

## United Way of the Quad Cities Area

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## Reviewing Project Information & Monitoring Volunteer Registration

You can monitor the volunteer registration process using the following simple steps.

- 1.) Go to [www.unitedwayqc.org](http://www.unitedwayqc.org), click on the volunteer button, select 'Log in Your Agency' to log in.
- 2.) Click on the **Events tab**. Scroll down to your project listing located in the grey box partially down the page. From here you have the option to open the Details, Registrations and Participants for each project.
  - a.) **Details Link** – This will allow you to review and update your project information.
  - b.) **Registrations** – This list represents your contact person on the volunteer team/s, known as the team leader. Please note, there may be several teams signed up to complete your project.
  - c.) **Participants List** – This list represents all volunteers currently registered for your project. Please note the number of volunteers listed on this page and the number of volunteers on the team may differ as the team leader may not have determined the specific volunteers assisting with the project. This list may be updated by the team leader or volunteer as the event gets closer.

### 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](mailto:mzogg@unitedwayqc.org).