

VBGA Volunteer Tutorial - My Volunteer Page - Better Impact

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How to Sign Up for An Activity

1. Log on to your MyImpactPage.com [here](#).
2. Click on the OPPORTUNITIES tab

VanDusen Botanical Garden | Bloedel Conservatory | Vancouver Botanical Gardens Association

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Home

Help Switch to Administrator View Log Out

Welcome Heidi Jakop

VOLUNTEER HOURS

This Week	This Year	Lifetime
0	14	14

Vancouver Aquarium

Vancouver Botanical Gardens Association

News

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.

Mission Statement

Our mission is to engage people of all ages and walks of life in the importance of biodiversity to our lives, and to foster a lifelong love of plants and gardens by virtue of their participation

Get Social

Share this

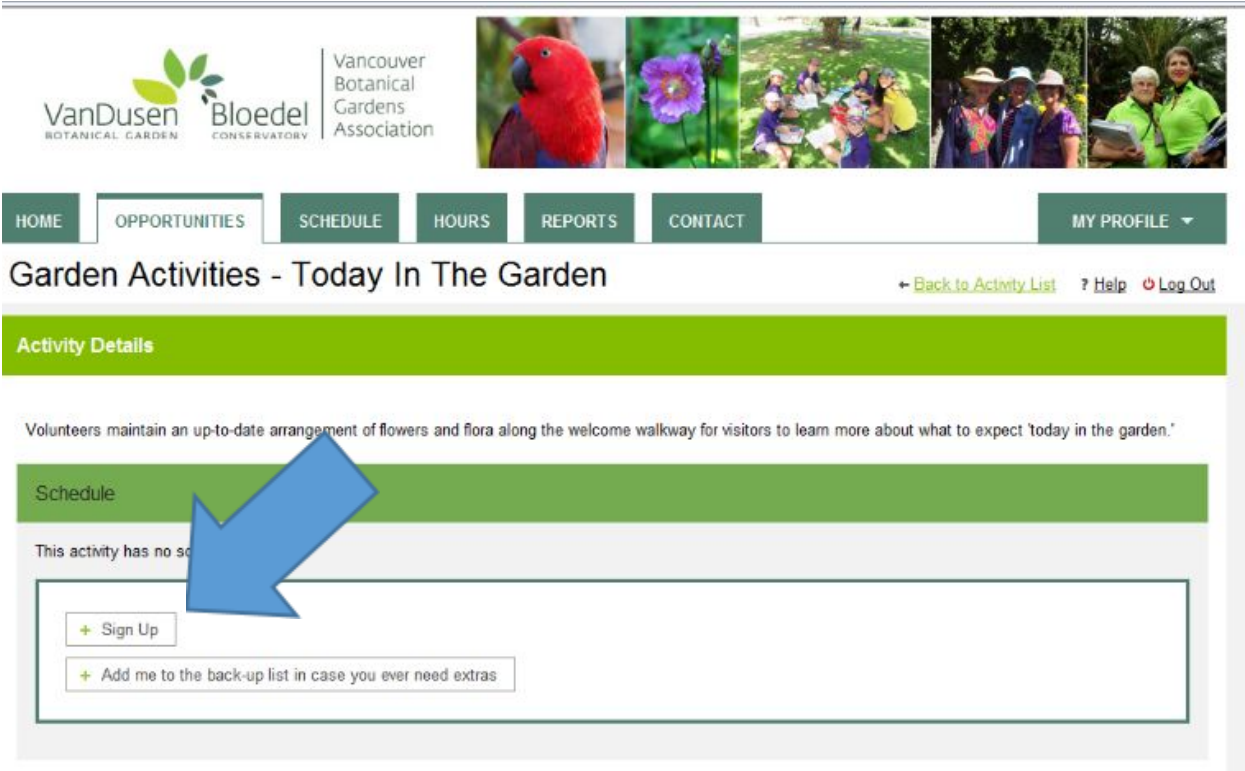
Files

- How to Add Your Resume, References and Availability
- How to Create a Better Impact Account and Sign Up For Volunteer Roles
- How to Create a Better Impact Account and Sign Up For Volunteer Roles on a Tablet or Phone
- How to Log your Hours
- How to Log Your Hours on a Tablet or

3. Select Opportunity List.
4. Scroll down to see all available activities and opportunities. Click on the activity that you are interested in.

