

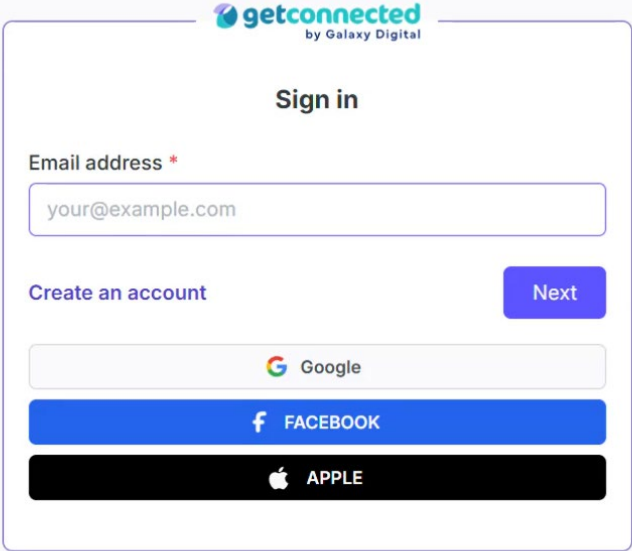
Nancy Perry Day of Caring (NPDOC) 2026 Project Submission Tutorial

Here are the instructions for submitting a project. Email mhanson@uwkawvalley.org if you need assistance.

Log In

Log in to <https://www.kawvalleyvolunteers.org/>.

- If you need a password reset, email mhanson@uwkawvalley.org.
- If you have not logged in since last year, the sign in page has changed and you will need to verify your email.





getconnected
by Galaxy Digital


Sign in

Email address *

Create an account Next

 Google

 FACEBOOK

 APPLE

© 2026 Galaxy Digital. All rights reserved.

Click **My Agency** in the upper right corner. This will take you to your agency's page.

Click **Opportunities**.

- DASHBOARD
- OPPORTUNITIES
- EVENTS
- AGENCIES
- BACK 2 SCHOOL DRIVE DOUGLAS COUNTY
- NANCY PERRY DAY OF CARING 2025 - SEPTEMBER 18-19
- HIGH SCHOOL COMMUNITY SERVICE
- Collapse Menu

Agency Manager > Edit Agency

Elizabeth B. Ballard Community Center



NEW GUIDE!
How to Promote your Volunteer Opportunities through Agency Manager
[Read the Tips!](#)

[Click here to open Agency Manager's Toolbox](#)

VIDEO GUIDE TO THE VOLUNTEER CHECK-IN KIOSK

- VIEW
- EDIT**
- OPPORTUNITIES
- EVENTS
- STATS
- SCHEDULE
- TIME TRACKING
- CHECK-IN
- CHECKED IN NOW

Core Profile

Get your volunteer needs in front of more volunteers with **Volunteer Link** — make it easy for volunteers to connect with you by automatically sharing your need listings with a network of local volunteer centers and

Agency Logo



Upload your logo
 Image should be at least 180px by 180px

Create an opportunity

Click **Add New Opportunity**.

- VIEW
- EDIT
- OPPORTUNITIES**
- EVENTS
- STATS
- SCHEDULE
- TIME TRACKING
- CHECK-IN
- CHECKED IN NOW

Manage Opportunities

- ACTIONS EXPORT RESPONSES EXPORT OPPORTUNITIES SHOW INACTIVE SHOW EXPIRED

[ADD NEW OPPORTUNITY](#)

- Active: Users can respond to this opportunity
- Pending: This opportunity must be approved by a site admin before users can respond
- Inactive: Users are unable to view or respond to this opportunity
- Expired: The expiration date on this opportunity has passed, and users are no longer able to respond

