

Registering for Get Connected

1. Go to this website: <https://volunteergb.galaxydigital.com/>
2. Click Sign Up



RETURN TO OUR WEBSITE SIGN UP LOGIN HELP CALENDAR

Make Your  Happy:
GET CONNECTED!

VOLUNTEER CENTER
of BROWN COUNTY

920-429-9445
984 9th Street
Green Bay, WI

Get Involved, Make a Difference.

VOLUNTEER NOW

[Click here to register your organization.](#)

 **COVID-19 RESPONSE** Find out how you can help your community during this public health emergency. [CLICK HERE](#)

3. Connect your Facebook profile **or** create your account with another email. Make sure to hit the toggle switch to indicate you are a member of Current Young Professionals

Step 1 of 5: Create an Account

Already have an account? [Click here](#)
Want to sign up your agency? [Click here](#)

 SIGN UP WITH FACEBOOK

OR

Sign up with your email address

First Name (Required)

Last Name (Required)

Email (Required)

Address Line 1

Address Line 2

City

Select a State 

Zip Code (Required)

County (Required) 

Phone: 888-555-1212

Phone Ext.

Contact me in the event of a disaster ☐ OFF

Gender (Required) 

Age (Required) 

Are you a member of Current Young Professionals?

Yes ☐ OFF

No ☐ OFF

Password (Required)

Confirm Password (Required)

