UPLOAD EOGO				

If you do not see this screen, click "My Agency" at the top of the screen and you will be directed to this page.

Once here, click on the gray tab that says "Advanced Events" under the red box.

EVENTS		VERSION 2.8: NEW FEATURES FOR AGENCY MANAGERS
	Click here to open Agency Manager's Toolbox	
VOLUNTEER SOUTHCOAST	VIEW EDIT OPPORTUNITIES EVENTS STATS SCHEDULE TIME TRACKING ADVANCED EVENTS VERIFIED VOLUNTE	ERS
L SUPPORT	CHECK-IN	
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Once the page refreshes, click on the gray box that reads "**United Way of Greater Plymouth County 2022 Day of Caring**" This will allow you to post an opportunity for volunteers.

Click on "Add new opportunity" and follow the form to enter information about your project. Be sure to read the "Agency Guidelines" at the bottom and check the box. Once you've added all the information about your project click "submit."

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	VOLUNTEER SOUTHCOAST		Opportunities		
Ċ6	SUPPORT		Use the dashboard to track the status of your Opportunities. Once approved, you can track registrants, message attendees and print sign-up sheets.		
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			No responses found.		
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Once your project has been reviewed, we'll notify you that it is live for volunteers to begin registering for. As the date gets closer, we'll notify you of how many people will be joining you on Day of Caring.

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