

v•volunteer

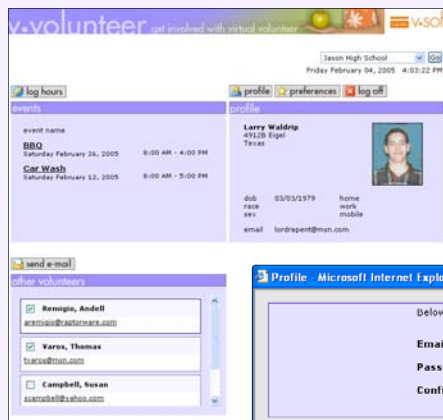
virtual volunteer help sheet



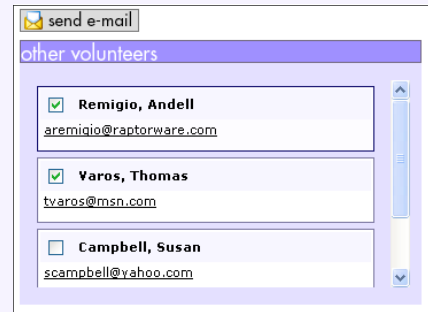
Thank you for volunteering your time. We have a unique program for our volunteers—it's called Virtual Volunteer. It's part of our V•soft security software that helps keep our school safe.

This Help Sheet is designed to aid our volunteers in utilizing this easy-to-use software for volunteering for events, tracking hours and expenses, and communicating with other volunteers at our school.

As one of our volunteers, you can sign in to Virtual Volunteer from any computer with an internet connection. Simply go to: www.v-volunteer.com. Create an account as shown on the sign in page. Follow the instructions, and fill in the information required. Once you have created your account, you can sign in with your e-mail address and the password you created.

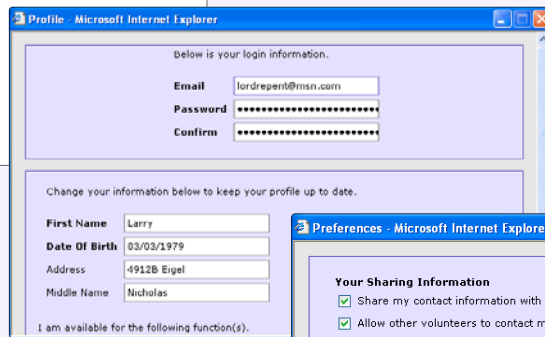


The Virtual Volunteer screen will contain the Events list, your profile information and picture, and e-mail information for other volunteers.

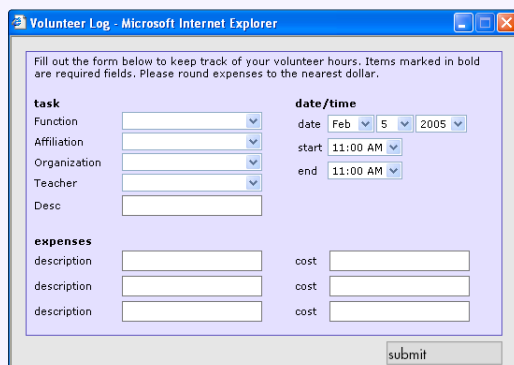
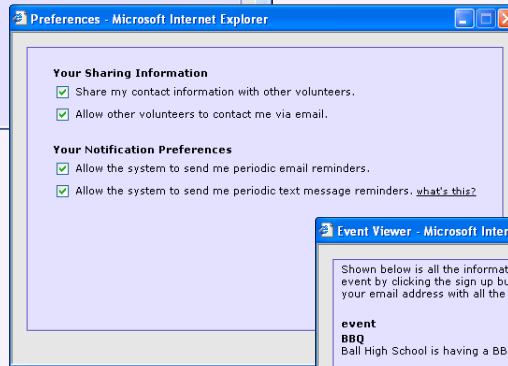


You can communicate with other volunteers by clicking the box next to their name, and clicking the "send e-mail" button, as shown in this enlarged view.

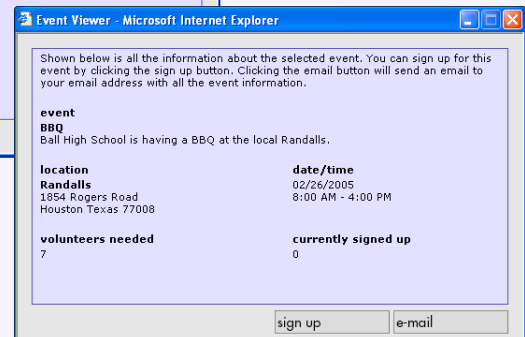
Your profile information can be edited by clicking the "profile" button.



Clicking the "preferences" button will allow you to set your Sharing Information and your Notification Preferences.



Track your hours and your expenses by clicking on the "log hours" button.



You may sign up for one or more of the events listed by clicking on the event name. The Event View will open. Click "sign up" to sign up for the event. Click "e-mail" to receive an e-mail with the event information.