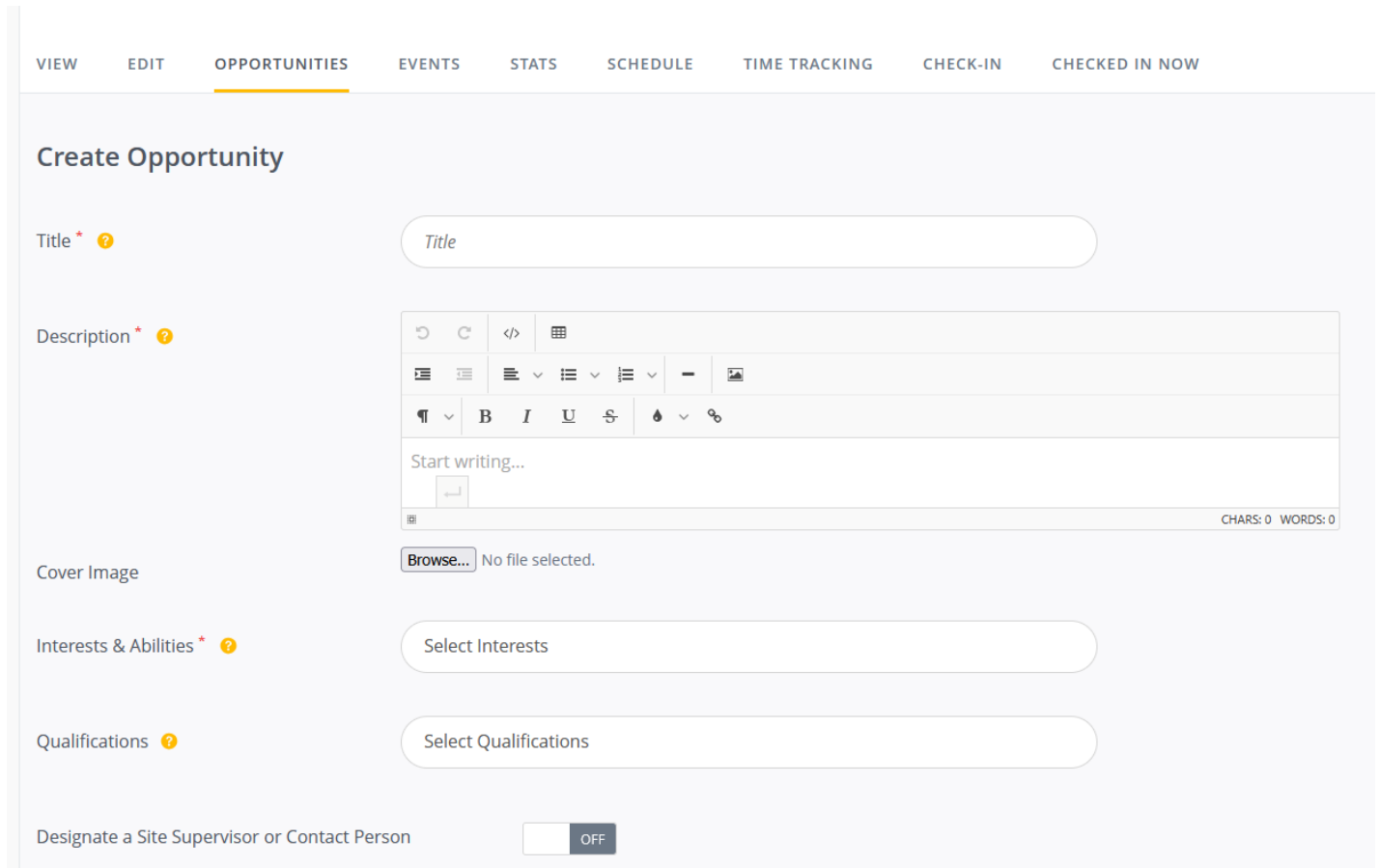
TABLE FILTER

<input checked="" type="checkbox"/>	ID	OPPORTUNITY TITLE	PRIVACY	INITIATIVE	DATE	STATUS
<input checked="" type="checkbox"/>	754736	Administrative Support Volunteer Edit Responses View	Public		Is Ongoing	Active
<input checked="" type="checkbox"/>	766156	Food & Clothing Pantry Support Edit Responses View	Public		Is Ongoing	Active
<input checked="" type="checkbox"/>	836097	Kitchen Help and Cooking Support Volunteer Edit Responses View	Public		Is Ongoing	Active

Enter all of the information for your project submission.

