

Accessing and Using Volunteer Hub



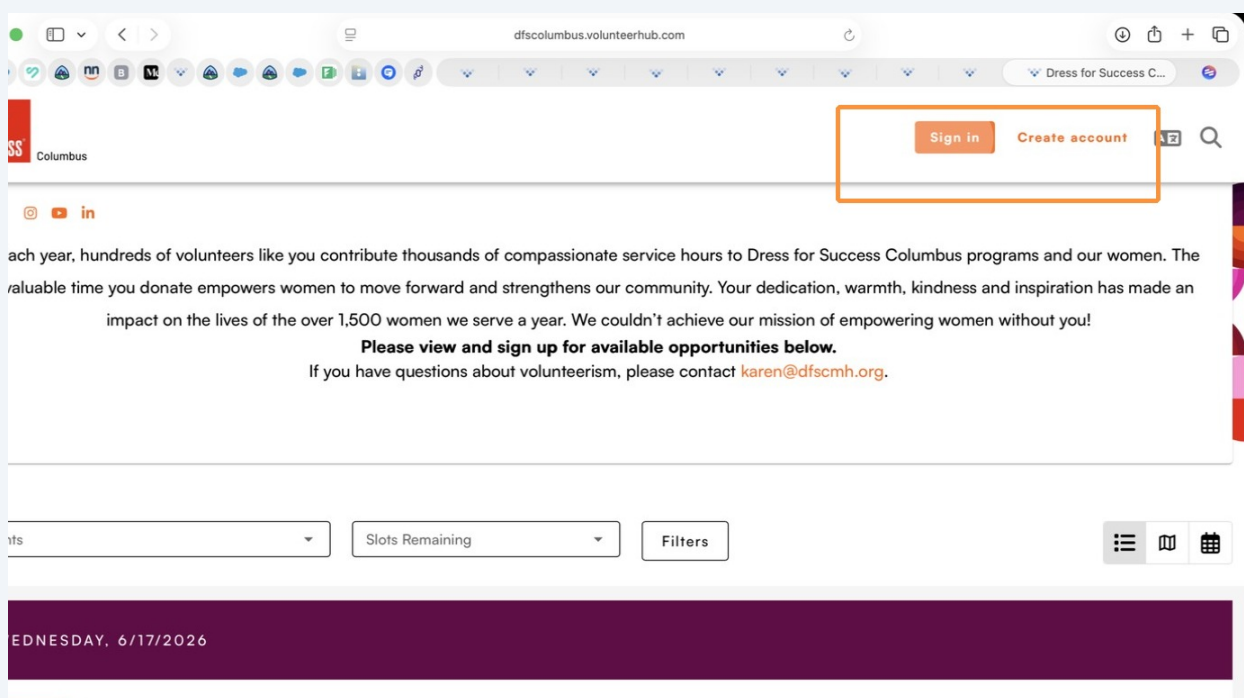
Columbus

This guide walks you through creating a volunteer account, selecting your preferred volunteer positions, and completing your profile details. You will also learn how to navigate your personal dashboard to track your hours and manage your scheduled shifts efficiently.

