

Fortitude Community Outreach PADS Shelter

Volunteer Sign-Up Instructions for Better Impact (Website) and MyImpact (app)

Thank you for your interest in volunteering at the shelter! We recognize technology is harder for some than others so this guide is intended to offer you step by step instructions to signing up using our volunteer management software, Better Impact.

Instructions for Computer Use/Better Impact Website

(Skip to page 5 for Phone/Tablet use instructions)

Logging In

You will log in using the User Name you created when you registered on the site. If you forgot your user name (which could be your email OR a user name you chose), please contact Dawn at dbroers@fortitudecommunityoutreach.org or 815-546-3271. If you forgot your password, you will need to click to reset, I can't help you with that. (👆) I suggest, if you are able, to have your computer or device remember your login or keep you logged in

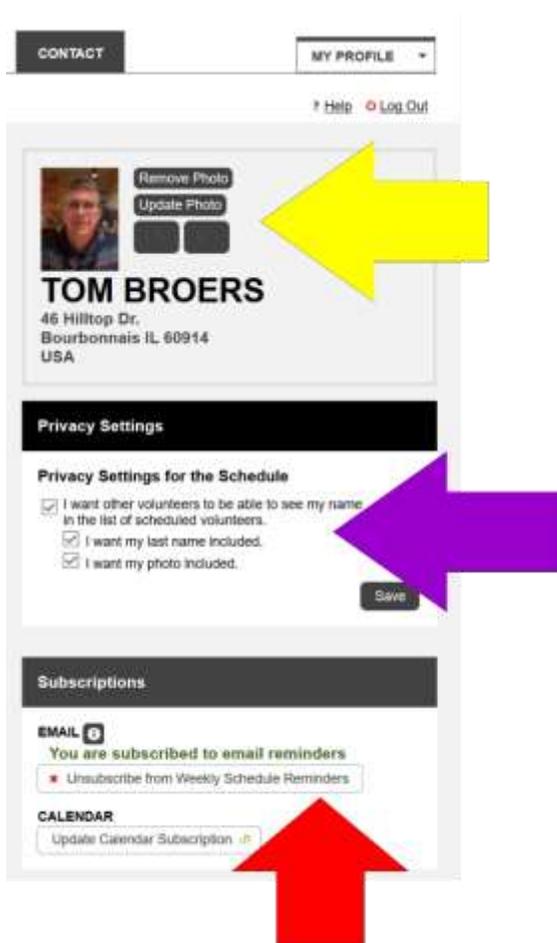
On a computer, you will go to www.betterimpact.com and login. I have it bookmarked at the top of my browser page so it is easy to get there.



Setting Up Your Account

To begin, you need to do a few one-time tasks to properly set up your account:

1. Go to “My Profile” tab on the top right side of your home page.
2. Upload a photo from your computer (). Having a photo allows other volunteers to match your face with your name before they arrive to the site.
3. Under “Privacy Settings”, Click all of the boxes (). This allows your first and last name to show to the rest of the volunteers when you are signed up. This way they can know your name before they arrive.
4. Under “Subscriptions”, click to subscribe to weekly schedule reminders (). You will receive an email reminding you of upcoming shifts once/week.



The screenshot shows a user profile page for Tom Broers. At the top, there are tabs for "CONTACT" and "MY PROFILE". Below the tabs, there are links for "Help" and "Log Out". The profile section includes a photo of Tom Broers, with "Remove Photo" and "Update Photo" buttons. Below the photo, the name "TOM BROERS" is displayed, along with the address "46 Hilltop Dr., Bourbonnais IL 60914 USA". The "Privacy Settings" 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 below these settings. The "Subscriptions" section is titled "EMAIL" and shows "You are subscribed to email reminders" with a button to "Unsubscribe from Weekly Schedule Reminders". Below that, the "CALENDAR" section has a button to "Update Calendar Subscription". Three large arrows are overlaid on the page: a yellow arrow pointing to the photo upload area, a purple arrow pointing to the privacy settings checkboxes, and a red arrow pointing to the "Unsubscribe from Weekly Schedule Reminders" button.

How to Sign Up for Shifts

On your home page, you will see the tab “Opportunities” (↑). Click this tab, then click “Opportunities List” from the drop down menu.



