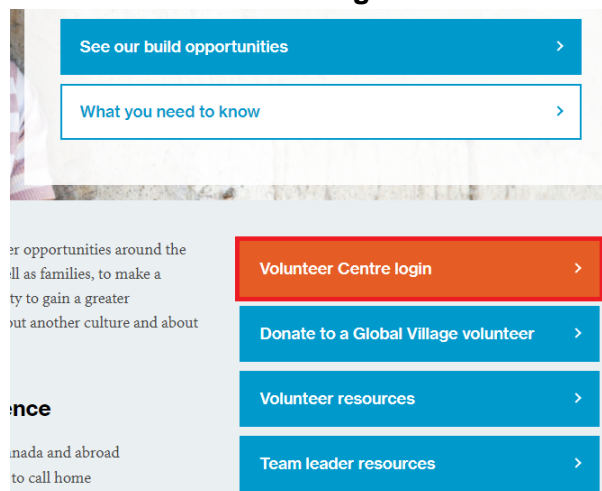


Volunteer Centre Guide

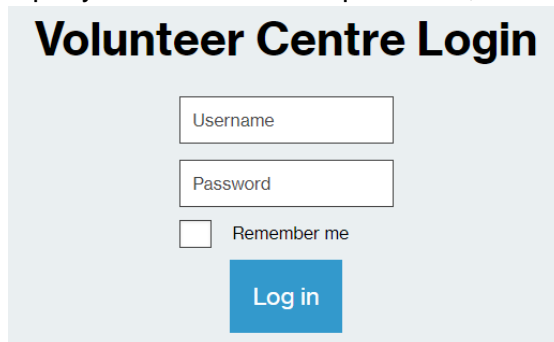
Within your Volunteer Centre you can edit your own personal fundraising page, add or update your own fundraising goal and send emails to your friends and family to ask for their support and to thank donors after they have donated to your personal fundraising page. You also have access to the Volunteer resources page by clicking the “Volunteer Resources” text link near the top of your Volunteer Centre homepage.

I. Login to your Volunteer Centre

- A. Go to our website www.habitat.ca/globalvillage
- B. Click **Volunteer Centre login**



- C. Input your username and password, then click Log in

A screenshot of the "Volunteer Centre Login" form. The title "Volunteer Centre Login" is at the top in a large, bold, black font. Below the title are three input fields: "Username", "Password", and a checkbox labeled "Remember me". At the bottom of the form is a blue button labeled "Log in".

- D. Select the appropriate build opportunity

[Build Globally with Global Village](#) > [Volunteer Centre](#)

Welcome back, Global Village!

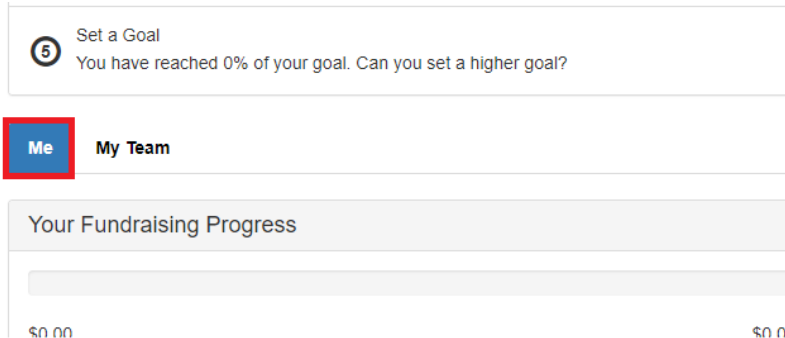
In your volunteer centre, you will be able to customize your personal fundraising page, send emails to your family and friends to ask for their support, send thank you emails and track your progress.

You are registered for these volunteer experiences:

[Build opportunity](#)

II. Edit your personal public profile page

- A. Within your **Volunteer Centre**, scroll down and click **“Me”**.



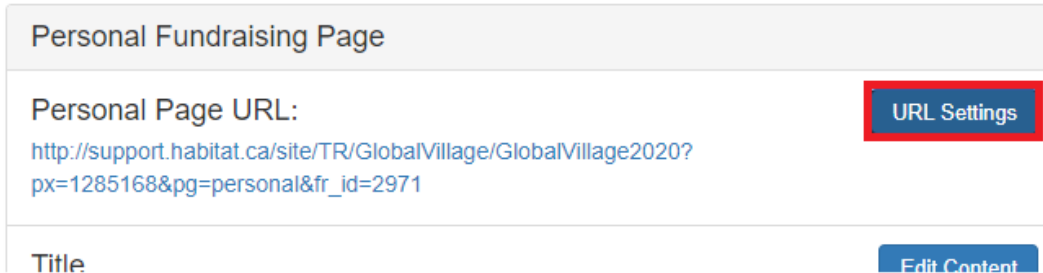
Set a Goal
You have reached 0% of your goal. Can you set a higher goal?

