![American Red Cross | Youth Engagement]

Volunteer Connection Guide
for Red Cross Club Leaders

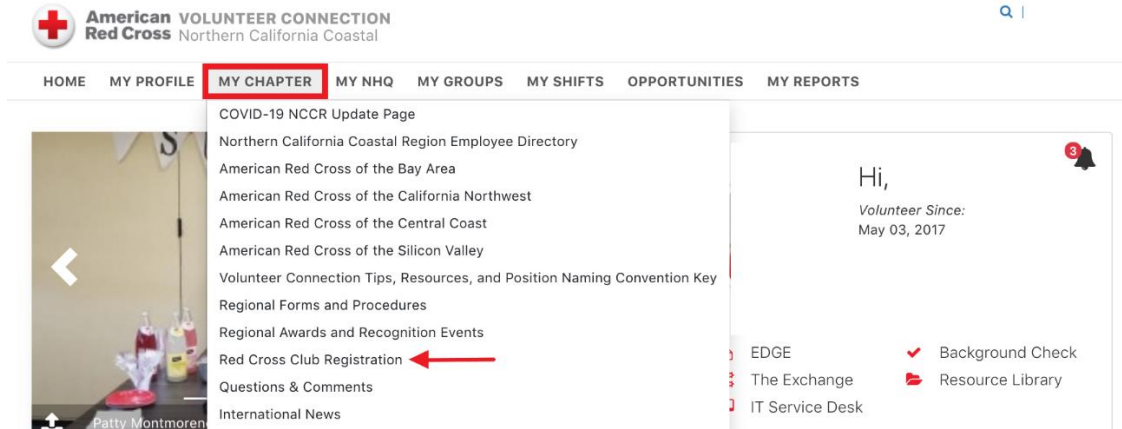# Table of Contents

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Registering a Club in Volunteer Connection

Volunteer Connection allows Red Cross Club founders to register their Club with the chapter. Only one Club member needs to complete the registration process.

1. Go to the **My Chapter** tab and click on **Red Cross Club Registration**.

2. Fill out all required fields of the Club Registration form. For a Club Constitution template, click **here**.

3. The form will be sent to the Red Cross Club Administrator for review. Once approved, you and/or the Club President will be notified.

Renewing a Club

At the start of every school year, Volunteer Connection will send an email to the Club President to renew the Red Cross Club. Red Cross Clubs must be renewed every year.

1. Once you receive an email from your Red Cross Club Administrator about Club renewal, click the link to renew your Club.

   Dear Red Cross Club President,

   With fall right around the corner, it's time to renew your Red Cross Club registration in Volunteer Connection for the 2019-2020 year. You will need to renew your Red Cross Club registration by **September 30th**. The Renewal process will take less than 10 minutes.

   To renew your Club, you will need to the following information:

   - Contact information (Name, title, email address and phone number) for your Club's Sponsor / Advisor, Red Cross Unit Contact, and Current Leadership (President, Vice President, Secretary and at least one Club member)
   - Club Constitution (if updated from last year)

   Click here to renew your Red Cross Club

   If you are not the current contact for your Red Cross Club, please forward this email to the new Red Cross Club President.

   If you have any questions, please contact your Red Cross region contact or email youthinvolvement@redcross.org and we will help connect you to the right people.

2. Update the information in all required fields of the Club Registration form.
3. The form will be sent to the Red Cross Club Administrator for review.

Running Hours Reports

Volunteer Connection allows volunteers to run a report showing the number of hours volunteered. You can also see which groups you have volunteered with.

