



Welcome to Better Impact

Better Impact is PAWS of CNY’s volunteer database. It allows for the submission of new pet applications, the scheduling of volunteer pet therapy shifts, post-visit reporting, storing your pet’s personal health information and details associated with your certification status, tracking volunteer hours, and mileage traveled to pet therapy visits.

Please refer to these instructions when utilizing Better Impact. If you have any questions or need any technical assistance, please contact the Board of Directors at info@pawsofcny.org.

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Accessing Better Impact

- Click the link below to access the Better Impact Volunteer Login Page.
 - [Better Impact Volunteer Login Page](#)
 - *It is recommended that you bookmark the login page*
- You can also access the Better Impact Volunteer Login Page directly from pawsofcny.org/volunteer-resources.
 - Click on the link that says "Click here to access your Better Impact Volunteer Login page."
- Log in using the username and password provided to you by PAWS of CNY. If you were not provided with a username and password, contact the Board of Directors at info@pawsofcny.org.
- Click the blue *Login* button

The screenshot shows the PAWS of CNY MyVolunteerPage.com Login page. At the top left is a dog icon. The main heading is "PAWS of CNY" in large black letters, with "MyVolunteerPage.com Login" below it. The page is divided into two main sections: "Login" and "Privacy Policy".

Login Section:

- Username: (Note: Usernames are not case sensitive.)
- Password: (Note: Passwords are case sensitive.)
- Links: "Forgot your username or password?" and a blue "Login" button.

Privacy Policy Section:

Information contained here is only visible to you and the specific organization(s) you volunteer for. It will neither be disclosed to any other party nor used for any other purpose. [Click here to view the complete MyVolunteerPage.com privacy policy.](#)

At the bottom, it says "MyVolunteerPage.com" on the left and "Powered By BETTER IMPACT" on the right.

Note: There is one login per certified pet so that you each pet’s assigned shifts, hours, and health records may be tracked separately. If multiple handler’s visit with the same pet, they should share login credentials.



About the Welcome Screen

Upon log in, you will see:

The screenshot shows the PAWS of CNY volunteer dashboard. At the top, there is a navigation bar with links for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. Below the navigation bar, the user is welcomed as "Blue Marabella" with an "Edit" link. A red arrow points to the name with the annotation "Your pet's name". To the right, the "Upcoming Shifts" section lists three shifts: "Hospitals - Crouse - Oncology - 4 South" on Tuesday, February 20, 2018 (4:00 PM - 5:00 PM), "Hospitals - Crouse - Oncology - 4 South" on Tuesday, March 06, 2018 (4:00 PM - 5:00 PM), and "Hospitals - Upstate University Downtown - Pediatric Oncology" on Friday, March 16, 2018 (11:00 AM - 11:30 AM). A red arrow points to this section with the annotation "A list of your upcoming assigned pet therapy shifts".

Below the shifts, there are sections for "News" and "Get Social". The "News" section contains a "Mission Statement" and a photograph of a dog being used in a therapy session. The "Get Social" section displays "Tweets by @pawsofcny" and a Facebook post. A red arrow points to the tweets with the annotation "Recent updates from our Twitter and Facebook pages". The Facebook post is titled "PAWS of CNY Volunteers Needed Cayuga County" and mentions a free therapy dog evaluation on Saturday, April 14.

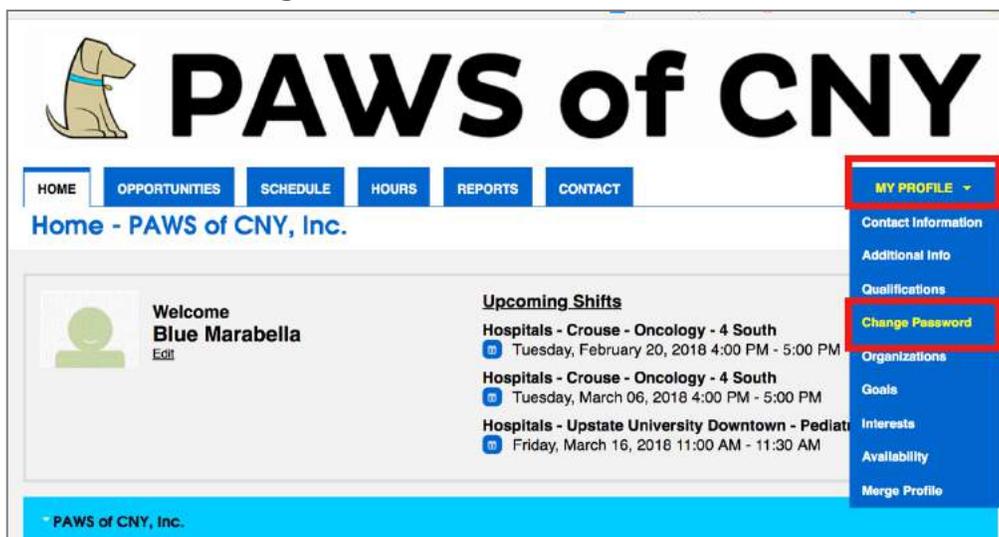
At the bottom of the dashboard, there are links for "MyVolunteerPage.com", "Site Map", and "Powered By BETTER IMPACT".



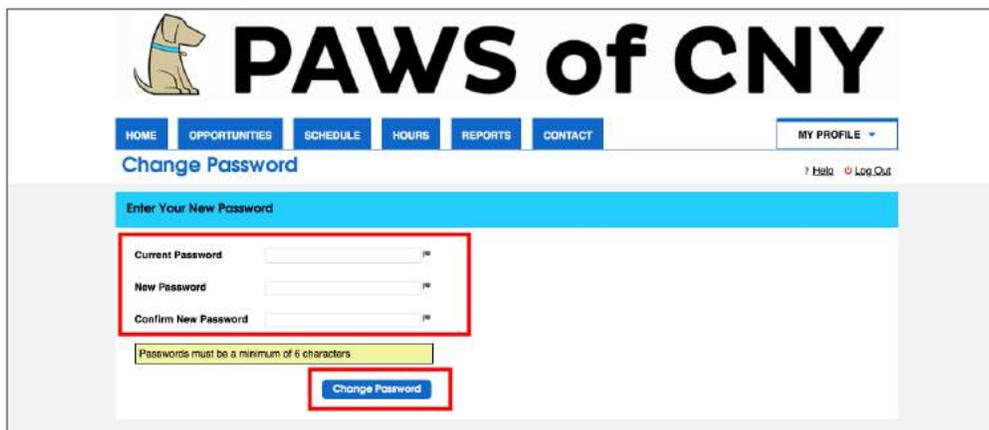
Please note that your Better Impact account is saved under your pet's first name.