CREATE YOUR ACCOUNT



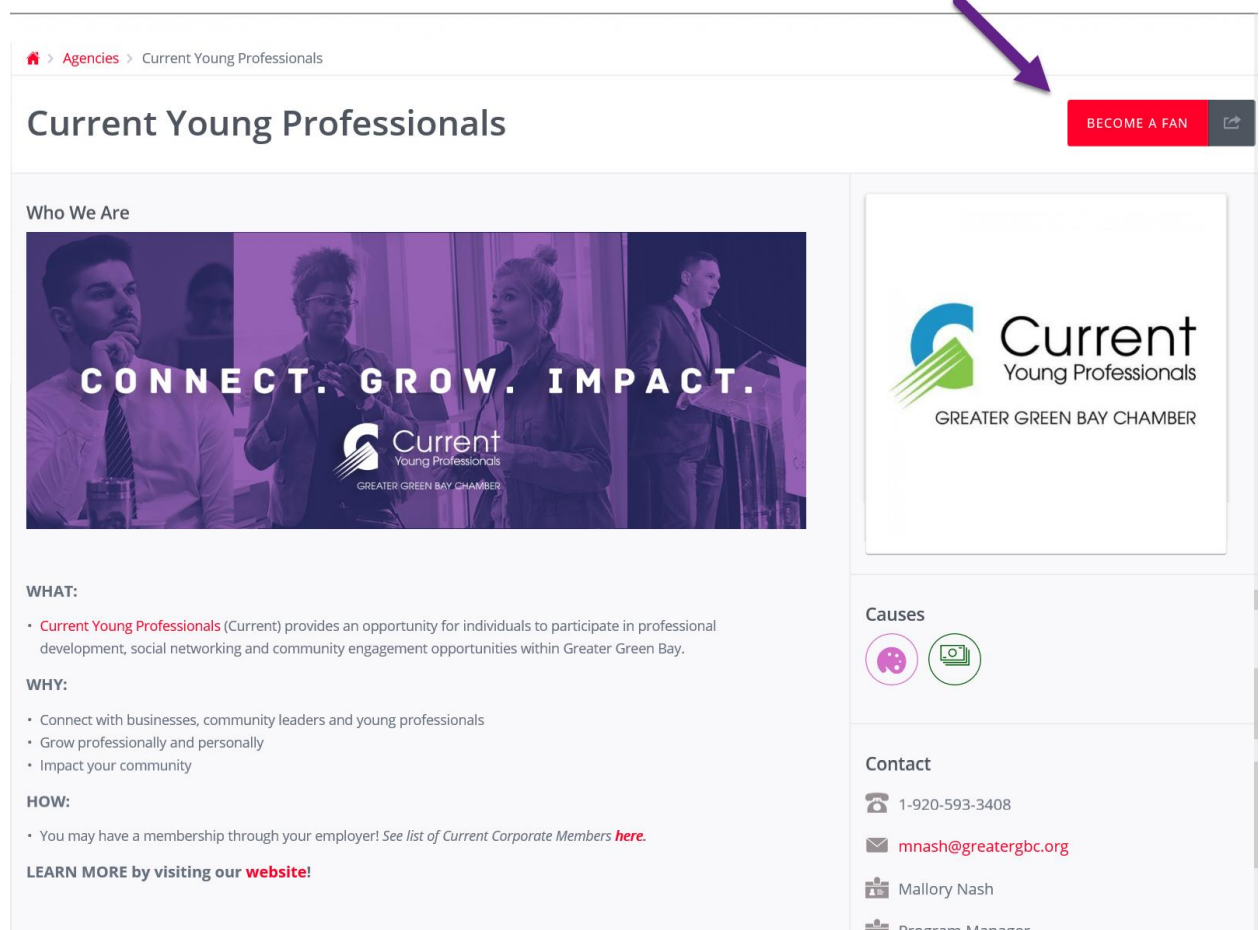
Becoming a Fan of CYP

4. Once you've created your profile, selected your interests, skills, and agencies that you'd like to monitor, now it's time to become a FAN of CYP.

Becoming a fan of CYP allows you to get notifications when we have an upcoming Volunteer Based Collaboration.

CLICK THIS LINK: https://volunteergb.galaxydigital.com/agency/detail/?agency_id=107897

Then click "BECOME A FAN"



The screenshot shows the agency page for 'Current Young Professionals' under the 'Agencies' section. A purple arrow points to the 'BECOME A FAN' button in the top right corner. The page layout includes a header with the agency name, a main content area with a 'Who We Are' section featuring a banner with the text 'CONNECT. GROW. IMPACT.' and the agency logo, and a sidebar with a 'Causes' section and a 'Contact' section. The 'Contact' section lists the phone number 1-920-593-3408, email mnash@greatergbc.org, and the name Mallory Nash, Program Manager.

Home > Agencies > Current Young Professionals

Current Young Professionals

BECOME A FAN

Who We Are



Current
Young Professionals
GREATER GREEN BAY CHAMBER

WHAT:

- **Current Young Professionals** (Current) provides an opportunity for individuals to participate in professional development, social networking and community engagement opportunities within Greater Green Bay.

WHY:

- Connect with businesses, community leaders and young professionals
- Grow professionally and personally
- Impact your community

HOW:

- You may have a membership through your employer! See list of Current Corporate Members [here](#).