Me My Team

Your Fundraising Progress

\$0.00 \$0.00

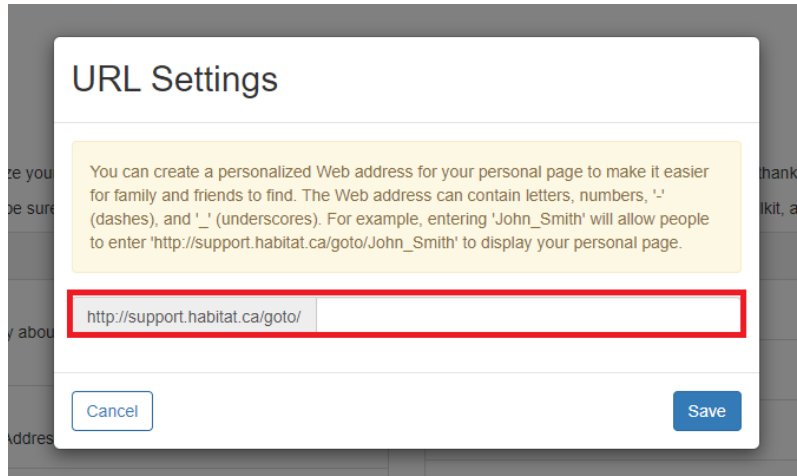
- B. Under **“Personal Page URL”** you can click **“URL Settings”**, this will open a lightbox at the top of the page where you can customize and create a shorter/custom url for your own public personal profile page.



Personal Fundraising Page

Personal Page URL: http://support.habitat.ca/site/TR/GlobalVillage/GlobaVillage2020?px=1285168&pg=personal&fr_id=2971 [URL Settings](#)

Title [Edit Content](#)



URL Settings

You can create a personalized Web address for your personal page to make it easier for family and friends to find. The Web address can contain letters, numbers, '-' (dashes), and '_' (underscores). For example, entering 'John_Smith' will allow people to enter 'http://support.habitat.ca/goto/John_Smith' to display your personal page.

http://support.habitat.ca/goto/

Cancel Save

- C. Under “**Title**” and “**Body**”, you can click “**Edit Content**”, this will open a lightbox at the top of the page where you can customize the title as well as personal message that appears on your personal public profile page.



Personal Fundraising Page

Personal Page URL: http://support.habitat.ca/site/TR/GlobalVillage/GlobalVillage2020?px=1285168&pg=personal&fr_id=2971 [URL Settings](#)

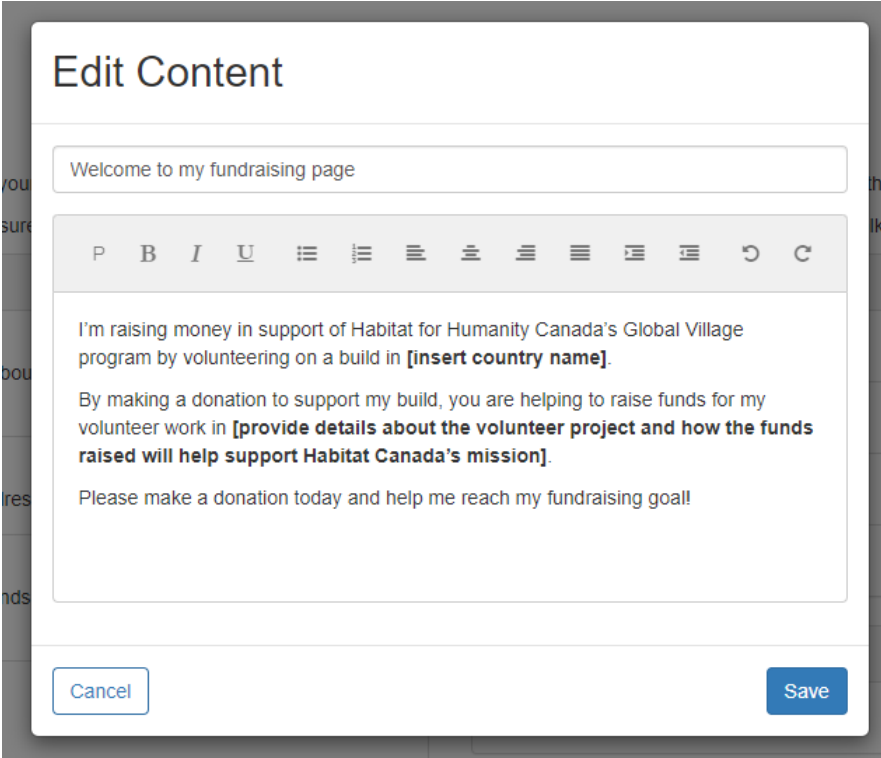
Title: Welcome to my fundraising page [Edit Content](#)

