



Project Registration Guide

Agencies New to Site

Logging on

- 1.) Use the link provided in the email or go to www.unitedwayqc.org.
- 2.) Click on the Volunteer button at the top of the page and choose “**Register your agency.**”
- 3.) You will now be on the log in page. From the agency log in page:
 - a.) If you are new to this site, please register your agency by selecting the “**Not Registered, sign up now**” link.
 - b.) Fill in your agency name at the bottom of the page and click “**Sign Up**”.
 - c.) Click “Yes” in the Auto Complete Box.
 - d.) Accept the license agreement and complete your agency information. Once your information is complete you will have the opportunity to review it and make changes or accept it as is.
 - e.) You may upload your logo on the next screen if you prefer.
- 4.) You are now a registered user of United Way’s online volunteer matching site.

Adding Your Day of Caring Project/s

- 1.) You should now be on your agencies main page and should see your agency name at the top. Go to the “Overview” tab and scroll down to the “**Events**” section. (Do NOT post your Day of Caring project under the Tasks or Project sections.)
- 2.) Click on “**Details and Project Sign Up.**”
- 3.) You should now be at the Day of Caring Host screen. Select “**Add a Project**” at the bottom of the page.
- 2.) Read and accept the release form by checking the box.
- 3.) Use the drop down box to select your name. If you are not in the drop down list, select “Another Person” and “Save and Continue.” This will allow you to add yourself on the next page.

Creating Your Day of Caring Project Details

- 1.) From the “**Create Project**” page, do the following:
 - a.) **Title your project** - be creative! This is the first thing the volunteers will see about your project.
 - b.) **Fill in a Project Description** - In 100 or less, inform volunteers about the project you are listing and sell it to them.
 - c.) Under the “**Limit to one time slot**” select **no**. Later you will be asked to select a project time.
 - d.) Under the Misc. section, complete the questions that pertain to your project. Those

United Way of the Quad Cities Area

3247 East 35 Street Court
Davenport, Iowa 52807
tel 563.355.4310
fax 563.355.3308
www.unitedwayqc.org



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with a red * are required questions you must answer before you move on.

- i.) Please note, you may need to change your contact person to reflect the Project Contact by selecting a different person from the list or selecting “Another Person” if they are not in the contact list. **This will now be the person United Way will contact about any Day of Caring needs or questions.** If another person is selected, you will need to fill out their information on the next screen.
- ii.) If your project is located at the agency’s main address, select that from the drop down list. If at a site other than the agency’s main address, select “Another Location” under the “Opportunity Location”. (If you select “Another Location” you will be asked to provide the project location address and direction on the next screen.

2.) Click **okay** to continue.

Day of Caring Project Time Slots and Number of Volunteers Needed

1.) Select your **project time**. You must select one of the following times for your project to be eligible:

- a.) 9am - Noon
- b.) 12:30pm - 3:30pm or
- c.) 9am - 3:30pm

2.) Note the **number of volunteers** you will need for your project. This is set for the maximum number of volunteers you are requesting for this project. If this is not complete, the project will be set to an unlimited number of volunteers.

3.) Select **okay** to submit your project.

Congratulations you have successfully submitted Your Day of Caring Project!

Your project will be reviewed and you will be notified via email once it’s approved by United Way of the Quad Cities Area.

You now have the opportunity to view your project and add another DOC project. You may return to this area as often as you like to edit the project, or delete the project entirely.

Projects may be edited or deleted until July 8th.

Technical Support or Day of Caring Questions

For technical support, questions concerning your project submission or questions about the Day of Caring, please contact Marci Zogg at 563.355.4310 or mzogg@unitedwayqc.org.

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