

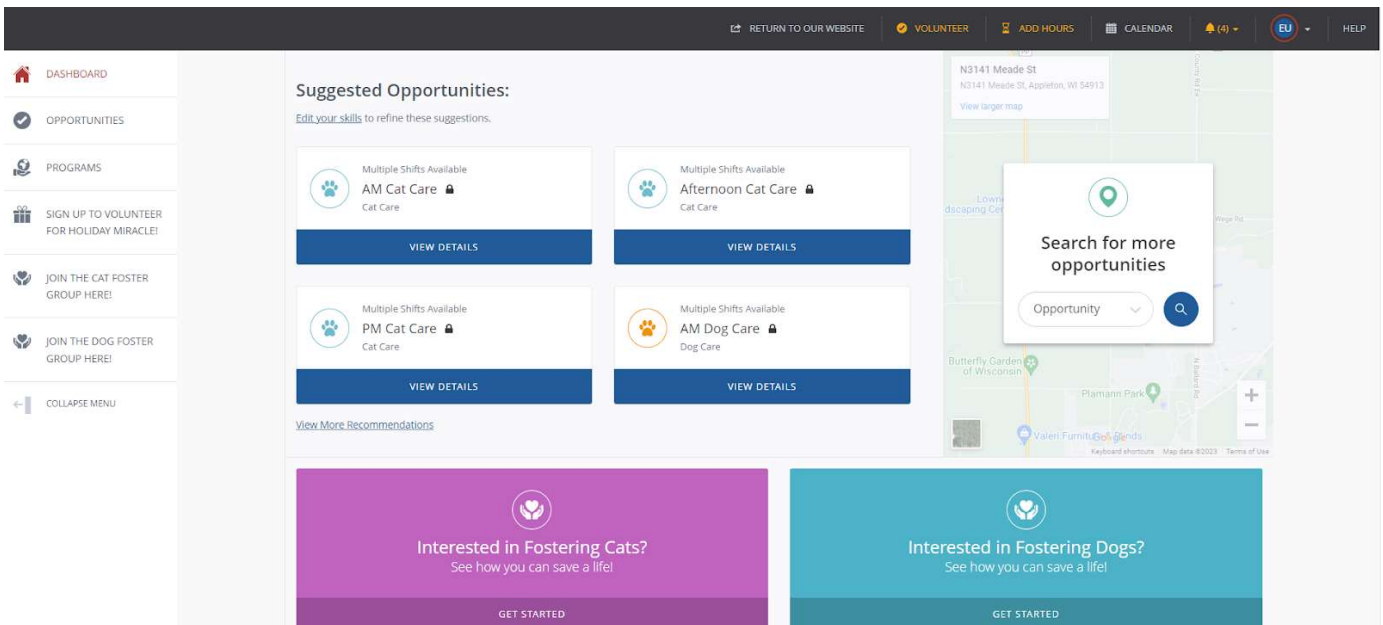
Common Terms

- Program
 - Programs are each of the individual areas that create our organization as a whole. These are similar to what we currently refer to as teams. We have six programs on our Galaxy Digital site including Administrative, Cat Care, Dog Care, Fostering, Fundraising, and Maintenance. Programs help administrators organize volunteers, and help volunteers find opportunities.
- Opportunity
 - Opportunities are what we currently refer to as shifts. As a volunteer, you will sign up for, or “respond” to opportunities. Each opportunity is specific to one program, as well as to one or more user groups.
- User Group
 - User Groups are another way for administrators to organize and monitor volunteers. Users can take advantage of the user groups that they’re a part of to find opportunities that may interest them.
- Prerequisite
 - Prerequisites are actions that must be taken before a user is able to respond to opportunities. Each prerequisite must be approved, or “qualified,” by an administrator.

How to Use the Galaxy Digital Site

- Begin by logging in to your account.
 - You may be prompted to update or create a password.
 - You may be prompted to complete your profile by answering a few questions and selecting skills.
 - You may be prompted to address one or more prerequisites. These prerequisites will need to be approved by an administrator before you are able to respond to any opportunities.
- Once you are logged in, you will be at your home screen, or dashboard.
 - Your dashboard shows you a few of your own statistics such as how many hours you’ve volunteered and how many opportunities you’ve responded to.
 - You will also see spotlights. These are the colorful banners which invite you to join specific user groups (which currently pertain to Holiday Miracle and animal fostering).
 - Your dashboard will also suggest specific opportunities to you based on your interests, skills, and which user group[s] you are a part of.