Body:
I'm raising money in support of Habitat for Humanity Canada's Global Village program by volunteering on a build in **[insert country name]**.
By making a donation to support my build, you are helping to raise funds for my volunteer work in **[provide details about the volunteer project and how the funds raised will help support Habitat Canada's mission]**.
Please make a donation today and help me reach my fundraising goal!

Note: If you would like to fundraise with one or more other members on your team, change the title and body of your personal page to reflect this, and collect donations only through one personal page. **Do not** change your first or last name within the Profile section of your Volunteer Centre.

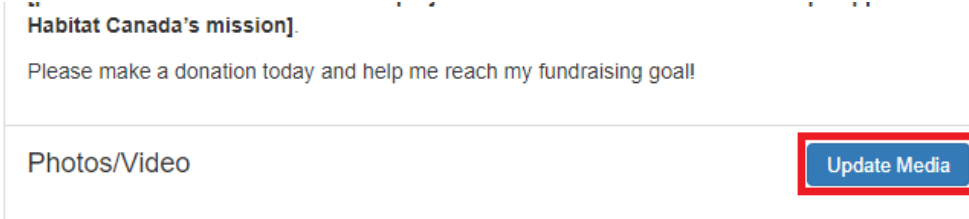
Please inform our registration staff at gvapplications@habitat.ca, and let us know
1. the build code, 2. the name of the volunteer who owns the personal page, and
3. the names of those on the team that the fundraised donations should be split between.

If you would like to fundraise as an entire team, please have your team leader inform our registration staff at gvapplications@habitat.ca.

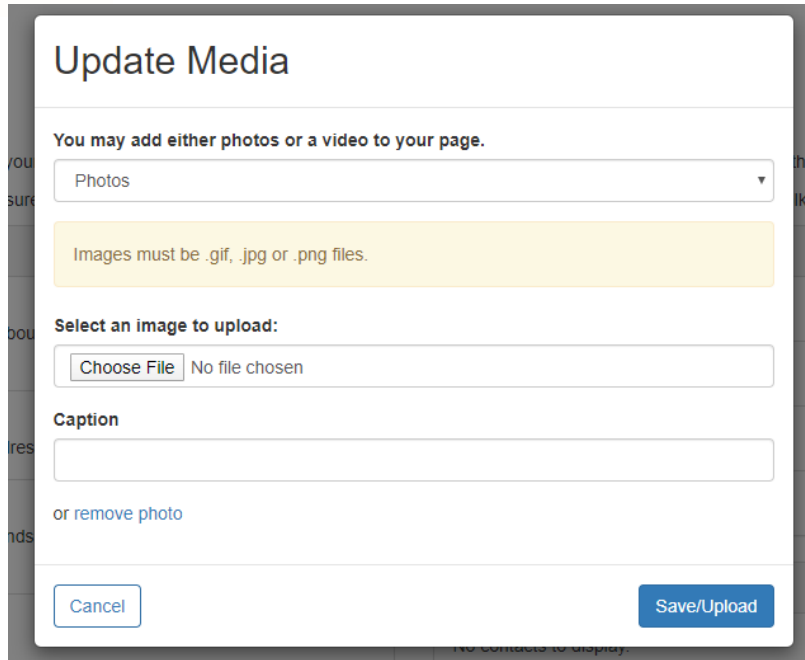


The screenshot shows a web form titled "Edit Content". At the top, there is a text input field containing "Welcome to my fundraising page". Below this is a rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Undo, and Redo. The main text area contains the following content:
I'm raising money in support of Habitat for Humanity Canada's Global Village program by volunteering on a build in [insert country name].
By making a donation to support my build, you are helping to raise funds for my volunteer work in [provide details about the volunteer project and how the funds raised will help support Habitat Canada's mission].
Please make a donation today and help me reach my fundraising goal!
At the bottom of the form, there are two buttons: "Cancel" on the left and "Save" on the right.

- D. Under “**Photos/Video**”, you can click “**Update Media**”, this will open a lightbox at the top of the page where you can upload a photo that appears near the top of your public personal profile page or select “video” to paste a YouTube video which will appear near the top of your public personal profile page. Note that the maximum pixel size of photos is 300x400 and the system will automatically resize images if they are larger.

