**Tutorial for Community Agencies – SERVE.truman.edu**

**[Step 1: Log-In or Create an Account](#LogIn)** [**Page 1**](#LogIn)

[**Step 2: My Profile**](#MyProfile)[**Page 2**](#MyProfile)

[**Step 3: Agency Profile**](#AgencyProfile)[**Page 3**](#AgencyProfile)

[**Step 4: Ongoing Activities**](#OnGoingActivities)[**Page 4**](#OnGoingActivities)

[**Step 5: Add an Ongoing Activity**](#AddanOngoingActivity)[**Page 5**](#AddanOngoingActivity)

[**Step 6: Update an Existing Ongoing Activity**](#UpdateExistingOngoing)[**Page 6**](#UpdateExistingOngoing)

[**Step 7: View or Contact Volunteers**](#ViewOngoingVolunteers)[**Page 6**](#ViewOngoingVolunteers)

[**Step 8: One Time Activities**](#OneTimeActivities)[**Page 7**](#OneTimeActivities)

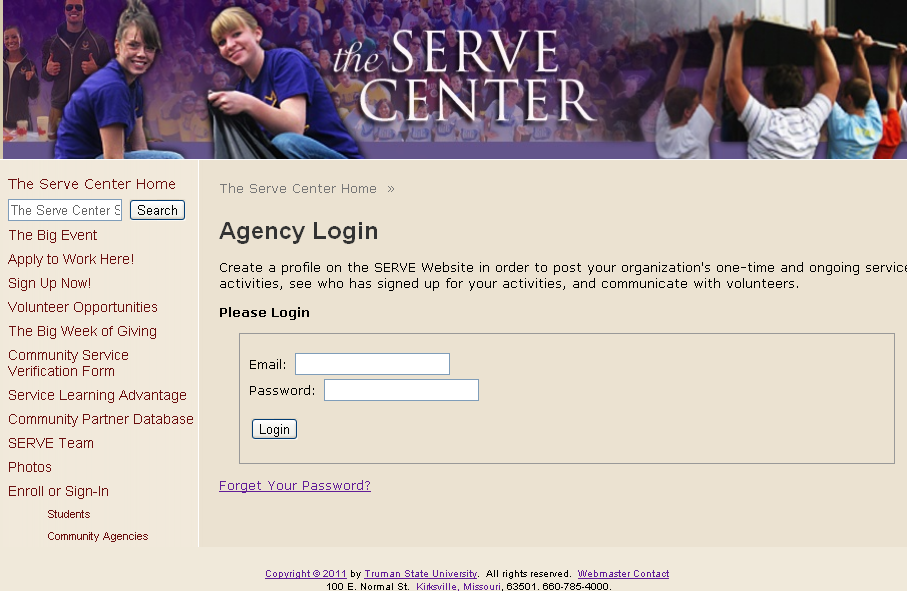
[**Step 9: Add a One Time Activity**](#AddaOneTimeActivity)[**Page 8**](#AddaOneTimeActivity)

[**Step 10: Update an Existing One Time Activity**](#UpdateExistingOneTime)[**Page 9**](#UpdateExistingOneTime)

[**Step 11: View or Contact Volunteers**](#ViewOneTimeVolunteers)[**Page 10**](#ViewOneTimeVolunteers)

**Step 1: Log-In or Create an Account**

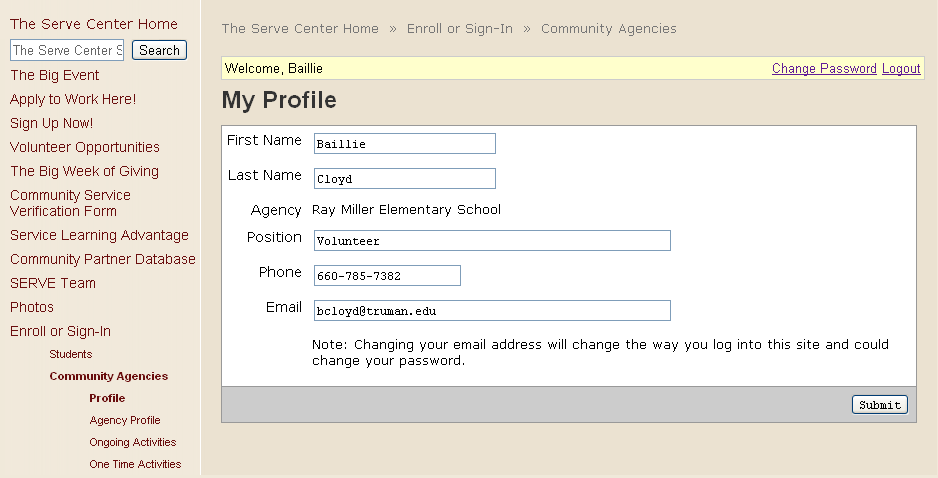
* If you already have a Truman username and password, you can log-in at serve.truman.edu by clicking ‘Community Agencies’ under ‘Enroll or Sign-In’
* If you do not have a Truman username or password, please contact the SERVE Center at [serve@truman.edu](mailto:serve@truman.edu)



[(Top)](#Top)

**Step 2: My Profile**

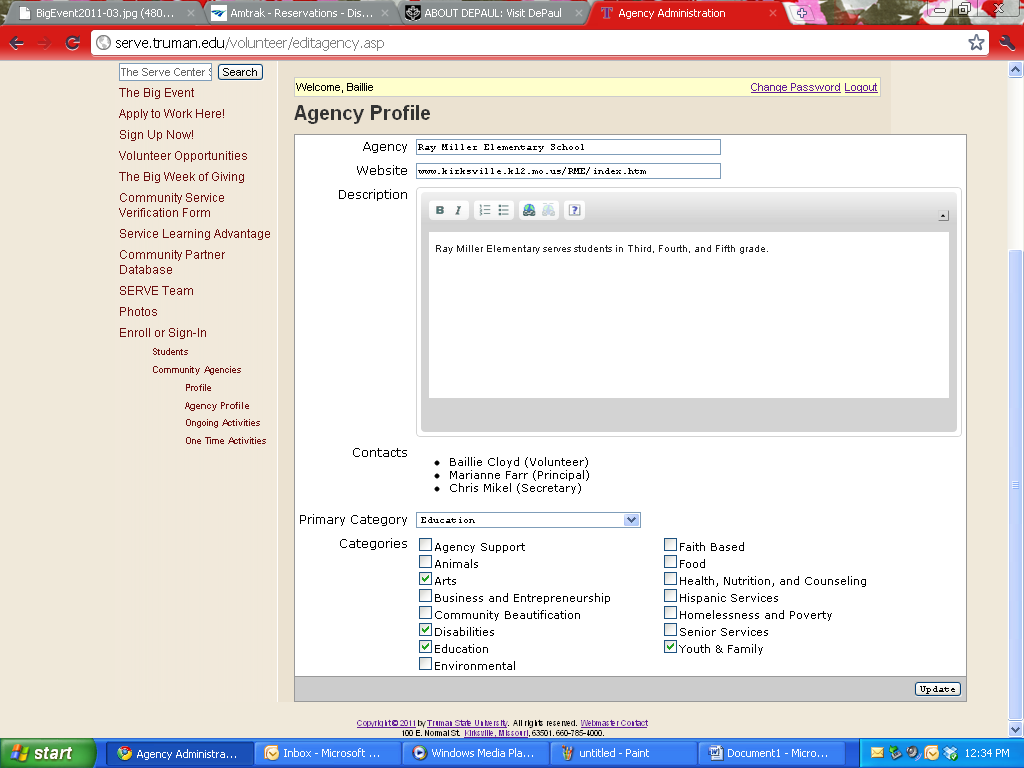
* Add your personal contact information and position title
* ***Important:*** Select **Submit or Update** after you make changes on each page

****

[(Top)](#Top)

**Step 3: Agency Profile**

* Update your agency information – add a link to your website, a description of your services, and select categories that describe your agency and your services
* Contacts for your agency must each create their own profile – the SERVE Center will link them to your agency

****

[(Top)](#Top)

**Step 4: Ongoing Activities**

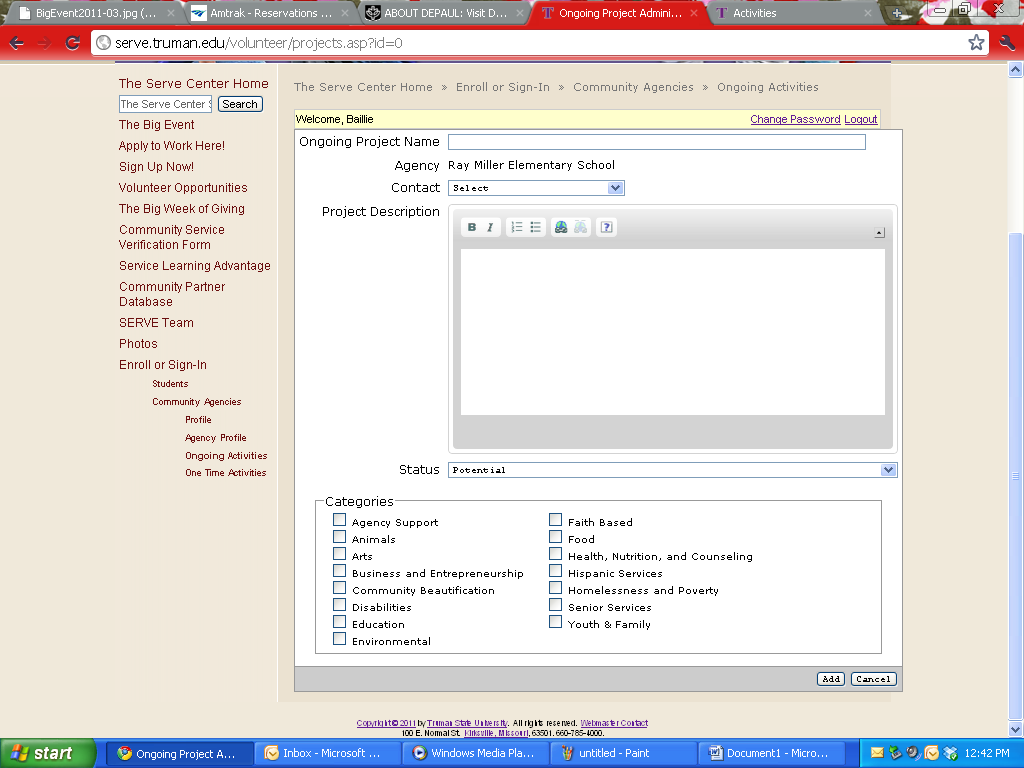
* Ongoing activities are service projects that occur for more than one specific date or time
  + Examples include weekly or monthly activities, like tutoring, child care, or adopting a grandparent
* Click on ‘Ongoing Activities’ to add new service activities, update existing activities, or see volunteers who have signed up for your activity
* Click ‘Add New’ to create a new activity ***(Step 5)***
* Click on an existingactivity *(see Ray Miller Elementary: Tutoring below)* to update the activity ***(Step 6)***
* Click the number *(see the 1 below)* on the same line of the existing activity to see the volunteers ***(Step 7)***



[(Top)](#Top)

**Step 5:** **Add an Ongoing Activity**

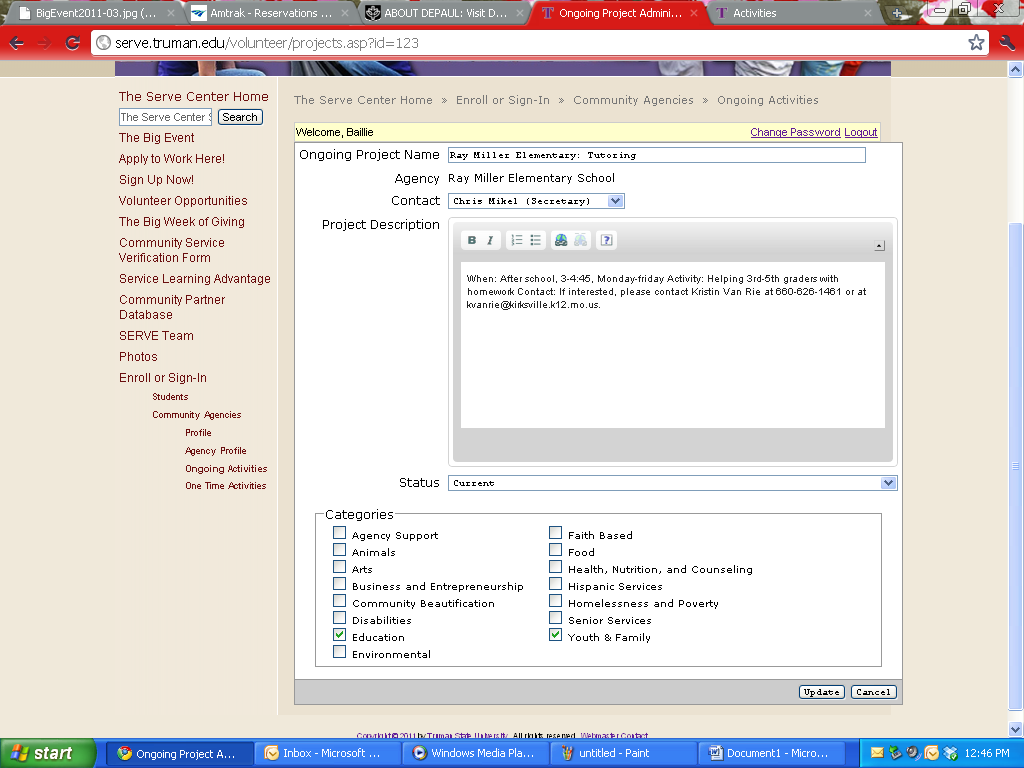
* After you click ‘Add New’ *(See Step 4)*, you can add the project name, the contact person from your agency, a description, and the categories that apply to this project
* ***Important: Status***
  + Choose ‘Current’ from the Status drop down box if the project is a scheduled activity students can sign-up for now
    - Example: Existing tutoring programs
* Choose ‘Potential’ from the Status drop down box if the project is an idea that you would like students to take the initiative to implement on their own
  + - Example: You want someone to build a new playground at your facility, but don’t have the time or resources to do it yourself and want students to instigate the project

****

[(Top)](#Top)

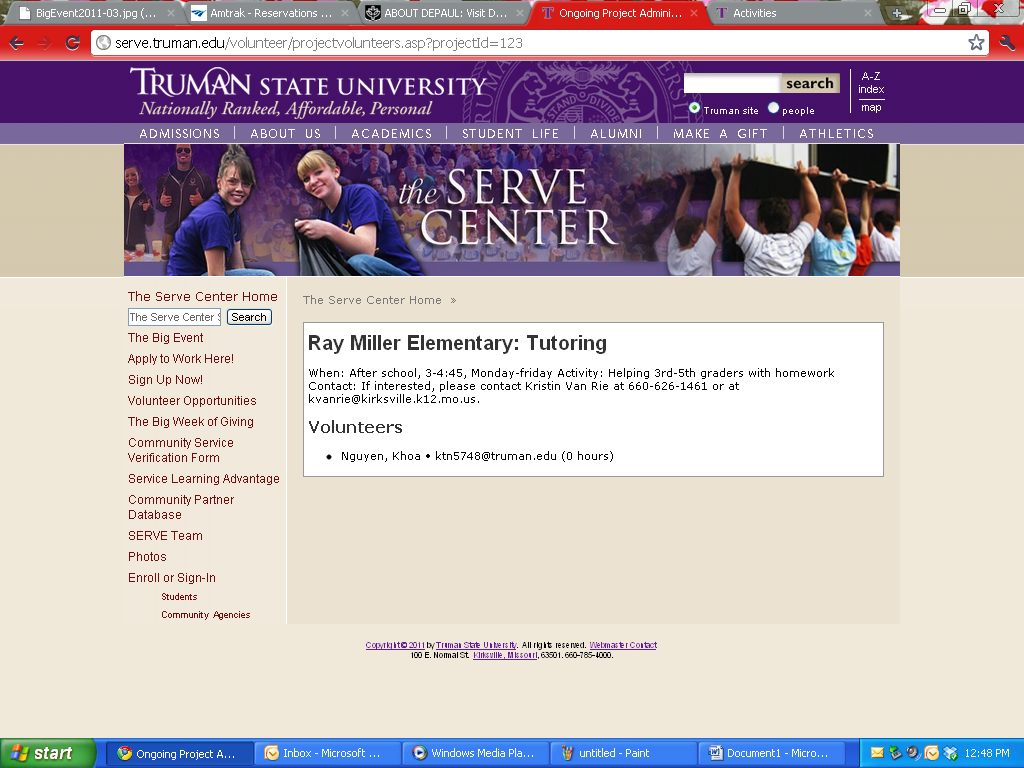
**Step 6: Update an Existing Ongoing Activity**

* After you click on the activity *(See Step 4)*, you can change any of the information you previously entered
* Don’t forget to check the **Status**

****

**Step 7: View or Contact Volunteers**

* After you have clicked on the number proceeding the activity name *(See Step 4)*, you can view the activity details and the volunteers that have signed-up online
  + You have access to their names, emails, and how many hours they have logged for the activity
  + You can contact them if project details change or to discuss their service

****

[(Top)](#Top)

**Step 8: One Time Activities**

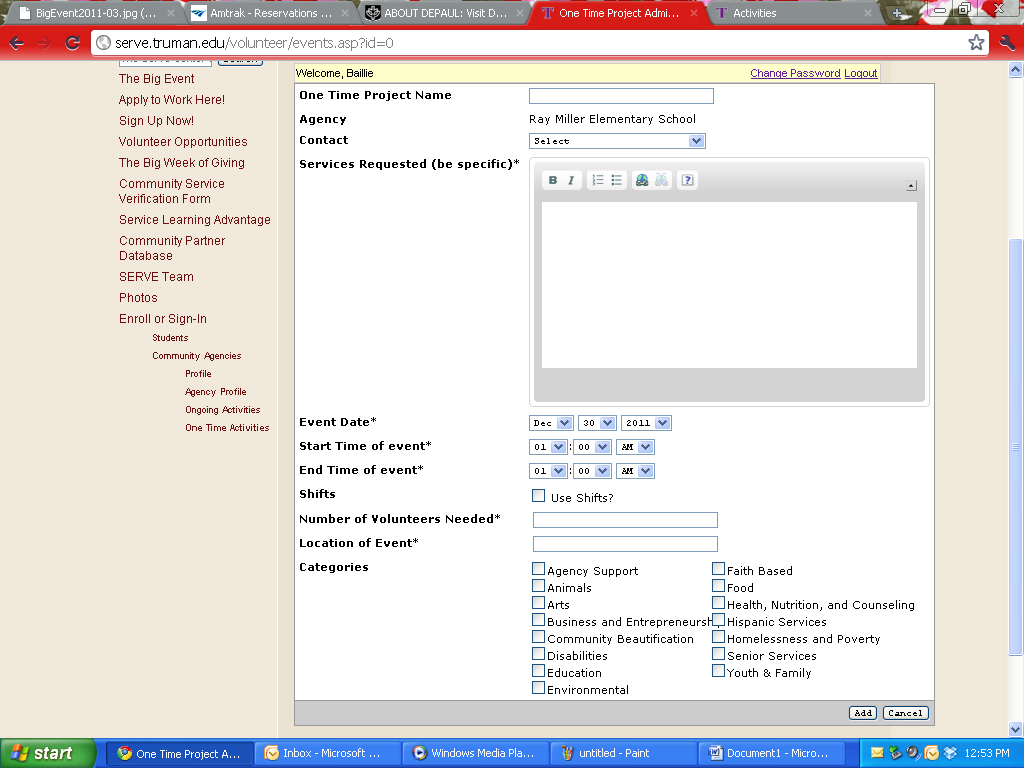
* One Time activities are service projects that occur on a specific date or time
* Click on ‘One Time Activities’ to add new activities, update existing activities, or see who has signed up for your activity
* Click ‘Add New’ to create a new activity ***(Step 9)***
* Click on an existing activity *(see Family Fun Night below)* to update the activity ***(Step 10)***
* Click the number *(see the 2 below)* on the same line of the existing activity to see the volunteers   
  ***(Step 11)***

****

[(Top)](#Top)

**Step 9: Add a One Time Activity**

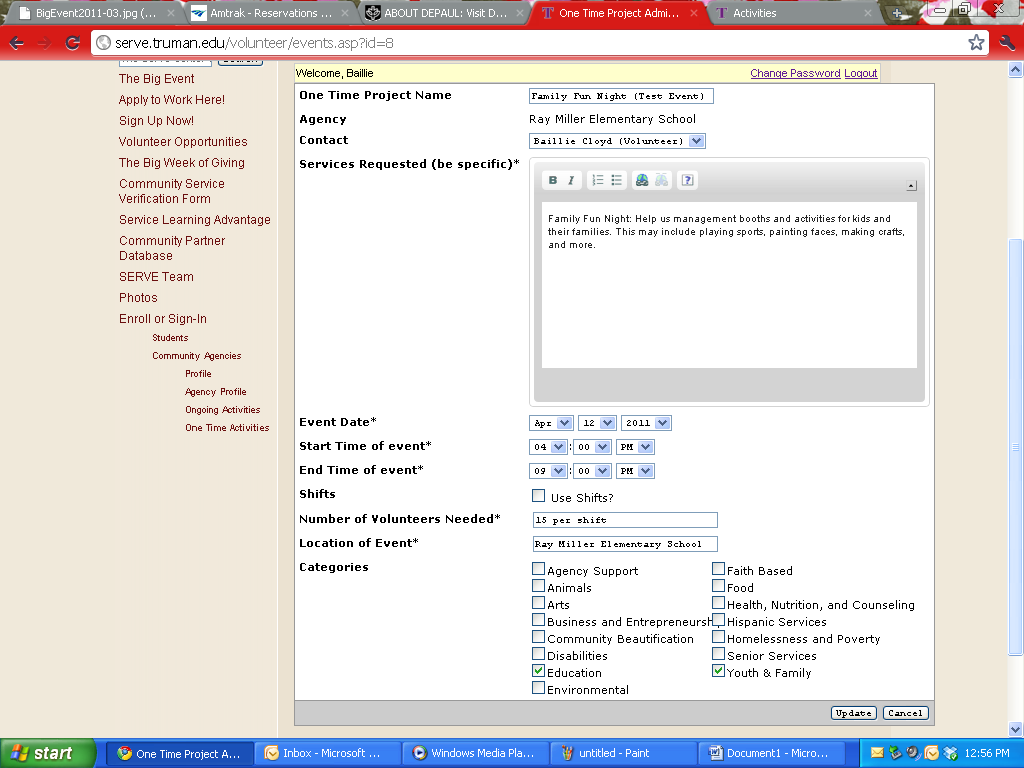
* After you click ‘Add New’ *(See Step 8)* you can add the project name, the contact person from your agency, a description, the location of the activity, and the categories that apply to this project
* You can also add the activity date and time and even use shifts, if it is a longer activity or you need students for multiple activities
* List the number of volunteers you need to make sure you don’t have too many or too few volunteers sign-up

****

[(Top)](#Top)

**Step 10: Update an Existing One Time Activity**

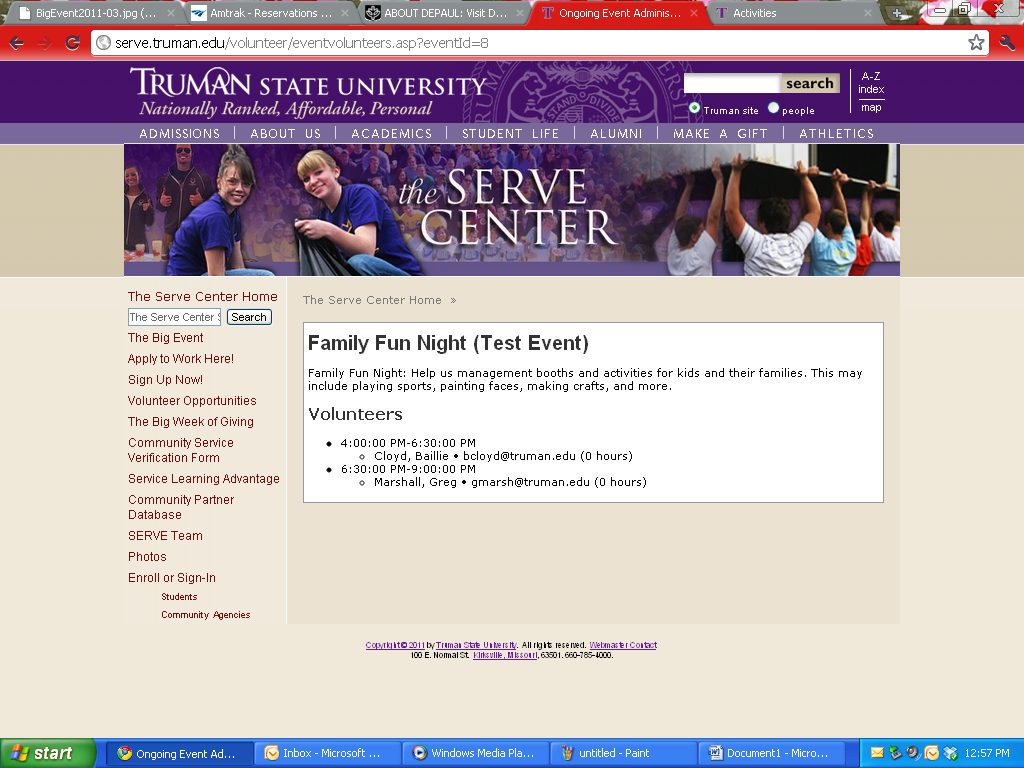
* After you click on the activity *(See Step 8)*, you can change any of the information you previously entered

****

[(Top)](#Top)

**Step 11: View or Contact Volunteers**

* After you have clicked on the number proceeding the activity name *(See Step 8)*, you can view the activity details and the volunteers who have signed-up online
  + You have access to their names, emails, and how many hours they have logged for the project
  + You can even see who has signed-up by shift
  + You can contact them if project details change or to discuss their service

****

[(Top)](#Top)