



How To Guide for Creating and Editing an Organization Account

Easy to Use instructions for **creating an organization account** on our volunteer recruitment and management website. Once you have an approved account, you can **post volunteer opportunities** online and find volunteers to serve with your organization.

Creating your account

1. Go to www.handsonwestcentralohio.org and click the **Information for Agencies** link at the top of the screen. Scroll to **Managing Your Agency's Volunteer Opportunities** and click on the link to access 1800volunteer.org.



2. Click **Create Account**.
3. Click **Sign-up** under **Organizations**.
4. Complete the form including mission statement and primary contact. You will have an opportunity to add additional contacts once your account has been created. **NOTE:** All fields marked with a * are required.
5. Fill out the Populations Served and Social Issues Addressed. These fields are important because volunteers commonly search for an opportunity by these categorizations. You may choose as many as you would like by simply clicking the boxes next to the social issues or populations.

Social Issues Addressed - Select the social issues your Organization addresses.

<input type="checkbox"/> Animal Protection & Welfare	<input type="checkbox"/> Drug/Alcohol Abuse	<input type="checkbox"/> Housing	<input type="checkbox"/> Recreation
<input type="checkbox"/> Arts/Culture	<input type="checkbox"/> Education	<input type="checkbox"/> Human Services	<input type="checkbox"/> Senior Citizens
<input type="checkbox"/> Civil/Social Action/Advocacy	<input type="checkbox"/> Employment/Work	<input type="checkbox"/> Hunger/Nutrition	<input type="checkbox"/> Special Events
<input type="checkbox"/> Community/Organizational Development	<input type="checkbox"/> Environment	<input type="checkbox"/> Immigration	<input type="checkbox"/> Teen Pregnancy
<input type="checkbox"/> Crime/Legal	<input type="checkbox"/> Health	<input type="checkbox"/> Literacy	<input type="checkbox"/> Youth Development
<input type="checkbox"/> Disaster/Emergency	<input type="checkbox"/> Homelessness	<input type="checkbox"/> Mental Health/Crisis Intervention	
		<input type="checkbox"/> Mentoring	

6. When you have completed the form, click the **Submit** button at the bottom of the screen and a confirmation screen will appear.

What Happens Next?

Your request for an account will come to **HandsOn West Central Ohio**. After we review it, you will receive an e-mail with the status of your request. Once approved, you'll be able to post volunteer opportunities! Newly posted volunteer opportunities will go through a similar approval process.



Logging in to your organization account

1. Go to www.handsonwestcentralohio.org and click the **Information for Agencies** link at the top of the screen. Scroll to **Managing Your Agency's Volunteer Opportunities** and click on the link to access 1800volunteer.org.
2. Click **Login** at the top of the form. Continue with steps below.
3. To access your profile and make any changes, enter the **Username** and **Password** you created or provided to you by the Volunteer Center.

Login

Login with your username and password:

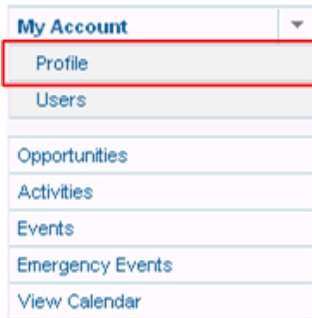
Username

Password [Forgot your password?](#)


Remember my username

Viewing and Changing Your Profile

1. On the main screen, **Organization Home**, after you login, click on **Profile** located under **My Account** in the left navigation column.



2. Review your profile. You can easily **add to or edit each field** by adding or retyping the information.

General Information	
Organization Name *	<input type="text" value="Red Cross of the National Capital Area"/>
Mission Statement *	<input type="text" value="The National Capital Area Chapter helps the people of our community prevent, prepare for, and respond to emergencies that may be local, state-level, national, or international in nature."/>
Your Website	<input type="text" value="http://www.redcrossdc.org"/>
Street Address *	<input type="text" value="8550 Arlington Boulevard"/>
City *	<input type="text" value="Fairfax"/>
State *	<input type="text" value="Virginia"/>
Zip *	<input type="text" value="22033"/>
Country	<input type="text" value="USA"/>
Phone *	<input type="text" value="703-555-1212"/> Ext <input type="text" value="123"/>
	<small>Enter phone number in format xxx-xxx-xxxx.</small>
Fax	<input type="text" value="703-555-1122"/>
Logo	 Clear Current Logo <input type="text" value=""/> <input type="button" value="Browse..."/>
	<small>Click "Browse" to find your logo image (.gif or .jpg file extensions only) on your hard drive. Select the file and click "Open." The system will resize images greater than 100 KB and wider than 150 pixels.</small>



- Fill out the Populations Served and Social Issues Addressed. These fields are important because volunteers commonly search for an opportunity by these categorizations. You may choose as many as you would like by simply clicking the boxes next to the social issues or populations.

Populations Served - Select the populations your Organization serves.

Groups	Disabilities	Age Groups	Sex
<input type="checkbox"/> Animals	<input type="checkbox"/> Mobility	<input type="checkbox"/> Infants/Toddlers (0-4)	<input type="checkbox"/> Male Only
<input type="checkbox"/> Families	<input type="checkbox"/> Learning	<input type="checkbox"/> Children (5 - 14)	<input type="checkbox"/> Female Only
<input type="checkbox"/> Gay/Lesbian/ Bisexual/Transgender	<input type="checkbox"/> Cognitive	<input type="checkbox"/> Adolescents (15 - 18)	
<input type="checkbox"/> Ethnic Groups	<input type="checkbox"/> Hearing	<input type="checkbox"/> Young Adults (19 - 25)	
<input type="checkbox"/> Immigrants/Refugees	<input type="checkbox"/> Vision	<input type="checkbox"/> Adults (26 - 54)	
<input type="checkbox"/> Low Income/Public Assistance Recipients	<input type="checkbox"/> Emotional	<input type="checkbox"/> Older Adults (55+)	
<input type="checkbox"/> Racial Groups	<input type="checkbox"/> Seizures		
<input type="checkbox"/> Retirement Communities			

Social Issues Addressed - Select the social issues your Organization addresses.

<input type="checkbox"/> Animal Protection & Welfare	<input type="checkbox"/> Drug/ Alcohol Abuse	<input type="checkbox"/> Housing	<input type="checkbox"/> Recreation
<input type="checkbox"/> Arts/Culture	<input type="checkbox"/> Education	<input type="checkbox"/> Human Services	<input type="checkbox"/> Senior Citizens
<input type="checkbox"/> Civil/Social Action/Advocacy	<input type="checkbox"/> Employment/ Work	<input type="checkbox"/> Hunger/Nutrition	<input type="checkbox"/> Special Events
<input type="checkbox"/> Community/ Organizational Development	<input type="checkbox"/> Environment	<input type="checkbox"/> Immigration	<input type="checkbox"/> Teen Pregnancy
<input type="checkbox"/> Crime/Legal	<input type="checkbox"/> Health	<input type="checkbox"/> Literacy	<input type="checkbox"/> Youth Development
<input type="checkbox"/> Disaster/Emergency	<input type="checkbox"/> Homelessness	<input type="checkbox"/> Mental Health/Crisis Intervention	
		<input type="checkbox"/> Mentoring	

- When finished making changes, click the **Submit** button at the bottom of the screen.
- You will receive a confirmation message that your profile changes have been saved.

Questions?

Contact HandsOn West Central Ohio:

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