

# AGENCIES - REGISTERING YOUR AGENCY, LISTING NEEDS, AND VIEWING RESPONSES



# 6. Follow prompts and complete the fields.

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EVENTS

COLLAPSE MEN

Agency Logo

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		C RETURN TO OUR WEBSITE SIGN UP LOGIN HELP CALENDA							
ŝ	DASHBOARD								
Þ	NEEDS	Sign Op Your Agency Once your request is reviewed, you will receive							
17	EVENTS	an email with instructions on how to manage your profile.							
2	AGENCIES	Looking for the Volunteer sign-up form? Click here.							
	COLLAPSE MENU	Agency Name (Required) Agency Manager Email (Required) Address Line 1 (Required)							

MY AGEN Y 🔳 🖆

Agency Managers

#### 7. Access your agency

- Click on "My Agency"

8. Edit your Agency - Click on "Edit"

United Way of the Wabash Valley

Upload your logo

🔀 Click here to open Agency Manager's Toolbox





9. Edit your Agency - Customize your agency using the blanks they provide.

#### 10. Access your Needs - Click on "Needs"

		RN TO OUR WEBSITE 🤹 MY AGENCY 🛅 🖼				
A DASHBOARD	United Way of the Wabash Valley					
NEEDS						
EVENTS	Click here to open Agency Manager's Toolbox					
S AGENCIES		TRACKING CHECK IN CHECKED IN NOW				
COLLAPSE MENU		Incented in now				
	Agency Logo	Agency Managers				
	Upload your logo Image should be at least S40pt by S40pt UPLOAD LOGO BEMOVE	DESORO, ABRY 🖈 ISBELL DAMELLE GINGERICH, INNORA				

# 11. Click on "Add New Need"

- Opens the Create Need form

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fi	DASHBOARD	VIEW EDIT	NEEDS EVENTS	STATS SCHEDULE	TIME TRACKING	CHECK-IN	CHECKED IN NOW					
0	NEEDS	Manage Needs										
171	EVENTS		PORT RESPONSES	ORT NEEDS SHOW INACTIVE	SHOW EXPIRED			ADD NEW NEED				
2	AGENCIES							Table P	/			
-	COLLAPSE MENU	D •	NEED TITLE .	PF	IVACY • IN	TIATIVE .	DATE .	STATUS .				
		su1603	Mobile Market Assista Edit   Responses   Vie	ant Pu	blic		is Ongoing	Active				
		Manually Add a Need Response										
		Select a Need										

## **12. Complete the fields in the form**



#### 14. View your responses - Click on "Responses"

#### 13. Click on "Create Need" - Now your need has been

successfully created



## **15. Export Responses**



# OR

# 15. Message Responders