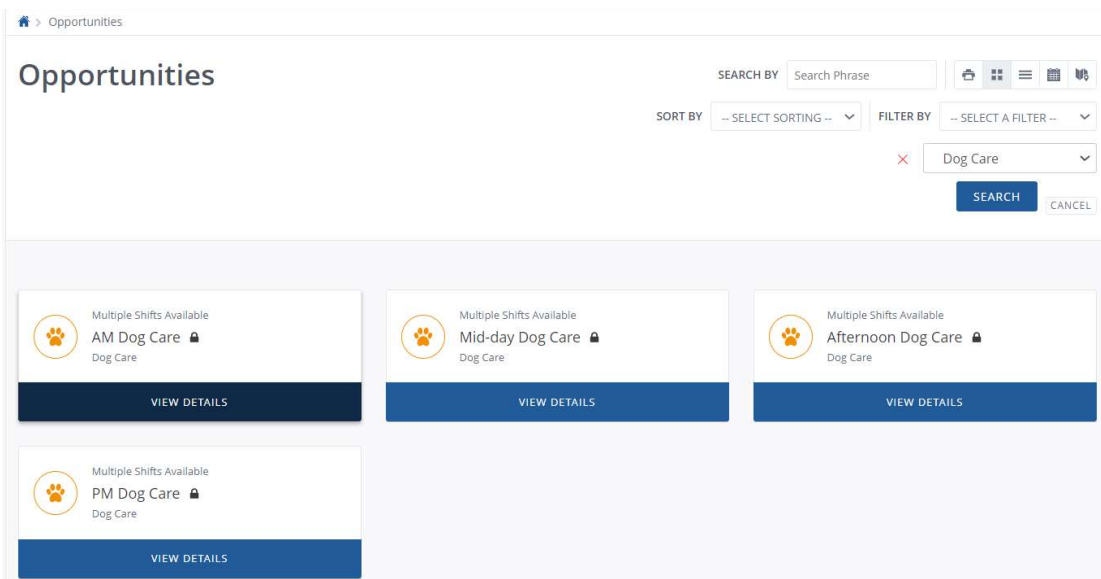
The screenshot shows the Galaxy Digital Volunteer Portal dashboard for savingpaws animal rescue inc. The top navigation bar includes links for RETURN TO OUR WEBSITE, VOLUNTEER, ADD HOURS, CALENDAR, a notification bell with 4 items, a user profile icon, and a HELP link. The main header features the organization's logo and the title "Volunteer Portal". The dashboard is divided into a left sidebar with navigation links (DASHBOARD, OPPORTUNITIES, PROGRAMS, SIGN UP TO VOLUNTEER FOR HOLIDAY MIRACLE!, JOIN THE CAT FOSTER GROUP HERE!, JOIN THE DOG FOSTER GROUP HERE!) and a main content area. The main content area displays a welcome message, a volunteer snapshot for July 28, 2023, and several statistics: 0 VOLUNTEER HOURS, \$0.00 IMPACT VALUE, and 0 OPPORTUNITY RESPONSES. A "HOURS BY SKILL" section indicates no hours found. A "View your full Volunteer Resume" link is also present. At the bottom, a green banner promotes the "Holiday Miracle 2023" fundraiser with a "GET STARTED" button.



- Along the left hand side of your screen, you will find your navigation menu. In addition to your dashboard, this menu includes opportunities, programs, and spotlights.
 - Click on “Opportunities” to view upcoming opportunities that you may be interested in. These opportunities are custom to each individual user. For example, if you’re a cat caregiver, you will see opportunities for the Cat Care program, but not the Dog Care program, and vice versa. If you care for both cats and dogs, you will see opportunities for both programs. You will be able to search, sort, and filter your opportunities to locate the specific one[s] you are most interested in.
 - Clicking “Opportunities” will bring you to a new page where you will be able to view all opportunities available to you.
 - You have the ability to filter your opportunities based on criteria like specific programs, such as cat care or dog care.



