How Do I register my team for Day of Action?

- 1. Go to https://uwyellowstone.galaxydigital.com/need/index?s=1&need_init_id=10841
- 2. Scroll down and choose one of the opportunities by clicking on button that says view details. On May 22 these projects will no longer be locked.
- 3.



- 5. Once you click on view details, scroll down to see details about the project.
- 6.





To sign-up for this Area 3 Gray projects hit the Respond button in the bottom right corner or

- 7. If you are going to be signing up as a team select "respond as a team". If just signing yourself up then select "respond".
- 8. You will then select create a new team button.

Volunteer as a Team	
USE ONE OF MY TEAMS	
CREATE A NEW TEAM Want guidance? Read how to create or reuse a team CANCEL	

9. You will then build your team.

Build Your Team Want guidance? Read how to create a team						
ïeam Name *						
ADD ME AD Add new team memb Check by a name to s	DD VOLUNTEER ADD FROM A pers. Add new team members as ne elect one or more team leaders.	USER GROUP		How big is my team no How big can my team	w? be for this opportunity? 12	
LEADER	FIRST NAME	LAST NAME	EMAIL	QUESTIONS	REMOVE	
Reserve Additional Sl	ots	\sim				
FINISH GO	BACK					

- 11. Push the button "add me"
- 12. If you will be the team leader then select the button "Leader" by your name (If unsure who will be the team leader, you will still add yourself and then go back and edit who the leader will be once you know)
- 13. To reserve additional slots select how many you would like to reserve by using the drop down box.
- 14. Push the yellow triangle under questions to answer some questions.

EMAIL	QUESTIONS	
volcoord@uwyellowstone.org	A	

- 15. After you answer the questions hit finish.
- 16. Then select manage team

						Table Filter 🛛 👽
AM NAME 🗢	OPPORTUNITY TITLE \$	SHIFT BEGINS 🗢	MEMBERS 🗢	LEADER 🗢	RESUME	OPTIONS
earch Team Nam	Search Opportuni	Search Shift Br	Search	Search		
ese Team	Road Entryway Trail	Happens On Jun 21, 2023	10	Yes	VIEW RESUME	Manage Team
DWING 1 TO 1 OF 1 ENTRIES (FILTERED FROM 2 TOTAL ENTRIES)					PREVIOUS NEXT	

- 17. Then click on the "copy join" link tab
- 18. Once copied then email your other team members to join by giving them the link. Do not add team members yourself.

Team Members						
Opportunity: Day of Action Area 3 Gray Zone Projects Team: UWYC VOLUNTEER - Happens On Jun 19, 2024						
Reserved Slots 7 V UPDATE					ADD T	EAM MEMBER
+ ADD DEFAULT HOURS	COPY JOIN LINK 🚯	COPY RESUME LINK 🗓				_
					TAB	LE FILTER 🗼
EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
volcoord@uwyellowstone.org		(406) 272-8511	Chrissy	Brese	$\mathbb{E}_{\mathcal{I}} \checkmark \times$	
					UNRE	GISTER TEAM
					- China	

19. You will then get an email stating you have registered for Day of Action.

Chrissy,

Thank you for being a part of our community's volunteer efforts. Your team, UWYC VOLUNTEER, has successfully registered to United Way of Yellowstone County's need, "Day of Action Area 3 Gray Zone Projects." DATE: JUNE 19, 2024 1:00 PM - 4:30 PM

AFTER PARTY: TINY'S TAVERN 5:00 PM - 7:00 PM

The beauty of volunteering lies in its diversity-there's a place for everyone, a cause for every passion. So let's keep the spirit of giving alive and continue to make our community a better place to live. As a team member, you can contact your team leader, Chrissy Brese, at <u>volcoord@uwyellowstone.org</u> with further questions.

If you are the team leader, you can go to http://uwyellowstone.galaxydigital.com/need/detail/?need_id=940298 to manage your team. Please remember to participate in a 30 minute training on 6/13

Microsoft Teams <u>Need help?</u> Join the meeting now

Meeting ID: 230 846 089 562

Passcode: pDspEF

Dial-in by phone

+1 469-708-0487,,331839439# United States, Dallas

Find a local number

Phone conference ID: 331 839 439#

(or watch recording) link: will be posted on 6/14. If you have any questions please email me at volcoord@uwyellowstone.org.

Thank you for volunteering!

20. Once all your team members have signed up, AND answered questions, your team has successfully registered.

21. On Monday June 17th you will pick up your team leader bag. Inside the bag will have various items, including the QR link to sign- in and sign a waiver for you and your team members. There will also be paper copies if you do not have access to the link or QR code.