

WBVolunteers.ca

User Group

Feature



WBVolunteers.ca is our local volunteer matching and management website that aims to connect volunteers and those that utilize the power of volunteers in a way that is meaningful and efficient. A User Group is a tool for grouping volunteers and their hours under a single "umbrella." User groups make it easy for organizations and other groups to track hours submitted for their group and create private volunteer opportunities that can be assigned to members in the User Group.

SET UP THE STRUCTURE WITH A SITE MANAGER

1

Check first to see if your group has a profile, and if not- set one up by signing your organization up on the website. Once submitted, expect an email from our WBVolunteers.ca site managers verifying your profile, and to schedule a virtual orientation meeting to help create the structure of your UserGroup, and go over basic website navigation so you are confident posting opportunities and managing the UserGroup.

ASK MEMBERS TO CREATE A PROFILE + SHARE TIPS!

2

Make this a smooth transition by helping your members understand the basics of signing up for opportunities, logging hours, and more. As we support you in setting up your profile and processes, we'll also provide you with a resource info page to share with your members to answer all of their questions!

TRACK HOURS, PULL REPORTS + STATS

3

As your members respond to opportunities and use the Get Connected app to check in/out of their volunteer opportunities, our website keeps track of responses and hours. Pull reports, stats, and more to help you stay organized and in the know of how many volunteer hours each member has completed!