



HandsOn
MIAMI

HandsOnMiami.org Website Quick Guide

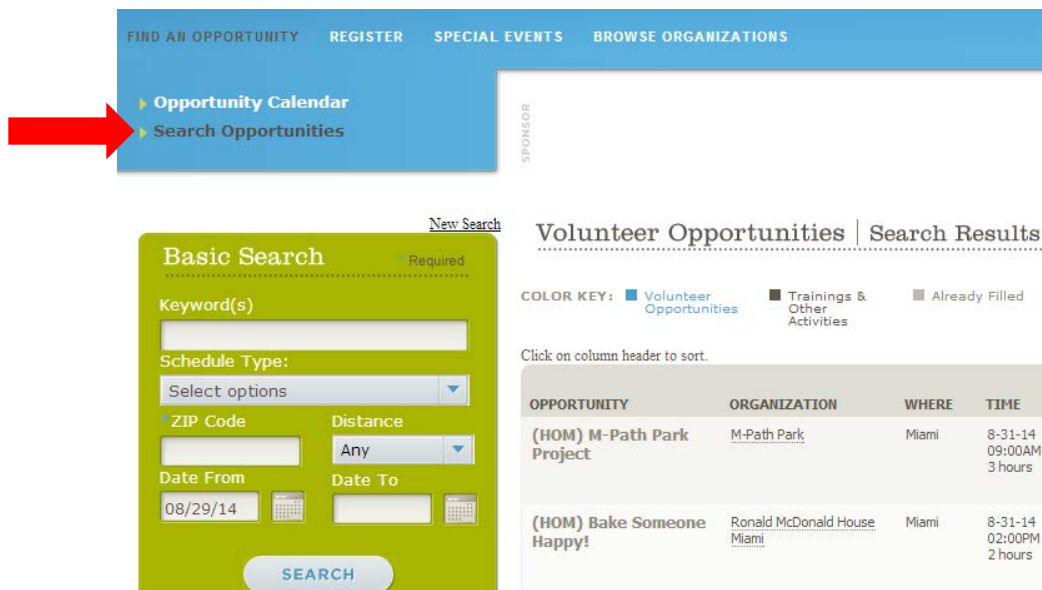
Volunteer Opportunity Calendar

Our Volunteer Opportunity Calendar is the best place to learn about the variety of service projects in which you can become involved. Many of the opportunities take place outside of traditional work hours, and involve meaningful, direct, hands-on activities that allow you to immediately see the value of your work. These projects cover a wide range of social and environmental issues and impact areas.



Searching for an Opportunity

You can also search for meaningful opportunities by clicking on "Search Opportunities." Use this option to filter opportunities, making it even easier to find projects based on keyword, zip code, and dates. **Just make sure to clear your search criteria if you want to start a new search.**



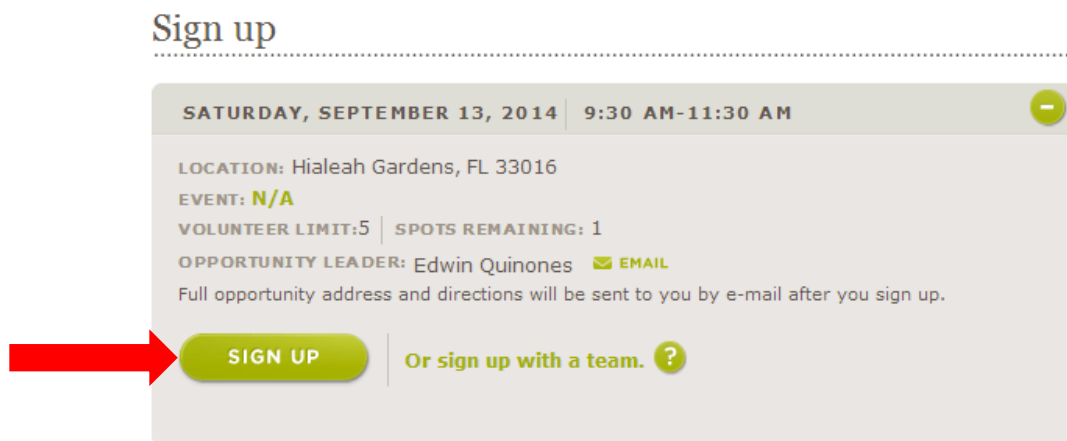
Signing Up

Once you've found the opportunity for you, follow these simple steps to sign up:

1. Be sure you are logged in to your account by clicking the "Login" button at the top of the page.
2. Select the volunteer opportunity in which you are interested.



