

Engage Volunteer Help



General

Engage is an application that allows the public to easily sign up/register to participate in activities. It also allows volunteers to sign up to help with these activities and track volunteer hours, interests, and more.

Contact Charlotte Boney with Questions

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You will receive emails from the system- make sure engage@mail.offero.com is added to your contacts.

Visit your existing account

If you are a current volunteer, you already have an account. Go to engage.fcgov.com Click the button on the right, login On the left side of the screen, use your **email address as the username** and **cityfc1** as the password.

Create your account

1. Go to Engage.fcgov.com
2. Click on Sign up
3. Enter the required information
 - a. First/Last Name
 - b. Email Address
 - c. Primary Phone
 - d. Password
4. Click Create Account

Logging in to Engage

1. Go to Engage.fcgov.com
2. Click Login
3. Enter email and password
4. Click Login

Forgot your password? Click on the Forgot password link and enter the email address used to create your Engage Account. We will send you link to reset your password.

Your Dashboard

Each Engage user has a dashboard, each is unique to the type of user you are.

The screenshot shows the City of Fort Collins Engage dashboard for a Police Volunteer. The dashboard includes a navigation bar with links like Home, Dashboard, My Profile, Calendar, Shifts, Discussion, and Contact Us. The main content area shows a 'Welcome: Police Volunteer' message, a 'print schedule' button, and a 'To Do' list. A 'Great News' message states 'You don't have any 'To Do' items right now!' and lists activities requiring feedback. A 'Schedule' calendar for January 2017 shows an activity on the 26th. A 'My Profile' section shows the user's name and email. A 'Volunteer Announcements' section is also visible.

Current Assignments

Opportunities

Announcements

Schedule

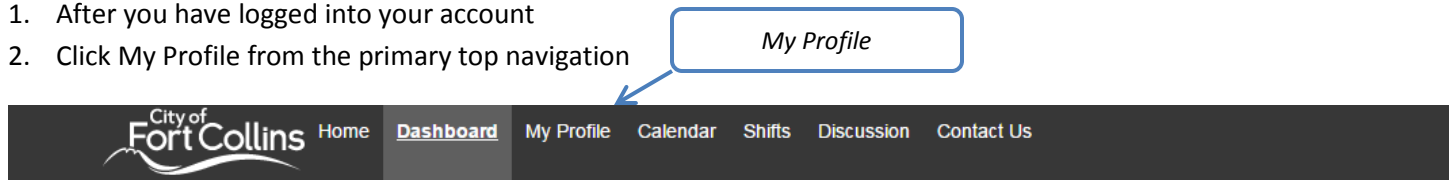
From the dashboard you can:

1. To-Do
 - a. Any activities, assignments, site visits or shifts requiring feedback/reporting
2. See your Upcoming Assignments
 - a. Activities that you are signed up to help with
3. View New Opportunities
 - a. Activities that you can volunteer to help with
4. See/schedule Site Visits (dependent on volunteer role)

- a. Record volunteer hours not associated with an activity
5. Sign up for Shifts (dependent on volunteer role)
 - a. Volunteer assignments on a recurring basis
6. View Activities you are signed up as a participant
7. View upcoming activities
8. View messages from staff- “Announcements”

Editing your Profile

1. After you have logged into your account
2. Click My Profile from the primary top navigation



3. You can edit the following by clicking the edit icon next to each section
 - a. Personal demographic information
 - b. Availability
 - c. Volunteer biography & Preferences
 - i. The Biography entered will be visible by other volunteers and the public (if you lead public programs) if you specify.
 - ii. **Note: Other personal information will not be visible.*
 - d. Skills & Interests
 - i. **Note: The interests you select here will filter the activities and assignments that you will see in "Opportunities" and "Upcoming Activities" on your dashboard.*
 - e. Emergency Contact
 - f. Email Opt-Out Preferences
 - g. Copies of all waivers you have signed
 - h. Preferred Departments

Service History

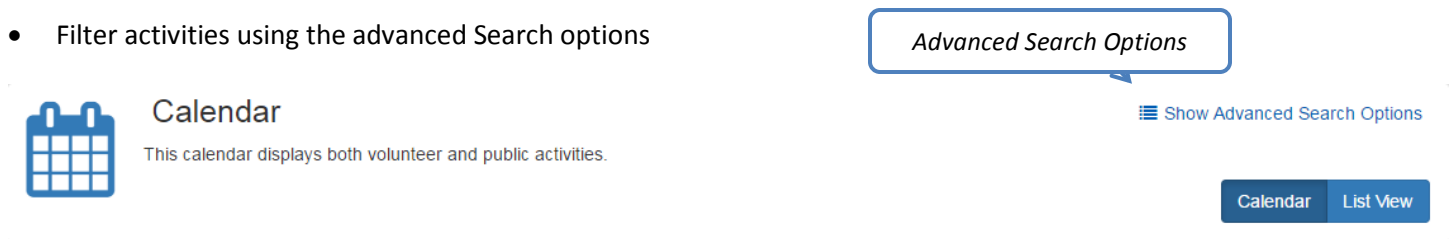
Engage allows you to generate a report with your service history detail.