How to Change Your Login Credentials

- It is recommended that upon initial login you change your default username and password to something you will remember.
- Hover your mouse cursor over the *My Profile* tab. A blue menu will drop down. Click on *Change Password*.



- Enter your current password in the indicated field.
- Enter your new password in the indicated field.
- Confirm your new password by entering it a second time in the indicated field.
 - Note: passwords must be a minimum of six characters.
- Click the blue *Change Password* box.

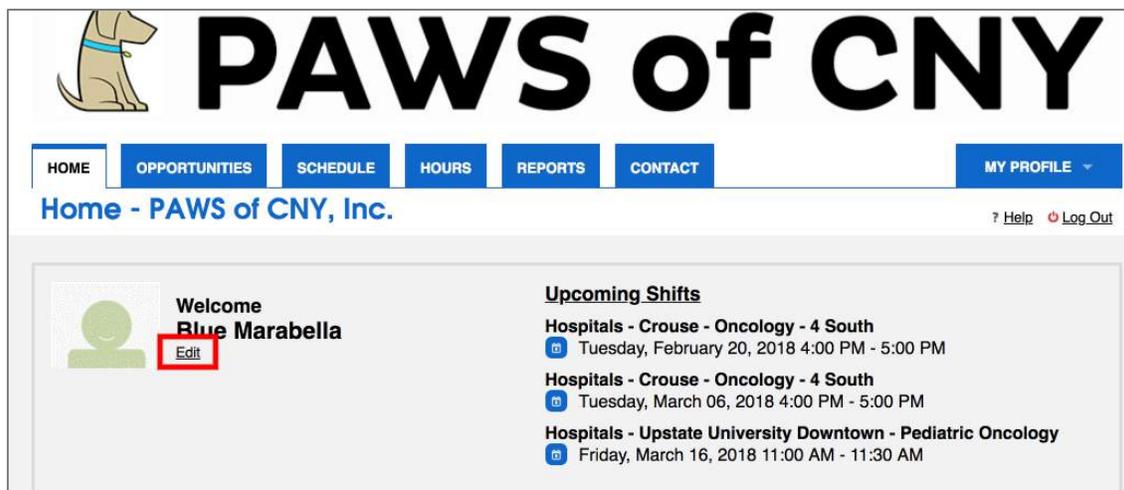


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How to Upload a Photo of Your Pet

- From the homepage, click the *Edit* link that appears under your pet's name.



- Click the blue *Upload Photo* button.



- Select a photo of your pet from your desktop. **Note:** Images can be any of the following file types: JPG, JPEG, GIF, PNG. The maximum file size allowed is 4MB.
- The name of the photo you selected will appear about the blue *Update Photo* button with a gray circle with a white X in it to the right.
- Click the X to remove the photo and upload a new photo.



- To save the photo to your pet's profile, click the blue *Update Photo* button.



- The photo you selected will appear above your pet's name along with a blue *Remove Photo* button. Navigate back to this page any time to replace or remove your pet's photo.



Updating Your Personal Contact Information

To change your username, home address, phone number, email address, etc. follow the instructions below.

***Note:** In the Contact Information page, you will notice your pet's name appears in the *First Name* field. This is not an error. **PLEASE DO NOT CHANGE THE FIRST NAME FIELD FROM YOUR PET'S NAME TO YOURS.**



- From the homepage, hover your cursor over the *My Profile* tab. A blue dropdown menu will appear. Click on *Contact Information*.

The screenshot shows the PAWS of CNY homepage. At the top left is the PAWS of CNY logo. The main header reads "PAWS of CNY". Below the header is a navigation bar with buttons for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. A "MY PROFILE" dropdown menu is open on the right, with "Contact Information" highlighted. The main content area includes a "Welcome Blue Marabella" section with a photo of a dog and an "Edit" link. To the right is an "Upcoming Shifts" section listing three shifts: "Hospitals - Crouse - Oncology - 4 South" on Tuesday, February 20, 2018 (4:00 PM - 5:00 PM); "Hospitals - Crouse - Oncology - 4 South" on Tuesday, March 06, 2018 (4:00 PM - 5:00 PM); and "Hospitals - Upstate University Downtown - Pediat" on Friday, March 16, 2018 (11:00 AM - 11:30 AM). The footer contains the text "PAWS of CNY, Inc."

- Update any relevant information in the *Contact Information* section **except for the First Name Field**. In the Contact Information page, you will notice your pet's name appears in the First Name field. This is not an error. **PLEASE DO NOT CHANGE THE FIRST NAME FIELD FROM YOUR PET'S NAME TO YOURS.**



- After you have made your changes, click the blue Save button at the bottom of the page.

PAWS of CNY

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

My Profile - Contact Information ? Help Log Out

Contact Information

NAME FIELDS

Username: Lmarabella

Salutation:

Legal First Name:

First Name: Blue **DO NOT CHANGE THIS FIELD**

Middle Name:

Last Name: Marabella

Suffix: Jr, Sr, III

ADDRESS

Address line 1: 123 Main Street

Address line 2:

City: Syracuse

Country: USA

State / Province: New York

Zip / Postal Code: 13078

EMAIL ADDRESSES

Email Address: lmarabella@pawsofcny.org

Secondary Email Address:

Mobile Email:

* Not available in all areas. [View Mobile Email Information here.](#)

PHONE NUMBERS

Home Phone: 7164793642

Work Phone:

Work Extension:

Cell Phone:

Phone Preference: Not Specified

ONLINE PRESENCE

Twitter Username: @

LinkedIn Profile URL:

MISC FIELDS

Date of Birth: mm/dd/yyyy

Region: English (USA)

Privacy Settings

Privacy Settings for the Schedule

I want other volunteers to be able to see my name in the list of scheduled volunteers.

