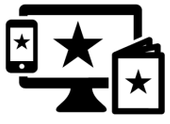
How to use Volinspire

An Organization Admin's Getting Started Guide

Volinspire

Welcome to Volinspire!

Volinspire is an online community where you can connect with caring companies, donors, volunteers and supporters.

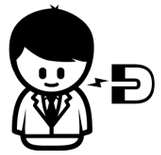


Gain Exposure from New Donors and Supporters

- Increase awareness for your cause by sharing stories, spotlighting volunteers and empowering your supporters to help share your story.
- Your public facing profile automatically updates with your events, stories, and the impact made by your supporters.

Gain Access to Increased Support

- Easily post positions and events to our get involved page. Recruit volunteers to apply or conduct outreach to find volunteers with specific skill-sets. Volunteers can invite friends, family and co-workers to participate.



Reduce Volunteer Turnover

- Retain top talent by recognizing volunteers (your ambassadors in the community) for their time with your organization. This can be done by writing a testimonial, endorsing their skills, sharing a story or nominating them for a volunteer spotlight.

Streamline Communications & Track Impact

- Easily send reminders, updates and thank you messages to targeted individuals or groups (by position, event or to all volunteers). Use your dashboard to measure and track volunteer hours and impact. Use for grant applications.

Strengthen Relationships with Businesses & Increase Donations

- Engage donors and businesses in cause marketing events, resulting in increased donations. Use testimonials to recognize businesses and endorse the skills of their employees.

Getting Started in **3 Easy Steps**

Set up an Account → **Create Your Profile** → **Invite Volunteers**

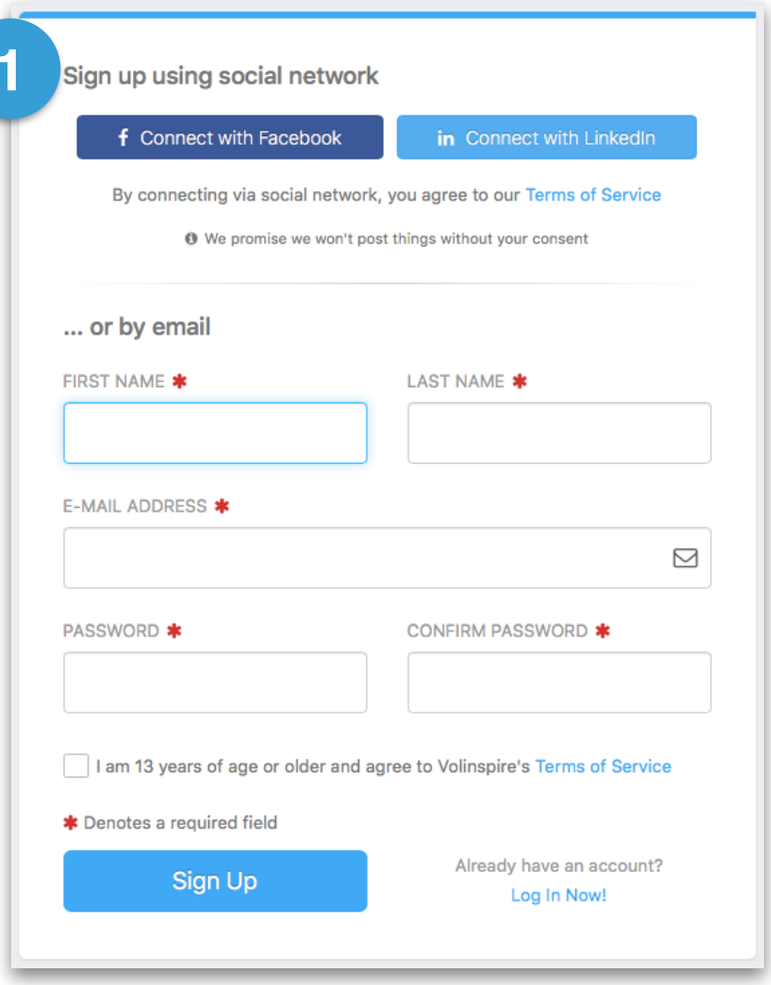
TIP: If you see ℹ, it means that we have an online 'How-to' article that you can access, which we will continue to keep up-to-date.