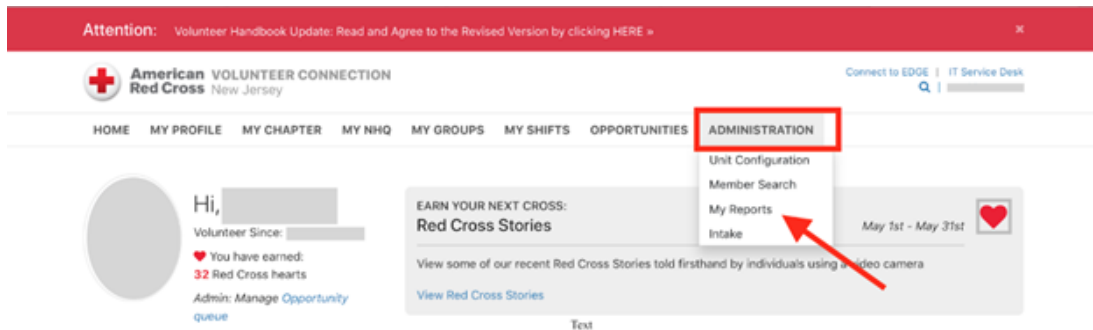1. Go to **My Reports** under the **Administration** tab.
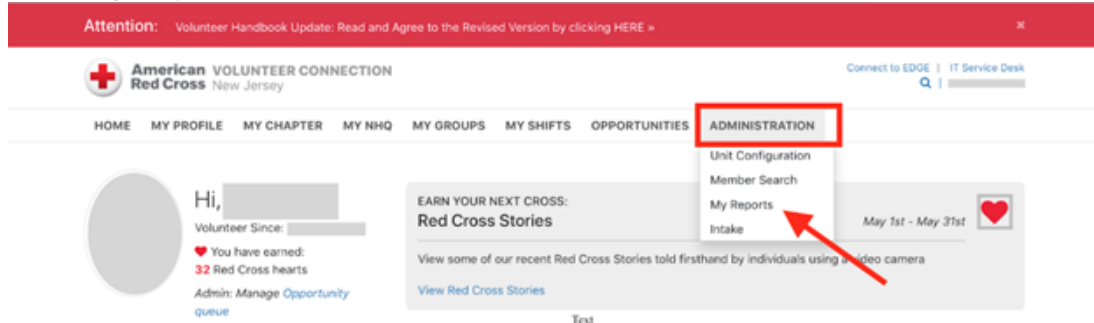
2. Enter "Profile Hours Report" in the search tab and select it.
3. Select your desired output. It is suggested that you use Excel as it will be the easiest to use.
4. Click **Run**. After this is complete, click **Download**. This will download the document to your computer. Open the file to view all your hours and activities.

Running Reports on Club Members' Hours

Club leaders can also run a report on all Club members' hours to see how many hours members have volunteered within your group.

1. Go to **My Reports** under the **Administration** tab.

2. Enter "Hours Listing - GroupShare" in the search tab and select it.
3. Select the GroupShare account you would like the report for. You can only select groups for which you are listed as the leader.
4. Select the time frame for when the hours were logged. It might be helpful to select the dates for the current school year. Also select "Approved" as your hours status. Select your desired output. It is suggested that you use Excel as it will be the easiest to use.
5. Click **Run**. After this is complete, click **Download**. This will download the document to your computer. Open the file to view all your hours and activities.

Sending Emails Through GroupShare

Volunteer Connection is a tool that you can use to send emails to several members at once. Sending mass emails to your Club is a convenient and effective way for your members to be informed about Club activities.