Account Authentication

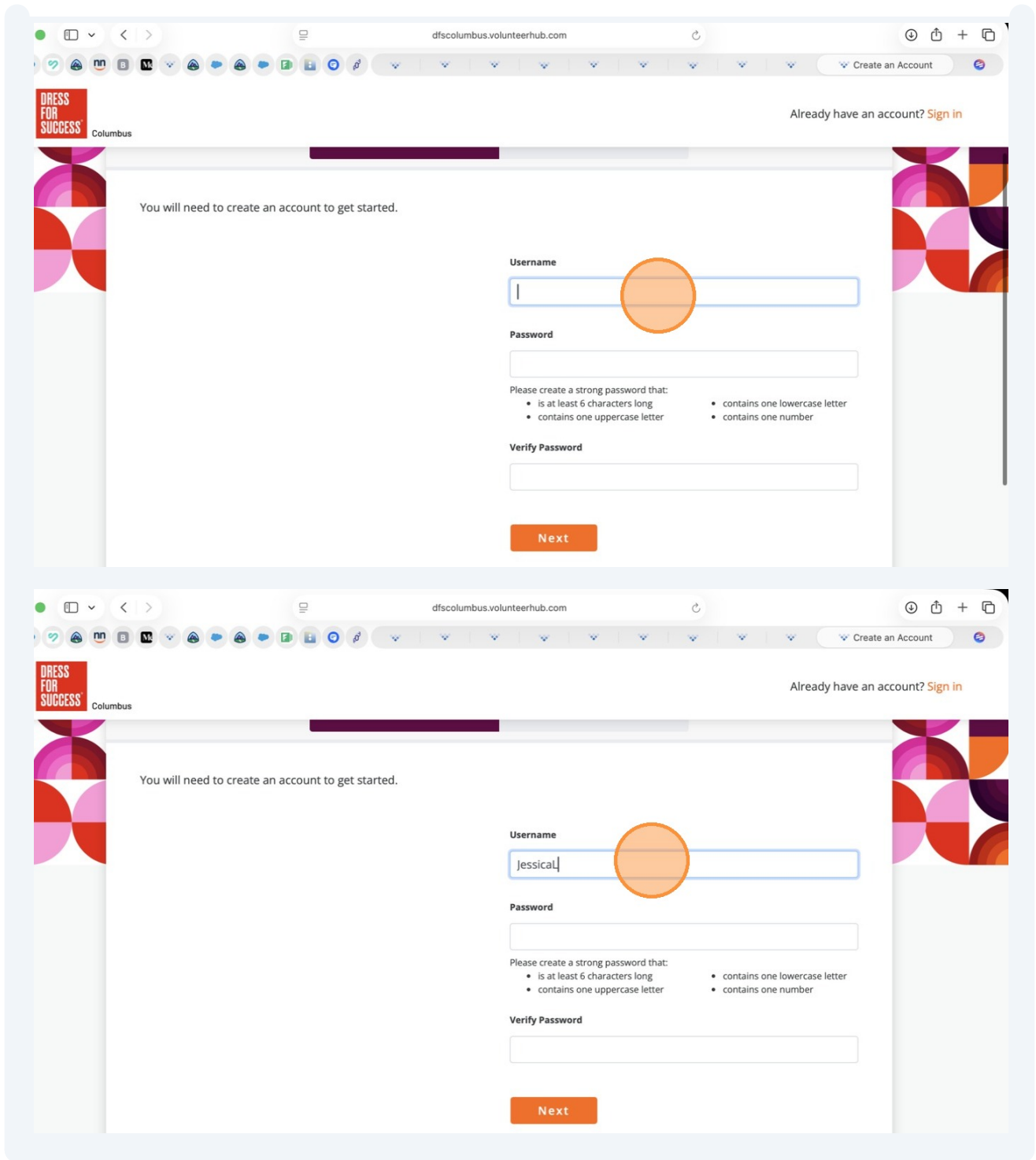
1

Visit <https://dfscolumbus.volunteerhub.com/vv2/>. Click "Sign in", located in the upper right corner, if you have an account. Otherwise, select "Create Account".



2

Enter your preferred username and password for your account.



Volunteer Affiliations

3

Review the list of volunteer interests and select the options that apply to you.

The screenshot shows a web browser at the URL dfscolumbus.volunteerhub.com. The page header includes the 'DRESS FOR SUCCESS Columbus' logo and a 'Sign in' link for existing users. The main content area is titled 'Check all that apply.' and 'Select any that apply from the list provided.' Below this, there is a list of four volunteer interest options, each with a radio button. The second option, 'I am interested in Personal Styling', is highlighted with an orange circle. The options are:

- I am interested in being a Mentor**
Provide guidance and support to our women by participating in our WOMEN2WOMEN mentoring program. This program runs twice a year. Each cohort is 4 months and our team thoughtfully pairs mentors and mentees.
- I am interested in Personal Styling**
Work one-on-one with a client and help select professional attire during her Interview or Employment Suiting. You'll provide support and encouragement as she prepares for interviews or help her build a capsule wardrobe for her working wardrobe. Personal Styling is an enjoyable and rewarding way to make a direct impact on the lives of the women we serve. Hours: Monday 10:30 AM - 6:30 PM; Tuesday through Thursday 9:30 AM - 3:30 PM; Friday 9:30 AM - 1:30 PM
- I speak fluent Spanish and English.**
- I'm interested in Donation Acceptance**
This task accepts donations from generous donors in the community and corporate partners. You will sort and organize donations in our warehouse to prepare items for the boutique and FAB Sales. Hours: Monday 11 AM - 7 PM and Friday, 10AM - 4PM

4

Click 'Next' to proceed

The screenshot shows the same web browser as the previous image, but the page content has changed. The 'DRESS FOR SUCCESS Columbus' logo and 'Sign in' link are still present. The main content area now displays a list of volunteer interest options. The second option, 'I'm interested in Success Coaching', is highlighted with an orange circle. The options are:

- I am interested in being a Mentor**
Provide guidance and support to our women by participating in our WOMEN2WOMEN mentoring program. This program runs twice a year. Each cohort is 4 months and our team thoughtfully pairs mentors and mentees.
- I'm interested in Success Coaching**
Support our women to get ready for their job interviews or how to get to the next by conducting virtual 1:1 coaching sessions. Success Coaches are volunteers with at least 5 years of Human Resources and/or Management experience. Hours: each coach sets their own schedule - evening, weekends and weekdays are all available.