ACTIVITY	SHIFTS	START DATE	END DATE
Occasional Office Support	0	0	
Office Support & Special Projects			
ACTIVITY	SHIFTS	START DATE	END DATE
Volunteer Coordinator	0	1	
Ongoing Special Event Roles			
ACTIVITY	SHIFTS	START DATE	END DATE
Plant Sale - Ongoing Volunteers	0	1	
Plant Sale Group - Chair/Leader	0	1	
Special Event Coordinator: Soil Sale	0	1	
Volunteer Events to Attend!			
ACTIVITY	SHIFTS	START DATE	END DATE
Guided Walking Tour for Volunteers!	0	1	25/06/2018
Volunteer Ice Cream Social!	0	1	25/06/2018

5. This will bring you to a new page with more details about the activity. Select the “Sign Up” button either under the Activity Description or beside the shift date and time that you would like.



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HOME | OPPORTUNITIES | SCHEDULE | HOURS | REPORTS | CONTACT | MY PROFILE ▾

Garden Activities - Today In The Garden

[← Back to Activity List](#) [? Help](#) [Log Out](#)

Activity Details

Volunteers maintain an up-to-date arrangement of flowers and flora along the welcome walkway for visitors to learn more about what to expect today in the garden.

Schedule

This activity has no schedule.

[+ Sign Up](#)

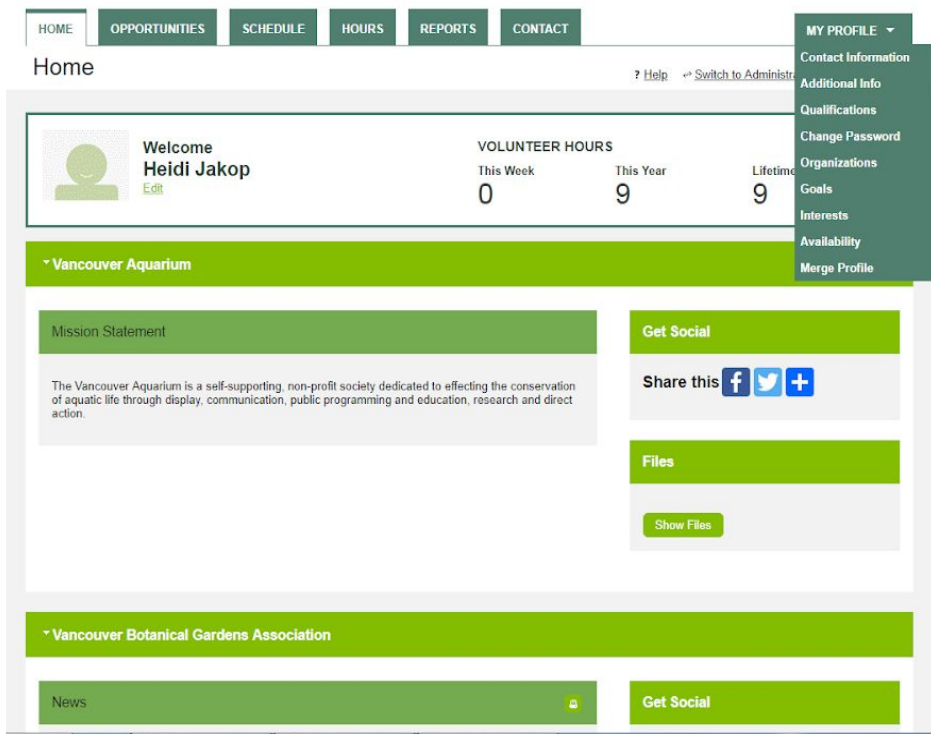
[+ Add me to the back-up list in case you ever need extras](#)