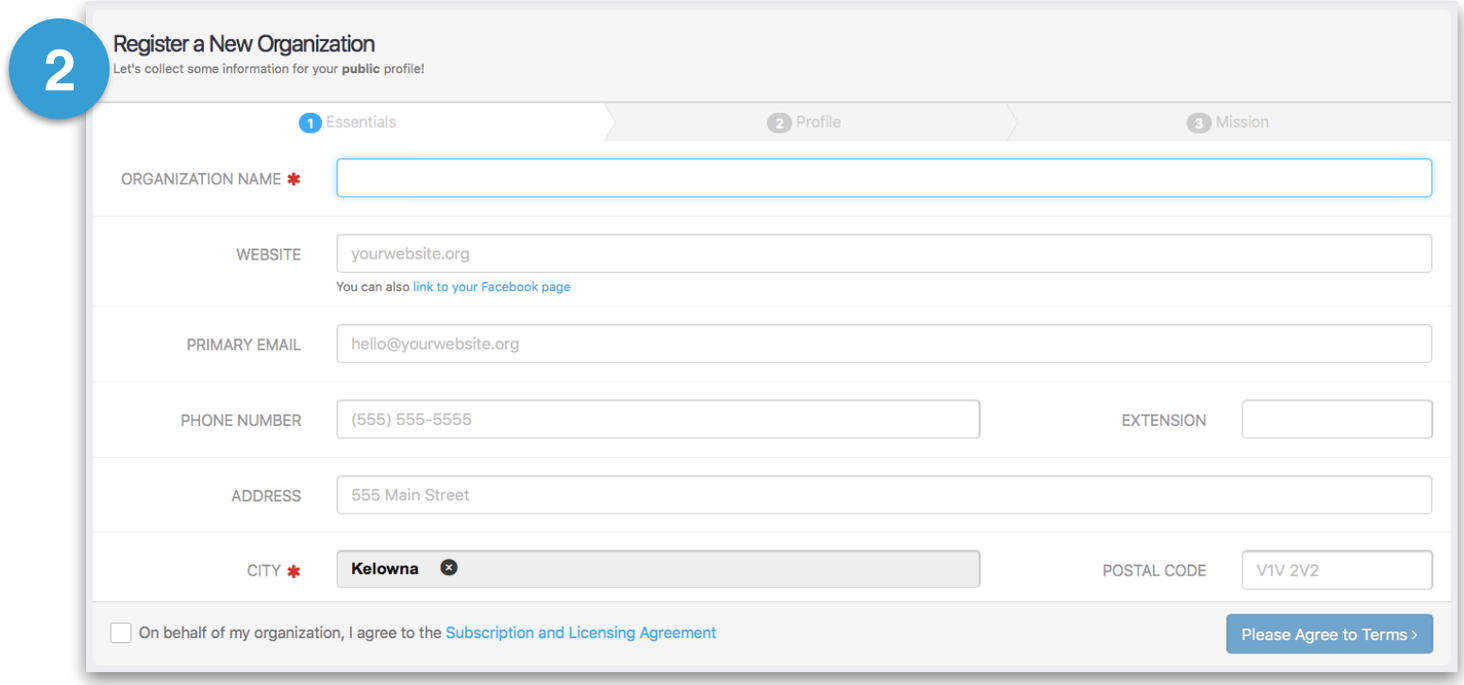
1. Set up an Account

To set-up your organization's account on Volinspire, click **Join Us**.
You can also do this from our Non-profit landing page.

1) First, set up your personal account or log in if you already have one.