- **Note:** Information will not be saved until you click the **Create Opportunity** blue button at the bottom. You may first want to review all required questions and gather your information before starting.

Your **Description** should be as detailed as possible and include all relevant information for the volunteer or volunteer team. Volunteers want to know what they’re doing, why, the impact it has, and any information they should know before arriving.

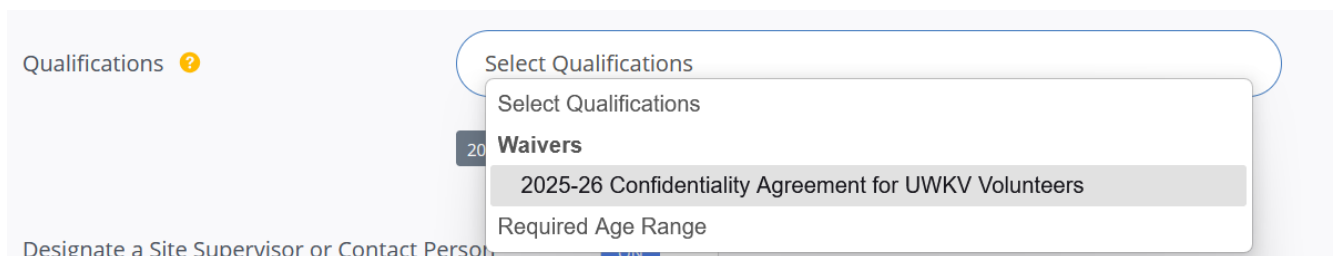


The screenshot shows the 'Create Opportunity' form with the following fields and options:

- Title:** A text input field with a placeholder 'Title'.
- Description:** A rich text editor with a toolbar containing icons for undo, redo, source code, table, bulleted list, numbered list, link, unlink, bold, italic, underline, strikethrough, link, and unlink.
- Cover Image:** A 'Browse...' button with the text 'No file selected.'
- Interests & Abilities:** A dropdown menu with the text 'Select Interests'.
- Qualifications:** A dropdown menu with the text 'Select Qualifications'.
- Designate a Site Supervisor or Contact Person:** A toggle switch currently set to 'OFF'.

For **Qualifications**, select 2025-2026 Confidentiality Agreement for UWKV Volunteers.

- If your organization has a waiver that volunteers must sign before volunteering, you can either have them sign in person, or email Monroe Hanson at mhanson@uwkawvalley.org to add it to the Qualifications dropdown.



The close-up shows the 'Qualifications' dropdown menu with the following options:

- Select Qualifications
- Select Qualifications
- 2025-26 Confidentiality Agreement for UWKV Volunteers (highlighted)
- Required Age Range

Toggle the button on to **Designate a site supervisor or contact person**. This is the individual who will be on-site coordinating volunteers the day of the event. Enter their name and contact info.

Designate a Site Supervisor or Contact Person

Contact Name

Contact Method Email Phone Both

Contact Email

Contact Phone

Duration & Hours


Happens On


For **Duration**, click Happens On.


Under **Opportunity Date** click September 17 or 18, 2026.

The **Registration Closed Date** is 8/28/2026.

Enter the number of **Hours** and the **Hours Description**.

Duration * 

Opportunity Date * 

Registration Closed Date 

***If you have a project that repeats for morning and afternoon shifts or for both days of Nancy Perry Day of Caring, you have two options.

1. Create your opportunity with **Happens On**. Include the date (Thursday/Friday) & time (morning/afternoon) in the title. Duplicate this opportunity for each repetition and edit the Title, Duration, and other necessary fields.
2. Create your opportunity with **Custom Shifts**. This will house all shifts in the same opportunity. Custom Shifts should only be used if the project for each shift is identical.

Custom Shifts

For **Duration**, click Custom Shifts.

Duration * ⓘ Custom Shifts

Shift Date/Time * MM/DD/YYYY 00:00 am

Time Zone US/Central

Shift Hours * Example: 4 or 3.5

Shift Capacity * ⓘ Example: 30

ADD SHIFT

Select the date and time of your first shift. Click **Done**.