At the bottom of the page, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with an orange circle, indicating it is the next step in the process.

Profile Information

5 Complete the profile form - including your name and contact information.

DRESS FOR SUCCESS Columbus

Already have an account? [Sign in](#)

Profile

Complete the form below.

* indicates required field

Full Name

*

Email

*

Home Address

6 Please provide your date of birth. We are collecting this for two reasons - some volunteer opportunities, particularly on the MCC, are age-restricted. We also want to celebrate you during your birthday month!

DRESS FOR SUCCESS Columbus

Already have an account? [Sign in](#)

No, do not text me *

By opting in, you consent to receive text messages (for example, event reminders and updates) from VolunteerHub. Opting in is not required. Message & data rates may apply. Message frequency varies. Unsubscribe at any time by replying STOP or editing your profile. [Privacy Policy](#).

Date of Birth

Month Day Year

*

Emergency Contact

*

Emergency Contact Phone Number

*

Relationship to Emergency Contact

*

Name of Employer

7 Enter your emergency contact's information.

EW [social icons] Profile Information

DRESS FOR SUCCESS Columbus

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Date of Birth

Month: 10 Day: 25 Year: 1987 *

Emergency Contact

[dropdown] Jarrod [dropdown] M Last *

Emergency Contact Phone Number

[input] *

Relationship to Emergency Contact

[input] *

Name of Employer

If you are not currently working, please enter "retired", "stay at home parent/caretaker", "unemployed" or "student".

[social icons] Profile Information

DRESS FOR SUCCESS Columbus

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Date of Birth

Month: 10 Day: 25 Year: 1987 *

Emergency Contact

[dropdown] Jarrod [dropdown] M LAST [dropdown] *

Emergency Contact Phone Number

[input] *

Relationship to Emergency Contact

[input] *

Name of Employer

If you are not currently working, please enter "retired", "stay at home parent/caretaker", "unemployed" or "student".

8 Then, enter your employer and profession. This helps us in several ways - some organizations like to see what investment their employees make in a non-profit before making a grant; some employees have a volunteer match program and we can help identify if you're eligible for one; and finally, we may use to identify

volunteers for mentoring, coaching or other programs.
Specify your profession

EW | Profile Information

DRESS FOR SUCCESS Columbus

Already have an account? [Sign in](#)

4409281155 *

Relationship to Emergency Contact

Husband *

Name of Employer
If you are not currently working, please enter "retired", "stay at home parent/caretaker", "unemployed" or "student".

Dress for Success Columbus *

Profession
If you are not currently working, please enter "retired", "stay at home parent/caretaker", "unemployed" or "student".

Previous Next

EW | Profile Information

DRESS FOR SUCCESS Columbus

Already have an account? [Sign in](#)

4409281155 *

Relationship to Emergency Contact

Husband *

Name of Employer
If you are not currently working, please enter "retired", "stay at home parent/caretaker", "unemployed" or "student".

Dress for Success Columbus *

Profession
If you are not currently working, please enter "retired", "stay at home parent/caretaker", "unemployed" or "student".

Previous Next

9 Click 'Next' to save your profile information

DRESS FOR SUCCESS Columbus

Already have an account? [Sign in](#)

4409281155 *

Relationship to Emergency Contact

Husband *

Name of Employer
If you are not currently working, please enter "retired", "stay at home parent/caretaker", "unemployed" or "student".

Dress for Success Columbus *

Profession
If you are not currently working, please enter "retired", "stay at home parent/caretaker", "unemployed" or "student".

Data/Impact Analyst *

Previous Next

10 Confirm the account creation is complete

DRESS FOR SUCCESS Columbus

Already have an account? [Sign in](#)

Complete

Congratulations! You have successfully created your account.

