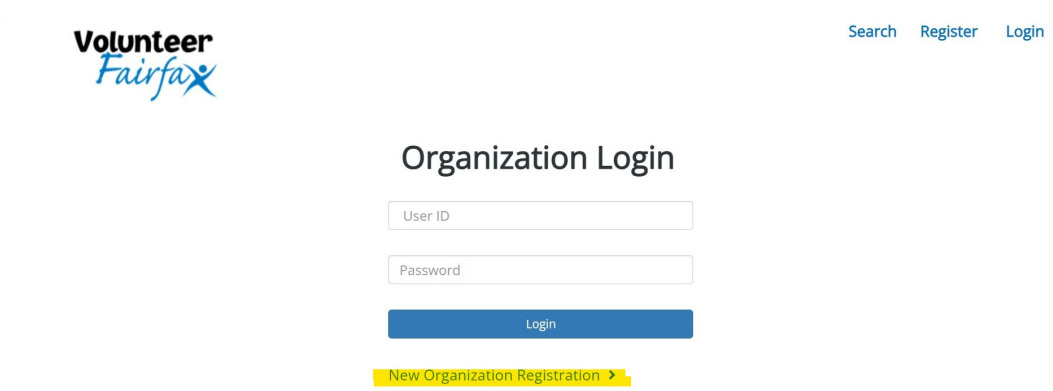# VOLUNTEER FAIRFAX RECRUITER USER MANUAL

OVERVIEW

Welcome to Volunteer Fairfax's Volunteer Management System. This guide will provide you with all the information your organization needs to register in our system and create and manage volunteer opportunities in our system.

The system will allow volunteers currently registered with Fairfax County's Volunteer Management System to log in with the same user ID and password. This gives your opportunities maximum exposure to more than 10,000 volunteers in our combined systems.

REGISTERING YOUR ORGANIZATION

Click on the "New Organization Registration" link at
https://volunteernow.volunteerfairfax.org/custom/1427/organization_login

Complete the registration form, starting with the User ID and password.

Volunteer Fairfax

Organization Registration

‹ Back to Previous

* indicates a required field.

Membership Form

* ORG User ID

* Password

* Verify Password

Username requirements:
- ✘ valid format
- ✘ minimum of 6 characters

Password requirements:
- ✘ has a special character (e.g., $, &, !, etc.)
- ✘ has a capital letter
- ✘ has a number
- ✘ doesn't match username
- ✘ has a lowercase letter
- ✘ minimum of 8 characters

Continue completing the form:

Organization Executive Director

* Executive Director Name   Email

Other Information

* Organization Website

* Organization Mission Statement

Primary Population Served

* What type of organization are you?
- ○ 501(c)3
- ○ Fairfax County Government Agency
- ○ Other Government Agency
- ○ Other

Organization Name & Location

* Organization Name & Acronym (if applicable)

* Organization Street Address 1   Organization Street Address 2

* Organization City   * Organization State   * Organization Zip Code

Organization Primary Contact

* Contact Person   Contact Position

* Email Address

Day Phone   Evening Phone   Cell Phone   Fax Phone

What resource(s) are you most interested in receiving through Volunteer Fairfax?
☐ Posting Volunteer Needs
☐ Nonprofit Training
☐ Boosting Activities/Programs on Social Media
☐ Other

Please describe your volunteer needs
[   ]

Volunteer Fairfax hosts two community-wide volunteer events annually. Would your organization be interested in hosting volunteers for a service project for the following:
☐ VolunteerFest (September/October)
☐ MLK, Jr. Weekend of Service (January)
☐ Not now, but please re-contact me at a later date
☐ No, we cannot host a service project

Volunteer Fairfax hosts two community-wide volunteer events annually. Has your organization ever hosted volunteers for a service project for any of the following:
☐ VolunteerFest (September/October)
☐ MLK, Jr. Weekend of Service (January)
☐ No, we have not hosted a service project

Are there any immediate volunteer or donation needs you have as you organization recovers from the impact of the pandemic?
[   ]

Please list those individuals that you wish to assign as Hours Approver(s)
[   ]