When you have clicked on “Opportunities List”, you will find a link titled “PADS Shelter Volunteer” (↑). Click on this to get to the sign up.



On the sign up, you will find the following things:

- A list of what churches the shelter is on each day (at the top)
 - Dates available to volunteer
 - Shift times
 - Openings
- List of other volunteers signed up for the shift (→)
 - Button to click to sign up for that shift (↑)

DATE	START	END	OVERLAP	OPEN	WHO?	ACTIONS
Friday, November 08, 2019	8:00 AM	1:00 AM				Sign Up
Friday, November 08, 2019	8:00 AM	1:30 AM				Sign Up
Saturday, November 09, 2019	6:00 PM	10:30 PM		3:18		Sign Up
Saturday, November 09, 2019	10:30 PM	3:00 AM		2:12		Sign Up
Sunday, November 10, 2019	8:00 AM	1:00 AM		2:12		Sign Up
Sunday, November 10, 2019	6:00 AM	1:30 AM		9:18		Sign Up
Sunday, November 10, 2019	6:00 PM	10:30 PM		3:18		Sign Up
Sunday, November 10, 2019	10:30 PM	3:00 AM		2:12		Sign Up
Sunday, November 11, 2019	8:00 AM	1:00 AM		2:12		Sign Up
Monday, November 11, 2019	8:00 AM	1:30 AM		2:18		Sign Up

Once you click “Sign Up” you are all signed up!

How to View Your Schedule

Click the “Schedule” tab at the top of the page (). Here you will be able to view shifts you are signed up for.

How to Remove Yourself from a Shift

We discourage you from removing yourself from a shift once you’ve signed up (we need you!), however, we know mistakes happen and things come up.

Please keep in mind: the system is set up to not allow removals within 24 hours of a shift. If you need to remove yourself within 24 hours, contact Fortitude so they can ensure adequate coverage without you.

On your schedule, click the “Remove” button ().



The screenshot displays the Fortitude Community Outreach website interface. At the top, there is a navigation menu with tabs for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. A green arrow points to the SCHEDULE tab. Below the navigation, the user is logged in as Tom Broers, and their volunteer hours are shown: 0 for this week, 2 for this year, and 2 for their lifetime. Below this, there is a table of volunteer shifts. A red arrow points to the 'Remove' button in the 'ACTIONS' column of the first row.

ACTIVITY	DATE	START	END	WHO?	ACTIONS
PAWS Shelter Volunteer	Sat 11/9/2019	8:00 PM	10:30 PM		Remove

Instructions for Phone/Tablet use/ MyImpact App

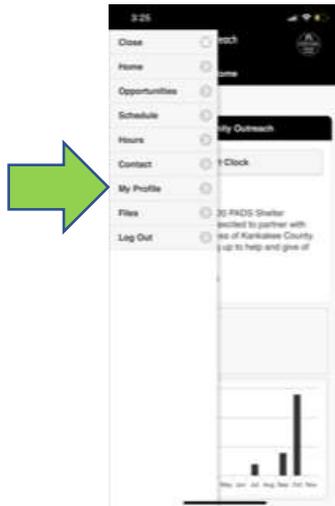
Log in with your User Id and Password (see page 1 for instructions on logging in)

Click the 3 bars on the top left of the screen next to “Menu” (↑) (Apologies for the blurry photo!)



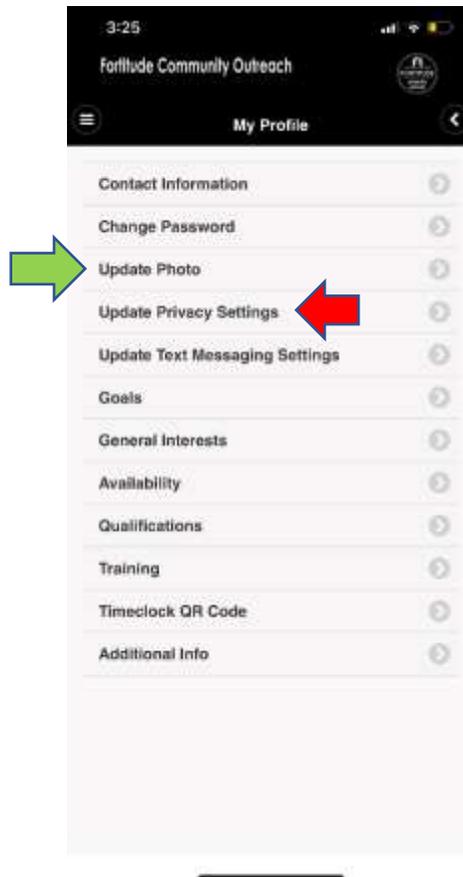
Under “Menu”, you will find a list of functions. Let’s start by getting your account set up if you have not already done that on a computer (as instructed in previous pages).

