



United Way of the Wabash Valley



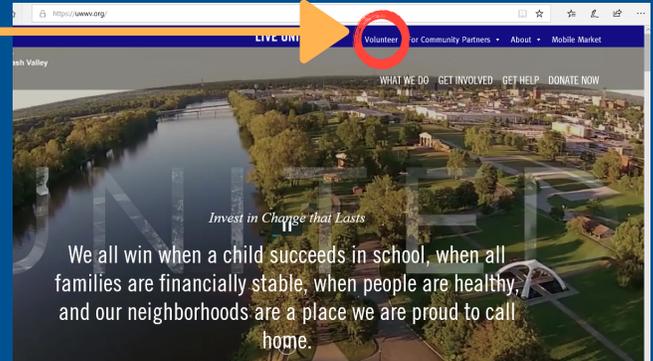
# VOLUNTEER

## Wabash Valley

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

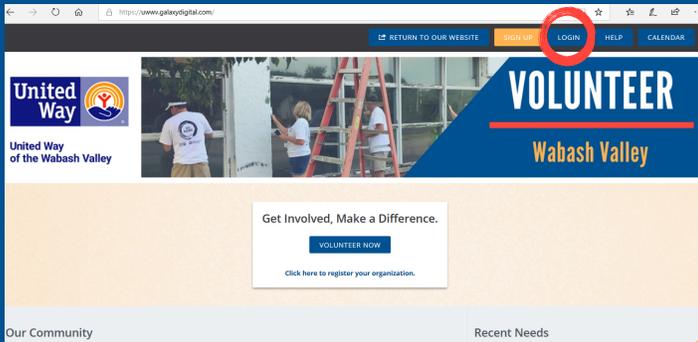
#### 1. Go To UWWV.ORG

- Click on "Volunteer"

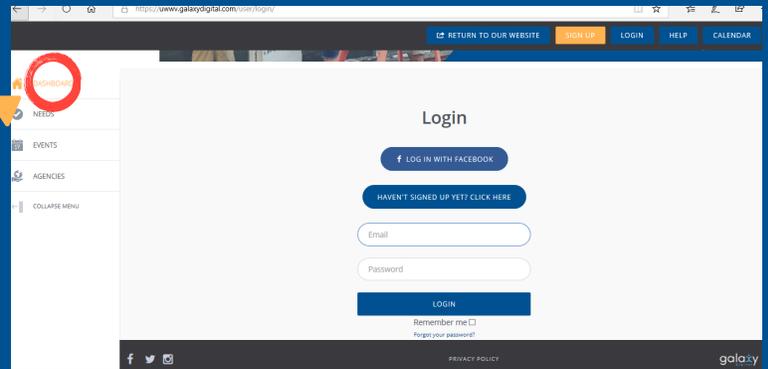


#### 2. Now you are on Volunteer Wabash Valley

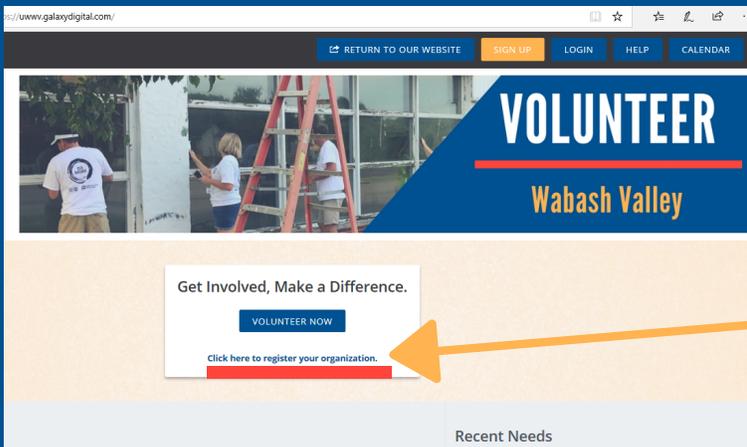
- Click on "Log In or Sign Up"



