

How to Create a Volunteer Account

Welcome to your online volunteer account! This secure, online volunteer management database is designed to enhance your volunteer experience, improve program efficiency and volunteer communication, and allow us to better track your volunteer hours.

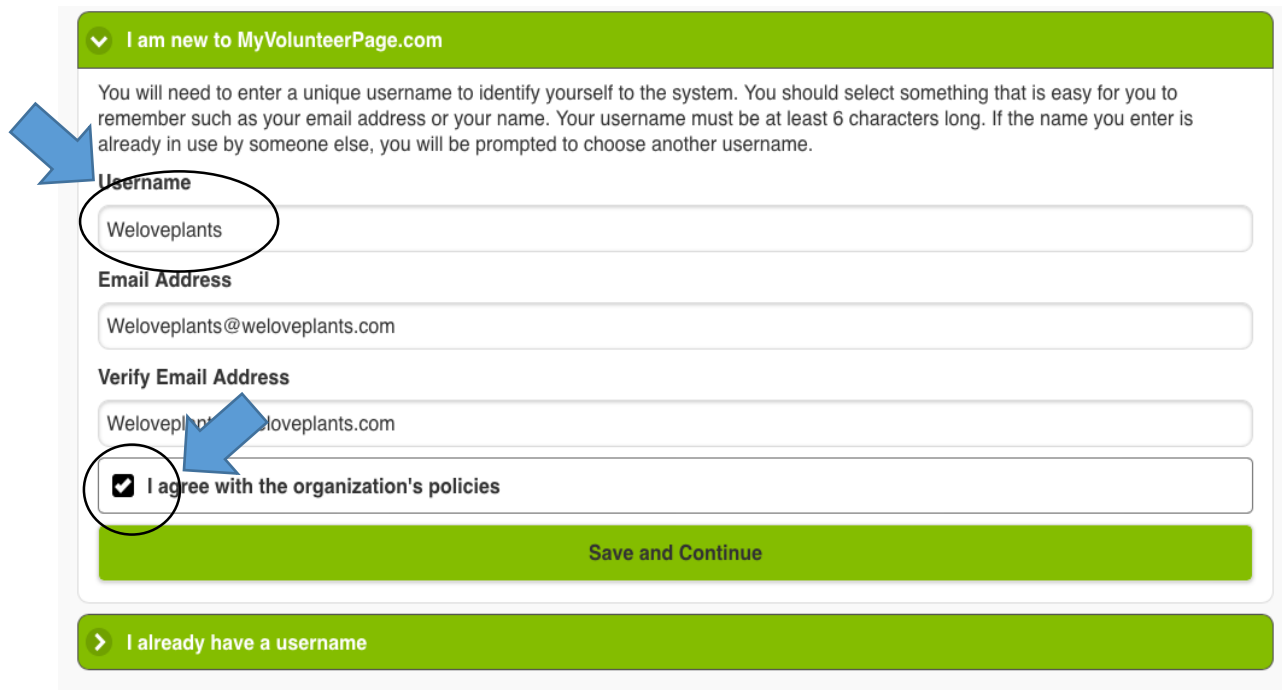
Please follow the steps below to create your volunteer account:

Step 1: For CURRENT AND RETURNING VOLUNTEERS

Visit our online [Returning Volunteer Application Form \(click here\)](#) and **create a username and password** for yourself in the bottom left box titled **"I am new to MyVolunteerPage.com"**.

Please read through our policies stated at the top of the page and click "I agree with the organization's policies"

Note: If you are a volunteer with another organization already using the Better Impact database, you can use the **"I already have a username"** box. We require you to complete the specific application for volunteering at VGBA as different organizations' requirements vary.