Duration * ⓘ Custom Shifts

Shift Date/Time * 09/17/2026 09:00 am

Time Zone

Shift Hours *

Shift Capacity * ⓘ

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			


Time 09:00 am

Hour

Minute

Enter **Shift Hours** (number of hours) and **Shift Capacity** (maximum number of volunteers that can be reasonably accommodated).



Click **Add Shift**.

Duration *  Custom Shifts

Shift Date/Time * 09/17/2026 09:00 am


Time Zone US/Central

Shift Hours * 3

Shift Capacity *  5 

ADD SHIFT



Repeat for as many shifts as necessary.

Duration *  Custom Shifts


Shift Date/Time * MM/DD/YYYY 00:00 am

Time Zone US/Central

Shift Hours * Example: 4 or 3.5

Shift Capacity *  Example: 30 

ADD SHIFT

 Sep 17, 2026 at 9:00am CT for 3 hours with 5 slots.

Half & Full Day Project Notes:

- We are accepting half day (morning or afternoon) and full day projects.
- Projects on Thursday can only be half day projects; however you can have both a morning and an afternoon half day project on Thursday. Friday projects can be half or full day.
- Half day projects are required to provide water and encouraged to provide snacks. Full day projects are required to provide water and lunch for volunteers.
- Morning half day projects will start at 9 or 9:30 am and end between 12-1 pm. Afternoon half day projects will start between 12-1 pm and end at 4 pm. Full day projects (Friday only) will run from 9:30 am until 4 pm with breaks for lunch and snacks.
- You are welcome to submit more than one project.

Select **Yes** or **No** for Virtual Opportunity.

Click **Yes** to Allow Team Registration.

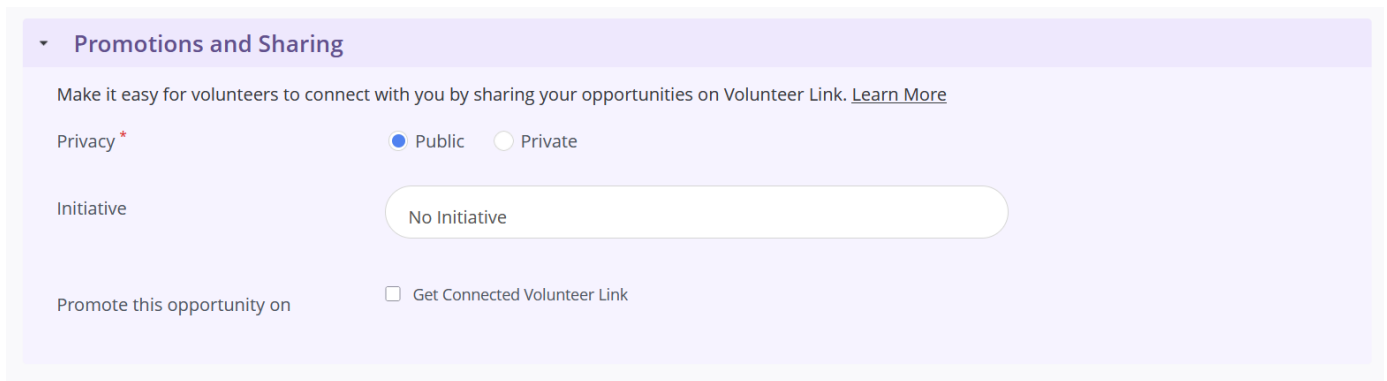
- You may optionally enter a minimum or maximum team size. This is not required.

Under **Capacity**, indicate the maximum number of people this project can accommodate. While not required by the system, maximum capacity is required for NPDOC project submissions.

Enter the **Address** of the project location. This may be a different address from your office location.

