

## 2 QUICK START

[www.MontgomeryServes.org](http://www.MontgomeryServes.org)

This page provides a Quick Start Guide for registered organizations of the Montgomery County Volunteer Center's online network, MontgomeryServes.

### STEP 1: ACCESS MONTGOMERYSERVES

- Go to [www.MontgomeryServes.org](http://www.MontgomeryServes.org)

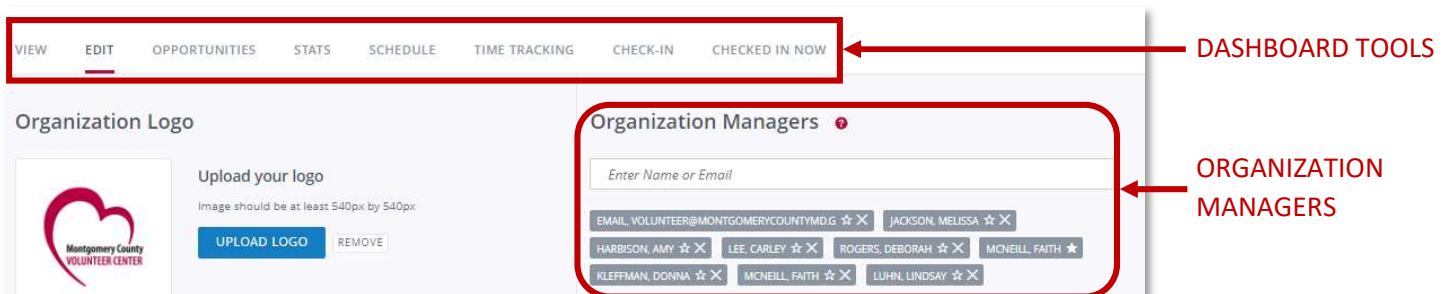


### STEP 2: LOG - IN

- Click **LOGIN** located in the top right corner of the screen.
- Enter your Email Address.
- Enter your Password.
- Click LOGIN.

### STEP 3: ACCESS YOUR ORGANIZATION'S DASHBOARD

- Click **MY ORGANIZATION** in the black toolbar at the top of the screen. If MY ORGANIZATION is not an option in the black toolbar that means you have not been added as a manager for your Organization.
- Use the Dashboard Tools to manage your organization's information and volunteer opportunities. (TIP and/or Page Number)




### STEP 4: EDIT YOUR ORGANIZATION'S PROFILE

- Personalize or update your organization's profile to include the organization's mission and goals, contact information, important links, relevant images, and more! Use tools to incorporate your organization's branding.
- Primary Organization Managers can:
  - Add a new manager by entering their email address. The new manager must be registered as an individual user before being added as an Organization Manager.
  - Remove existing Organization Managers by clicking the X next to the manager's name you wish to remove.

### SAVE AS YOU GO!

Save as you go by clicking **UPDATE ORGANIZATION INFO** any time changes are made to your organization's profile. Save buttons are located at the end of each information section.

 To earn or maintain status as an SSL-Approved Organization, make sure that the "What Volunteers Do" section clearly states the general activities that **student volunteers** would complete. This information is required to keep the MCPS SSL icon on your organization page.


**STEP 5: ADD OR EDIT OPPORTUNITIES**


1. Select **OPPORTUNITIES** from the dashboard tools.
2. Click **ADD NEW OPPORTUNITY**.
3. Fill in the required fields and any optional fields you want to include in your opportunity posting.
4. Click **CREATE OPPORTUNITY** to submit for review.

All new Opportunities will assume a PENDING status until reviewed by Volunteer Center or MCPS personnel.

Allow 1-3 days for review. MCVC or MCPS personnel will reach out for any additional information if needed.

Approved Opportunities will have their status changed to ACTIVE.

 *Tip: The opportunity search defaults to display the newest opportunities first. Update opportunities often to keep them higher in the rotation of searchable opportunities.*

 *For SSL Opportunities, remember to follow MCPS SSL guidelines for [in-person service](#) and [virtual/remote service](#) when offering SSL opportunities to students. All virtual/remote opportunities must be posted to the Volunteer Center website for MCPS review and approval.*

**STEP 6: MANAGE VOLUNTEER RESPONSES**

1. Select **OPPORTUNITIES** from the dashboard tools.
2. Locate the Opportunity you would like to review responses for.
3. Select **RESPONSES** under that Opportunity.
4. Use the Table Filter to display additional information about your volunteers.
5. Message Respondents
  - a. **EXPORT RESPONSES:** Download a CSV file with the respondent's contact information. This can be used to call or email respondents outside of the MontgomeryServes application.
  - b. **MESSAGE RESPONDERS:** Send a message to selected respondents directly from MontgomeryServes. Messages sent directly from MontgomeryServes do not allow volunteers to reply to your organization's message.

## Responses

ACTIONS

EXPORT RESPONSES

ADD DEFAULT HOURS

MESSAGE RESPONDERS

HIDE EXPIRED

TABLE FILTER

Toggle Column Display

☒ User  
☐ Age  
☐ Response Notes  
☐ Added

☒ Email  
☐ Waiver  
☐ Qualifications

☐ Mobile  
☒ Group  
☐ Hours

☐ Phone  
☐ User Group  
☒ Starts

<input checked="" type="checkbox"/> USER	EMAIL	GROUP	BEGINS	OPTIONS
<input checked="" type="checkbox"/> Abby Gail	abby.gail@sample.com	MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Chris Topher	Chris.Topher@sample.com	MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Abe Broham	Abe.Broham@sample.com	MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Kris Tina	Kris.Tina@sample.com	MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Alle Sandra	Alle.Sandra@sample.com	MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Reserved Slot		MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Reserved Slot		MCVC SampleGroup	Runs Until Dec 31, 2024	