



HOT Project Registration Instructions 2010 United Way Fall Day of Caring

Event Details

United Way Days of Caring

Friday, September 10, 2010

Projects: 8:30 am - 12:30 pm

Volunteer Appreciation Lunch: Long Center for the Performing Arts (701 W. Riverside Drive)

Projects Start Time: 1:00 – 3:00 p.m.

Instructions for Project Posting on Hands On Tech (HOT), Hands On Central Texas' Website and Volunteer Database.

Go to the HOT administration site: <http://admin.handsoncentraltexas.org/login/login.php>

Please bookmark this site for future reference.

Logging on

Enter your username and password and click "Submit."

Your username is your email address.

If you can not remember your password, please contact us, and we'll send you a new one.

Once you have logged in successfully, you will see the "Special Events" and "My Projects" links on the menu on the left-hand side of the screen.

To view event details, click on "Special Events"

Adding your Project

To add a project to the United Way Days of Caring event, click on "My Projects." If you have any current opportunities or projects posted, you will also see them listed.

Click on "Manage" and select your "Agency" from the drop down menu.

Click on "Create a New Project" from the "Project" drop down menu and click Select.

You should now be in the Project main page. Start inputting your project details. This is Step One.

Very Important Event Features

Click on the "Special Event Association/Choose Special Event," and select "United Way Days of Caring Fall 2010" event.

Project Type: Please select “Full Sign-up.” This allows volunteers to register online for your projects.

Enter remaining project information such as descriptions, attributes, skills, interests, etc.

At the bottom of the page, click “Continue.”

You now should be in Step Two. You will see project occurrence date, time, location and an option to add a project coordinator.

Please review United Way Day of Caring event details.

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Please enter the following date and time information.

Date of Project Occurrence:

- Project Date: Add our event date – September 10, 2010
- Event Times: All Projects should start at 8:30 a.m. and end by 12:30 p.m.
- Volunteer Appreciation Lunch: 1 p.m. Long Center for Performing Arts

Project Coordinators: **That’s you!** (or another staff member who is managing the project)

Click on “Add Project Coordinator” and search for your name.

Select your name and click on “Add Checked.”

Project Location: Select a location from the drop down menu or click on “Add New Address” to add a new project location.

Click submit at the bottom of the page

Confirmation Page

Below is what you will see:

“Your project has been submitted to the Hands On Central Texas, a program of United Way Capital Area, staff for approval. It will appear on the site once the project approval process is complete.

You may go back to Manage Projects to add or modify additional projects.”

Your project will be approved and you’re done! You should receive emails once the volunteers start registering for your project.

If you have any questions please contact Hands On Central Texas staff:

Nikki Krueger at 512-382-8611 or nikki.krueger@unitedwaycapitalarea.org

Diana Santos at (12-225-0357 or Diana.santos@unitedwaycapitalarea.org).