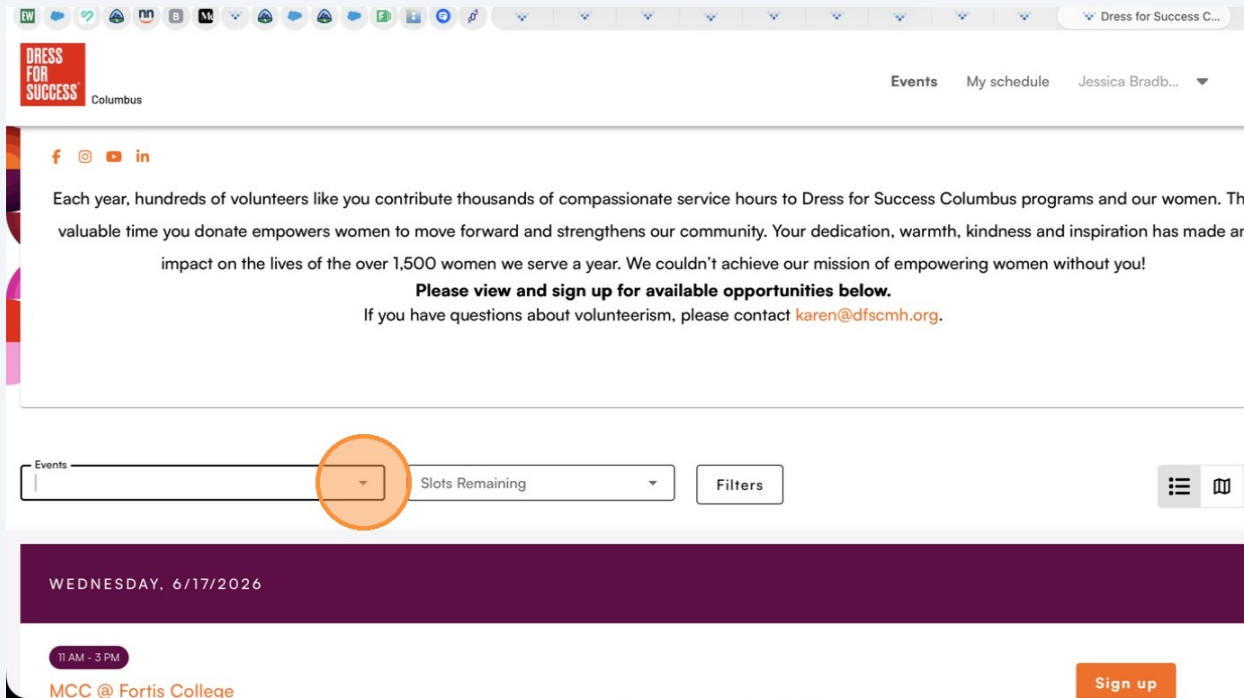
Next

Event Registration

11

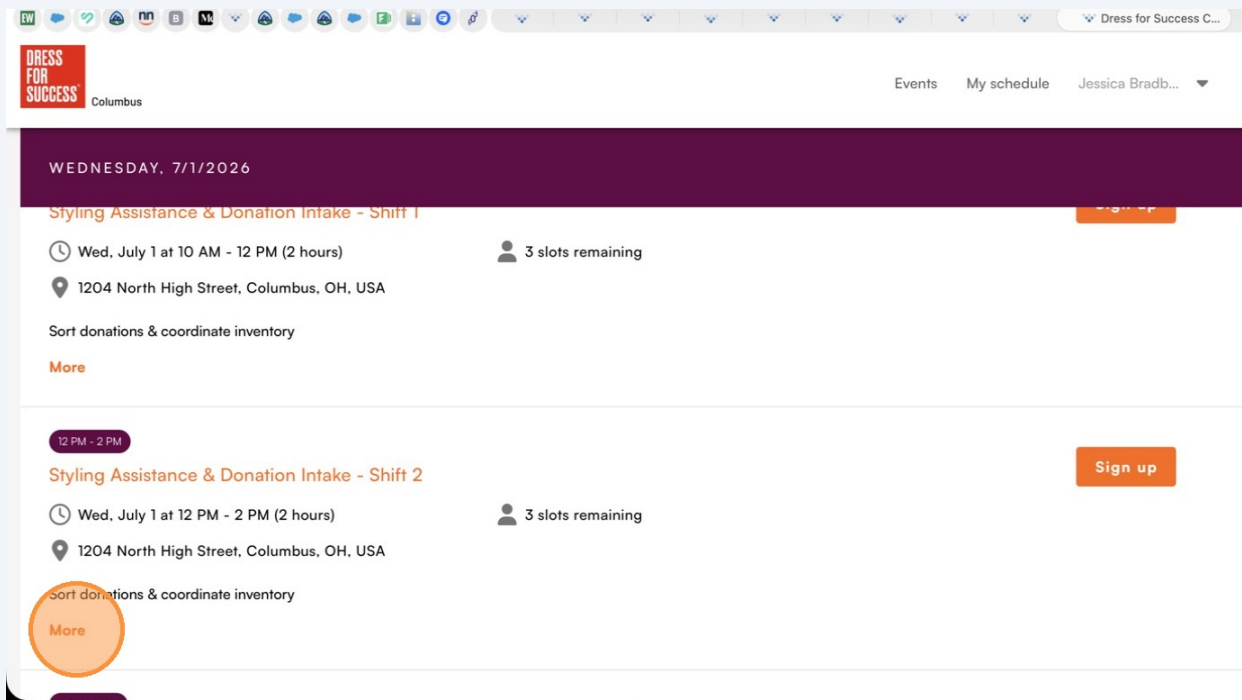
Once signed in/registered, you'll be directed to the home page. This will show all of the volunteer opportunities available to you. You can use the filters to narrow your options. The "events" filter will allow you to filter by the type of volunteers you're looking for. "Slots remaining" will allow you to filter by the number of slots left in a job if you're looking to register multiple people.