LEARN MORE by visiting our **website!**

Causes



Contact

 1-920-593-3408

 mnash@greatergbc.org

 Mallory Nash

 Program Manager

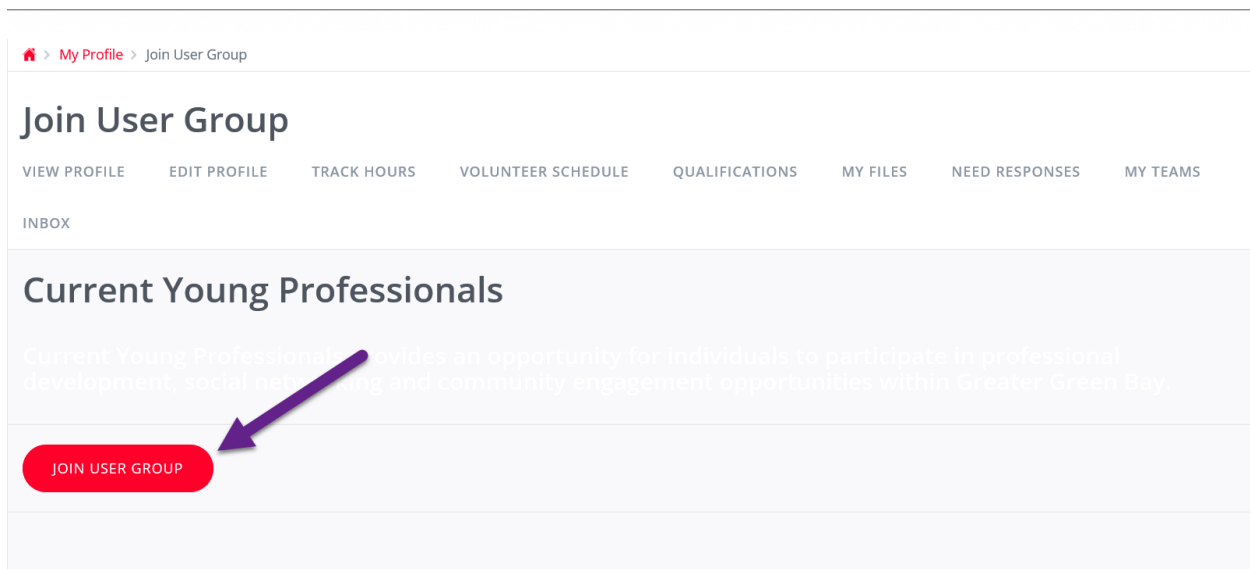
Joining the CYP User Group

5. Joining the CYP User Group will allow us to track your hours when you spend your time serving another non-profit in the area. Remember those perks!

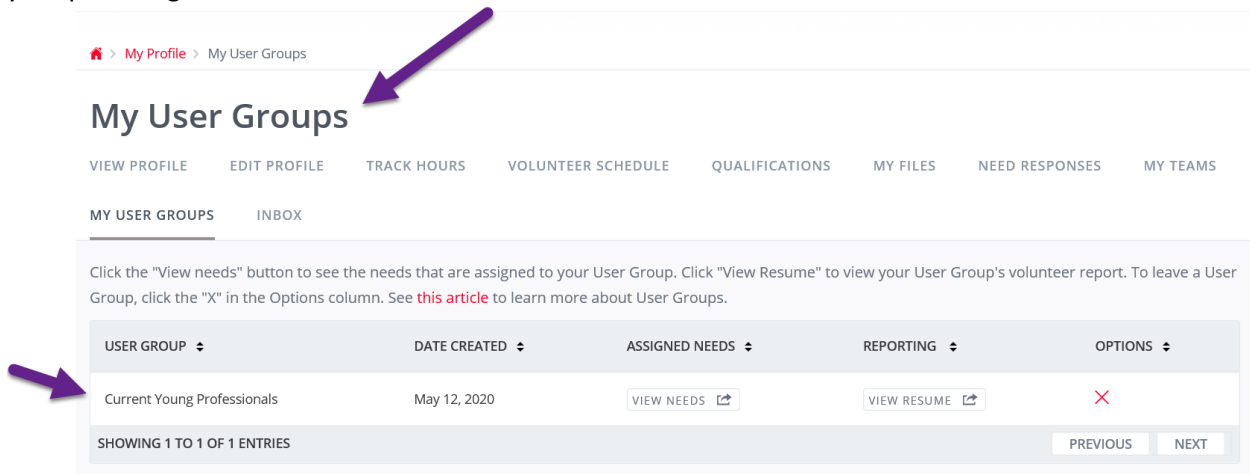
Click this link:

<https://volunteergb.galaxydigital.com/user/joinGroup/?group=Ce%2B0tHJtHFgynGqiMxnkgTe6KQ8cbfUpdvj68qgCZXWCMN%2FqjybXrKSpRTNhr9%2BdJ2ldN%2FCAVa6b94%2FywVB5A%3D%3D>