Promotions & Sharing

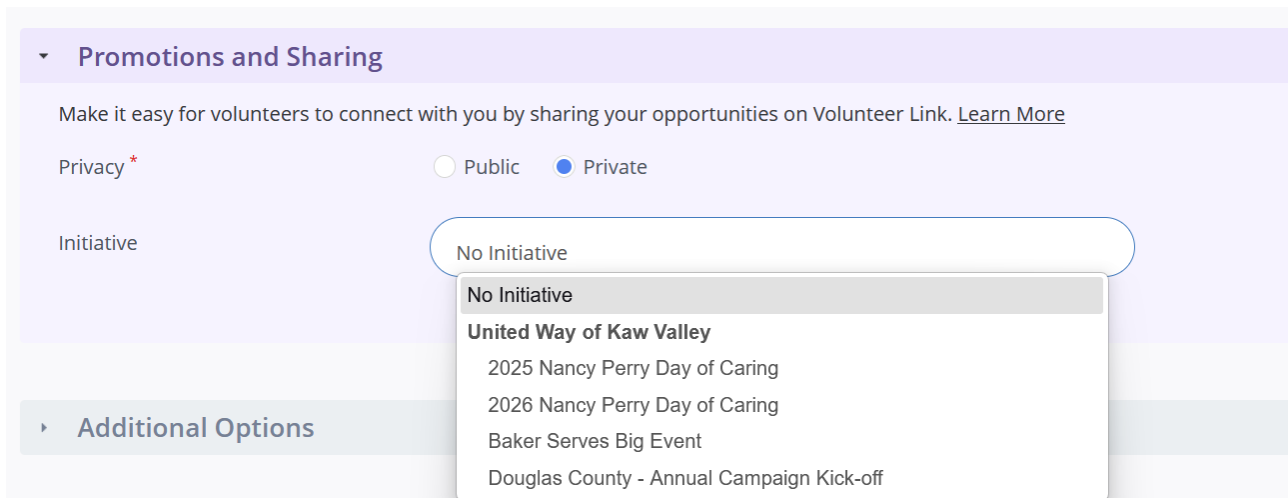
The **Promotions and Sharing** section is in light purple. It is critical that this section is filled out correctly.



Promotions and Sharing
 Make it easy for volunteers to connect with you by sharing your opportunities on Volunteer Link. [Learn More](#)
 Privacy* Public Private
 Initiative
 Promote this opportunity on Get Connected Volunteer Link

Set the opportunity to **Private**. We will open the volunteer opportunities to select sponsorship groups in waves before fully opening opportunities to the public on 8/17.

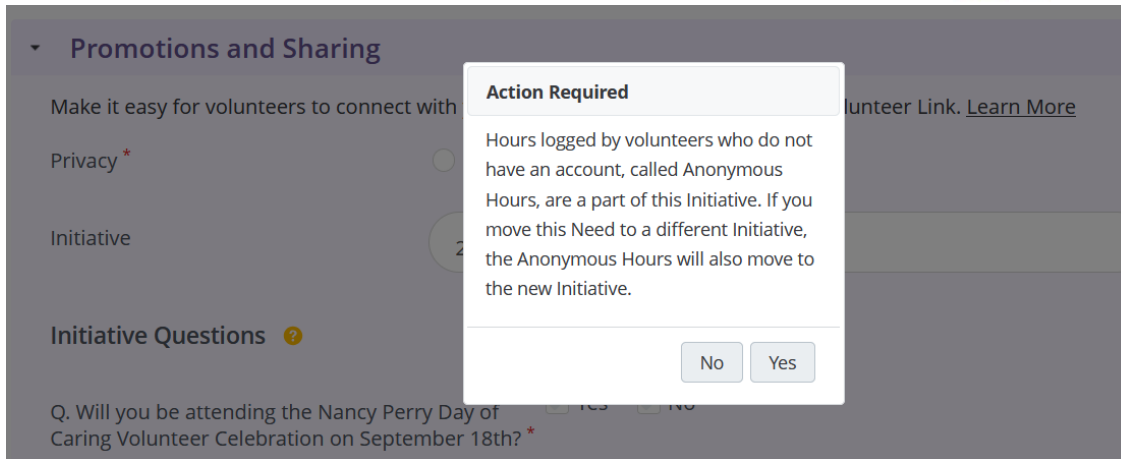
Under **Initiative**, select 2026 Nancy Perry Day of Caring.