1. Click on your target group (ex. School club, Council) under the **My Groups** tab.
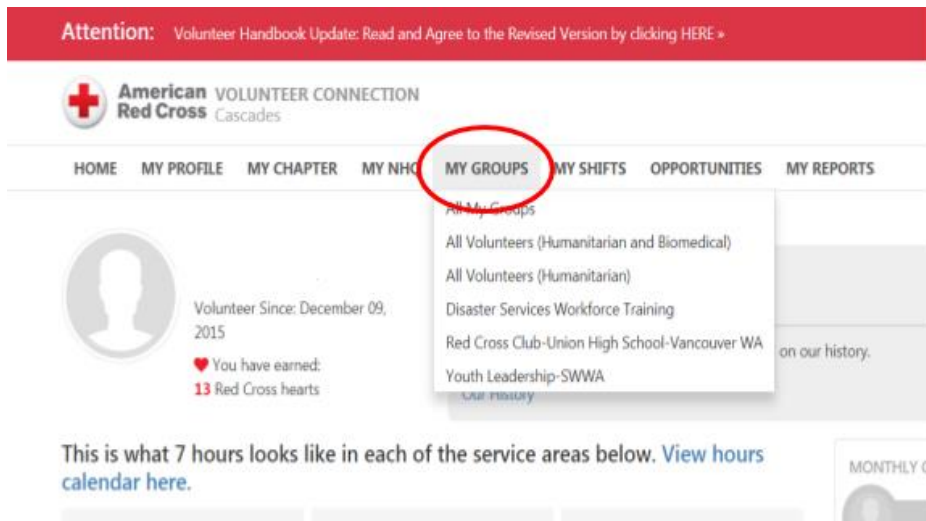
2. Click on the **Email** option under the **Administrative Actions** box.
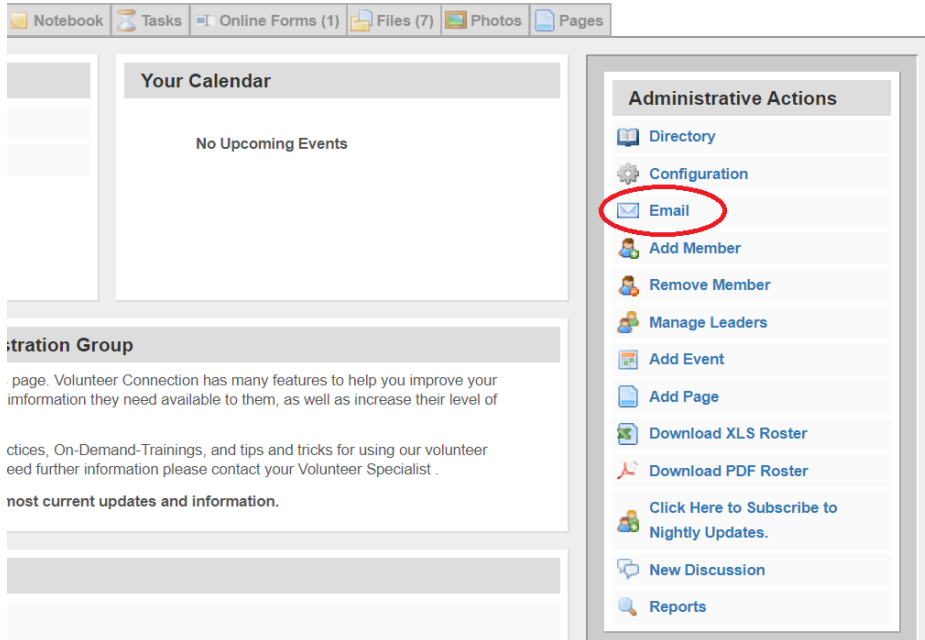
3. The **New** tab is the function that will allow you to send mass emails to all your members. The **Sent** tab shows the history of the emails you sent through Volunteer Connection in the past. The **Received** tab shows the emails that you have received from other American Red Cross volunteers.

