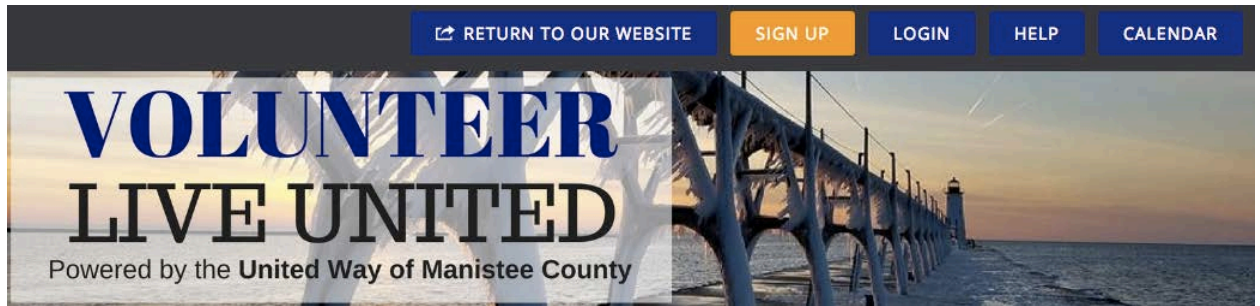Galaxy Digital: Instructions for the Volunteer
United Way of Manistee County
231.723.2331
www.uwmanistee.org

Signing Up

1. Visit www.uwmanistee.galaxydigital.com.

2. Click the orange 'Sign Up Button' in the top right hand corner.
   - You have the option to either Sign Up with Facebook or using and email address
3. Enter your information.
   - While there are a lot of things on the sheet, not all are required. However, this information is all useful to volunteer agencies.
4. Click 'Create Your Account' at the bottom.

Updating Your Profile

Once you have set up an account with the online volunteer data base, you always have the option to edit your information under the 'Edit Profile' Tab. It is important to keep this updated for the agency use.

1. You can always visit your profile by clicking the user icon (you can upload your own picture here) in the top right hand corner.
2. Select the 'View Profile' Tab. This shows your **Causes, Interests and Favorite Agencies**.
   - Causes: Select any cause that you would likely support through volunteering.
   - Interests: Select any of the available interests that you have (specific to volunteering).
   - Favorite Agencies: Click the ' + Add Agencies' button to see a full list of the agencies.
     o From there you can click on any specific agency to view their information and click 'Become a Fan' to favorite them.

   * Galaxy Digital specifically matches agency needs & events with the interests and causes that you have listed on your profile. For example, if you say you are interested in education and technology those are the volunteer opportunities you will see when you first log in.

This information is very important to make sure that you get matched up with the best opportunities, under your favorite agencies.

Responding to a Need

1. Click the 'Needs' button on the menu on the left side of the page.
   o This will show you a list of all current needs in the community.
2. Since the list has the potential to get lengthy, there is the option to filter the needs by categories like agency and age at the top of the page.
3. If there is a need you are interested click 'View Details'.
4. From there you can read the description of the need as well as the detailed requirements and shift options.
5. When you decide to respond to a need click the 'Respond' button which can be found on the top right or bottom right of the page.
6. This takes you to a page with your basic information already entered based on your user profile. Depending on the type of need (shifts, ongoing, etc.) there are different options to fill out.
   Shifts: Under the 'Need Shifts' category there are check boxes where you can select any shift you would like to volunteer for.
   Ongoing: Under the 'Days Available' category you can select any day you can volunteer on for this specific need
   Happens On: When you sign up for this, you sign up to be there on the one date and time the event happens on.
7. Read & Agree to the Volunteer Waiver (This is only applicable for some user agencies) **
8. Click the 'Submit Need Response' Button at the bottom.
   o After responding to a need you will get an email from the site.

All of the needs you respond to are stored in your user profile or can be viewed in the calendar by clicking the calendar icon on the top of the page.

Events

All events can be viewed by clicking on the 'Event' tab on the menu on the left hand side of the page. This will keep you updated on things going on within the community. If you are attending an event please RSVP.

1. Click the 'RSVP' button under an event you would like to attend
   o This will take you to a page where you can view more details for the event.
2. In the upper right hand corner you have the option to respond 'Yes', 'Maybe' or 'No' for the event.

Tracking Hours

Galaxy Digital stores all of your volunteering information within its database, and puts a monetary value on each volunteer hour to show the impact that you have made in Manistee County.
- **Your hours, impact value, needed and events responded to and agencies fanned can be viewed by clicking 'Dashboard' on the menu on the right hand side of the page.**
- While some agencies may input hours for you, it is important that each volunteer pays attention to whether or not they are being updated on your individual profile.

After a volunteer event, each user has to log their own hours under the 'Track Hours' tab under their profile. Since all of the needs you have responded to are stored in your profile, this process is quick and easy.

1. Click '+Add Hours'
2. If these hours are in response to a need you responded to there is a drop down menu under 'Hour Type' where you can select the specific need
3. If that need was shift based or happened on a specific date it will automatically input the number of hours you worked. If it was ongoing you will manually need to input the hours that you worked under 'Hours Details'
4. Answer any other questions on the form
    Ex: Do you plan on volunteering with this agency again?
5. If you have any more information that would be useful for the agency in the future please provide feedback in the Description Box.
6. Click 'Submit Hour Entry'

Checking In

Depending on the agency a check in process will be available at volunteer opportunities. When this is available, a check in page will pulled up on a computer at there location you report to.

1. To check in, type your email address in the box and click 'Find My Account'
2. Once your account is found click 'Found you! Click in Check in Now'
3. To check out at the end of your shift repeat the same process
4. **This will automatically assign and approve volunteer hours for you.**

If you have any questions about using this site contact The United Way of Manistee County by **phone** (231.723.2331) or **email** (lisa@uwmanistee.org, rose@uwmanistee.org, tea10@albion.edu).