I want my last name included.

I want my photo included.

Subscriptions

EMAIL

You are not subscribed to email reminders

Subscribe to Weekly Schedule Reminders

CALENDAR

Update Calendar Subscription

Save



Updating Your Privacy Settings

You have the option to allow other PAWS of CNY volunteers with whom you are assigned to specific shifts to see your name among the list of those signed up volunteers, or not to allow others to see your name associated with mutually assigned shifts. To update your privacy settings:

- From the homepage, click hover your mouse over the *My Profile* tab. A blue dropdown menu will appear. Click on *Contact Information*.
- There is a *Privacy Settings* section on the right.
- There are three options you can choose from:
 - *I want other volunteers to be able to see my name in the list of scheduled volunteers.*
 - *I want my last name included.*
 - *I want my photo included.*
- Check the box next to whichever combination of options meet your preference. Leave all the boxes UNCHECKED if you do not want other volunteers with whom you are assigned shifts to see your information.
- Click the blue *Save* button.

The screenshot shows the PAWS of CNY user interface. At the top, there is a navigation bar with buttons for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. Below the navigation bar, the page title is "My Profile - Contact Information". The main content area is divided into two columns. The left column contains "NAME FIELDS" with input fields for Username (Lmarabella), Salutation, Legal First Name, First Name (Blue), Middle Name, Last Name (Marabella), and Suffix (Jr, Sr, III). Below these is an "ADDRESS" section. The right column features a profile picture of a dog, the name "BLUE MARABELLA", and the location "USA". Below the profile information is a "Privacy Settings" section, which is highlighted with a red border. This section is titled "Privacy Settings for the Schedule" and contains three checked checkboxes: "I want other volunteers to be able to see my name in the list of scheduled volunteers.", "I want my last name included.", and "I want my photo included.". A "Save" button is located at the bottom right of this section.



Example

What follows is an example of how and where your privacy settings impact what other volunteers are able to see.

In the example below, dogs Blue Marabella, Dory St. Leger, Bert Vaughn, and Cooper Tollar are all scheduled to the same “test” event on February 19, 2018.

- Blue and Bert’s privacy settings allow others to see their first names, last names, and photos
- Dory’s privacy settings allow others to only see her first name
- Cooper’s privacy settings are set to not show any personal information

Logged in to Blue’s profile, I have clicked on the *Schedule* tab.

For the assigned visit, named in this example as “Test-Test Facility” I click on the icon that appears in the *Who?* column to see who else is scheduled for the same shift, and a pop-up box appears.

PAWS of CNY

HOME | OPPORTUNITIES | **SCHEDULE** | HOURS | REPORTS | CONTACT | MY PROFILE

Schedule Help Log Out

Filters

From 02/19/2018 To 10/16/2018 [Filter Shifts](#)

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ACTIVITY	DATE	START	END	WHO?	ACTIONS
Test - Test Facility	Mon 2/19/2018	1:00 PM	2:00 PM		
Hospitals - Crouse - Oncology - 4 South	Tue 2/20/2018	4:00 PM	5:00 PM		
Hospitals - Crouse - Oncology - 4 South	Tue 3/6/2018	4:00 PM	5:00 PM		



This is what is visible, based on the other volunteers' privacy settings listed above:

The screenshot shows the PAWS of CNY website's 'Schedule' page. A 'Scheduled Volunteers' popup window is open, displaying a list of volunteers with their names and photos. Red arrows point to specific entries with annotations:

- Bert Vaughn: Profiles set to show first and last name and photo
- Blue Marabella: Profiles set to show first and last name and photo
- Dory: Profile set to show first name only
- Anonymous: Profile set to not show any personal information

The background shows a table of scheduled shifts with columns for 'END', 'WHO?', and 'ACTIONS'. The 'WHO?' column contains icons representing the volunteers assigned to each shift.

How to Update Subscription Options

You may choose to sign up for automatic email reminders about your upcoming volunteer shifts, and/or to add your volunteer schedule to your digital calendar.



To Sign Up for Email Reminders:

- Click on the *My Profile* tab
- In the box labeled *Subscriptions*, click the box that says *Subscribe to Weekly Schedule Reminders*.

The screenshot shows the PAWS of CNY user profile page. The page title is "My Profile - Contact Information". The navigation menu includes HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. The user's profile information is displayed, including a photo of a dog named BLUE MARABELLA, address (4563 Wilcox Pl, Jamesville NY 13078), and privacy settings. The Subscriptions section is highlighted with a red box and contains the following information:

Subscriptions

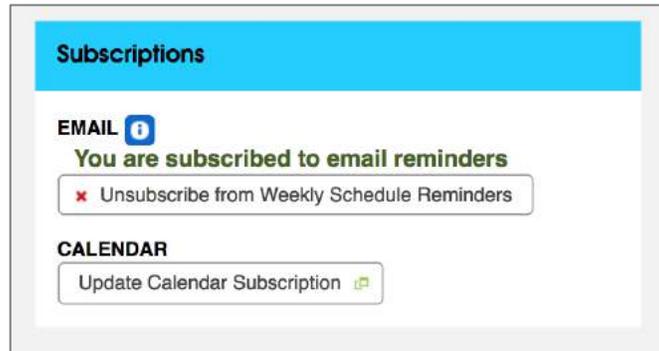
EMAIL ⓘ
You are not subscribed to email reminders

