

## Frequently Asked Questions for Community Partners using Org Sync

### HOW WILL I BENEFIT FROM USING ORGSYNC?

Orgsync is the on-line volunteer opportunity database that the Volunteer & Service-Learning Center is using to advertise and post your volunteer opportunities. Students and faculty will be able to search for your volunteer opportunity using key words, as well as view your opportunity on the calendar. This is the only way students will be able to search for volunteer opportunities.

### HOW DO I REGISTER?

1. Once you have been approved as a Community Partner (*New Community Partners will submit the proposal form and fulfill the requirements found at <http://www.uvu.edu/volunteer/community/approvedpartner.html>*), you will receive an email with a short Orgsync tutorial clip. This email will also include an invitation to **JOIN** Orgsync and create your own profile page for your organization that will be visible to students.
2. In the email from Orgsync, you will click **JOIN NOW**, which will take you to the Orgsync Registration Page. The first time you enter Orgsync, you will be asked to register to the **UVU COMMUNITY** by entering your **NAME, EMAIL, and PASSWORD** (This password is for your own personal account. To create accounts for multiple representatives from your organization, they must register on their own first.).
3. You will then be directed to your home organization **PROFILE** page where you can begin updating and posting volunteer opportunities for students!

### HOW DO I MANAGE MY PROFILE?

1. After logging into Orgsync, click **PROFILE** under your organization title.
2. Click **EDIT** in the right hand corner of the **ORGANIZATION OVERVIEW**.
3. Under **BASIC ORGANIZATION INFORMATION\***, you will be able to do the following:
  - a. Upload a profile picture (*We have found that using the browser Firefox or Chrome works best for uploading pictures*)
  - b. Input the **DESCRIPTION** of your Organization
  - c. Input **KEYWORDS** that student's will be able to search to locate your volunteer opportunities. This is a crucial step. List as many words as you can think of that students might use to search. (If you would like to change the **CATEGORY** of your organization, please contact [outreach@uvu.edu](mailto:outreach@uvu.edu))
  - d. List the link to your Organization's **WEBSITE**
4. Under **PROJECT INFORMATION\***, you will be able to do the following
  - a. Edit the **MISSION/PURPOSE** of your organization
  - b. Update key **CONTACT INFORMATION**
  - c. Upload your organization's **BROCHURES** that describe a little more about what you do. (*We have found that using the browser Firefox or Chrome works best for uploading pictures and files*)
5. Under **PARTNERSHIP REQUIREMENTS\***, you will be able to do the following:
  - a. List your **FTIN** or **EIN** number
  - b. List whether or not your organization requires costs for students

- c. List any background requirements for students who volunteer for your organization

*\*Questions that are listed as “public” will be visible to students. To edit these settings, please contact [outreach@uvu.edu](mailto:outreach@uvu.edu).*

6. Under **MEMORANDUM OF UNDERSTANDING (MOU)**, you will be able to update and re-sign the MOU made with the Volunteer & Service-Learning Center. You will be reminded to renew this contract each year of partnership.

### **HOW DO I CREATE A VOLUNTEER OPPORTUNITY?**

1. On your organization home page, click **SERVICE** on the left hand side, under the title of your organization.
2. You will then click **CREATE AN OPPORTUNITY** on the right hand side of your screen.
3. Start by editing opportunity details:
  - a. Create your **TITLE**
  - b. Add the **LOCATION/ADDRESS**
  - c. Enter the **TYPE** of Opportunity (One-time, Repeating, or Ongoing)
  - d. Enter the date
  - e. Add a **DESCRIPTION** of your event or projects
  - f. Also add **CONTACT INFORMATION** or attach volunteer form for students to fill out.
4. Check the box **“SHARE ON COMMUNITY CALENDAR”**
5. Decide who can view your opportunity
6. Decide who can participate in your event and if you will be requiring a waiver for your event (To post a waiver, you must create a waiver in the **FORMS** setting on your organizations Home Page. For more information please see **HOW DO I CREATE FORMS?**).
7. (Optional) You may conduct a post-assessment for participants to fill out

### **WHY WOULD I NEED TO CREATE A FORM?**

There are two different types of forms you will be able to use on Orgsync. On your homepage you will notice the **FORM** icon on the left hand side of the screen under your organization title. These forms are generally for the Volunteer & Service-Learning center to use as a way to gather information from the community.