#### 3. Log into your account or sign up for an account



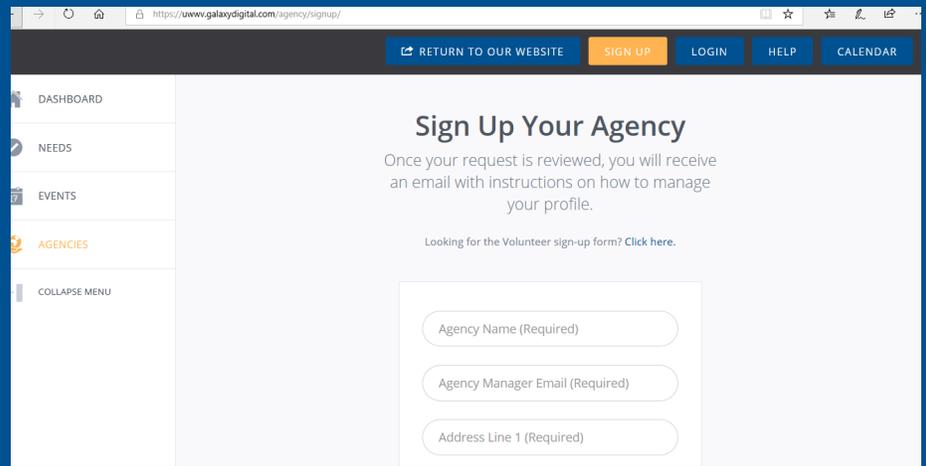
#### 4. Return to the Dashboard



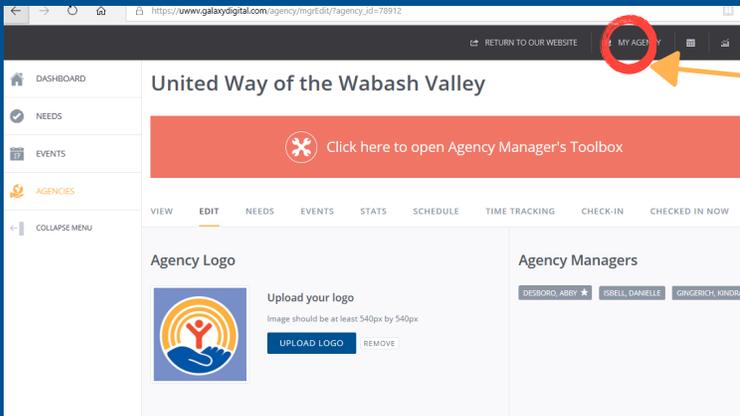
#### 5. Register your organization

- Click on "register your organization"

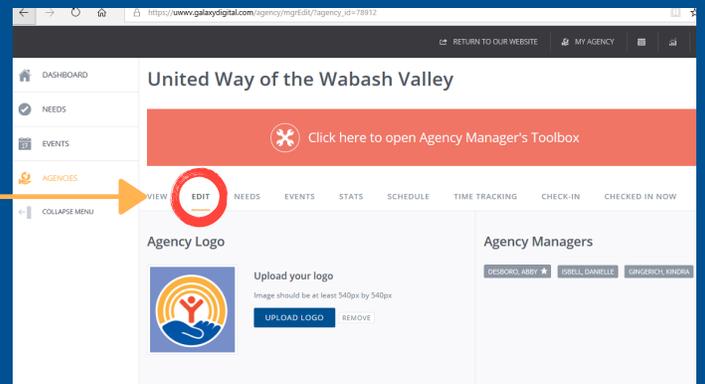
## 6. Follow prompts and complete the fields.



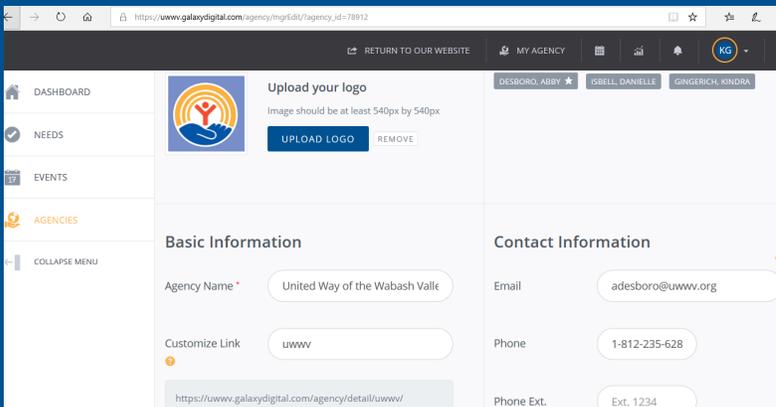
## 7. Access your agency - Click on "My Agency"



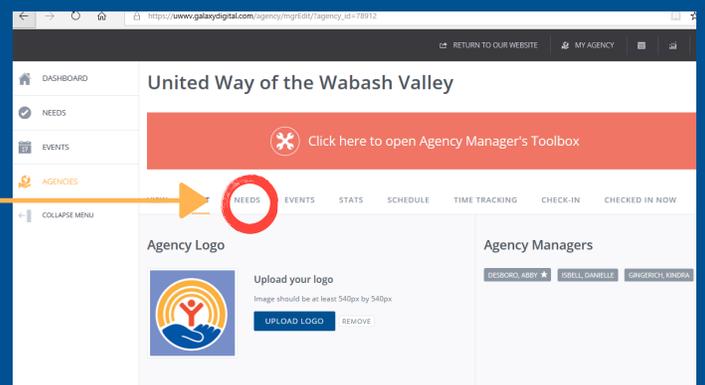
## 8. Edit your Agency - Click on "Edit"



