



VOLUNTEER Lenawee!

<http://volunteer.lenawecf.org>



How To Guide for Creating and Editing an Organization Account

Easy to use instructions for **creating an organization account** on our volunteer matching website. Once you have an approved account, you can post volunteer opportunities online and find volunteers to serve with your organization.

Creating your account

1. Go to <http://volunteer.lenawecf.org> and click the **For Organizations** link.



2. Click **Sign Up/Registration** on the left navigation menu.



3. Complete the form including location, primary contact, volunteer contact and a description of your volunteer needs. You will have the opportunity to add additional contacts once your account has been created. **(NOTE: All fields marked with a * are required.)**
4. When you have completed the form, click the **SUBMIT** button at the bottom of the screen, a confirmation screen will appear and e-mail that the request has been received.

What Happens Next?

Your request for an account will come to **VOLUNTEER Lenawee!** After we review it, you will receive an e-mail with the status of your request. Once approved, you'll be able to post volunteer opportunities! Newly posted volunteer opportunities will go through a similar approval process.



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Logging in to your organization account

1. Go to <http://volunteer.lenawecf.org> and click the **LOG IN** button in the upper right corner of the screen.

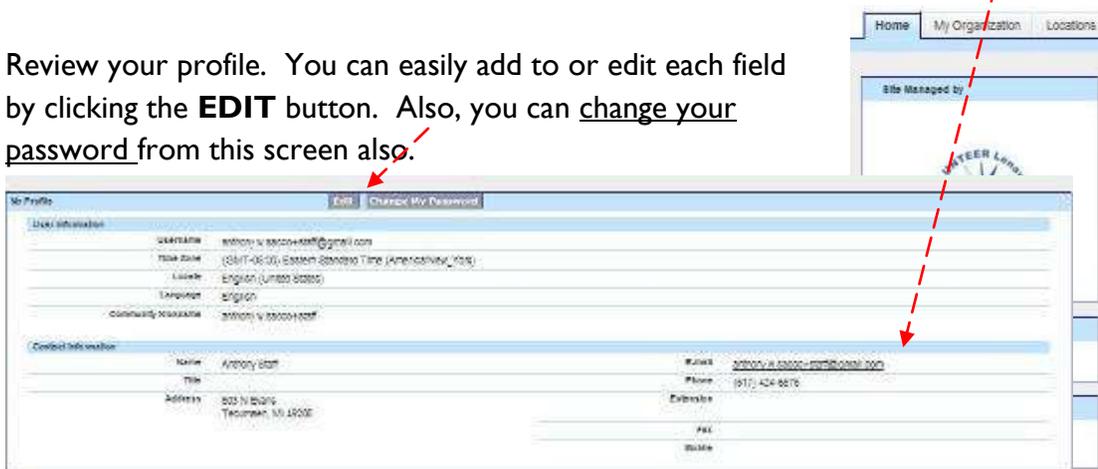


2. To access your profile and make any changes, enter the **Username** and **Password** you created or provided to you by VOLUNTEER Lenawee!, a program of the Lenawee Community Foundation.
3. Click **LOG IN** at the bottom of the form. Continue with steps below.



Viewing and changing your profile

1. On the main screen, **Customer Portal Home**, after you login, click on **My Profile** located in the left navigation column.
2. Review your profile. You can easily add to or edit each field by clicking the **EDIT** button. Also, you can change your password from this screen also.



3. When finished making changes, click the **SAVE** button at the bottom of the form.
4. The page will refresh and your profile now reflects those changes.



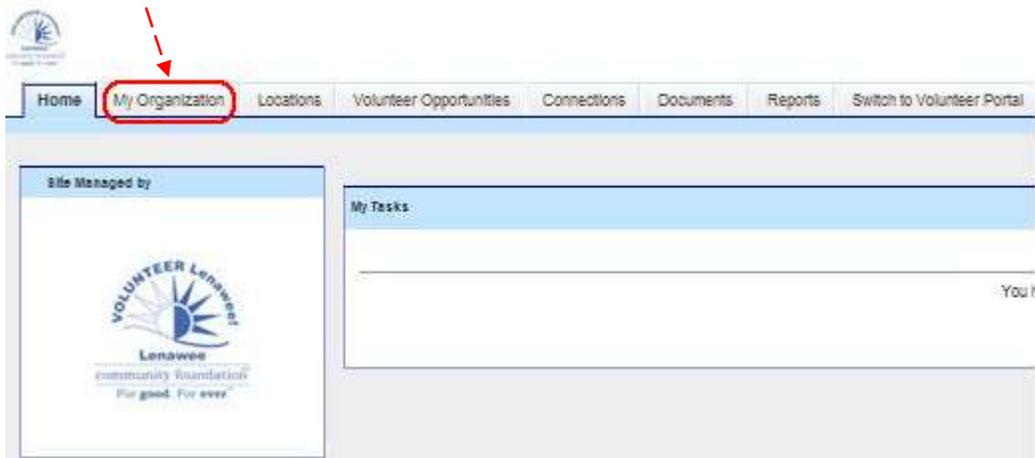
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Viewing and editing Organization Information

1. On the main screen, **Customer Portal Home**, after you login, click on **My Organization** tab located at the top of the page.



2. Review your Organization's information. You can easily add to or edit each field by clicking the **EDIT** button.
3. When finished making changes, click the **SAVE** button at the bottom of the form.
4. The page will refresh and reflect those changes.

QUESTIONS?

Please contact:
VOLUNTEER Lenawee!
 Anthony Sacco
 (517) 424-6576
asacco@ubat.com