The second type of form can be found under the **SERVICE** icon on the left hand side of the screen. These forms will be for your use only and you will be able to create your own waivers, RSVP forms, or post-assessment forms for the students who are members of your organization. This is not required, it is just an option.

### **HOW DO I CREATE FORMS?**

1. On your organization home page, click **SERVICE** on the left hand side, under the title of your organization
2. You will then click **FORMS** on the top of the screen
3. Click **CREATE A FORM** on the right hand side of the screen.
4. Enter the necessary text information to generate a new form: **TITLE** and **DESCRIPTION**
5. Click **CREATE PAGE** to begin creating your form.
6. Now start populating your form with your questions and disclaimers by clicking on the form elements. These are the following form elements and templates:
  - a. **Single Line Text** – submissions are limited to only one line
  - b. **Multi Line Text** – allows users to submit responses in paragraph form
  - c. **Selection Dropdown** – choose from a set of predetermined choices (ex – Select State)

- d. **Checkboxes** – similar to multiple-choice tests (great for surveys & quizzes)
  - e. **Radio Buttons** – allow users to submit more than one answer from a list
  - f. **Payment** – allows form to have an order/purchase element
  - g. **Contact Information** – add form elements for name, address & phone number with just one click
  - h. **Date/Time** – generates validation for date/time format
  - i. **Email** – generates validation for email format
  - j. **File Upload** – request for file to be included with submission (great for collecting constitutions)
  - k. **Phone Number** – generate validation for phone number format
  - l. **Terms & Conditions** – checkbox the user must select to ensure he/she agrees to the terms and conditions of the form (set by form creator)
  - m. **Website/URL** – generates validation for website/url format
7. **Messaging** – create and save default messages that will be sent to users whenever a form is approved, denied, deferred or reopened.
  8. **Settings**—choose who can see the form and receive notifications, and also create customized messages for submitted and approved forms.
  9. This form will now be available for your use on any volunteer opportunity you create. (For more information, go to **HOW TO CREATE A VOLUNTEER OPPORTUNITY?**)

#### **HOW DO I INVITE STUDENTS TO BECOME MEMBERS WITH MY ORGANIZATION ON ORGSYNC?\***

1. On your organization home page, click **PEOPLE** on the left hand side, under the title of your organization
2. You will then click **INVITE MEMBERS**, and will be given the option to either post a link on your own website, or send a personal email inviting them to join  
*\*Some students will request to join your organization on Orgsync. You can check your requests by clicking **PEOPLE**, and then clicking **JOIN REQUESTS**.*

#### **WHAT IS THE MOST EFFECTIVE WAY TO GET STUDENTS TO SEARCH MY OPPORTUNITY?**

The best way to make sure students see your volunteer opportunity is by updating your **KEYWORDS** on your profile. (See **HOW DO I MANAGE MY PROFILE?** for more information). These keywords will be words that students search based on their interest. The more keywords available, the better chance students will find your opportunity.

#### **CAN OTHER REPRESENTATIVES WITHIN MY ORGANIZATION GAIN ADMINISTRATIVE ACCESS TO ORGSYNC?**

Yes. To do this, click **PEOPLE** on the left hand side of your home page, under the title of your organization. You will then click **INVITE MEMBERS**, and will be given the option to either post a link or send an email. To assign members as administrators, click the list to the right of **ASSIGN NEW MEMBERS TO A PARTICULAR ACCOUNT GROUP**, and click **ADMINISTRATORS**.

Or if they are already a member on Orgsync, click **PEOPLE**, and find their name under the **MEMBERS LIST**. Click on the box next to their name and at the bottom click **MOVE SELECTED USERS TO: Administrators** and hit **SUBMIT**.