    i. On the **New** tab, select the group you want to send the mass email to and choose if you want the communications to be through phone message/text or email.
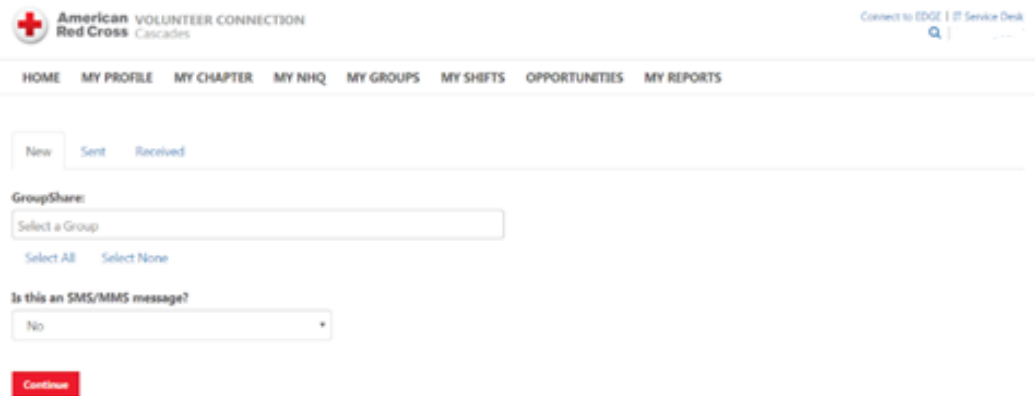
4. Next, you will see a list of members in your selected group. You have the option to choose who will get the email or not. After choosing your email recipients, click on the **Continue** button.
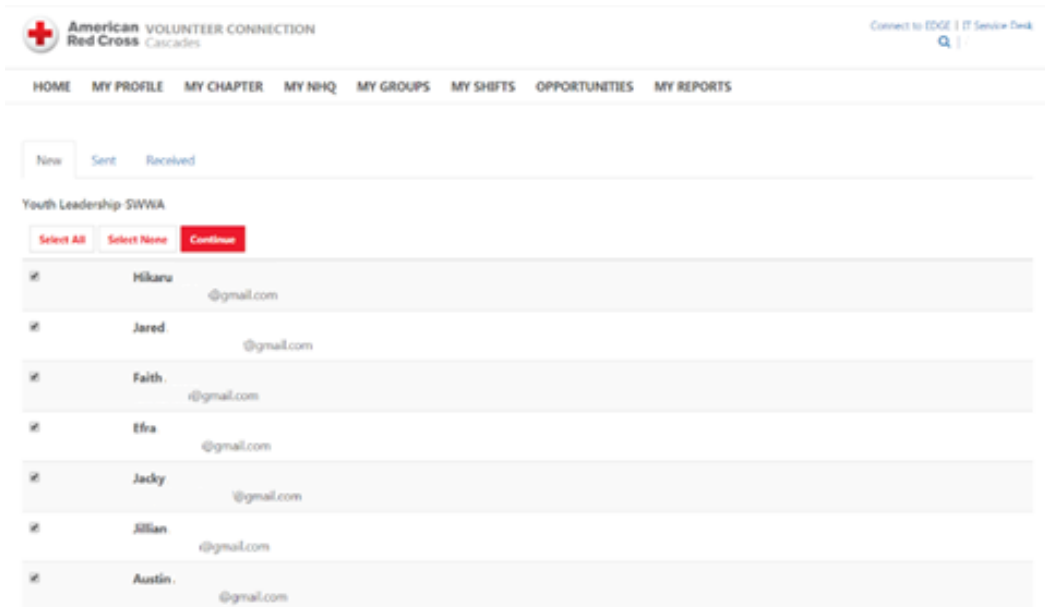
5. The dropdown "Start a New Thread," "Template," and "Style" are all optional when sending a mass email. Enter the subject and the body of the email. Attach any files if needed (ex: parental consent forms).

    i.   "Start a New Thread": Not all Volunteer Connection accounts have this dropdown button; it allows you to create a new thread of discussions among the recipients of your email. When you send the email, people who receive the email will get a link that will allow them to comment on the thread.

    ii.   "Template": A template is a pre-saved email that you created before. You can create a template by simply creating an email and then going to the template dropdown, clicking "save as," and assigning a name to your template. Next time you create an email, you can use this template by clicking the dropdown menu. Templates are useful when you must send similar emails.

    iii.   "Style": This dropdown button gives you the option to insert a style/logo into the email. You can preview the logo by clicking the preview button.

6. When you are ready to send your email, click the **Send Email** button.

Creating and Managing Events in GroupShare

If you are leading events for your Club or your chapter, creating events on Volunteer Connection is a convenient way to manage your Red Cross volunteer attendees. The events function is also a great way to get the word out to people registered in your GroupShare.

