

## SETTING UP A VOLUNTEER TEAM:

1. If you are coordinating a team of volunteers, the first thing you will need to do is set up your team.
2. Mouse over **VOLUNTEER INFORMATION**, then select **MY VOLUNTEER TEAMS**.
3. On the Volunteer Teams page, Click on **Create Team** and enter the details to create your team:
  - a. Use the Company/Group field to indicate the company or group with which your team is affiliated. If your team is not affiliated with a particular company or group, select yourself in the dropdown selector.
  - b. Provide your team name
  - c. It is not necessary to complete any other fields.
  - d. Click **Create Team** again to complete this step.
4. Once you have created your team, return to the **MY VOLUNTEER TEAMS** page, find your team and click on the  icon to provide information on your team members.
  - a. Click **Add** to get started. Please provide a **minimum of First Name, Last Name & Email** and click **Add** again to finish.
  - b. If your company participates in a United Way workplace online campaign, you can use the **Account Selector** button to select team members from the list of employees we have on record.
  - c. From the Volunteer Team Members page, you can click the  to remove a team member.
  - d. Edit a team member's information by clicking their name in your list of team members.
5. To change the number of team members, return to the **MY VOLUNTEER TEAMS** page, click the team name, and update the number of team members.