There are also options to filter by date, location (helpful for MCC engagements), day of the week and time of day. You can pick multiple filters to select what works best for you.



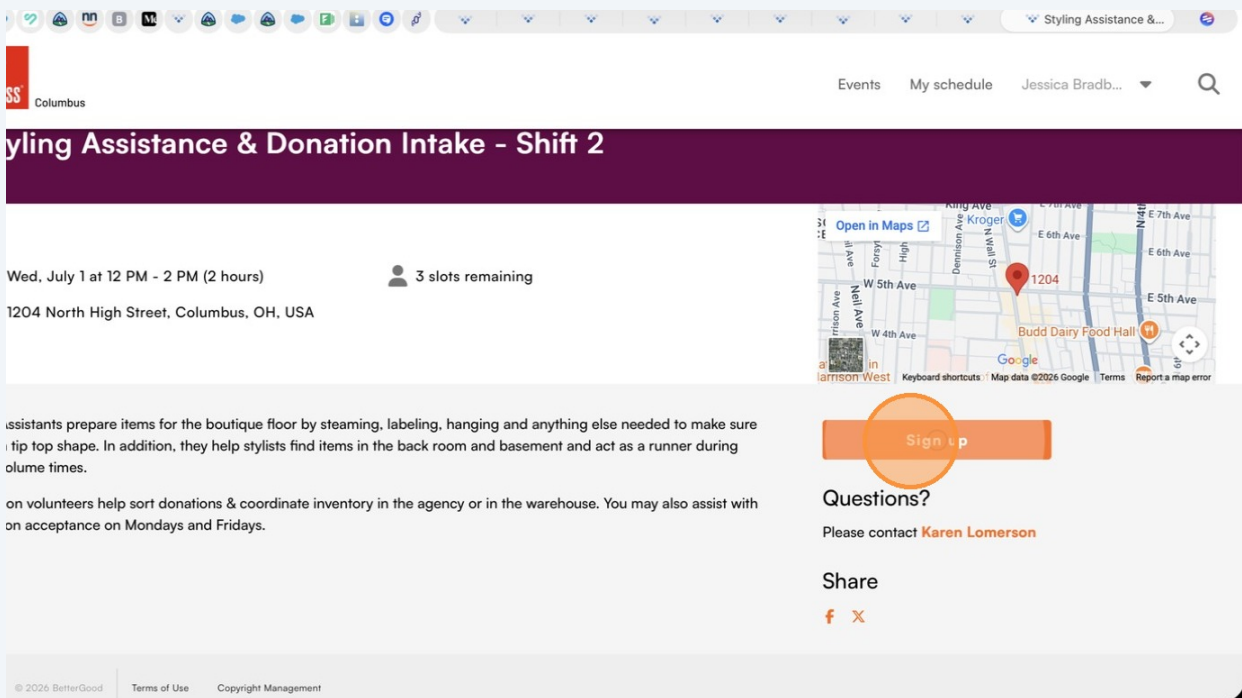
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Choose a volunteer shift from the results. Clicking on "More" will show additional details about the volunteer shift and allow you to sign up.