6. You're done! Someone will be in touch with you shortly regarding your signup.

Update Contact Details in Your Profile

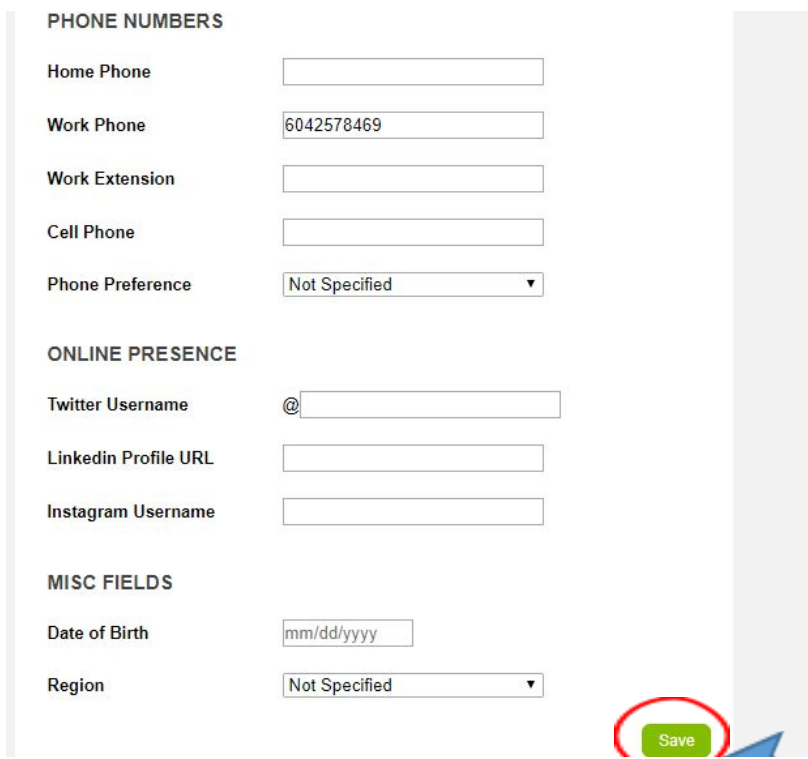
It's important to keep your contact details up to date so that your volunteer department and team leads can contact you. As well as completing the process below, please also inform your volunteer team lead of any contact details change.

1. Once logged in, please click on "My Profile" tab and from the dropdown list, click "Contact Information"



The screenshot shows the user profile page for Heidi Jakop. The top navigation bar includes links for HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. The 'MY PROFILE' dropdown menu is open, showing options like Contact Information, Additional Info, Qualifications, Change Password, Organizations, Goals, Interests, Availability, and Merge Profile. A blue arrow points to the 'Contact Information' option. The main content area displays the user's name, a welcome message, and volunteer hours for This Week (0), This Year (9), and Lifetime (9). Below this, there are sections for Vancouver Aquarium and Vancouver Botanical Gardens Association, each with a mission statement and social media links.