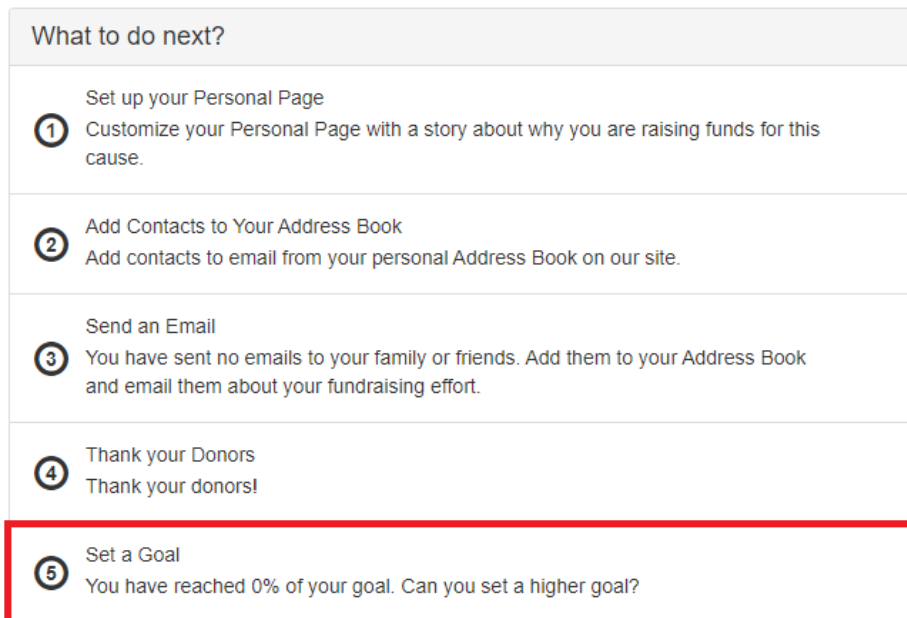


The screenshot shows a section of a page with the heading "Photos/Video". Below the heading, there is a text input field containing "Habitat Canada's mission." and a paragraph of text: "Please make a donation today and help me reach my fundraising goal!". At the bottom right of this section, there is a blue button labeled "Update Media" which is highlighted with a red rectangular border.



III. Edit your personal fundraising goal

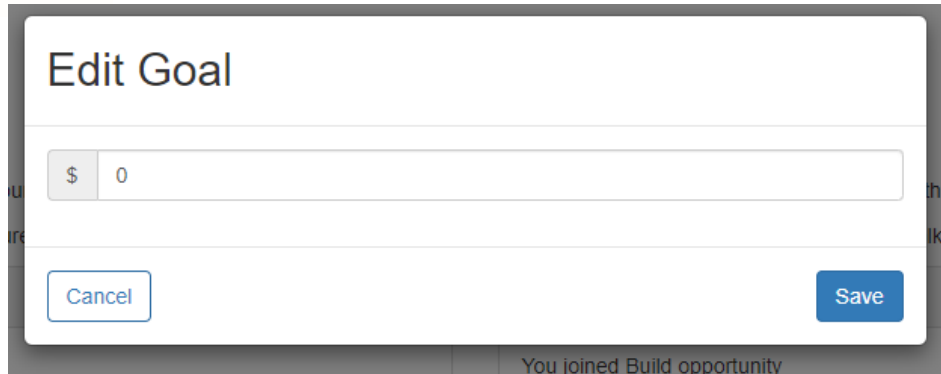
- A. Within your **Volunteer Centre**, scroll down and click **“Set a Goal”**.



What to do next?