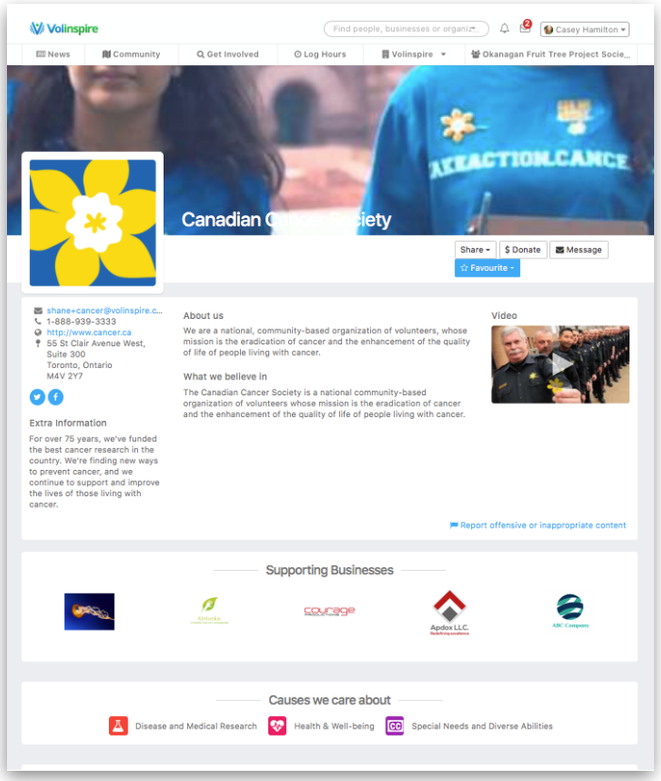
NOTE: Use your personal information, NOT the name of your organization.





2) Then, fill out your organization's information in the registration wizard. You will automatically be connected as an administrator for your organization's account and can change almost all fields later by editing your profile.

2. Create your Organization's Profile

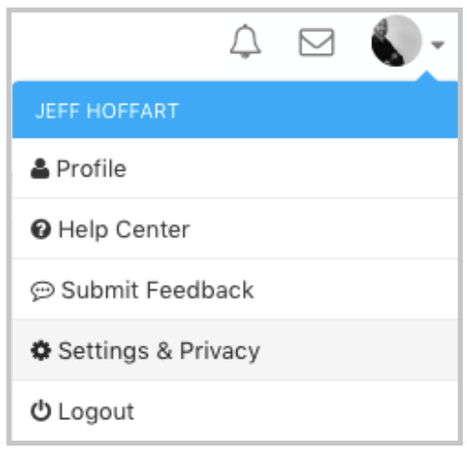


Build your brand by personalizing your organization's profile. Inspire others with your community involvement and raise awareness of your cause. This will attract new volunteers, donors, sponsors & increase retention of current supporters.

Build a successful profile by:

1) Bringing your page to life with a logo and banner
2) Building your brand identity by adding:
    - contact info and links to your social media accounts
    - an 'About us' and 'Community mission'
3) Engaging businesses and donors by adding a relationship with them

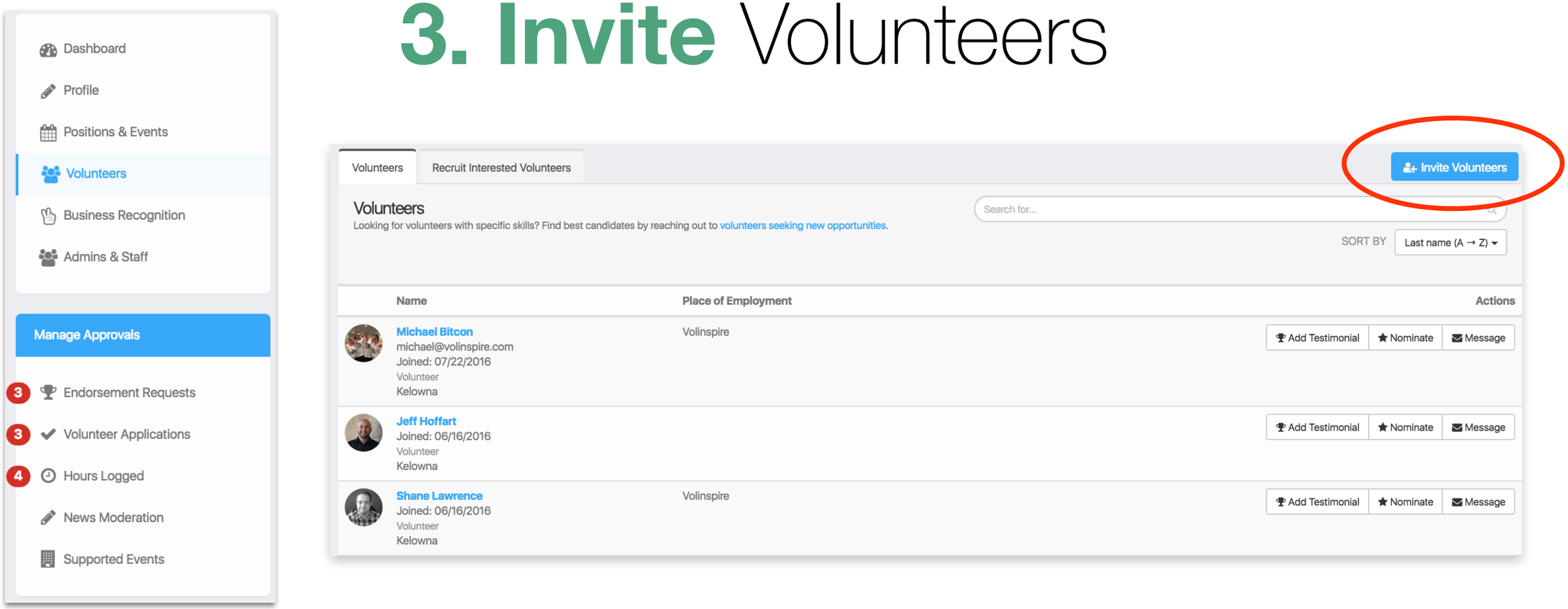
Learn more about Building your Organization's Profile