6. Then click **"JOIN USER GROUP"**

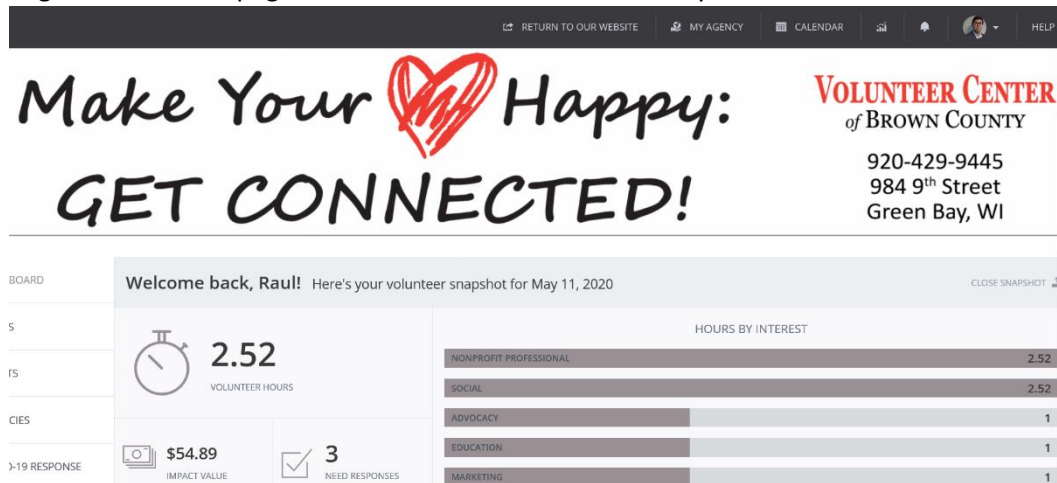


You'll know you are a part of the user group when you see the below image. You may have to log into your profile again to see the screenshot below.

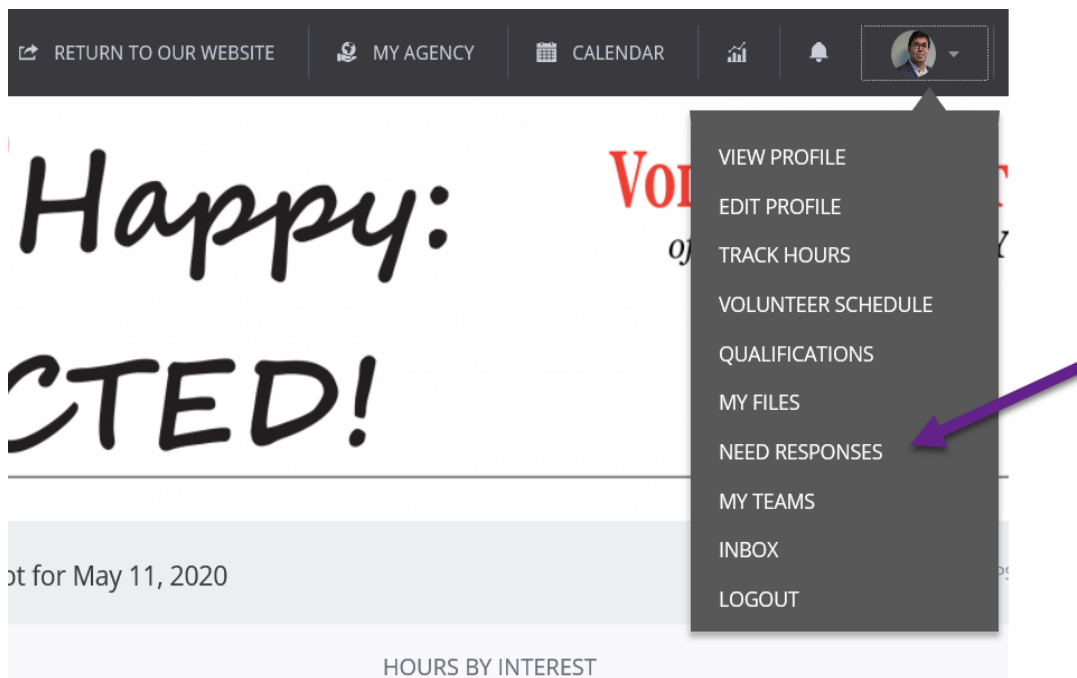


Volunteer Center Get Connected Website – Tracking Hours

1. Log In & the home page should default to a dashboard of your volunteer stats



2. Click on the drop-down arrow to show the dashboard menu for your page & click need responses



3. Once on the Responses page look for the need that you need to add hours to and click on the drop down “select an action” then select “Add Hours”