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

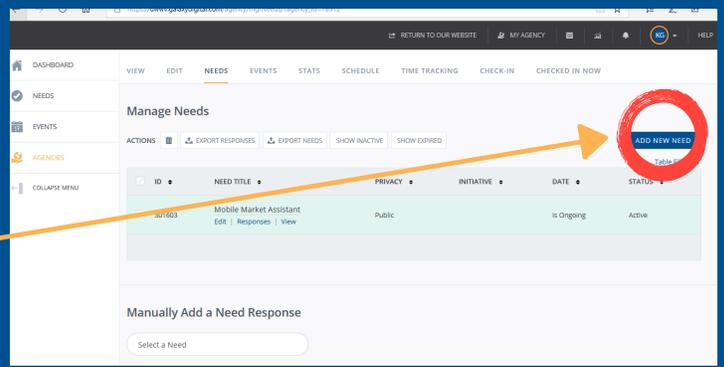


## 10. Access your Needs - Click on "Needs"

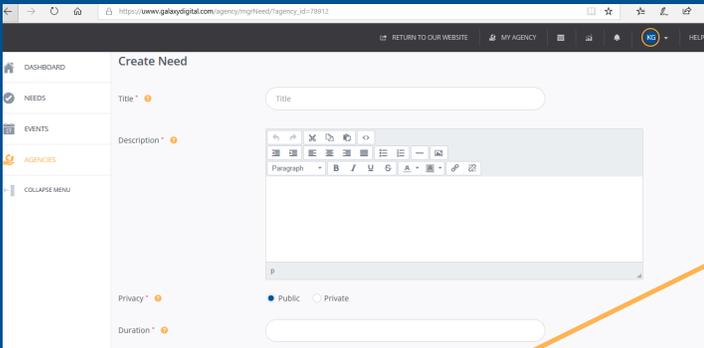


# 11. Click on "Add New Need"

- Opens the Create Need form

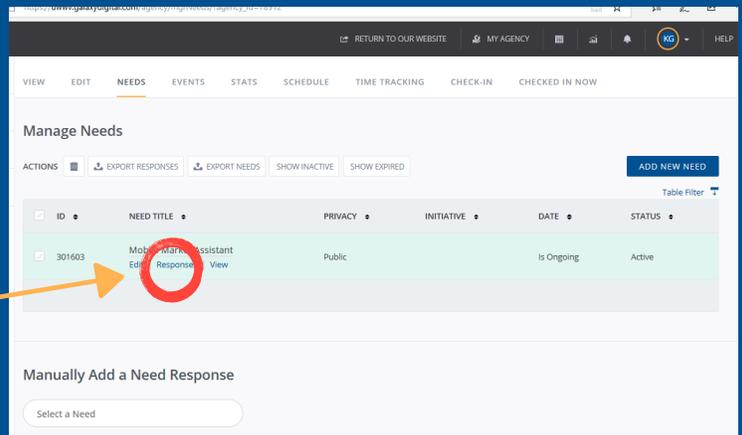


# 12. Complete the fields in the form



# 13. Click on "Create Need"

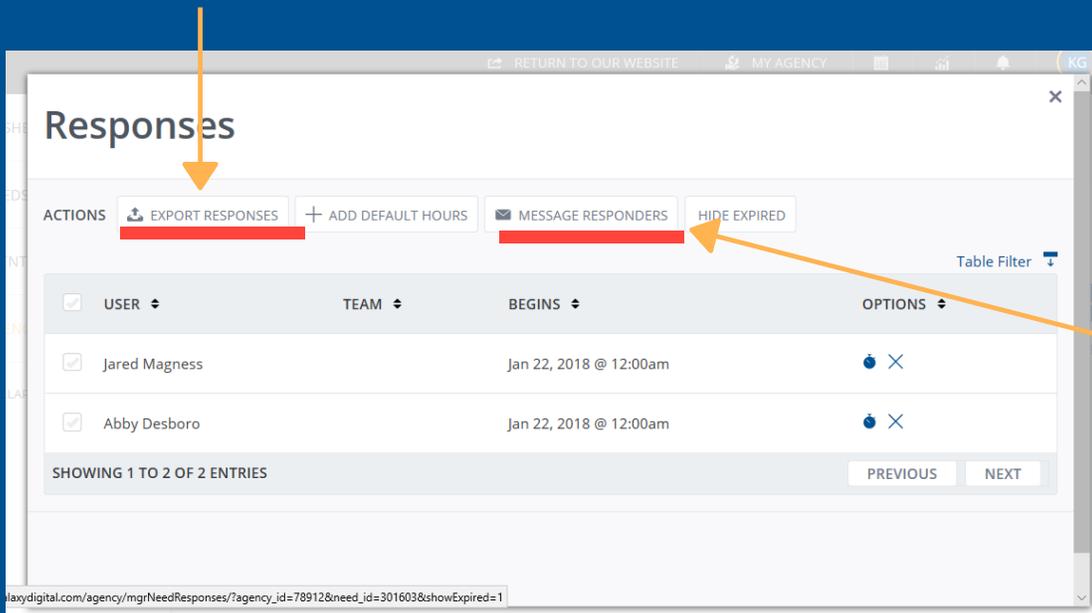
- Now your need has been successfully created



# 14. View your responses

- Click on "Responses"

# 15. Export Responses



OR

# 15. Message Responders