- Select “View Details” to learn more about each opportunity, or to respond to that opportunity.



- This will bring you to another page where you can respond to that opportunity on whichever date[s] it is available.

Shifts

 **RESPOND**

BEGINS	DURATION	OPEN SPOTS	RESPOND
Fri Jul 28, 2023 @ 7:00am to 9:00am	2.00 hours	4 of 4	RESPOND INDIVIDUALLY
Sat Jul 29, 2023 @ 7:00am to 9:00am	2.00 hours	3 of 4	RESPOND INDIVIDUALLY
Sun Jul 30, 2023 @ 7:00am to 9:00am	2.00 hours	4 of 4	RESPOND INDIVIDUALLY
Mon Jul 31, 2023 @ 7:00am to 9:00am	2.00 hours	4 of 4	RESPOND INDIVIDUALLY
Tue Aug 1, 2023 @ 7:00am to 9:00am	2.00 hours	4 of 4	RESPOND INDIVIDUALLY

[Home](#) > [Opportunities](#) > [AM Dog Care](#) > [Opportunity Response](#)

Opportunity Response

Thank you for your interest in this opportunity. Please fill out the information below and then click to submit your response. We'll reach out to you if necessary. Otherwise,

Opportunity Information

Opportunity Name: [AM Dog Care](#)
Program Name: [Dog Care](#)
Your Name: Example User

Opportunity Shifts

Respond to All Shifts

No

Show All



☒ Fri Jul 28, 2023 @ 7:00am
☒ Mon Jul 31, 2023 @ 7:00am

☒ Sat Jul 29, 2023 @ 7:00am
☒ Tue Aug 1, 2023 @ 7:00am

☒ Sun Jul 30, 2023 @ 7:00am
☒ Wed Aug 2, 2023 @ 7:00am

- Before submitting your response, please enter any notes that may pertain to the opportunity.

Additional Volunteer Information

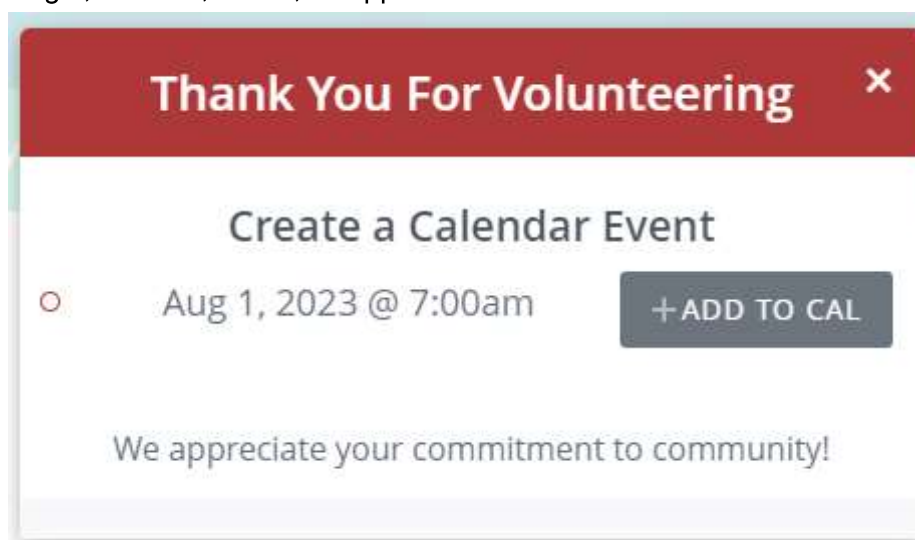
Response Notes ?

I'll be there from 8 am to 10 am.

- At the bottom of the screen, you will be prompted to “Submit Opportunity Response.”



- A pop-up window will then invite you to add that opportunity to your personal calendar such as Google, Outlook, Office, or Apple.



