



My Impact Guide for Volunteers

About Better Impact and My Impact: Better Impact is a Volunteer Database Program that is focused on volunteers and therefore it has features that are specifically made to support the volunteers. It allows volunteers to sign-up for shifts, log hours, leave feedback, and create a personal profile. The process is much easier for both volunteers and staff.

Learning new technology can take time, but we hope that with our user guide it will make the process much smoother.

Creating a Profile (Applicant):

1. Go to www.myimpactpage.com
2. Go the heading that says I am new to MyImpactPage.com
3. Fill out the information and click **Save and Continue** at the bottom of the section.
4. Complete all the required fields as well as any additional fields you are able to fill in.
5. At the end of the page, click **Save and Continue** button.
6. Complete the information on the next page as well. Even if the question is not required, we would like you to fill in as much information as possible.
7. At the end of the page click the **Submit Application** button.
8. A screen will show up with the option to **Go to My Profile** or Log Out
9. Go to **My Profile** will allow you to further explore Bette Impact.

Logging in (if you already have a username and password):

1. Go to www.myimpactpage.com
2. Input your username and password and click the **Login** button.
3. You will be brought to the main page of your profile.

Editing Information in Your Profile:

1. The information you input into your application will automatically be entered into your profile. If you would like to double check or change information, follow the steps below.
2. If you look at the top right of the screen, you will see a drop down that says My Profile.
3. Click on this drop down and select Contact Information.
4. Please double check the information we already have on our system and add in any additional information you would like us to have.
5. The Contact Information Page is also where you can sign up to receive email/calendar reminders about your volunteer shifts. These options are located on the right side under your profile picture and titled Subscriptions.
6. Next, click on the My Profile drop down again and select Additional info. Check / edit your Vehicle Details.
7. Go to my Profile drop down once more and select Qualifications, this will show you when you e-learning and MVCC Fire Training are due to expire.



Profile Picture:

1. Please add a picture of yourself to the profile, go to Menu > My Profile > Update Photo

Signing up for a Volunteer Shift:

1. To sign up for a volunteer shift, go to go to Menu > Opportunities > Under MVCC Roles, Pick your role, Pick your date & click on the side arrow > Sign Up

Seeing your Schedule:

1. Go to Menu > Schedule and your shifts should be listed under your volunteer role category.

Remove yourself from the Schedule (Cancel Shift):

1. Menu > Schedule > Pick your booked shift, side arrow then > Remove and > Decline

Logging Volunteer Hours:

1. To input your volunteer hours, go to Menu > Hours > under Log hours for, Pick your Activity and log in the Hours.

Availability:

1. Go to Menu > My Profile > Availability > Schedule and your shifts should be listed under your volunteer role category.
2. To input your volunteer hours, go to Menu > Hours > under Log hours for, Pick your Activity and log in the Hours.