



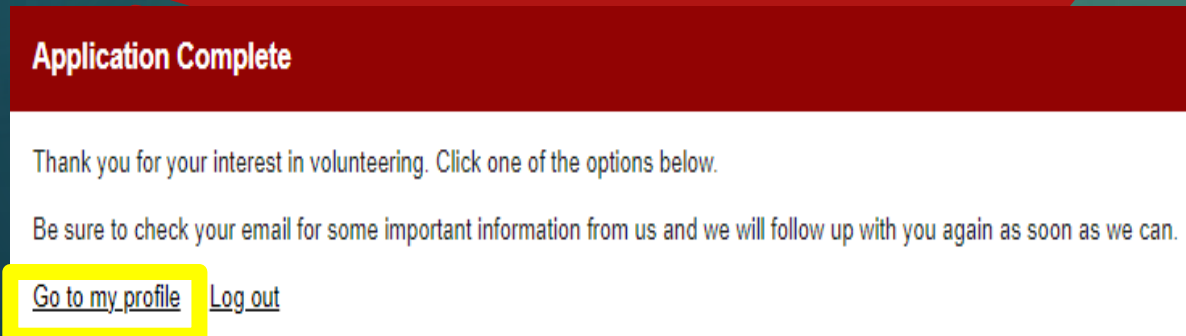
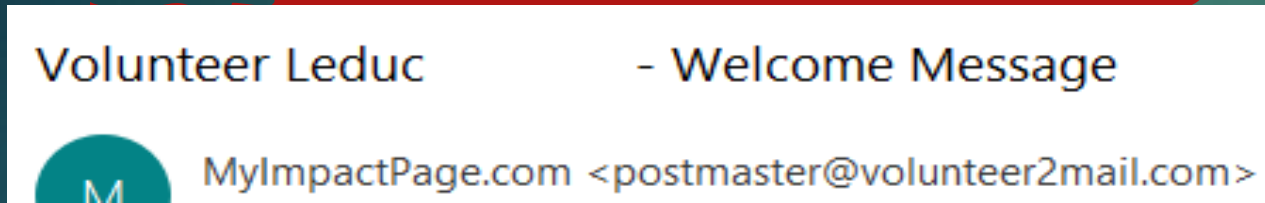
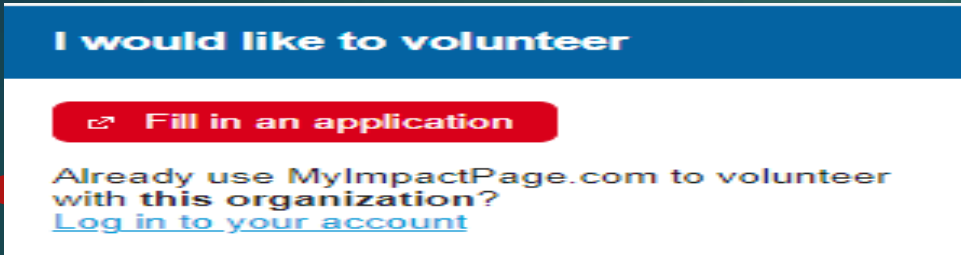
# Volunteer – Basic of Better Impact

# How to sign up

1. <https://www.leduc.ca/volunteers> > **Become a Volunteer** > **Volunteer Leduc Better Impact**
2. Apply for any subaccounts you are interested in volunteering for (located on the side bar).
  - a. City of Leduc Signature Events
  - b. Community Volunteer Opportunities
    - i. Applying for this subaccount will put you in our database but it will be your responsibility to **contact the organization directly to find out more about these positions (contact detail in the posting)**
  - c. Maclab Centre for the Performing Arts
  - d. Family & Community Support Services (FCSS)
3. Application is located at the bottom of each subaccount page (red button) “Fill in Application”



# Application Process



1. Fill in the application!
  - a) Try to be as DETAILED as possible!
2. You can click to be redirected to your profile, where you can finish up your profile.
  - b) A screen will show up with the option to **Go to My Profile** or **Log Out**
  - c) **Go to My Profile** will allow you to further explore Better Impact.
3. Once the application is filled in, you should receive an email, **Welcoming you to which ever subaccount you applied for.**

# In your Profile

## My Profile - Contact Information

Contact Information

When you can click to be redirected to your profile, you are redirected to your **Contact Information** tab of your **PROFILE!**

If you want to explore your profile more on the right – hand side of the screen you will see a blue button **MY PROFILE** (click/or hover over, it to get the drop-down bar)

MY PROFILE

Contact Information

Additional Info

Qualifications

Training

Badges

Change Password

Organizations

Goals

Interests

Availability

Timeclock QR Code

Files

Merge Profile

**Contact Information**– is where you can update your contact information like address, contact number, etc.

**Additional Info** – is where you can place any documents that are need – like First Aid/Criminal Record Check

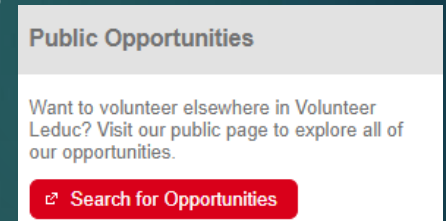
**Qualification** – is where you can update any qualification like the expiry date of First Aid or PROSERVE ,etc.