Subscribe to Weekly Schedule Reminders ←

CALENDAR

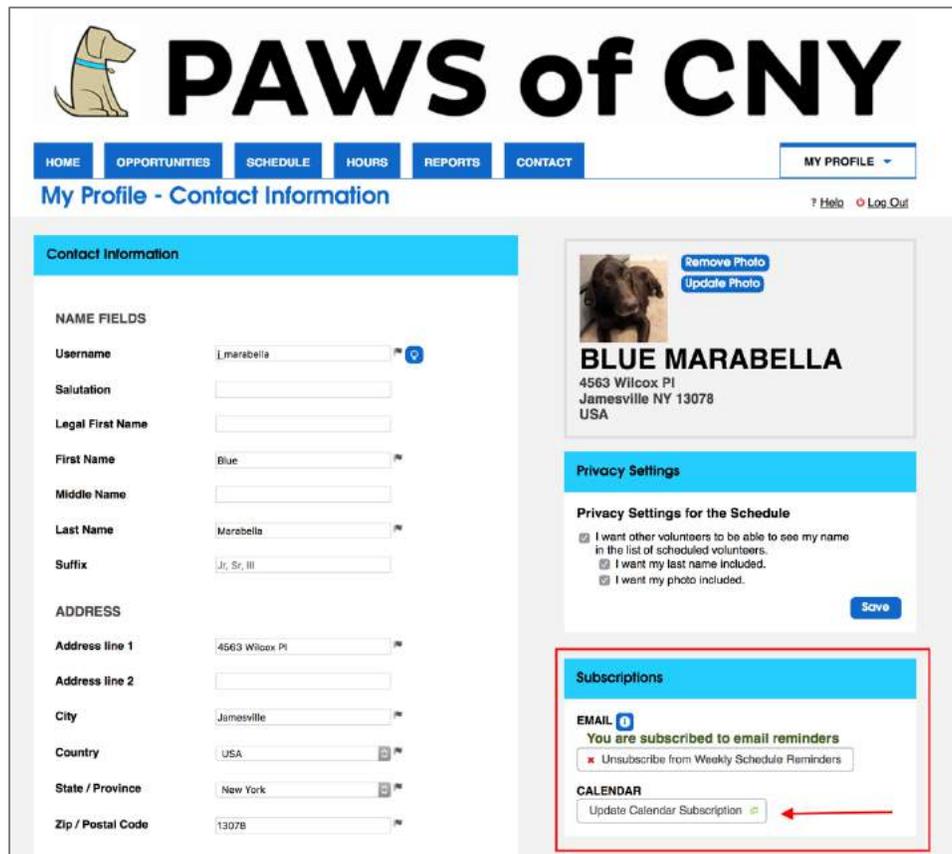


The box will update to indicate that you are subscribed to weekly email reminders, with an option to unsubscribe from the notifications by clicking the same button again.



To Update Your Calendar Subscription

- Click on the *My Profile* tab
- In the box labeled *Subscriptions*, click the box that says *Update Calendar Subscription*.





- A pop-up box will appear.
- Follow the on-screen instructions to set up your calendar preferences. If you have any questions or need assistance, contact the Board of Directors at info@pawsofcny.org.

A screenshot of a web browser pop-up window titled "Update Calendar Subscription". The window has a blue header bar with a close button (X) in the top right corner. The main content area has a yellow background and contains the following text: "Use the 'Generate New Calendar Feed' to create a new calendar feed. If you no longer wish to have a calendar feed generated please click the 'Remove Calendar Feed' button." Below this is another line of text: "Clicking either of these buttons will invalidate any existing calendar subscriptions you may have." This is followed by: "For more information on how to use the calendar subscription feature please visit the [calendar subscription help article](#)." The final line of text reads: "Please note: While the calendar feed is updated every 15 minutes, certain calendar programs (most notably Google Calendar) may take up to several hours to reflect the changes in this feed." Below the text is a text input field labeled "Current Calendar Feed Url". At the bottom of the input area are two blue buttons: "Generate New Calendar Feed" and "Remove Calendar Feed". A "Close" button is located in the bottom right corner of the pop-up window.

Managing Your Pet's Health and Profile Information

You can update any of the following information through Better Impact:

- Your pet's name
- Your pet's breed
- Your pet's birthday
- Your pet's gender
- When you acquired your pet
- Your pet's current rabies certificate
- Your pet's current annual health screening form
- Your pet's CGC certificate



To update any of the information listed above, click on click on My Profile and from the dropdown menu, select Additional Info.

The screenshot shows the PAWS of CNY website interface. At the top, there is a navigation bar with buttons for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. A 'MY PROFILE' dropdown menu is open, with 'Additional Info' highlighted. Below the navigation bar, the page title is 'Home - PAWS of CNY, Inc.'. The main content area includes a 'Welcome Blue Marabella' section with a photo of a dog and a 'VOLUNTEER HOURS' table. The 'Upcoming Shifts' section lists several hospital shifts. The 'MY PROFILE' dropdown menu contains the following options: Contact Information, Additional Info, Qualifications, Change Password, Organizations, Goals, Interests, Availability, and Merge Profile.

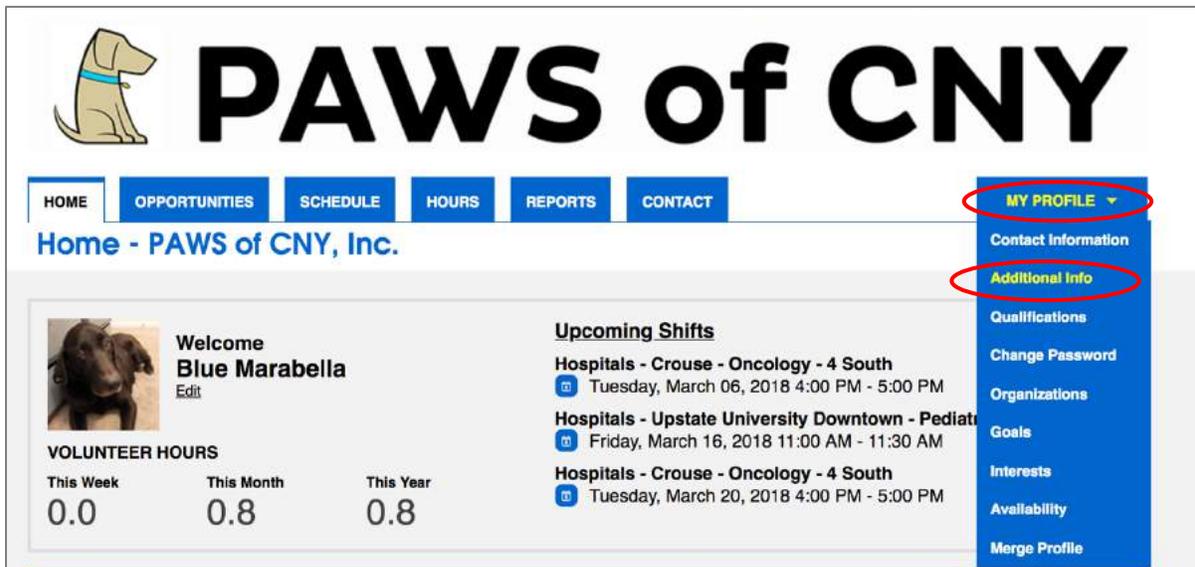
VOLUNTEER HOURS		
This Week	This Month	This Year
0.0	0.8	0.8