Promotions and Sharing
 Make it easy for volunteers to connect with you by sharing your opportunities on Volunteer Link. [Learn More](#)
 Privacy* Public Private
 Initiative
 Additional Options

- No Initiative
- United Way of Kaw Valley**
- 2025 Nancy Perry Day of Caring
- 2026 Nancy Perry Day of Caring
- Baker Serves Big Event
- Douglas County - Annual Campaign Kick-off

Click **Yes** to the pop up.



Answer all of the **Initiative Questions**.

Privacy * Public Private

Initiative

Initiative Questions ?

Q. Will you be attending the Nancy Perry Day of Caring Volunteer Celebration on September 18th? * Yes No

Q. Will you be able to continue the project or have an alternate project if it's raining? If yes, please describe the back-up plan. *

Q. Are you interested in receiving up to two shirts for your agency? If yes, how many and what sizes? *

Q. Please select which category this opportunity best fits: * In-person Remote (example: building kits, crocheting socks) Virtual (example: graphic design, database cleanup)

Q. List any materials that volunteers may need/want to bring to complete this project (example: gardening/work gloves) NOTES: These items can NOT be crucial to the success of the project. *

- **Note:** The Volunteer Celebration is a breakfast event in Topeka. If you decide to attend, you will need to consider how that impacts your Friday start time.
- **Note:** If you run into an initiative question that you need to follow up on, you can enter “Working on it, will update [date]” if it is before the project submission deadline. This will allow you to click **Create Opportunity** at the end and have your work saved. You will need to update your opportunity prior to 7/17 when you have all the information, otherwise your project may not be approved.

Additional Options

Open the dropdown for **Additional Options**.

Additional Options

Minimum Age ?

Maximum Age ?

Family Friendly? Yes No N/A

Outdoors? ? Yes No N/A

Wheelchair Accessible ? Yes No N/A

Attributes ?

Clusters ?

Additional Notification Recipient(s) ? ON

Enter a **Minimum Age** for volunteers.

Indicate whether the opportunity is **Family Friendly**, **Outdoors**, or **Wheelchair Accessible**.

If your opportunity is **Outdoors**, you can copy your Inclement Weather Plan from the Initiative question.


Outdoors? ? Yes No N/A

Inclement Weather Plan ?

Attributes are optional, but you can enter information such as "snacks provided," or "wear close-toed shoes," or "wear paint clothes."

You can select applicable **Clusters**, such as Food Access, Youth Opportunities (must allow volunteers under 18), or Senior Opportunities (opportunities should be a good fit for volunteers 65 & older). This is not required, but helps additional audiences find your volunteer opportunity.

You can turn On or Off the **Additional Notification Recipient(s)**. Turning it **On** will open a box.

Additional Notification Recipient(s)  ON

email@example.com

Each email should be listed on a new line in the box. These individuals will receive a notification email when someone responds to your volunteer opportunity.

If Additional Notification Recipient(s) is left Off, only the agency manager(s) will receive notifications.

Create

Click **Create Opportunity** at the bottom.

CREATE OPPORTUNITYCANCEL

- The site will flag if something is missing and the opportunity cannot be created. Fill in the missing information and recheck your **Duration** and **Hours** information.
- When the opportunity is successfully created, you will see a green banner at the top that reads "Opportunity created!" You will then be able to view the opportunity in your Opportunities list.
- You can edit your opportunity by clicking **Edit** underneath the Title in the Opportunities list.

For a detailed tutorial on how to Edit Opportunities and Edit Shifts, please see the **KawValleyVolunteers Tutorial for Agency Managers**.

Contact Us

Email Monroe Hanson at mhanson@uwkawvalley.org if you need assistance submitting a project for Nancy Perry Day of Caring 2026 or with any aspect of KawValleyVolunteers.org.

Email Audrey Mott at amott@uwkawvalley.org for general Nancy Perry Day of Caring 2026 questions.

Refer to the **Agency Project Development Toolkit 2026** for project requirements and other expectations.