1. Go to your GroupShare page and select the **Add Event** option.
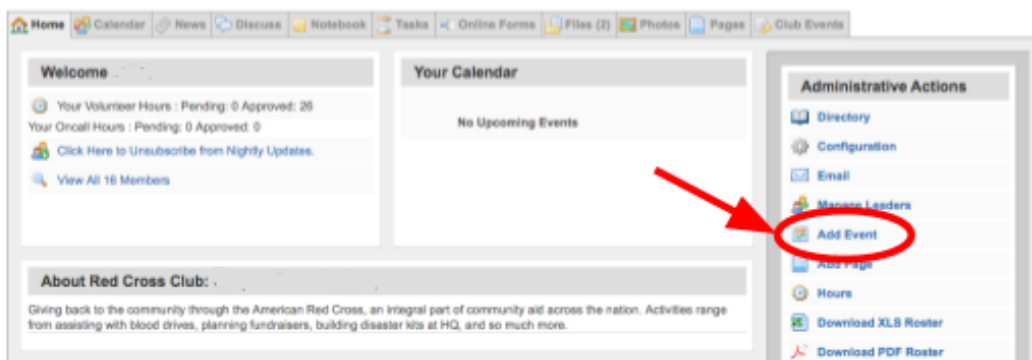
2. Fill out the Event Form details.
    i. If the location you are hosting has limited space or your activity is only suitable for a certain number of people, it is important to cap the number of RSVP's so that you do not end up with too many attendees.
    ii. Automatic reminder emails can be effective in increasing turnout for those that may have RSVP'd early.
    iii. In order to send out an invite to all members of the group, select the last checkbox for Send Invite and fill out the form details that pop up.

Group Events: New Event

*Event Name

*Event Start Date/Time
mm-dd-yyy   hh:mmam

*Event End Date/Time
mm-dd-yyy   hh:mmam

Event Topic

Event Contact

Event Location

Event Description

Maximum number of people allowed to sign up for event (optional)

*Please indicate the type of event:
Select ...

Enable Hours
Select ...

☐ Do not send reminder emails for this event.

Send the first reminder 3 days before this event.

Send the second reminder Don't send reminder days before this event.

☐ Send Invite

3. After you have created the event, it will appear on the front page of the GroupShare and in the Calendar tab.

4. Members can RSVP by clicking on the event and selecting "Yes," "No," or "Maybe." They may also leave additional comments.

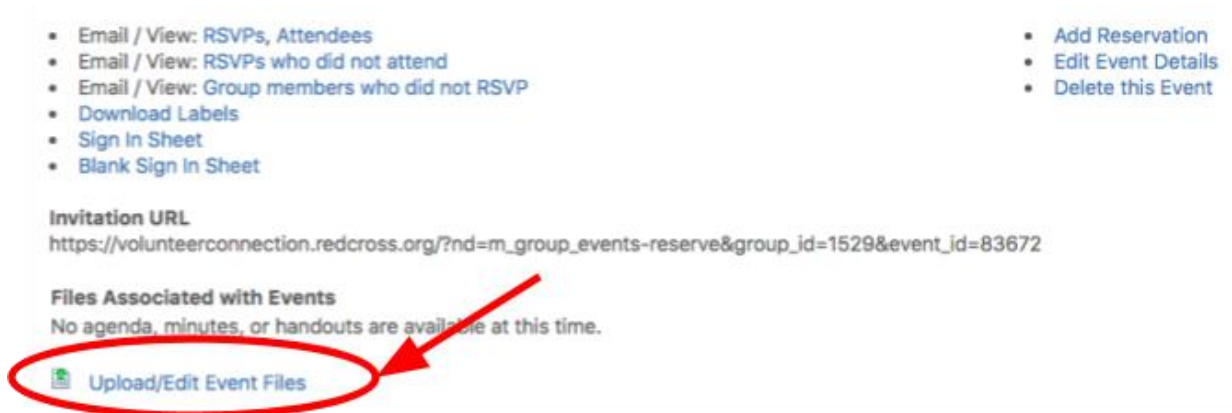5. To manage your event, in the Admin section below the event information and RSVP section, click on the hyperlink titled **Manage Event Details, Reservations and Attendance.**

6. The hyperlink will take you to list of the current reservations. You can modify the list to change people's reservations and mark whether they attended the event or not. There will also be the following hyperlinks to click on:

- Email / View: RSVPs, Attendees
- Email / View: RSVPs who did not attend
- Email / View: Group members who did not RSVP
- Download Labels
- Sign In Sheet
- Blank Sign In Sheet

- Add Reservation
- Edit Event Details
- Delete this Event

7. A hyperlink titled **Upload/Edit Event Files** can be used to add a flyer, paperwork that needs to be signed, or other additional documents related to your event.