You can also view, but not edit, the following information in Better Impact:

- Your pet’s rabies certificate expiration date
- Your pet’s annual health screening form expiration date
- Your pet’s PAWS of CNY Certificate Number
- Whether you have paid your biennial membership fee
- Whether your pet has earned his/her CGC certification and the date the evaluation was passed
- The names of all of your pet’s handlers
- A copy of the current pet therapy certificate for each of your pet’s handlers
- Each handler’s recertification due date

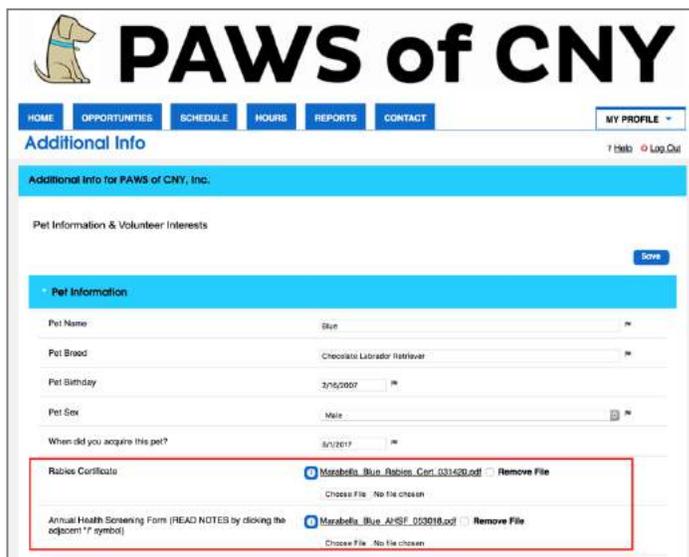


To view the information listed above, click on *My Profile* and from the dropdown menu, select *Additional Info*.



To View Copies of Your Pet’s Annual Health Screening Form or Rabies Certificate that PAWS of CNY has on File

1. Click on My Profile--> Additional Info
2. Under the "Pet Information" section, confirm that there are attachments associated with the "Rabies Certificate," and "Annual Health Screening form" items



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3. Click the link to open each file and ensure both are current

****Note: To be considered current:**

- A rabies certificate should not have expired
- A vet exam must have taken place within the past 365 days that resulted in a positive vet attestation
- A negative fecal parasite screening must have taken place within the past 365 days

To Update Expired Health Paperwork via the PAWS of CNY Portal

1. Navigate to My Profile--> Additional Info
2. Click the box that says "Remove File" that is associated with the relevant paperwork. Then click the box to "Choose File" and navigate to the new digital copy of your updated health paperwork on your computer, and click the blue "Save" button at the bottom of the page.

Pet Information

Pet Name: Blue

Pet Breed: Chocolate Labrador Retriever

Pet Birthday: 2/16/2007

Pet Sex: Male

When did you acquire this pet?: 5/1/2017

Rabies Certificate: [Marabella Blue Rabies Cert 031420.pdf](#) Remove File

No file chosen



Indicating Programs of Interest

Within your Better Impact profile, you can indicate the program types in which you are interested in participating, including:

- College/De-stress Visits
- Community Events
- Giving Educational Presentations
- Hospital
- Nursing Home, Skilled Nursing Facilities, and Adult Day Care
- Reading Program
- Volunteering with Children

Changing these settings will **not** disqualify you from general communications regarding program opportunities but will help the Board of Directors determine general program interest when planning future opportunities.

To update your program interest preferences, click on *My Profile*, and from the dropdown menu, click *Interests*.

Check the boxes next to the program opportunities that interest you and click the blue *Save* button.



PAWS of CNY

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Interests [? Help](#) [Log Out](#)

General Interests

General Interests

Select All

College De-Stress Visits

Community Events

Educational Presentations

Hospitals

Nursing Homes, Adult Day Care, Skilled Nursing Facilities

Reading Program

Volunteering with Children

Cancel Save

The Schedule Tab

The *Schedule* Tab provides a quick reference for all future pet therapy shifts to which you have been assigned. It includes the following information:

The name of the facility/unit

- Date
- Start time
- Estimate end time
- The ability to see other assigned volunteers by clicking on the icon in the *Who* column. Please refer to the section on privacy settings for more information about how volunteer information will appear here.
- The ability to add a shift to your calendar by clicking the blue calendar icon in the *Actions* column.

How to Report Hours for an Assigned **Recurring** Shift

There are two ways to report hours associated with a completed shift: **after the shift takes place**, you can log into your volunteer profile and report hours through the *Hours* tab, or you can report hours using the timeclock feature from a mobile device.



Reporting Hours from Your Volunteer Profile

- From the homepage, click on hours.

The screenshot shows the PAWS of CNY homepage. At the top left is the PAWS of CNY logo. To its right is the text "PAWS of CNY" in large, bold, black letters. Below the logo and text is a navigation bar with several tabs: HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. The HOURS tab is highlighted with a red rectangular box. Below the navigation bar, the text "Home - PAWS of CNY, Inc." is visible on the left, and "? Help" and "Log Out" are on the right. The main content area is divided into two columns. The left column features a "Welcome Blue Marabella" section with a small photo of a dog and an "Edit" link. The right column is titled "Upcoming Shifts" and lists three shifts: "Test - Test Facility" on Monday, February 19, 2018 (1:00 PM - 2:00 PM), "Hospitals - Crouse - Oncology - 4 South" on Tuesday, February 20, 2018 (4:00 PM - 5:00 PM), and "Hospitals - Crouse - Oncology - 4 South" on Tuesday, March 06, 2018 (4:00 PM - 5:00 PM).