Upload your logo (This will display by your organization information) and then click the "Submit" button.
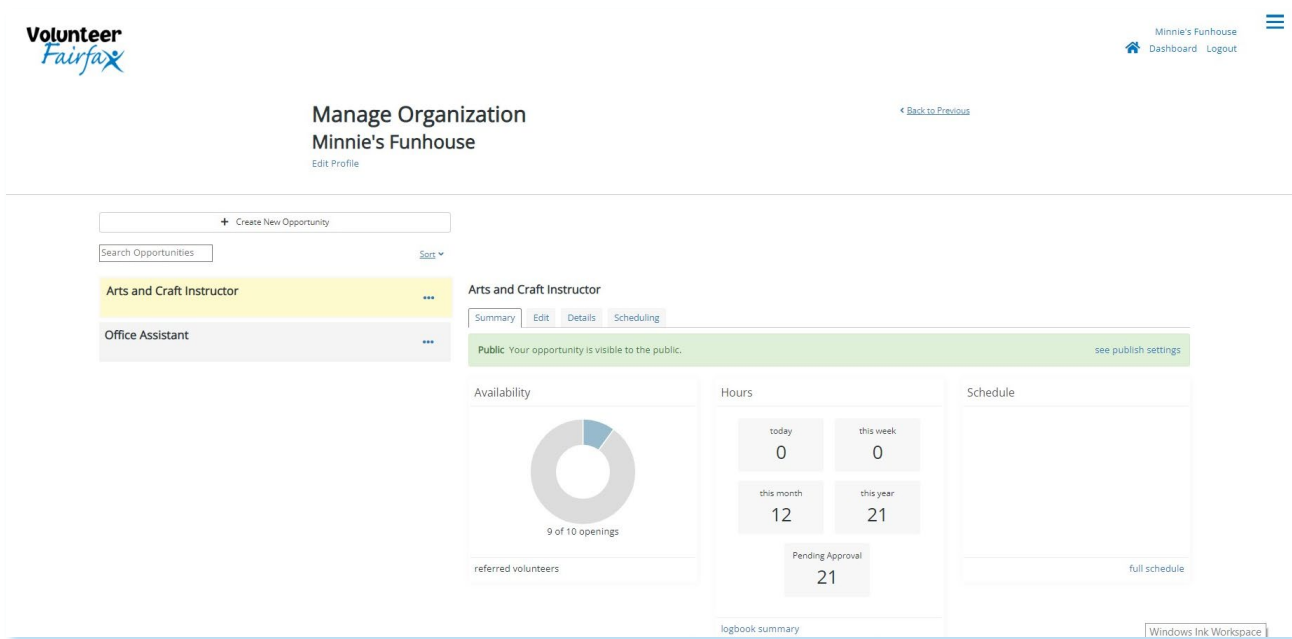
Image

Not Uploaded

Upload

Submit

Volunteer Fairfax

Email Volunteer Fairfax
Phone 703-246-3460
Contact Us

MANAGING YOUR ACCOUNT

Once your account is created, your opportunities can be managed from the Dashboard.

Directly below your organization name is the "Edit Profile" link. Click on this link to go back and update organization information.

Below that is the section for creating new opportunities and managing them once they are created.

CREATING OPPORTUNITIES

On the Organization Dashboard, click on the "Create New Opportunity" button. This will open the form that needs to be completed to submit a volunteer opportunity. Required fields are marked by a red * asterisk.

This image will display next to your opportunity on the Recruiter. Please use images that your organization has rights to use. Please only click the submit button once.

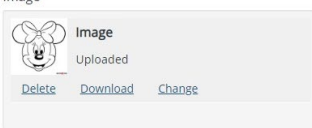Volunteer Fairfax is notified when a new opportunity is submitted. The opportunity will be reviewed and published. Once it is published the contact will receive an email notification.

When volunteers sign up for your opportunity, the contact will receive an automatic email notification of the sign up.

CREATING SHIFTS

The system will allow you to create shifts (date and time specific) opportunities for your volunteers to sign up. To start, click on the opportunity title you wish to create shifts for and then click on the "Scheduling" tab. Then select "Click here" in the blue bar.

○ Last Wednesday
○ Last Thursday
○ Last Friday
○ Last Saturday

Interval

Weekly

Every

1

Repeat Interval Days

Repetition Description

End Date

04/04/2023

Location Address

Location Address 1

Location Address 2

Location City

Location State

Postal Code

Submit

Windows Ink Workspace