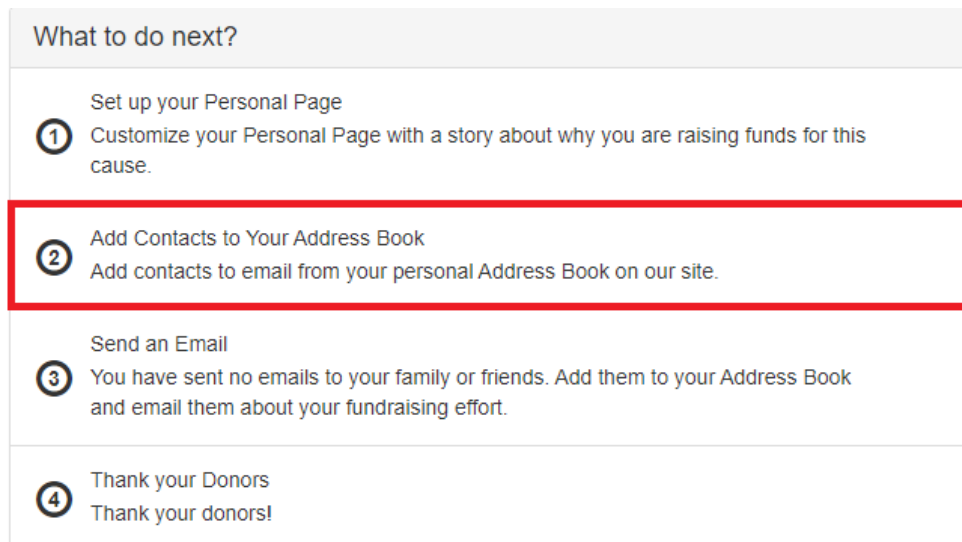
- 1 Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 Add Contacts to Your Address Book
Add contacts to email from your personal Address Book on our site.
- 3 Send an Email
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 Thank your Donors
Thank your donors!
- 5 Set a Goal
You have reached 0% of your goal. Can you set a higher goal?

- B. This will open a lightbox at the top of the page where you can update/set a personal fundraising goal.



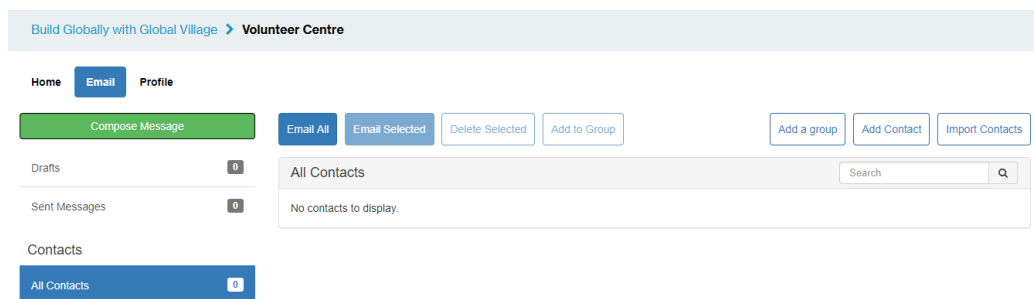
IV. Add contacts

- A. Click on **2. Add Contacts to Your Address Book** to add or import your contacts.



What to do next?

- 1 Set up your Personal Page
Customize your Personal Page with a story about why you are raising funds for this cause.
- 2 Add Contacts to Your Address Book**
Add contacts to email from your personal Address Book on our site.
- 3 Send an Email
You have sent no emails to your family or friends. Add them to your Address Book and email them about your fundraising effort.
- 4 Thank your Donors
Thank your donors!



Build Globally with Global Village > Volunteer Centre

Home **Email** Profile

Compose Message Email All Email Selected Delete Selected Add to Group Add a group Add Contact Import Contacts

Drafts 0

Sent Messages 0

Contacts

All Contacts 0

All Contacts Search

No contacts to display.

V. Send emails

- A. Within your **Volunteer Centre**, click the navigation option at the top of the page **“Email”**.

Build Globally with Global Village > **Volunteer Centre**

Home **Email** Profile

- B. Here you can click the green button “**Compose**” and create email messages to send directly from your Volunteer Centre.

Build Globally with Global Village > **Volun**

Home **Email** Profile

Compose Message

Drafts 0

- C. In addition, you will find a few pre-written email templates to select from by using the dropdown selection tool labeled “**Use a template**”.

Home **Email** Profile

Compose Message

Drafts 0

Sent Messages 0

Contacts

All Contacts 0

Never Emailed 0

Recipients (separate multiple email addresses with a comma)

Use a template

Use a template

Recruiting

- Join My Team
- Team Message (from Team Captain)

Solicitation

- Please Support Me

Thank You

- Thank You for Sponsoring Me

Other

- Blank Message

Note: All emails sent from your Volunteer Centre will include a link to your personal fundraising page.

VI. Make your personal page private

If you do not want to have your personal page searchable through our website, follow these steps to make your page private. Please note that you can continue to follow steps I – V to edit your page and share the URL with your family and friends; if your page is private, only those with your specific URL link will be able to access your personal page.

- A. At the top of your Volunteer Centre, click **Profile**
- B. Click on **Privacy Options**

- C. Finally select the radio dial beside **Private**, and click **Save**

[Build Globally with Global Village](#) > **Volunteer Centre**

[Home](#) [Email](#) **Profile**

[Profile](#) **Privacy Options**

This page is Public.

- Public (Everyone can find and view and your Personal Page.)
- Private (Only people who know the exact URL can find and view your Personal Page.)

Save