



# UNITED WAY OF CENTRAL ILLINOIS GET CONNECTED

PRESENTED BY

Memorial  
HEALTH SYSTEM



## Creating Your Organization's Page

### Important Information to Remember

1. **Get Connected is a free resource for Non-Profits to promote and share their activities.**
2. **This site is intended to be the non-profit resource board for Sangamon and Menard Counties.**
3. **United Way, as the administrative body, screens all information for accuracy and appropriateness. Items that are highly political or controversial will be sorted out.**

United Way of Central Illinois  
springfieldunitedway.org



### Organization Sign-up

- 1) Go to [volunteer.springfieldunitedway.org](http://volunteer.springfieldunitedway.org)
- 2) Click Sign-up in the upper right corner of the page, the screen will refresh
- 3) Under "Create an Account" Click the second option that says "Want to sign up your organization? Click here"
- 4) Fill out the information requested
  - a. The email and password provided in the "Your Information" section will be your log-in information. Please write down your log-in and password for your personal records.
  - b. You may also use your agencies Facebook account.
    - i. To use your Facebook account, please create an individual user account first by clicking the Facebook button.
    - ii. If you choose this option you will then use that personal information for your log-in info for your agency.
- 5) Email Community Impact Staff ([khays@uwcil.org](mailto:khays@uwcil.org) or [mbaker@uwcil.org](mailto:mbaker@uwcil.org)) to let them know you have signed up and need approval
- 6) They will approve you within 24 hours and an email will be sent for your confirmation.
- 7) They will also follow up via email within 24 hours to let you know when they have approved you.

### Creating Your Agency Profile

- 8) Once your organization is approved, you can log in and go to your organization management portal.
- 9) On the top of the screen, near the right hand side, click "My Organizations" and select your agency name from the drop down menu. This brings you to your organization's management portal.
- 10) Fill out the information to your liking in each of the respective sections.
- 11) Once a section is complete click the "Update Organization Info" button.
- 12) To add organization managers, make sure the individual you are trying to add has an existing Get Connected account.
- 13) The primary manager of the organization account will be the creator of the account and is designated by a filled star next to their name in the list of managers.