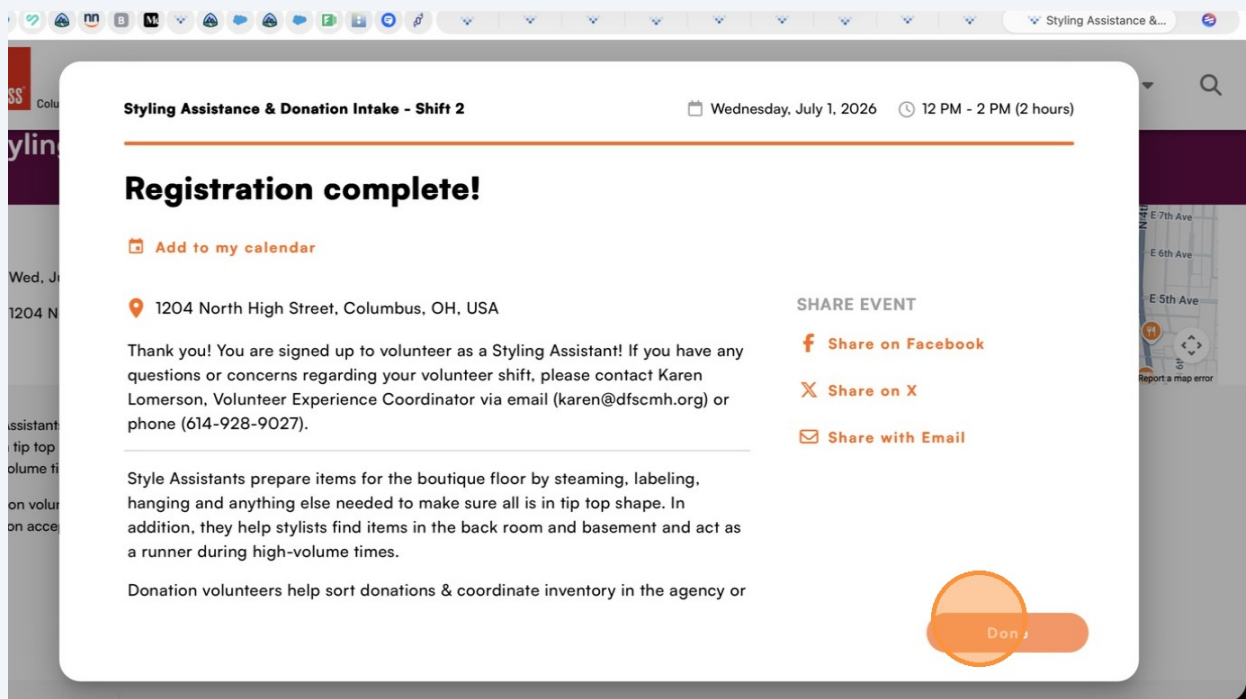


13

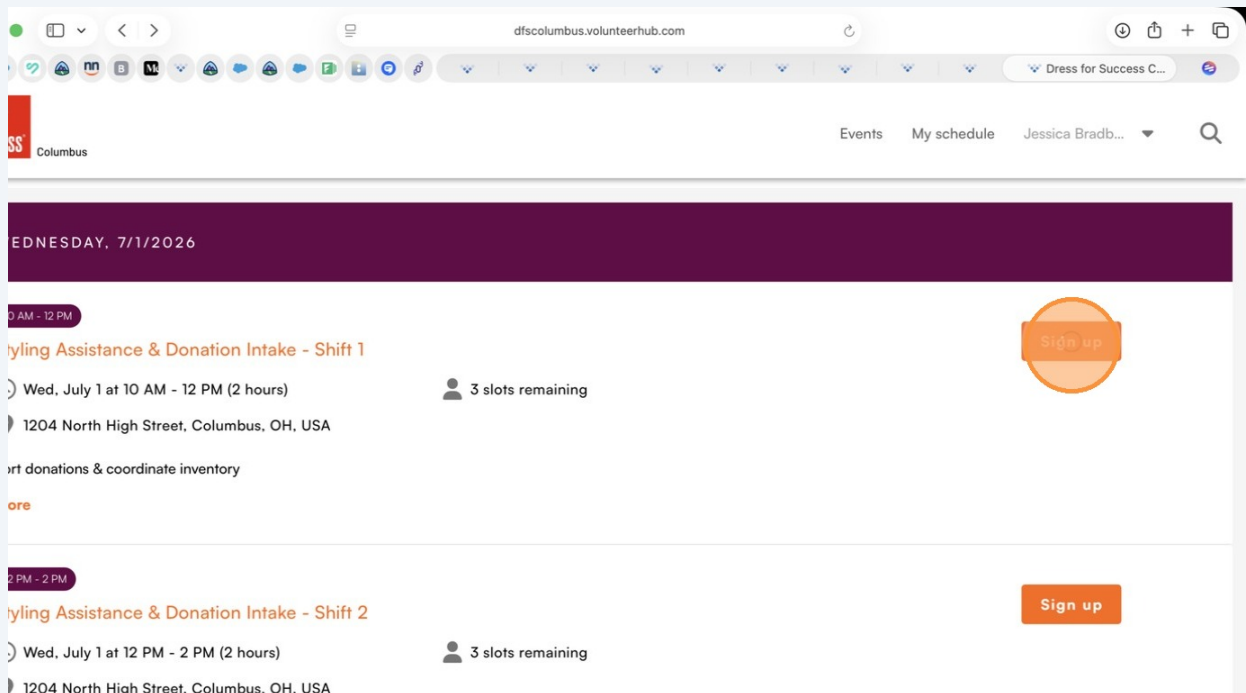
The more option has more detail about the volunteer position, a map with the location and a contact button to ask Karen questions.