✓ I am new to MyVolunteerPage.com

You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

Username

Weloveplants

Email Address

Weloveplants@weloveplants.com

Verify Email Address

Weloveplants@weloveplants.com

☒ I agree with the organization's policies

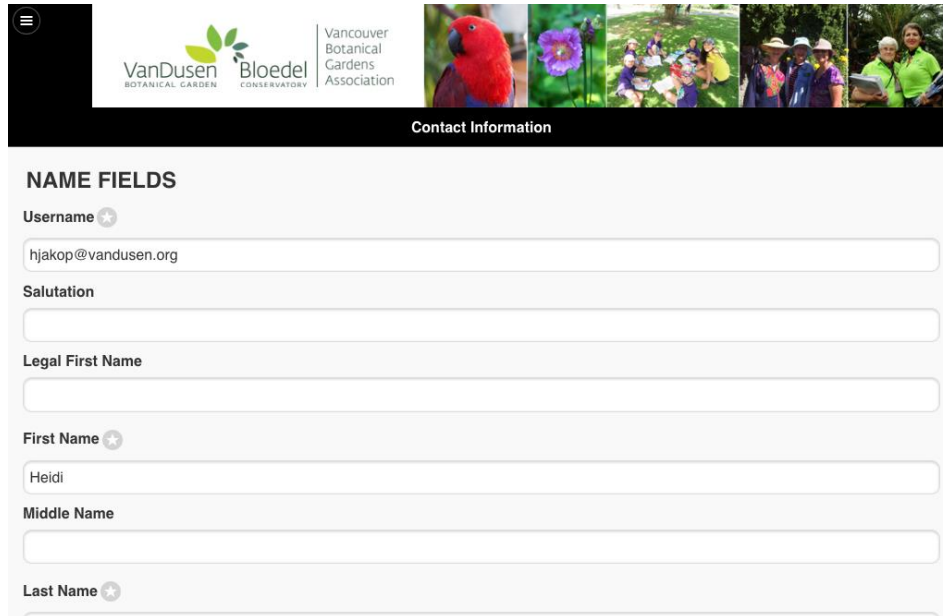
Save and Continue

> I already have a username

Press Save and Continue when done.

Step 2: Once you have created a username, you will be directed to a new page to create a password and complete your contact information.

Please note: only those fields with circled stars next to them are *required*.



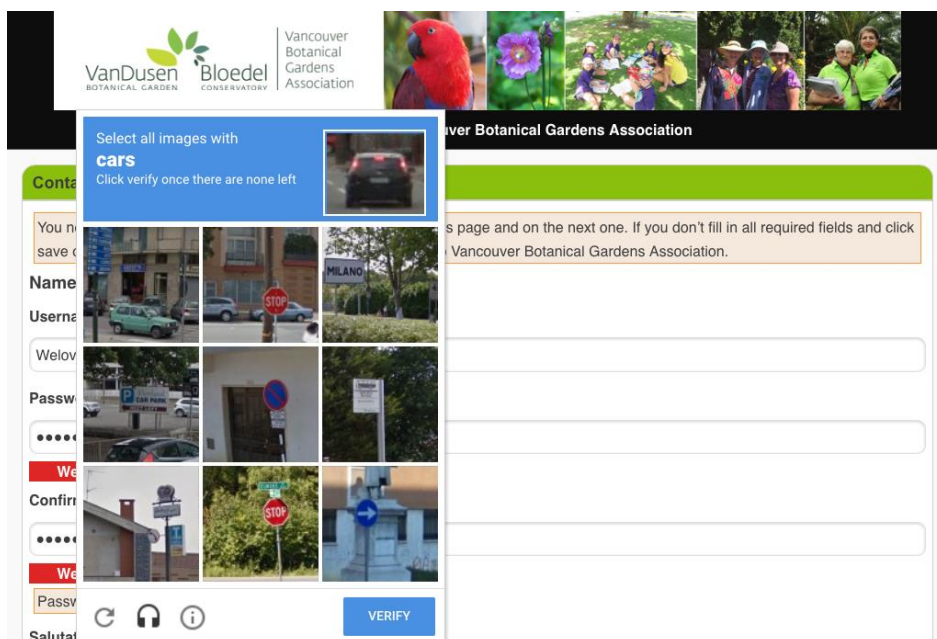
The screenshot shows the 'Contact Information' page of the Vancouver Botanical Gardens Association. The header includes the organization's logo and a banner with four images: a red parrot, a purple flower, a group of people in a garden, and two people in green shirts. The form is titled 'NAME FIELDS' and contains the following fields:

- Username** (required): Contains the text 'hjakop@vandusen.org'.
- Salutation**: An empty dropdown menu.
- Legal First Name**: An empty text input field.
- First Name** (required): Contains the text 'Heidi'.
- Middle Name**: An empty text input field.
- Last Name** (required): An empty text input field.

Step 3: Complete the Application Form

Please read carefully through each question, and answer all questions that include a flag next to them.





Also, you will be asked to check off a box that says "I am not a robot." This is a safety precaution that Better Impact require. You may be directed with a question to complete, such as below. Please answer the question and click "verify."