- Click on “Programs” to learn more about each of the divisions of the rescue, as well as what their functions are.
- If you’re interested in participating in our largest fundraiser of the year, click on “Sign Up to Volunteer for Holiday Miracle” to be added to the Holiday Miracle 2023 user group.
- Similarly, if you are interested in being a cat foster or a dog foster, click on “Join the Cat Foster Group Here,” or “Join the Dog Foster Group here,” respectively.
- Along the top of your screen, you will find a utility bar.



- “Return To Our Website” will bring you to the homepage of the Saving Paws main website.
- Click “Volunteer” to view upcoming opportunities that may interest you. This will bring you to the same page as clicking “Opportunities” in the left hand navigation menu will.
- Click “Add Hours” to log the time you’ve spent volunteering. All users will now be responsible for logging their own hours.
 - You will be prompted with a yes or no question: “Are these hours in reference to an opportunity you responded to on this site?”
 - If selecting yes, please indicate which opportunities your time pertains to.
 - If selecting no, please answer the subsequent questions.
 - You will be required to enter the “Date Worked,” as well as your “Hours Worked.”

- You will also have the option of choosing which user group your opportunity/ hours fall under, but this is not a required field.

Hour Type

Are these hours in reference to an opportunity you responded to on this site?

☒ Yes
 ☐ No

Opportunity*

Shift*

Program Name: Dog Care
Response Date: Jul 28, 2023

Hour Details

Date Worked*

Hours Worked*

User Groups

SUBMIT HOUR ENTRY

CLEAR FORM

- Click on “Calendar,” not only to see opportunities organized by day, but also to confirm which opportunities you’ve responded to. Those opportunities that you’ve responded to will be indicated with a check mark within a green circle.

Calendar

FILTER

-- SELECT A FILTER --

SEARCH

CANCEL

< AUGUST 2023 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<div>1</div> <div> <input checked="" type="checkbox"/> AM Dog Care <input type="checkbox"/> Mid-day Dog Care... <input type="checkbox"/> Afternoon Dog Ca... <input type="checkbox"/> PM Dog Care </div> <div>VIEW MORE</div>	<div>2</div> <div> <input type="checkbox"/> AM Dog Care <input type="checkbox"/> Mid-day Dog Care... <input type="checkbox"/> Afternoon Dog Ca... <input type="checkbox"/> PM Dog Care </div> <div>VIEW MORE</div>	<div>3</div> <div> <input type="checkbox"/> AM Dog Care <input type="checkbox"/> Mid-day Dog Care... <input type="checkbox"/> Afternoon Dog Ca... <input type="checkbox"/> PM Dog Care </div> <div>VIEW MORE</div>	<div>4</div> <div> <input type="checkbox"/> AM Dog Care <input type="checkbox"/> Mid-day Dog Care... <input type="checkbox"/> Afternoon Dog Ca... <input type="checkbox"/> PM Dog Care </div> <div>VIEW MORE</div>	<div>5</div> <div> <input type="checkbox"/> AM Dog Care <input type="checkbox"/> Mid-day Dog Care... <input type="checkbox"/> Afternoon Dog Ca... <input type="checkbox"/> PM Dog Care </div> <div>VIEW MORE</div>

- Click on the bell icon to go to your message inbox. You will receive messages here regarding things such as opportunity response confirmations, or notifications pertaining to prerequisites.

HOURS

CALENDAR

5

EU

Messages

Thank You for Your Interest

Hi, Example! Thank you for your interest in volunteering. We appreciate your desire to give back.

07/28/23

Your Qualification Response

Hello Example, Thank you for submitting a response to the qualification "Animal Care Shadowing" on

07/28/23

Your Qualification Response

Hello Example, Thank you for submitting a response to the qualification "Agreed to Waiver" on Saving

07/28/23

Your Qualification Response

Hello Example, Thank you for submitting a response to the qualification "Attend Orientation" on Saving

07/28/23

Welcome new members

Hi Example! Welcome to Saving Paws Animal Rescue! Thank you for your interest in volunteering with us!

07/28/23

07-08-2023

- Click on the circular icon (either a photo of yourself or your initials) to view or edit your profile, track volunteer hours, view your schedule, prerequisites, opportunity responses, and user groups, go to your inbox, or to log out of your profile.