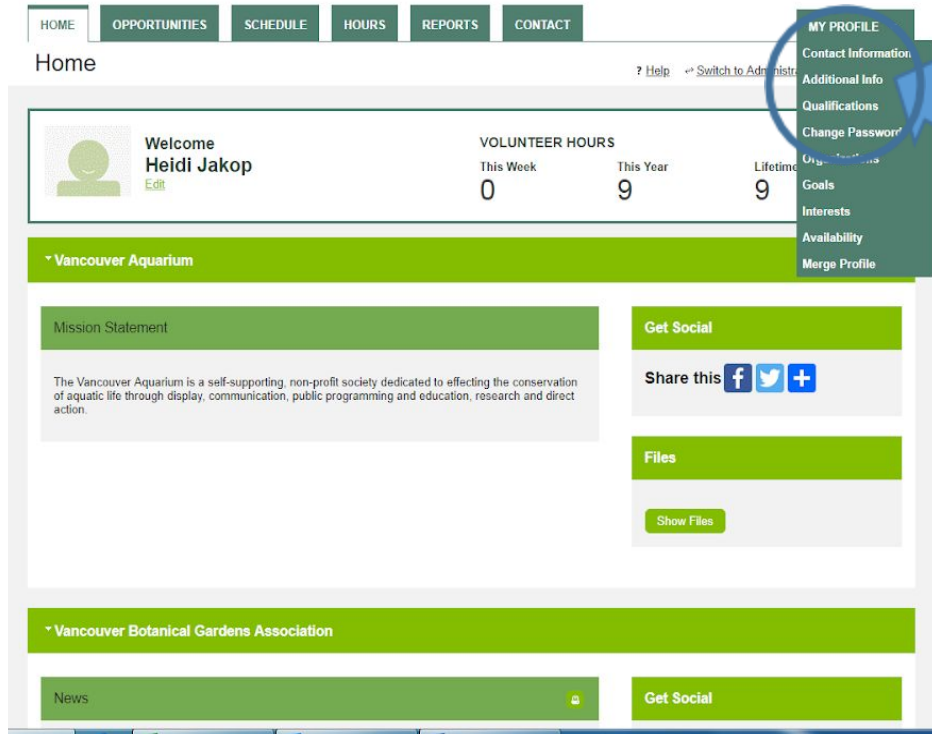
2. Update any fields that require updating, scroll down and click "Save". You're done!



The screenshot shows the 'Update Contact Details' form. It is divided into three sections: PHONE NUMBERS, ONLINE PRESENCE, and MISC FIELDS. The PHONE NUMBERS section includes fields for Home Phone, Work Phone (6042578469), Work Extension, Cell Phone, and Phone Preference (Not Specified). The ONLINE PRESENCE section includes fields for Twitter Username (@), LinkedIn Profile URL, and Instagram Username. The MISC FIELDS section includes fields for Date of Birth (mm/dd/yyyy) and Region (Not Specified). A red circle highlights the 'Save' button at the bottom right, with a blue arrow pointing to it.

How to update your Emergency Contact Details and other Additional Info

- Once logged in, please click on “My Profile” tab and from the dropdown list, click “Additional Info”



- This tab contains some fields for information beyond basic contact details, such as Emergency Contact details, Start Year, VBGA Membership Number etc.
- Complete the updates and then click the [Save] button

[Save](#)

▼ Application Form

Emergency Contact Name & Phone Number

Are you under 19 years of age? Minors require parental consent to volunteer, those under 15 also need to be accompanied by a parent or guardian.

Name of parent or guardian for those under 19.

Date of birth

If you have volunteered with us in the past, which year did you start volunteering?

How did you hear about volunteering at the VBGA?

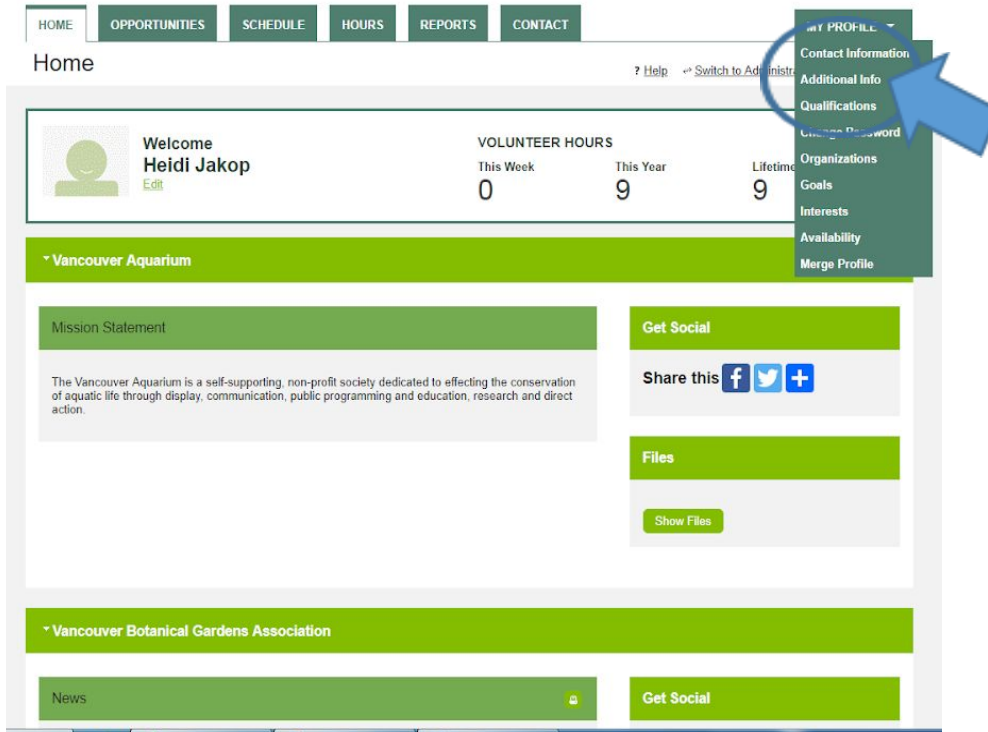
Why do you want to volunteer with VBGA?