- On the *Hours* tab, you will see a dropdown box labeled *Activity*.

The screenshot shows the PAWS of CNY "Hours" page. The navigation bar is the same as in the previous screenshot, but the HOURS tab is now active. Below the navigation bar, the text "Hours" is displayed. A blue bar with the text "Log Hours" is visible. Below this bar, there is a form with the following elements: an "Activity" dropdown menu with the text "Please select an activity" and a downward arrow; a "Show these activities" section with three buttons: "Recent" (highlighted in yellow), "Active" (highlighted in blue), and "Inactive"; a "Date Volunteered" field with a date picker set to "02/19/2018" and "PM"; and two input fields for "Hours" (set to "0") and "Minutes" (set to "0"). At the bottom of the form are two buttons: "Save and Log Another" and "Save".

- Click on the dropdown box and choose from the list that appears that shift for which you want to report hours.



PAWS of CNY

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Hours ? Help Log Out

Log Hours

Activity

- ✓ Please select an activity
- Hospitals - Crouse
- Oncology - 4 South
- Hospitals - Upstate University Downtown
- Pediatric Oncology
- Test
- Test Facility

Date Volunteered

Save and Log Another Save

- If you do not see the shift you are looking for in the dropdown list, click the blue button that says *Active*, and search again. If you still do not see the shift you are looking for, contact the Board of Directors at info@pawsofcny.org.

PAWS of CNY

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Hours ? Help Log Out

Log Hours

Activity

Please select an activity

Show these activities Recent Active Inactive

Date Volunteered 02/19/2018 Hours 0 Minutes 0

Save and Log Another Save

- After you select the desired shift from the dropdown menu, complete the following fields:



- **Date Volunteered:** Please enter the date of your visit, not the date you are filling out the form, which will appear as a default.
- **Hours and Minutes:** please enter the total amount of time your volunteer session lasted.
- **Under Feedback:**
 - **Handler Name:** Please provide your name. If applicable, if multiple certified handlers were present and handled your pet, please indicate their name(s) as well (e.g. spouse or parent/child teams). This field is required.
 - **Pet Name:** Please provide the name of the pet you visited with. This field is required.
 - **Supervision:** Please indicate if your visit was supervised by a representative of the facility by selecting *Yes* or *No* from the dropdown menu. This field is required.
 - **Please describe any issues or problems that occurred.** This field is optional, but it is your opportunity to tell us of any concerns you have from your visit so that we can help to address them.
 - **Please provide any other feedback regarding the visit.** We'd love to hear any positive feedback or stories you'd like to share. This field is optional.
 - **How many roundtrip miles did you drive for your volunteer experience?** By adding your roundtrip mileage here, you can generate a report at the end of the year for tax reporting purposes. This field is optional.
- If there are any program-specific questions, they will also appear in the feedback section. Please answer those as well.
- When complete, click the blue *Save* button, or click the *Save and Log Another* button to report hours and feedback for another shift.





PAWS of CNY

HOME
OPPORTUNITIES
SCHEDULE
HOURS
REPORTS
CONTACT

MY PROFILE ▾

Hours

[? Help](#) [Log Out](#)

Log Hours

Activity

Show these activities Recent Active Inactive

Date Volunteered **Hours** **Minutes**

Feedback	Response
1. Handler Name(s)	<input type="text" value="Jessica Marabella"/>
2. Pet Name	<input type="text" value="Blue"/>
3. Supervision	<input type="text" value="Yes"/>
4. Please describe any issues or problems that occurred..	<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;"> No issues. </div>
5. Please provide any other feedback regarding the visit.	<div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;"> We had a great visit and saw lots of new faces today! </div>
6. How many roundtrip miles did you drive for your volunteer experience?	<input type="text" value="12"/>

Save and Log Another
Save

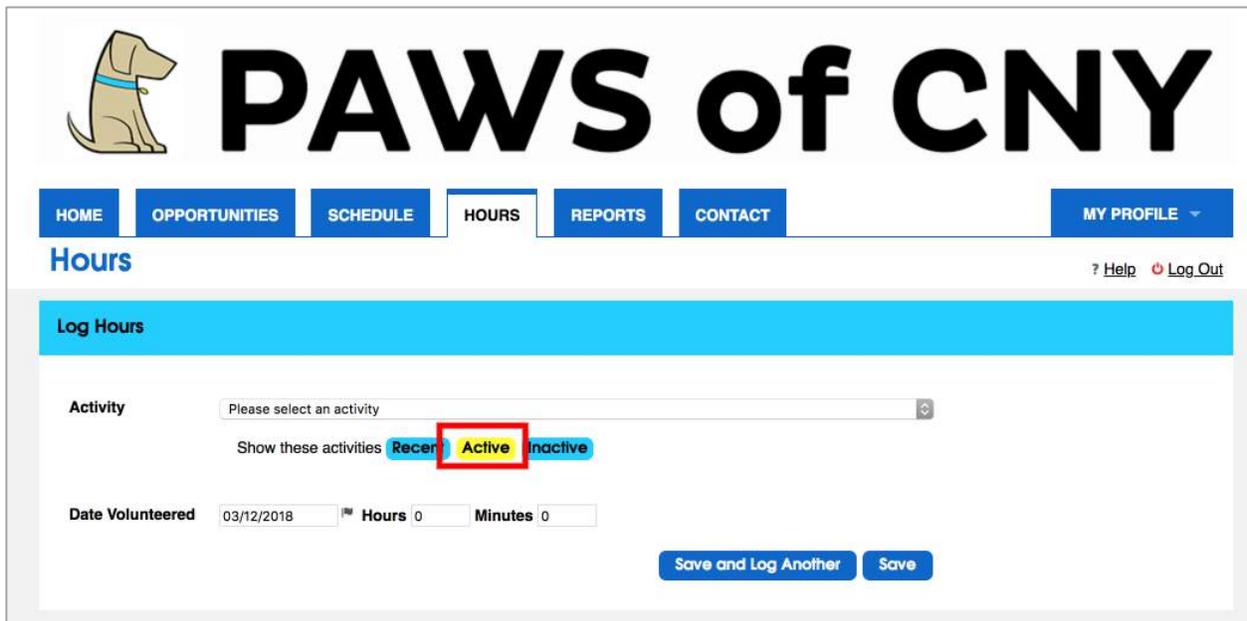


How to Assign Hours for an Assigned Variable Shift

- From the homepage, click on the *Hours* tab.