My Responses

VIEW PROFILE EDIT PROFILE TRACK HOURS VOLUNTEER SCHEDULE QUALIFICATIONS MY FILES **NEED RESPONSES** MY TEAMS

INBOX

Volunteer Responses

Table Filter

NEED NAME	AGENCY NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
Current Committee Time	Current Young Professionals	May 8, 2020	2295607	May 8, 2020	Select an action
Community Partnership Monthly Meeting	Current Young Professionals	May 8, 2020	2290646	May 8, 2020	Select an action Edit Add Hours Remove Me from Team
Ambassador Monthly Meeting	Current Young Professionals	May 8, 2020	2290648	May 8, 2020	

SHOWING 1 TO 3 OF 3 ENTRIES

PREVIOUS NEXT

4. Add detail to information for tracking & click “SUBMIT HOUR ENTRY”
- If this is for an agency or need that you signed up for on Get Connected, you will be able to register those hours like this:
 - Choose a need
 - Fill out the date
 - Fill out the hours worked (to the nearest half hour)
 - ALWAYS select the User group CYP
 - Fill out a brief description and click submit hour entry

Hour Type

Are these hours in reference to a need you responded to on this site?

☒ Yes

☐ No

Need * Community Partnership Committee Time

Hour Details

Date Worked * MM/DD/YYYY

Hours Worked * Example: 3.5

Miles Traveled

User Groups * CURRENT YOUNG PROFESSIONALS

Description

Brief Description

SUBMIT HOUR ENTRY CLEAR FORM

- **For a need or non-profit that is not listed on Get Connected** you will still be able to register hours. You will need to put extra info seen in the screen shot below:
 - Select No
 - Fill in the individual details (Name of the person who can verify those hours and their email) If need extra assistance with this please email Mallory Nash
 - Fill out date, hours
 - Select Current Young Professionals as the User Group Always
 - Click Submit

The form is divided into two main sections: 'Hour Type' and 'Hour Details'.

Hour Type: Contains a question 'Are these hours in reference to a need you responded to on this site?' with radio buttons for 'Yes' and 'No'. A purple arrow points to the 'No' option.

Individual Details: Contains three input fields: 'Where did you volunteer?' (placeholder: Volunteer Location), 'Who can verify these hours?' (placeholder: Location Contact), and 'What email address can be used to confirm these hours?' (placeholder: name@example.com). A purple arrow points to the 'Individual Details' header.

Hour Details: Contains four input fields: 'Date Worked *' (placeholder: MM/DD/YYYY), 'Hours Worked *' (placeholder: Example: 3.5), 'Miles Traveled', and 'User Groups *' (a dropdown menu). Purple arrows point to each of these fields.

Description: Contains a text area with the placeholder 'Brief Description'. A purple arrow points to this section.

At the bottom, there are two buttons: 'SUBMIT HOUR ENTRY' (in red) and 'CLEAR FORM'.

5. You've successfully added hours when you can see the need in yellow which signifies that the hours are pending and not approved. Once approved you'll see it in green like the example below

Table Filter						
☒	DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
☒	May 11, 2020	Ambassador Monthly Meeting Current Young Professionals		0.02	0	 
☒	May 11, 2020	Community Partnership Monthly Meeting Current Young Professionals		0.30	0	 
☒	May 11, 2020	Ambassador Monthly Meeting Current Young Professionals		1.50	0	 
☒	May 8, 2020	Current Committee Time Current Young Professionals		1.00	0	
TOTALS				2.82	0	