



UNITED WAY OF CENTRAL ILLINOIS GET CONNECTED

PRESENTED BY

Memorial
HEALTH SYSTEM 

Updating or Listing New Information for your Organization

Updating Your Organization's Profile Information

- 1) Log in and go to your My Organization tab located at the top of the screen.
- 2) The screen will refresh and you will be on the "Edit" tab. This tab will allow you to update your public profile information.
- 3) Locate the appropriate box for the information that you wish to change and make changes.
- 4) At the bottom of each section you will have the ability to click "Update Organization Info" this "saves" your information.
- 5) Staff will approve within 24 hour business hours.

How to upload an Event (Fundraiser or Public Events)

- 1) Log in
- 2) Go to your My Organization tab.
- 3) Under the banner that says "Click here to open Agency Manager's toolbox" select the gray option that says "Events"
- 4) Click "Add New Event"
- 5) Fill out the information for your project
- 6) If you wish to have people RSVP for your event, be sure to click the "Enable RSVP" tab to allow them to do so.
- 7) Hit submit once you are satisfied with the information you have provided.
- 8) Your project will be listed on the Get Connected website once approved by staff.

How to upload an Opportunity (Volunteer Needs, In-kind Gift Needs, Job Opportunities)

- 1) Log in
- 2) Go to your My Organization tab.
- 3) Click the "Opportunities" tab under the Agency Manager's Toolbox banner
- 4) Click "Add New Opportunity"
- 5) Fill out the information for your need/opportunity.
- 6) If you would like to allow team registration, make sure to click "Yes" next to the option. This will allow one person to register multiple people for your need at a time.
- 7) In addition to selecting "interests" to help people find your specific need, opportunities can also be clustered with other opportunities or needs of the same kind such as employment.
- 8) Select Runs Until, Happens On, or Is Ongoing.
 - a. Selecting Runs Until or Happens On will tell Get Connected to automatically take down the opportunity from the public's view once it happens.
 - b. Selecting Is Ongoing will tell Get Connected to keep the opportunity live until you take the opportunity down from the public's view.
- 9) Hit "Create Opportunity" once you are satisfied with the information you have provided.
- 10) Your need will be listed on the Get Connected website once approved by staff.

Important Information to Remember

1. **Events are events, and opportunities are opportunities, if you upload them incorrectly they will not be approved and you will be notified to correct the information provided.**
2. **You can hyperlink text within each listing so you can direct volunteers to additional resources.**