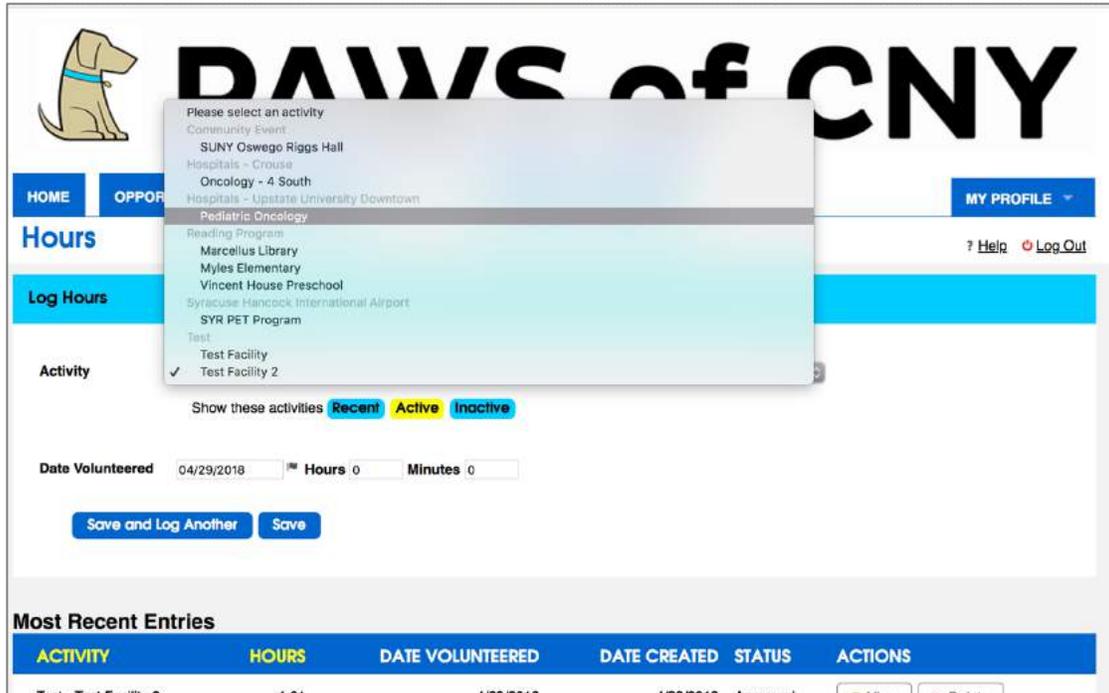


- Click on the teal button that says *Active*. The button will turn yellow.





- From the “Activity” drop down menu, you will see all facilities for which you are assigned. Choose the appropriate facility assignment from the list.



- Enter the date of your visit
- Enter the duration of your visit in hours and minutes
- Complete the questions asked in the feedback field
 - *For more information regarding the feedback fields, please see pages 20 – 21.*
- Click save.

(see screenshot on next page)



Please submit your hours timely. Ideally, all hours should be submitted within one week from the date of your visit.

If you do not see your assigned facility from the available options, contact us at info@pawsofcny.org.

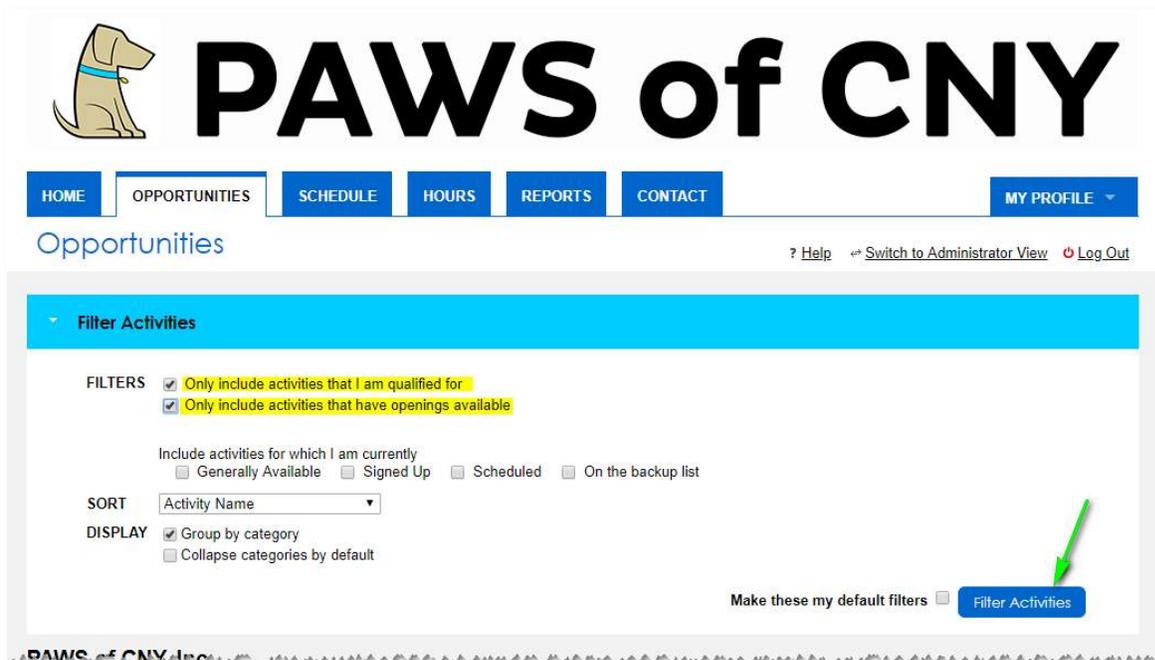


How to sign up for a Community Event:

- 1) Log into your PAWS Volunteer Portal.
- 2) Click the "Opportunities" tab on the Home page



- 3) Under Filters, check "Only include activities that I am qualified for" and "Only include activities that have openings available". Select other options if desired. Check "Make these my default filters". Click the "Filter Activities" button.