Click “My Profile” (➡)

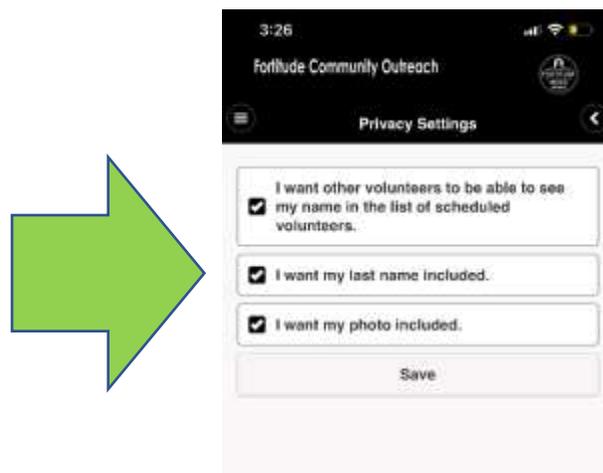


Under “My Profile”, Click “Update Photo” (➡) to download a photo that will allow other volunteers to “get to know” you before volunteering on the team with you.

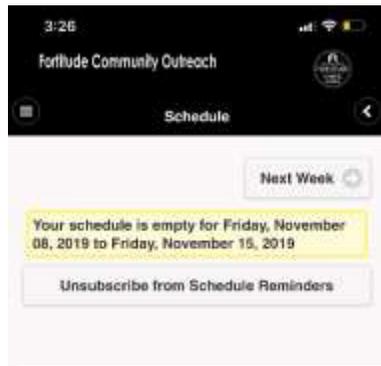
Next, click “Update Privacy Settings” (↩). See instructions below.



Under “Privacy Settings”, Click all the boxes (➡) so other volunteers can see who will be on their volunteer team. Click “Save”.

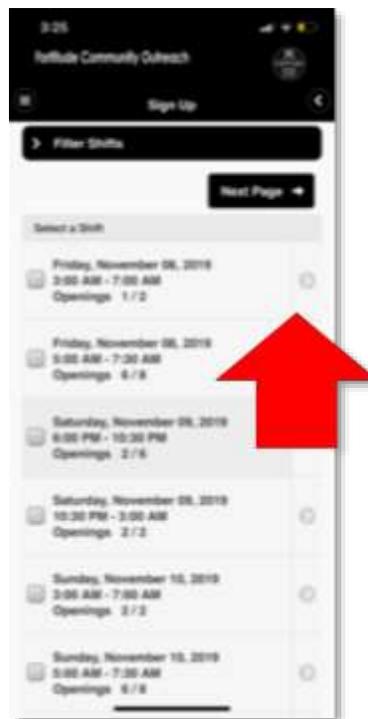


Finally, go back to “Menu” (top left), click “Schedule”, and then click the “Subscribe to Schedule Reminders” button so that you will receive weekly emails reminding you of upcoming shifts.



Sign up To Volunteer

Click on “Menu” (top left) and choose “Opportunities”. On this page you will find the available shifts. Click the arrow on the right to sign up for a shift (👉)



If you return to the “Menu” and click “Schedule”, you will see your shifts on that page. Here you can remove yourself from a shift if necessary. Remember that we encourage you not to abandon a shift you’ve committed to, but we know mistakes happen and things come up. *You will not be able to remove yourself within 24 hours of a shift.* In that case, you will need to contact Fortitude so they can ensure there is adequate coverage.

If you have any additional questions or challenges that are not addressed here, please contact Dawn at dbroers@fortitudecommunityoutreach.org or 815-546-3271.