What motivates you to volunteer?

I am interested in volunteering on a:

How to add Resume and References

1. Once logged in, please click on “My Profile” tab and from the dropdown list, click “Additional Info”



2. Scroll down through the list of questions until you reach ‘Resume’ and ‘References.’ Fill in these fields, and click save.

Do you speak any languages besides English?

Vancouver Botanical Gardens Association Membership Number (If Applicable)

Resume

Upload Other Documents (cover letter, relevant certificate)

Are there any other experience, skills or training that you have that you would like to tell us about?

Choose File No file chosen

Choose File No file chosen

References (No Family References Please)

1 - Reference Name

1 - Reference Phone

1 - Reference Email

2 - Reference Name

2 - Reference Phone

2 - Reference Email

3 - Reference Name

3 - Reference Phone

3 - Reference Email

Save

How to add or change Availability

- Under the dropdown list from "My Profile," please click "Availability" and ensure that your availability listed is accurate, or make any needed changes and then click save.



Availability

? Help Switch to Administrator

When Can You Volunteer?

	MORNINGS	AFTERNOONS	EVENINGS	NIGHTS
Monday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

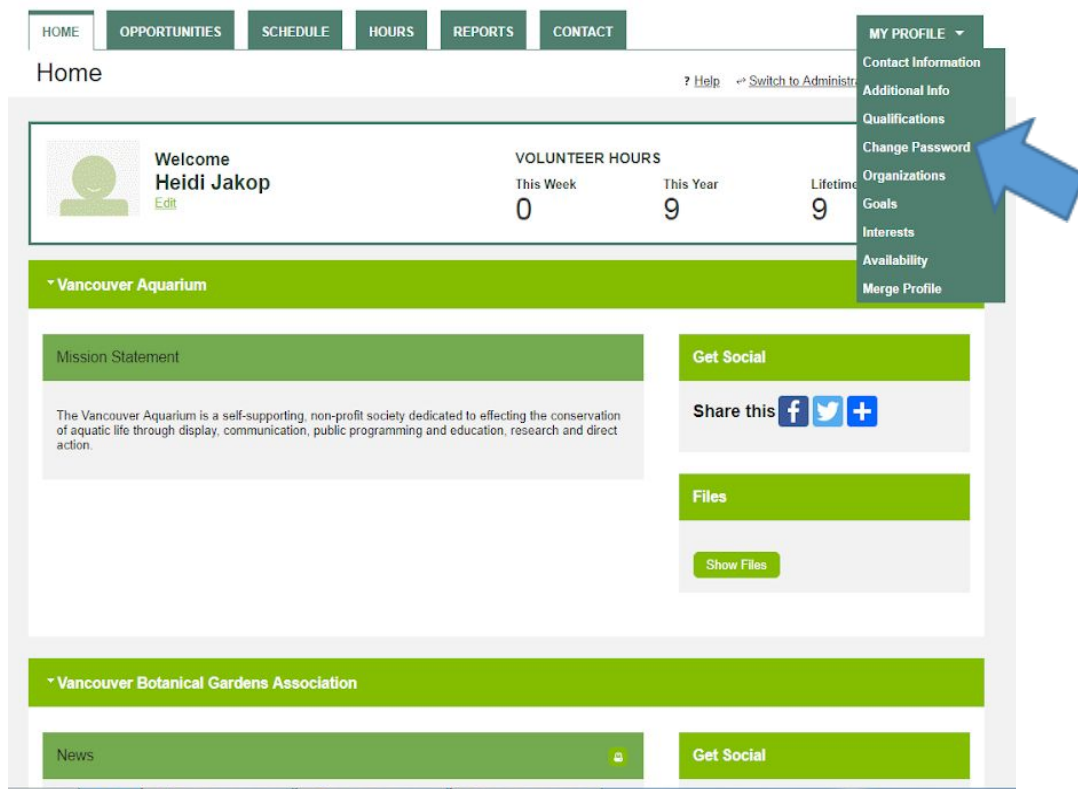
MY PROFILE

Contact Information
Additional Info
Qualifications
Change Password
Organizations
Goals
Interests
Availability
Merge Profile

Cancel Save

How to Change Your Password

1. Click on the MY PROFILE tab
2. Click on the "Change Password" section



The screenshot shows the user interface of the Vancouver Aquarium website. At the top, there is a navigation bar with tabs: HOME, OPPORTUNITIES, SCHEDULE, HOURS, REPORTS, and CONTACT. Below this, the user is logged in as Heidi Jakop. The profile section displays 'VOLUNTEER HOURS' with a table showing 0 hours this week and 9 hours this year. A dropdown menu for 'MY PROFILE' is open, showing options: Contact Information, Additional Info, Qualifications, Change Password (highlighted with a blue arrow), Organizations, Goals, Interests, Availability, and Merge Profile. The main content area includes a 'Mission Statement' for the Vancouver Aquarium and a 'Get Social' section with social media links. At the bottom, there is a section for the Vancouver Botanical Gardens Association with a 'News' link and another 'Get Social' section.