4) A list of available activities will appear. Click on the activity name to get more information.

PAWS of CNY, Inc.

Community Events

One-time events at community organizations, colleges, schools, corporations across the service area

ACTIVITY	SHIFTS	START DATE	END DATE
TEST Activity - NOT a real activity - just here for testing sign up	1	12/25/2018	12/25/2018

Click here to view more information about this activity and to sign up

5) Click the "Sign Up" button to sign up for the activity. NOTE: *only* click the "sign up" button if you plan to attend this event. To withdraw from an event after clicking the sign up button you'll have to email Bob Long: rlong@pawsofcny.org so that he can remove you from the schedule for that event.

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Community Events - TEST Activity - NOT a real activity - just here for testing sign up

[← Back to Activity List](#) [? Help](#) [↔ Log Out](#)
[Switch to Administrator View](#)

Activity Details

This is a test activity for testing the visibility of community events and sign up for community events. Feel free to "sign up" for the activity if you like, but understand it is not a real activity!

+ Add me to the back-up list in case you ever need extras

Filters

FILTER THE LIST OF SHIFTS

Filter Shifts

Click here to sign up for the activity.

DATE	START	END	OVERLAP	WHO?	ACTIONS
Tuesday, December 25, 2018	12:00 PM	2:00 PM			+ Sign Up

Select All



The event now will appear on your PAWS Volunteer Portal Home Page under Upcoming Shifts:

Upcoming Shifts

Community Events - TEST Activity - NOT a real activity - just here for testing sign up

 Tuesday, December 25, 2018 12:00 PM - 2:00 PM

How to View Event Details (after signing up for an event)

- 1) Log into your PAWS Volunteer Portal
- 2) Click on the "Upcoming Shifts" link on the Portal home page:

 **Upcoming Shifts**

Community Events - Syracuse University BeWell Expo

 Sunday, September 30, 2018 5:00 PM - 6:30 PM



OR click on the "Schedule" tab.



The event will be listed on your schedule page like this:

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

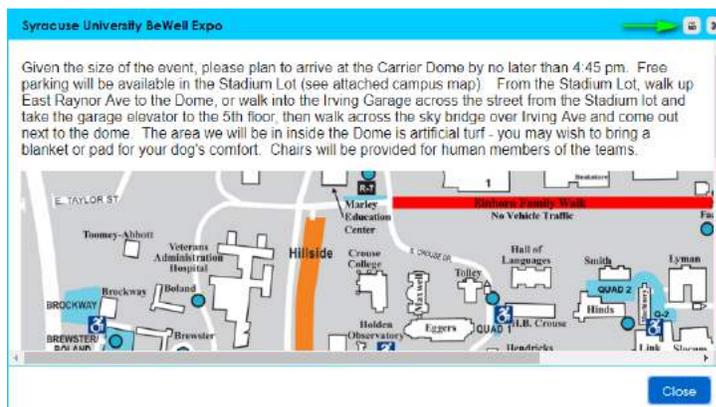
ACTIVITY	DATE	START	END	WHO?
Reading Program - Syracuse Academy of Science and Citizenship	Flexible Schedule			
Community Events - Syracuse University BeWell Expo	Sun 9/30/2018	5:00 PM	6:30 PM	

Click here to view or print event details.

Click here to see who else from PAWS is signed up for this event

Select All

3) Click the blue for an event to view details about the event, including a description of the event, driving directions and maps:

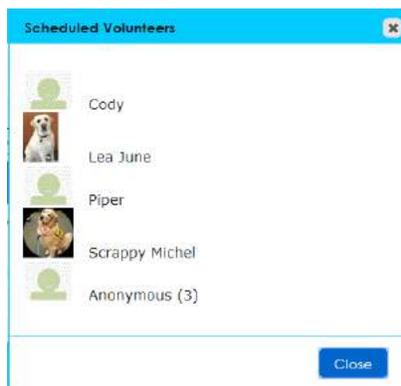


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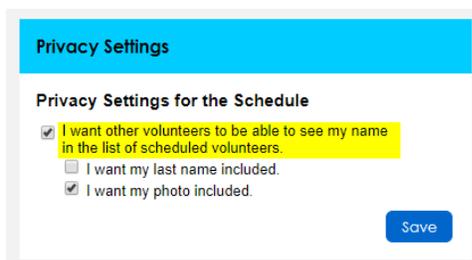


Click and "drag" an edge of the details box to make it larger. Click the printer icon at the top of the page to print the information.

4) Click the person icon  to view who else from PAWS is signed up for this event



You will see the names of people (or, more accurately, their pets) who have checked this privacy option on the Contact page of the volunteer portal:

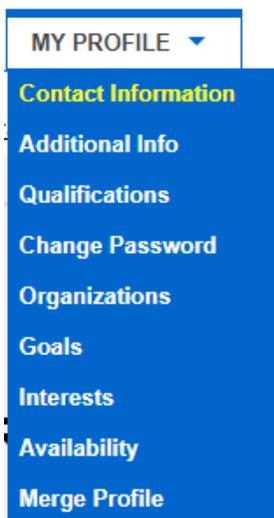


Participants who have not checked that box will be listed as "anonymous". We encourage everyone to use the settings shown above (showing your last name is up to you) so that volunteers will know who else is planning to attend an event.



How to Ensure You Receive Reminder Emails for Upcoming Events and Activities:

- 1) Log into your PAWS Volunteer Portal
- 2) Click the "Contact Information" under the My Profile tab:



- 3) If you are not currently subscribed to email reminders, click "Subscribe to weekly schedule reminders" to receive a weekly email reminder of all activities and events you have scheduled for the upcoming week:

