



**You're invited to submit a
volunteer project for the
United Way Fall Day of Caring.**



Dear Partners,

Hands On Central Texas, a program of United Way Capital Area, invites you to submit a volunteer project for the **United Way Fall Day of Caring**, presented by Freescale Semiconductor.

United Way Day of Caring is a community-wide event that addresses critical social issues through meaningful volunteer action. Each year, more than 1,500 corporate & community volunteers lend a hand in tackling issues such as poverty, education and health -- doing everything from building homes to delivering meals to beautifying community parks.

On Friday, September 11, 2009, we will host multiple volunteer projects centered around the United Way & Hands On focus areas: Education, Financial Stability, Health & Environment. **If your organization could benefit from the inspired actions of a group of coordinated volunteers, we encourage you to submit a volunteer project.** We'll work on recruiting the volunteers for your Day of Caring project and help with the logistics. And when the Fall Day of Caring arrives, you'll be amazed at what these volunteers accomplish in just a few hours!

This year, as we come together as a community for this important day of service, we'll also kick off the annual UWCA campaign. So join us as we start the day with the **United Way Day of Caring Kickoff**, where volunteers will hear guest speakers and learn about the impact they're making in the community, enjoy breakfast, meet other volunteers, and check-in for their projects.

United Way Day of Caring

Date: Friday, September 11, 2009

Time: 8:30 - 9:45 am

Location: Alamo Park Pavilion

2100 Alamo Street

Austin, TX 78722

Volunteer Registration: 8:30 - 9:00 am

Kickoff Program Start Time: 9:00 am

Projects Start Time: 10:00 am

Project Deadline:

The next page offers detailed instructions on how to post your projects on Hands On Tech (HOT). All volunteer projects should be registered on the Hands On Central Texas website - www.handsoncentraltexas.org. Please print out the instructions, review and register your project(s).

**Project Registration deadline is
Friday, July 31, 2009.**

Event Logistics: All volunteer projects should run from 10:00 am - 2:00 pm or until the project is finished. Hands On Central Texas will be hosting a Day of Caring Kickoff from 8:30 am - 9:45 am. Volunteers will check-in for their projects at the Kickoff. Please inform your volunteers about the Kickoff and volunteer check-in. Agency coordinators are invited to attend as well.

Please let me know if you have any questions or need further assistance to post your volunteer project.

Thank you for participating!

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Instructions for Project Posting on Hands On Tech (HOT), the 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 cannot remember your password, please contact us, and we'll send you a new one.
(Contact information is provided at the end of this document.)

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 Day 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 Fall Day of Caring 2009” 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.

United Way Days of Caring
Friday, September 11, 2009

Kick-off: 8:30 am - 9:45 am

Location: Alamo Park Pavilion – 2100 Alamo Street, 78702

Volunteer Projects Start Time: 10:00 am

Volunteer Projects End Time: 2:00 pm or until project is finished

Volunteer Check-In: All volunteers are required to check-in at the kick-off location starting at 8:30 am. Agencies, please ensure that your volunteers attend the kick-off.

Please enter the following date and time information.

Date of Project Occurrence:

- Project Date: Add our event date – September 11, 2009
- Event Times: All Projects should start at 8:30am with the United Way Day of Caring Kickoff. Volunteers should be at the project site location by 10:00 am. **(Volunteers must go the kick-off location first at 8:30am then to the project location by 10:00am. Please communicate these times to your volunteers.)**
- Start Time: Select 8:30 am
- End Time: Select 2:00 pm or when you expect your project to be completed.

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 Diana Santos at diana.santos@unitedwaycapitalarea.org.

Thank you!