3. Enter your current password
4. Enter your new password and then a second time to ensure you've typed the way you think you did. Passwords are case sensitive.
5. Click the [Change Password] button

Enter Your New Password

Current Password

New Password

Confirm New Password

Change Password

How to Log Your Volunteer Hours

We ask all volunteers to log hours quarterly: **January 1-March 31, April 1-June 30, July 1-September 30, October 1-December 31**

This is important to ensure we calculate our volunteer hours annually, and that our reports, grant applications and program measurements are fulfilled in time, and we have an accurate sense for future planning.

You are welcome to log your hours daily, for each individual shift, or as one group at the end of each month or quarter. (ie. 78 hours volunteered across January 1-March 31 may all be assigned to March 31 or the separate days, on which you volunteered).

Hours may include:

- a) Role-specific training and orientation,
- b) Professional development / learning (self-directed, online, or on-site) and
- c) Volunteer shifts
- d) Specific duties you are responsible for including team meetings, equipment maintenance, team administration (scheduling, meeting planning), and newsletters

1. Once logged in, click the **"Hours"** tab at the top of your dashboard.





2. Select your activity from the dropdown list (**Can't find your activity?** Click the "Active" button)

Note: once you have been assigned to an activity, only that activity will appear on this dropdown list

- a) Enter date volunteered and record the hours and minutes
- b) Click Save

Vancouver Botanical Gardens Association

HOME
OPPORTUNITIES
SCHEDULE
HOURS
REPORTS
CONTACT

MY PROFILE ▾

Hours

[? Help](#)
[Log Out](#)

Log Hours

Activity

Please select an activity

Please select an activity
Office Support & Special Projects
Volunteer Coordinator

Date Volunteered

PM

Hours

0

Minutes

0

Save and Log Another
Save

3. To check your most up to date logged hours, click the “Reports” tab at the top to allow you to see your total hours volunteered to date.