Your volunteers and supporters can help populate your profile by helping you share your story; you have the ability to moderate what shows up on your profile. To ensure you receive notifications while you are away from the platform, go to "**Settings & Privacy**" and make sure all boxes are checked.

Types of Notifications

3. Invite Volunteers



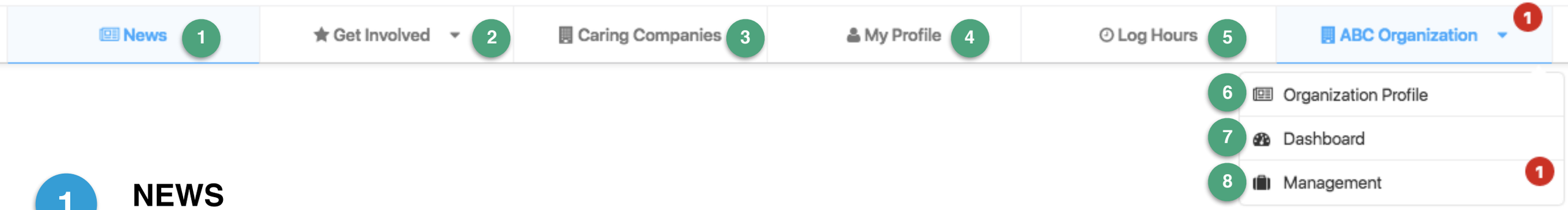
Inviting volunteers creates a connection so they can easily log their volunteer hours with your organization, get recognized, receive communication from you and be empowered to share your story.

To get volunteers connected, go to your ‘Management area’, then to the ‘Volunteers’ tab and then select ‘Invite Volunteers’. If you have a mailing list, you can simply use your email client and copy and paste the link into an email to your volunteers.

*__TIP:__ when you send an invite, encourage the first steps that you would like volunteers to take (e.g. complete their profile, sign up for a position you posted, share a story about their peers).

Learn more about Sending Invites

Now that you're set up, explore what Volinspire has to offer!



1 NEWS

- Interact and learn more about the community through the news section

2 GET INVOLVED

- Access a list of local organizations or dig deeper and find opportunities that match your skills and interests

3 CARING COMPANIES

- View and interact with community minded businesses in your area

4 MY PROFILE

- Populate your personal profile through skills, volunteer hours and testimonials

5 LOG HOURS

- Volunteers can track hours, so you can measure engagement and reward top volunteers

6 ORGANIZATION PROFILE

- Showcase your impact on your public-facing profile to inspire others

7 ORGANIZATION DASHBOARD

- Gain insight on volunteerism, impact, skill development & more

8 MANAGEMENT AREA

- Manage, recruit and recognize volunteers & approve requests

Using Volinspire: The Basics

Review: Getting Started in 3 Easy Steps

1) **Set-up your account:**

- Click “Join us” on https://volinspire.com/page/non-profits/

2) **Populate your Organization’s Profile:**

- Add a logo, banner image and fill out the ‘About us’ fields
- Add relationships with business users of Volinspire
- Ensure your notification settings are checked to stay updated

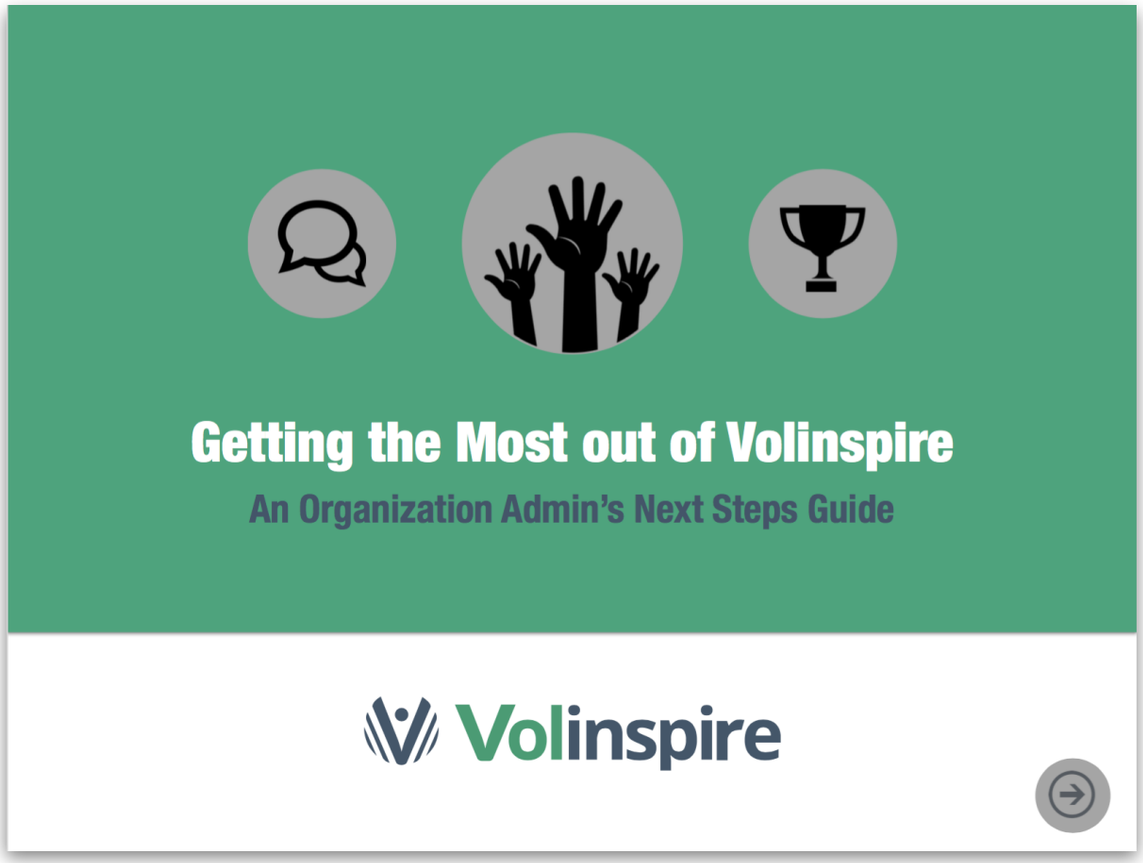
3) **Invite Volunteers:**

- Get your existing volunteers connected to your organization

Use the links below to connect with us on social media to stay informed and involved!

Ready to take the **Next Step?**

There is so much more you can use Volinspire for!



The 'Next Steps Guide' focuses on:

- An Overview of your Management area
- Posting Stories
- Volunteer Recognition
- Volunteer Spotlight
- Creating & Managing Events / Positions
- Volunteer Recruitment
- Strengthening Relationships with Businesses
- Messaging & Communication
- Notifications & Privacy Settings

Next Steps Guide

Need further support? We've built a Help Center just for you!

Click HERE to view helpful resources to ensure you get the most out of your Volinspire experience.