

Volunteer Village & Calendar (thru Google Apps)

Accessing & Signing In

To access the Volunteer Site, go to:

<http://volunteers.secondchancenc.org>

Or from our website: www.secondchancenc.org

- click on the menu item “Volunteer Information”
- scroll to the bottom of the page and click on the link “Volunteer Village Sign In”

The link will take you to the Google Sign In screen

Sign in using the current ID & Password

Note to new volunteers: to obtain the ID & password, please contact your coordinator

Note: You must allow your browser to accept cookies from Google to be able to access the Volunteer Village site.

The Home Page contains links for navigating to various areas: Calendar, Documents, and other Sites in both the body of the Home Page and in menu links located in the upper left hand corner of the page. *Note: Some of the links in the body of the Home Page (Board Minutes & Volunteer Manual) will open the items within the same browser window, while the links to the calendar & documents and the menu items at the top of the page will always open the items in a new browser window.*

Using the Google Calendar

From the Home Page, click on the link “Google Calendar” to access the calendar and sign up for events. Using the link located in the body of the Home Page will open the calendar in the same window. Another option is to use the “Calendar” link in the upper left hand corner of the page to open the calendar in a new window.

Events on the Calendar are color-coded to help make them easier to identify.

Blue – Cat Care Shifts

Purple (dark) – Cat Adoptions (Adoption Center)

Purple (light) – Cat Adoptathons at Cary Petsmart

Green (dark) – Dog Adoptahons (Adoption Center)

Green (light) – Dog Adoptathons – Offsite/Petsmart

Red – Special Events & Fundraisers

Orange – Meetings

Signing up for Cat Care Shifts:

Care shifts are named: **AK: PK:** (if no one has signed up yet)

AK: name1 PK: name2, name 3 (if volunteers have signed up)

To sign up for a shift, click on the name of the event (ie: **AK: PK:**)

When signing up for a care shift, enter your first name in the first line of the calendar item, which is titled “What “

Click “save” to update the sign up sheet

If you enter something incorrectly and do not want to save it, hit “Cancel” to go back to the calendar

Signing up for other events:

Click on the title of the event, for example “Dog Adoptathon” or “Santa Paws – Apex”

Click on the “Description” field and enter your name in the “Description” section of the calendar item

Click “save” to update the sign up sheet

If you enter something incorrectly and do not want to save it, hit “Cancel” to go back to the calendar

If you sign up for an event and later are unable to volunteer for the event, please remember to remove your name from the sign up sheets so that we can know if events will be adequately staffed.

To return to the Home Page, you can use the “back” command in your browser to get back to the Home Page. Another option is to use the navigation links in the upper left hand corner by clicking on “sites” and then “Second Chance Volunteer Village”

Other Features – Documents & Sites!

You can access the “Documents” and “Sites” sections by clicking on the respective links located in the upper left hand corner of the screen from any screen or by using the link in the body of the Volunteer Home Page.

Google Documents

The Documents (or Google Docs) section of our new Volunteer is similar to the current Yahoo Notepad.

Click on a document to view or edit the file. The document will open in a new browser window. To close, either hit the “Save & Close” button in the upper right hand corner to save any updates or just close the window to return to the Documents page after viewing the document.

All volunteers can view, create, edit and share files – with the added advantage of being able to now include word documents, presentations, spreadsheets and pdf files.

Current Folders include Cat Adoptions, Dog Adoptions, General Info, Special Events, Success Stories, and Volunteer Opportunities.

Google Sites

We currently have three sites set up as a place to share information about Second Chance. The Volunteer Village is the primary site that links to the other sites: Board Minutes and coming soon is an Online Volunteer Manual.

Links to the Board Minutes site and the online Volunteer Manual are included on the Volunteer Home Page.

Additionally, to access the Sites from the Calendar click on the link “Sites” located in the upper left hand corner of the Calendar. The list of sites will then open in a new browser window.

Board Minutes and Policies: this site contains minutes from Board Meeting and copies of Second Chance policies and procedures.

Second Chance Volunteer Village: this site contains coordinator’s contact information, recent adoptions & success stories, operating committee meeting minutes, along with special announcements.

Volunteer Manual: this site is still under construction, but we are in the process of developing an online volunteer manual.