



United Way of Will County

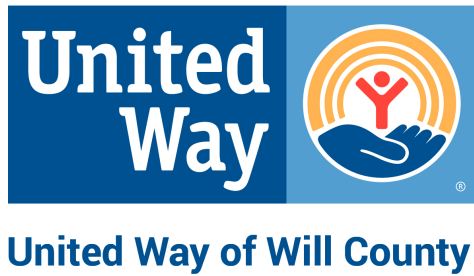
Online Volunteer Center

a free community service provided by

United Way of Will County

GETTING STARTED

1. Direct link to volunteer center: <http://uwwill.galaxydigital.com>
2. Click [Learn what Get Connected can do for you](#) to register your agency
 - *Helpful Tips*
 - Determine who will manage this page, which includes adding volunteer opportunities or events, at your agency. You can have multiple managers. Each agency manager must create their own individual login/password for this site.*
 - Enter the email(s) for those you designate as “Agency Managers”
 - Hover cursor over the question marks for field explanation
 - Optional 18-minute on completing agency profile: [YouTube: Agency Training](#)
3. Click “Request Account”
 - *Now is when your designated agency managers will need to create their own individual login/password. They must use the email entered during step 2!
 - Create individual account here: <http://uwwill.galaxydigital.com/user/register/>



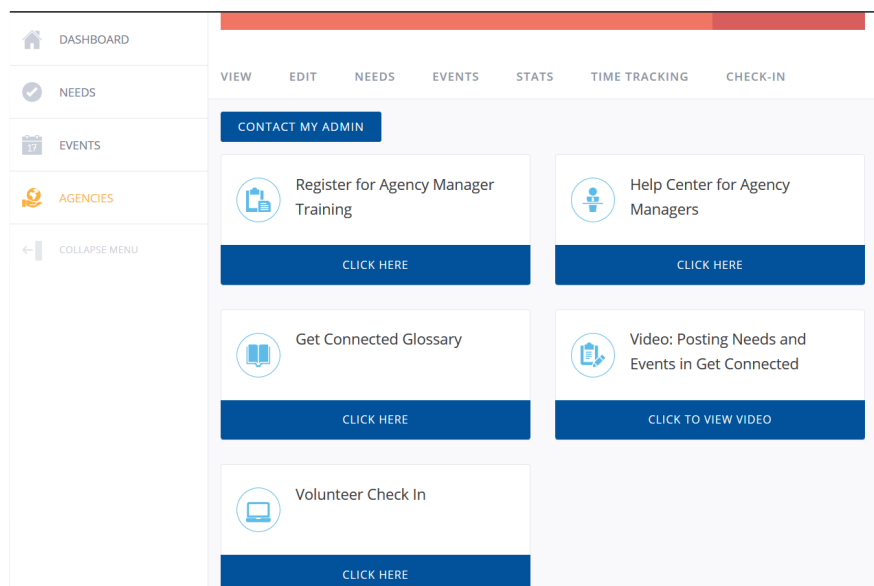
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MANAGING YOUR AGENCY PAGE

1. Login to your individual account
2. Click the large “Agency Manager Toolbox” in the center of your Agency Page. (If you don’t see this pink box, look to the top of your screen and click “My Agencies” to get to your agency page.)
3. Once you click the “Agency Manager Toolbox” you will have access to:



4. If you ever need help, click “Contact My Admin” to send Sarah Oprzedek an email, or feel free to call: 815-723-2500, ext107



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LINKS

1. Direct link to the Online Volunteer Center

<http://uwwill.galaxydigital.com>

2. Create Agency Page

<http://uwwill.galaxydigital.com/agency/signup/>

3. Create Individual Account

<http://uwwill.galaxydigital.com/user/register/>

4. Register for Live Training provided by Get Connected

<https://support.galaxydigital.com/hc/en-us/articles/204166450-Agency-Training-2-0->

5. Training Videos on You Tube:

Agency Manager Training

<https://www.youtube.com/watch?v=XXCVYhuZpGw>

Adding Volunteer Opportunities/Events

https://www.youtube.com/watch?v=F7ubv-uGDP0&list=PLKkvzdt9vp9FCBiOVAf5lYcV_NabUN3UM