3. Click the "Sign Up" button at the bottom of the opportunity description.



That's it!

You will receive confirmation of your registration via email. Check your email inbox for this confirmation -- which includes the location and other details on the project -- and mark your calendars; we'll be looking forward to seeing you at the opportunity!

Viewing Your Upcoming Opportunities

HandsOn MIAMI

For Volunteers | For Nonprofit Organizations

FIND AN OPPORTUNITY | SPECIAL EVENTS | BROWSE ORGANIZATIONS | MY ACCOUNT

- Overview
- Personal Information
- Skills
- Skills Documentation
- My Teams
- Create a New Team
- Join a Public Team
- Saved Searches

ACCOUNT OVERVIEW FOR
Jennifer Udan

Here's a snapshot of your volunteer activity. Review your upcoming commitments, cancel if you cannot attend so another volunteer can take your place, or manage your team signups from here. Use the Volunteer History section below to provide us with feedback.

5.50
Verified Hours

5.50
Total Hours Served

Upcoming Opportunities:

| OPPORTUNITY | ORGANIZATION | WHEN | ACTION/STATUS |
|---|--|----------------------------------|---|
| (HOM) 9/11 Day of Service at Holmes Elementary School | Holmes Elementary School | 9-11-14 09:00AM 3.00 hours | - Remove Me - Location details |

Go to “My Account” to see what opportunities you have coming up and to get location details. If you realize you have a conflict and can no longer attend, **please remove yourself from the opportunity**. Agencies are counting on you to follow through on your commitment, and other volunteers may be on a waiting list to take your place.

It's as easy to remove yourself as it is to sign up. Just click on “Remove Me” and confirm.

Registering a Team

You also have the option to create a team through your HandsOn Miami account. **This is especially important for youth & family volunteers (anyone under the age of 13 is not allowed by law to create an account with us), but you can also use Teams with a group of friends, co-workers, etc.**

The screenshot shows the HandsOn Miami website interface. At the top, there is a logo and navigation links like 'About Us', 'Corporate Services', 'FAQs', and 'Donate'. A red arrow labeled '1' points to the 'For Nonprofit Organizations' link in the top navigation bar. Below this, there is a blue navigation bar with links like 'FIND AN OPPORTUNITY', 'SPECIAL EVENTS', 'BROWSE ORGANIZATIONS', and 'MY ACCOUNT'. A red arrow labeled '2' points to the 'Create a New Team' link in the left sidebar menu. The main content area shows the 'CREATE TEAM' form with the following fields:

- * Team Name (text input)
- * Team Description (text area)
- * Team Privacy (dropdown menu, currently set to 'Set privacy')
- Company/Group (text input)

As a Team Captain, you will have control over signing your team members up & removing them from projects. Your first step is to fill out your basic team information. You pick a team name, a description, and whether or not the group is private or public. Anyone can join a public team, so if you want to keep it to just your members, make it a private team.

When you want to sign up your Team for a project, select "Sign up with a Team" and then you can choose the members who will attend.

Sign up

The screenshot shows the 'Sign up' form for a project. The form includes the following information:

- SATURDAY, SEPTEMBER 13, 2014** | 9:30 AM-11:30 AM
- LOCATION: Hialeah Gardens, FL 33016
- EVENT: N/A
- VOLUNTEER LIMIT: 5 | SPOTS REMAINING: 1
- OPPORTUNITY LEADER: Edwin Quinones (EMAIL)
- Full opportunity address and directions will be sent to you by e-mail after you sign up.

At the bottom of the form, there are two buttons: "SIGN UP" and "Or sign up with a team. ?". The "Or sign up with a team. ?" button is circled in red.

A video on how to set up a team [can be found on YouTube by clicking here.](#)

Questions or issues? Contact contactus@handsonmiami.org.