The screenshot shows the CAPTCHA verification step of the application form. A blue box at the top says 'Select all images with cars' and 'Click verify once there are none left'. Below this is a 3x3 grid of nine images containing various street scenes. A 'VERIFY' button is at the bottom right. To the right of the grid, a message box states: 'This page and on the next one. If you don't fill in all required fields and click [button], you will be directed back to the Vancouver Botanical Gardens Association.' The form fields for Name, Username, Password, and Confirmation are partially visible on the left side of the screen.

Step 4: Don't forget, when you have completed all mandatory fields, click "submit"!

Step 5: You will be directed to a new page with a brief message. Please follow the link provided within this message to your new, complete profile. You can also reach this page by [clicking here](#).



Application Form - Vancouver Botanical Gardens Association

Application Complete

Thank you for your interest in volunteering your time and talents at the VanDusen Botanical Gardens. Be sure to check your email for some more details from us.

You can find all current available volunteer [opportunities](#) under the opportunities tab found in your [profile](#).

Currently, there may be some Special Event Day volunteer roles you can sign up for directly. Consider yourself booked once signing up for a role! If you are interested in volunteering in an ongoing role, please hang tight while we review your application and assess our needs.

Thank you!

Volunteer Engagement Team

volunteersupport@vandusen.org

[604.257.8469](tel:604.257.8469)






[Check Out Our Volunteer Opportunities](#)

[Visit Your Volunteer Home Page](#)

[Log Out](#)

Step 6: Once you are signed in, welcome to your homepage!

If you are a volunteer at multiple associations using Better Impact, you will see them listed here. ***Click the circle in the corner to access more of your profile.***



Home

Hi Heidi Jakop !

> Vancouver Aquarium

▼ Vancouver Botanical Gardens Association

Hello Vancouver Botanical Gardens Association volunteers!

There is always so much happening around here, and we would love for you to join us in the excitement around here. Check out our upcoming events [here](#)!

Without you, we couldn't bring our vision, and mission to life. Thank you.

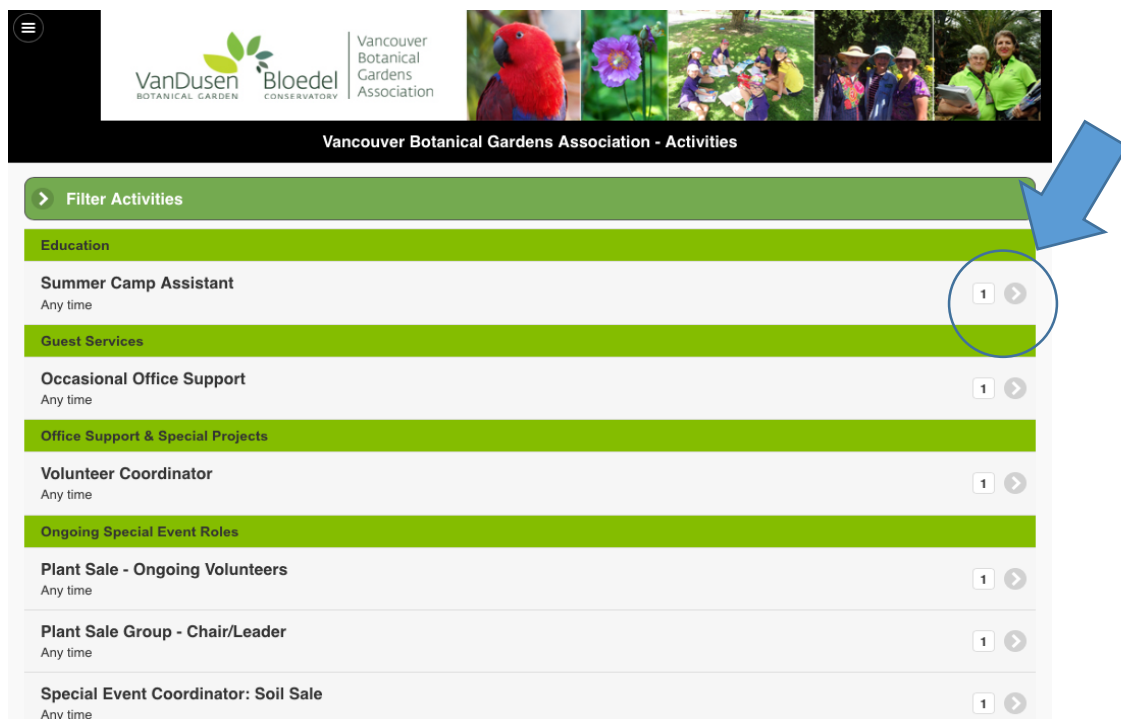
Hours

This Week	0
This Year	9
Lifetime	9

Step 7: You can view all current roles we are recruiting for by clicking the circle in the top left corner. In the drop down list, click 'opportunities'.