- Email / View: RSVPs, Attendees
- Email / View: RSVPs who did not attend
- Email / View: Group members who did not RSVP
- Download Labels
- Sign In Sheet
- Blank Sign In Sheet

- Add Reservation
- Edit Event Details
- Delete this Event

Invitation URL
https://volunteerconnection.redcross.org/?nd=m_group_events-reserve&group_id=1529&event_id=83672

Files Associated with Events
No agenda, minutes, or handouts are available at this time.

Upload/Edit Event Files

Creating and Managing Forms

Creating an online form is an excellent way to easily collect information from a group without having to contact each person individually. Online forms can be used to oversee progress of a project or task, gauge interest in an event, or collect other necessary volunteer information.

1. Under the **Online Forms** tab of your GroupShare, select the **Manage Forms** button, and click on **Create a new Form**.
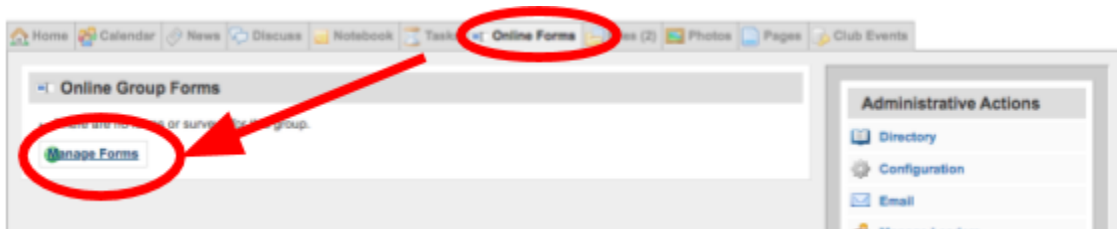
Form Builder

Search

Form #: [   ]   Form Name: [   ]   Form Category: [Select a form category ... ▼] **Go**

#	Delete	Edit	Copy	Category	Form Name	Preview	Submissions	Excel
You have no system generated forms.								
➕	Create a new form							

2. Fill out the Form Name, Form Category, and Submission Message. The selection of form categories can be modified by selecting Edit Categories.
3. To add questions and other information to your form, select the Edit button for the form you are building.

4. In the Form Details manager, you may **Add Question** or **Add Text**.

5. In the Form Builder, you also have the options of deleting the form, making a copy of the form, previewing it, managing submissions, and generating an Excel sheet of form responses.
6. When managing submissions, you can either view or print the submission, email the submitter, change the status of the form ("New," "In Progress," "Rejected," "Completed," "Not Complete"), or input notes about the individual submission.

Mini Activity Guide: Volunteer Connection Workshop

About

Getting Red Cross Club members to use Volunteer Connection is super easy! Walk them through the registration process during a Club meeting and encourage using the app to conveniently log hours.

Purpose

All American Red Cross volunteers must be registered in Volunteer Connection, so it is important for Red Cross Club leaders to help get members registered. Incorporating the Volunteer Connection app at Club meetings will also help members get into the habit of logging hours.

Time Required

Approximately 1 week to plan and 30 minutes to execute.

Sample Plan

1. Inform members – Highlight the importance of Volunteer Connection and let members know that they can create an account at the next Club meeting. Encourage them to bring their own laptop or book the school computer lab for your next Club meeting.
2. Registering for VCN – During the Club meeting, walk members through the process of registering for Volunteer Connection.
3. Downloading the App – After they have registered, ask members to take out their phones and download the Volunteer Connection App from the Apple App Store or Google Play Store.
4. Logging hours – Once everyone has downloaded the app on their phones, ask members to sign in using their Volunteer Connection credentials. Direct them to the Hours Manager. Members can now log their hours for every meeting via their phones.