1. Go to "My Profile" from the primary top navigation
2. Click on "View Full History" in the service history section
3. Click on the year that you would like to view the information for.

Calendar

The calendar allows you to view your schedule as well as upcoming activities and opportunities. Click on an activity to get additional details

- Filter activities using the advanced Search options



Volunteering

Signing up to help with an activity

There are two ways to sign up to help with an activity.


1. From the Dashboard
2. Click the Opportunities Tab
3. Click the Volunteer button

Welcome: Police Volunteer print schedule

To Do My Assignments **Opportunities** My Site Visits My Shifts My Activities Upcoming Activities

Volunteer Opportunities

Activities are displayed based on your interests. To show more or less activities, edit the interests on your profile.



Explorer Meeting / Training
01/12/2017 Thursday | 06:30 PM | Police Department
Explorer Meeting Training will be on Criminal Law by Det Vogel
Co-Volunteers: Graham A, Hunter D, Levi G, Jeff H, George I, Analia K, Hailey M, Gabriel N, Betsy P, Ayla R, Alliyah S, Xzavior S, Cameron S, Adam V
16 Assignments unfilled

Volunteer

Volunteer Button

[View more upcoming opportunities »](#)

4. Complete the assignment process

OR

1. From the calendar
2. Click on an activity to help with
3. **If the activity has available positions** to help with you will see the volunteer button

Volunteer Close

Volunteer Button

4. Click the Volunteer button
5. Complete the assignment process

Removing yourself from an activity

If you are no longer able to help with an activity you may click the “remove me” button on the Dashboard. If the activity is less than five days away you will have to contact a staff person.

1. From your dashboard
2. Click My Assignments Tab
3. Click the Remove me button

Signing up for a site visit

Site visits are at will assignments meaning that there is not a specific date and time that they are required to be completed. This includes volunteers in the VRA, Bird Survey, Adopter groups.

1. From the Dashboard
2. Click on My Site Visits

3. You will see an option to schedule your site visit, click that link
4. Enter the required information
 - a. Place

- b. Date/Time of visit
 - c. Hours(duration you expect to spend)
 - d. Patrol Type
5. Click Save
6. If you have already completed the visit you can click the Finish Report Now button and complete the report.

Completing a site visit report

1. From the Dashboard
2. Click on My Site Visits
3. Click the Report button next to the site visit you wish to complete the report for
4. Enter the Required information
 - a. Contact type (Can be informational, Bags of Trash Collected, Birds seen, etc)
 - b. A quantity
 - c. Any notes
 - d. Patrol Description
 - e. Maintenance Title
 - i. Only enter information in the maintenance title or description if maintenance is required.
 - ii. Entering information into these fields will automatically send an email to maintenance staff for review with your name and email to contact you with questions.
5. Click Save

Removing your scheduled site visit

6. From the Dashboard
7. Click on My Site Visits
8. Click the Remove button next to the site visit you wish to remove. If the button is no longer visible you will need to contact a staff person.

Signing up for a shift

There are two ways to sign up to help with a shift.

1. From the Dashboard
2. Click the My Shifts Tab
 - a. The next 4 shifts that you are signed up to help with are displayed
3. Click "Sign up to help with a shift"

- To Do
- My Assignments
- Opportunities
- My Site Visits
- My Shifts
- My Activities
- Upcoming Activities

My Shifts

The next 4 shifts that you are signed up to help with are displayed



Council Packets - January

01/12/2017 | 04:00 PM - 06:00 PM | Police Department

Deliver City Council Packets

Remove me

more

Sign up to help with a Shift »

4. Complete the assignment process

View available shifts

OR

5. From the Shifts tab

Click Shifts

City of Fort Collins Home Dashboard My Profile Calendar **Shifts** Discussion Contact Us

Welcome: Police Volunteer - Last Login: 1/5/2017 10:25:46 AM - Logout

fcgov.com / engage / Available Shift List

Shifts

Shifts that need help are listed. [Show Advanced Search Options](#)

	Council Packets - February Police Department 02/02/2017 - 02/23/2017 Deliver City Council packets	4 slots available	Volunteer
	Council Packets - January Police Department 01/05/2017 - 01/26/2017 Deliver City Council Packets	2 slots available	Volunteer
	Council Packets - March Police Department 03/02/2017 - 03/30/2017	5 slots available	Volunteer

6. Click on a shift to help with

7. **If the activity has available positions** to help with you will see the volunteer button

8. Click the Volunteer button



The available slots for this shift are listed in the grid below. Check off the slots you would like to help with and click s

Tip: If you are available to help with all slots, click the check mark in the top, left hand corner of the grid

Council Packets - January

Police Department | 01/12/2017 - 01/26/2017

Deliver City Council Packets

Show 25 entries

<input type="checkbox"/>	Day of Week	Date	Start Time	End Time	Description	Other Volunteers on Shift
<input type="checkbox"/>	Thursday	01/19/2017	04:00 PM	06:00 PM	Deliver City Council Packets	
<input type="checkbox"/>	Thursday	01/26/2017	04:00 PM	06:00 PM	Deliver City Council Packets	

Showing 1 to 2 of 2 entries

Previous 1 Next

[Sign up for Slots](#)

- 9. Select slots you are available to help with
- 10. Click Sign Up for Slots