14 Finalize the registration by clicking 'Done'



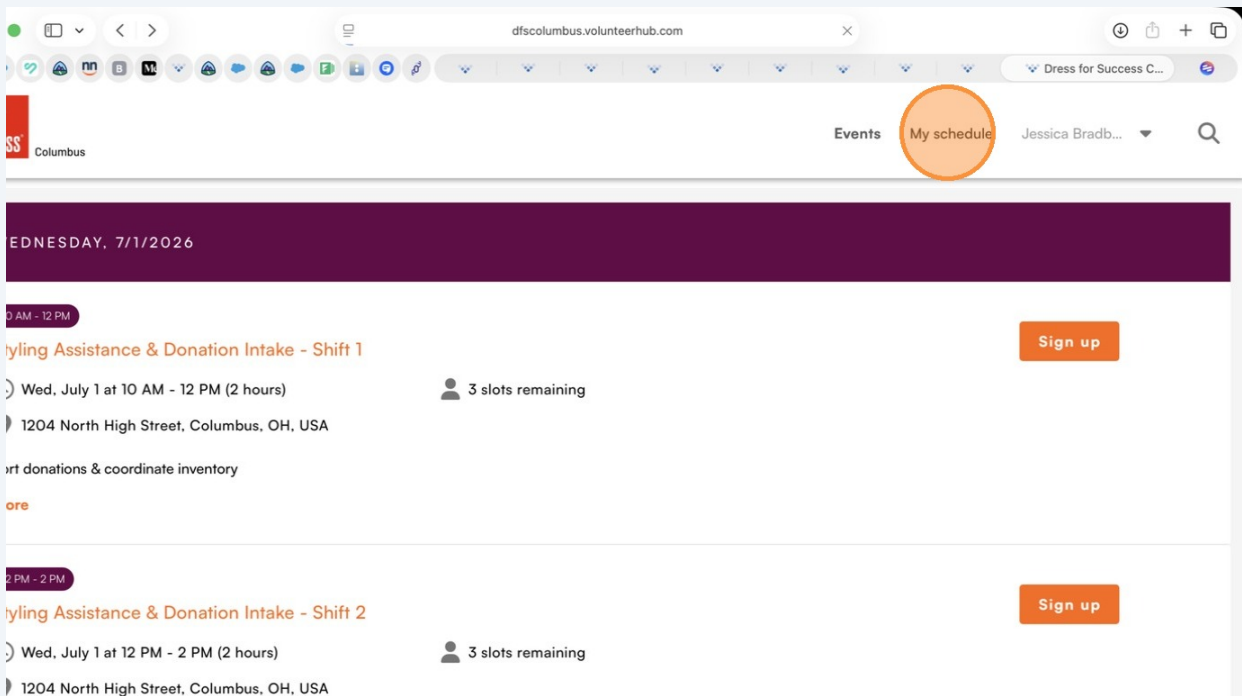
15 You can also click "Sign Up" on the summary page without having to get into further details.