**Files**– is where you can find any documents associated with your organizations that you are part of – just select the organization using the drop-down bar and click **SELECT ORGANIZATION!** – all the documents visible to volunteers will show up there.

# Home Volunteer Profile



- This is simply where a Volunteer, you can see the news related to all the organization that you are apart of.
- Additionally, you can access the Public Opportunities



- **HOME** is also one area, where your upcoming shifts are displayed

## Opportunities – Volunteer Profile

OPPORTUNITIES ▼

Step 1: Hover over / Clicking on **Opportunities**

Step 2: You can pick Calendar or List

- Calendar:
  - Looking to volunteer once on a specific day?
    - Select Opportunity Calendar. This page lets you find opportunities on a calendar to easily find activities on the days you are available to help.
- List:
  - Looking for a specific activity that isn't showing on the calendar or occurs on a recurring pattern?
    - Select Opportunity List. Activities that don't have specific dates or times aren't able to be rendered on the calendar and there may also be some activities that are visible to you in the list, but not the calendar.

Step 3: Look through the opportunities and see if one works with your schedule.

Step 4: Click on the activity that you would like to do

- This is where the description of the activity and the list of all the time slots available
- It will also show you how many positions are available for that certain activity.

Step 5: Click **+ Sign Up** – this will sign you up for that activity at that time

Thursday, December 15, 2022

1:30 PM

3:30 PM

4 / 4

+ Sign Up

## Schedule – Volunteer Profile

SCHEDULE

- This is where a Volunteer can see what your schedule is.
- This also gives you the opportunity to withdraw from any scheduled opportunities

ORGANIZATION	ACTIVITY	DATE	START	END	WHO?	ACTIONS
City of Leduc Signature Events	Party in Alexandra Park - Barricade Operator	Wed 23/08/2023	4:45 PM	8:00 PM		<a href="#">Remove</a>



# Hours – Volunteer Profile

HOURS

- Step 1: Select the organization you want to log hours for – using the drop-down bar
- Step 2: Filter to the activity that you volunteered for
  - Put in the date
  - Hour and minutes
- Step 3: Hit "Save "or "Save and log another (IF YOU HAVE ANOTHER ACTIVITY YOU NEED TO LOG FOR) "

Please select an organization to log hours for

Activity Show these activities

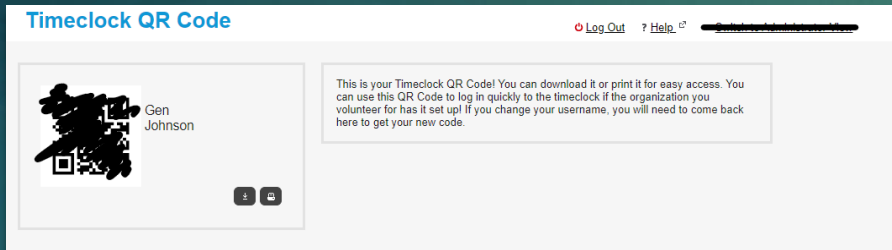
Date Volunteered  Hours  Minutes

The screenshot shows a form for logging volunteer hours. It includes a dropdown menu for organization selection (currently set to 'City of Leduc Signature Events'), a 'Select Organization' button, an 'Activity' section with 'Active' and 'Inactive' filters, another dropdown for activity selection, a date field (set to '21/10/2022'), and separate input fields for 'Hours' and 'Minutes' (both set to '0'). At the bottom, there are two buttons: 'Save and Log Another' and 'Save'. Red arrows point from the text instructions to these specific fields: one to the organization dropdown, one to the activity dropdown, one to the hours/minutes inputs, and one to the 'Save' button.



# Timeclock QR Code!

- ▶ Log on to MyVolunteerPage.com (if you are not logged in already)
- ▶ Click on the MY PROFILE tab
- ▶ Click on the “Timeclock QR Code” section
- ▶ In the box containing the image of the Timeclock QR Code, select either:
  - ▶ [Download] – download and save your Timeclock QR Code to a file
  - ▶ OR
  - ▶ [Print] – print your Timeclock QR Code
- ▶ If you are using MyVolunteerPage.com on a mobile device, you won't have the options to download and print. Instead, all you need to do is to check the box “Save my username and QR Code to the login screen for easy access”.
- ▶ NOTE: If you change your username, you'll need to generate a new Timeclock QR Code.





If you require more assistances, please  
check out the MyImpactPage Site Guide  
Click here → [MyImpactPage Site Guide](#)