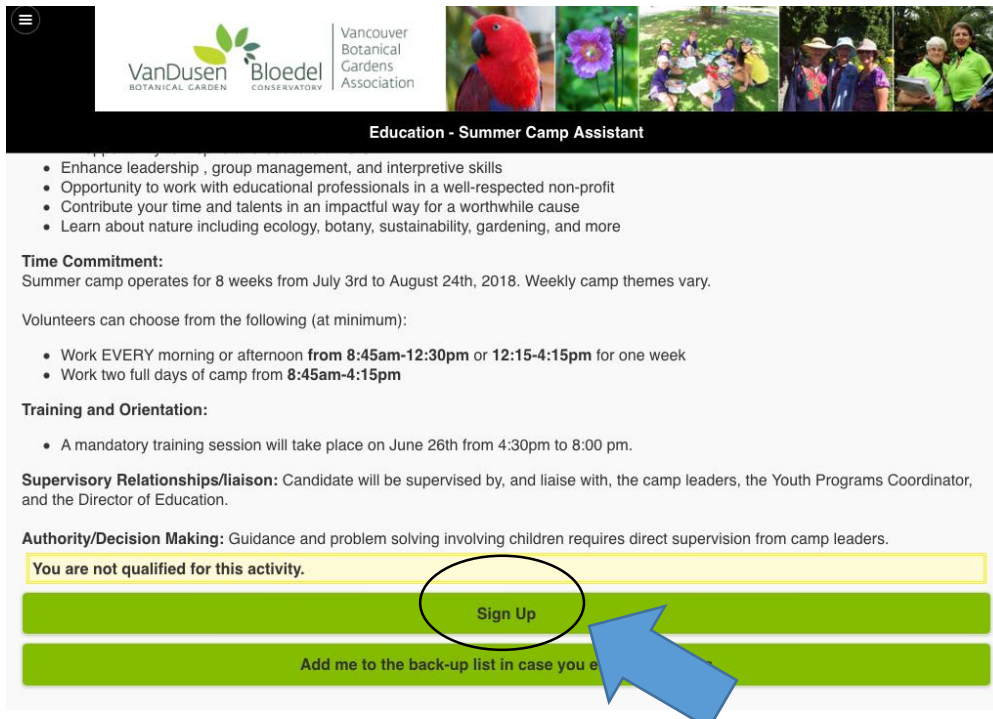


Step 8: Scroll down through the activities. To learn more about a volunteer role and sign up for it, click the arrow on the far right of each line.



Step 9: Click the “Sign Up” button at the bottom of the page.

Note: Activities will be found within their specific area of interest (ie. School Program Leader will be found under Education)



Education - Summer Camp Assistant

- Enhance leadership, group management, and interpretive skills
- Opportunity to work with educational professionals in a well-respected non-profit
- Contribute your time and talents in an impactful way for a worthwhile cause
- Learn about nature including ecology, botany, sustainability, gardening, and more

Time Commitment:
Summer camp operates for 8 weeks from July 3rd to August 24th, 2018. Weekly camp themes vary.

Volunteers can choose from the following (at minimum):

- Work EVERY morning or afternoon from 8:45am-12:30pm or 12:15-4:15pm for one week
- Work two full days of camp from 8:45am-4:15pm

Training and Orientation:

- A mandatory training session will take place on June 26th from 4:30pm to 8:00 pm.

Supervisory Relationships/liaison: Candidate will be supervised by, and liaise with, the camp leaders, the Youth Programs Coordinator, and the Director of Education.

Authority/Decision Making: Guidance and problem solving involving children requires direct supervision from camp leaders.

You are not qualified for this activity.

[Sign Up](#)

[Add me to the back-up list in case you e](#)

Note: if the role only requires a certain amount of volunteers and has already filled, you can add yourself to the back-up list as well, by clicking the line below “Sign Up”.

Step 10: Considered yourself assigned to this volunteer activity when it says “You are signed up for this activity”! Now you will be able to track your volunteer hours for this specific activity.

Please also check out our tutorial on how to log volunteer hours.