

# LIVE UNITED.

## Give. Advocate. Volunteer.

### Registering as an Agency

- 1.) Go to [www.unitedwayqc.org](http://www.unitedwayqc.org). Click on the Volunteer Button at the top of the page. Select the Agencies link.
- 2.) Scroll down to the New Agencies box and select “**Register Here!**”.  
\*Even if you are a United Way funded agency you are new to this site if you have not registered here.
- 3.) Fill in your agency name as you want it to appear on the site at the bottom of the screen and click the “**Sign Up**” button.
- 4.) Read the Terms and Conditions and select the “I agree” at the bottom.
- 5.) Next, complete your agency information. Click “save and continue”. If the system feels you have an error (i.e. spelling error) it may highlight them. You will have the choice to go back and update the listing or continue. After you continue the system may give you suggestions for your listing. Again, you may review them or continue without changes.
- 6.) You may upload your logo on the next screen if you prefer. The maximum size is 50KB.
- 7.) On the next screen you will see United Way of the Quad Cities Area at the top and a message below thanking you for registering. To view your information, click through the gray tabs.
- 8.) When you are through reviewing your listing you may add an opportunity or log out. (For instructions on how to add an opportunity, please see the “Add an Opportunity Guide”.)



United Way  
of the Quad Cities Area