Schedule and Hours

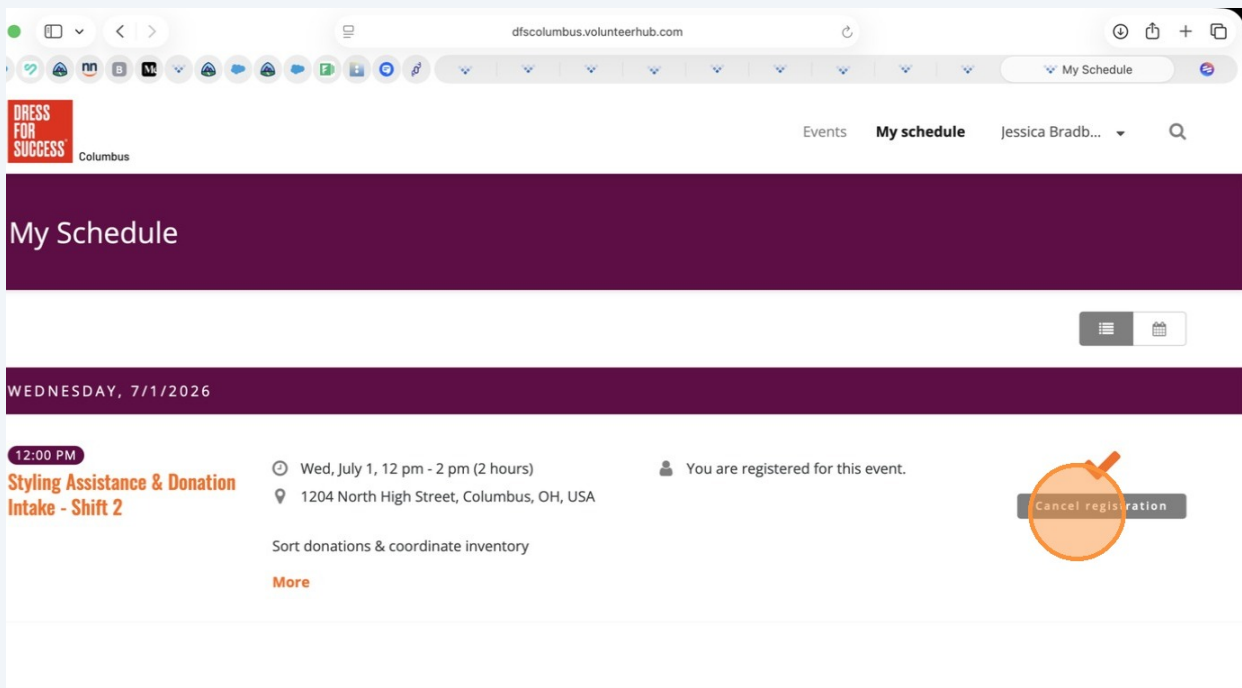
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Looking to see a listing of the shifts you registered for? Navigate to the 'My schedule' page



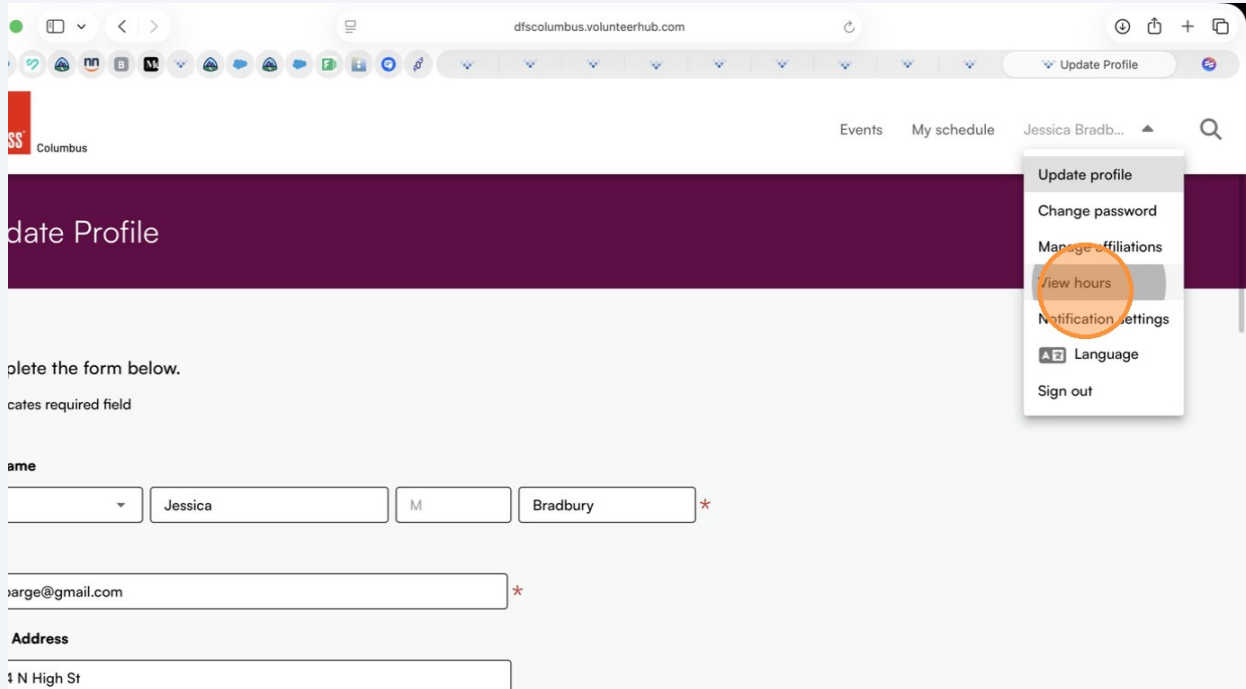
17

From your schedule, you can cancel a volunteer registration by clicking the grey "cancel registration" button. An email will automatically go to Karen to inform her of the change.



18

Clicking on your name in the upper right corner will allow you to update your profile, manage affiliations (this is where you select your volunteer interests) and see how many hours you've volunteered!



19

Step