

Better Impact Volunteer System: Getting Started

Contents

Volunteer Overview	1
Volunteer Sign Up and Sign In.....	1
Create an account	2
Forgotten Username or Password	2
My Impact Page	3
Complete a New Volunteer Orientation and Construction Safety Basics.....	3
Sign up for construction volunteer shifts.....	4
Opportunity Calendar	4
Opportunity List	5
See my schedule of volunteer shifts	5
Cancel a shift sign up	6
Update your profile.....	6

Volunteer Overview



Volunteer Sign Up and Sign In

The Better Impact volunteer site is accessible via the My Impact portal.

- This portal works for any organizations with which you volunteer that use this system – if you already have a Better Impact account through another organization, you can use that login to access PVHH’s system as well.
- You can also log in via the My Impact app (downloadable in the app store for your smartphone).

Bookmark these pages to sign in:

- Volunteer log in (existing accounts):
<https://app.betterimpact.com/Login/LoginNoSearch/?agencyGuid=ec487bb8-d50a-4127-839e-37325f36fcb9>

Create an account

1. Visit <https://bttr.im/eudnv> or follow sign up links from <https://pvhabitat.org/ways-to-volunteer/>

Pioneer Valley Habitat for Humanity®

Volunteer Interest Form

I am new to MyImpactPage.com

You will need to enter a unique username to identify yourself to the system. You should select something that is easy for you to remember such as your email address or your name. Your username must be at least 6 characters long. If the name you enter is already in use by someone else, you will be prompted to choose another username.

Username

Email Address

Verify Email Address

[Save and Continue](#)

I already have a username

If you have signed up with this organization before, or are a member of another organization that uses MyImpactPage.com, you can use the same login to access all organizations with which you are associated.

Username

Password

[Forgot your username or password?](#)

[Login and Continue](#)

Already use MyImpactPage.com to volunteer with this organization?
[Go to volunteer login](#)

If you do not already have a Better Impact account with another organization:

1. Enter a username and email on the left side, under “I am new to MyImpactPage.com”
2. Fill out the volunteering application and sign the volunteer waiver
3. Complete your registration
4. If you are a new PV Habitat volunteer, sign up for a New Volunteer Orientation

If you already have a Better Impact account with another organization:

1. Log in on the right side using your existing username and password, under “I already have a username”
2. Fill out the volunteering application and sign the volunteer waiver
3. Complete your registration – this will add PV Habitat’s volunteering portal to your My Impact login page, and you will see it listed along with other organizations that use this system.
4. If you are a new PV Habitat volunteer, sign up for a New Volunteer Orientation

Please note that **all accounts are approved manually**, and may take a few days to update! You will be able to sign up for new volunteer orientations (or complete asynchronous training modules) right away, but must have completed these trainings and be approved in the system to see and sign up for the full construction schedule. Please [contact us](#) if it has been more than a few days with no changes.

Forgotten Username or Password

1. Click the “Forgot your username or password?” link on [MyImpactPage.com](https://bttr.im/eudnv)
 - a. Select “I forgot my password” and enter your username OR
 - b. Select “I forgot my username” and enter your email address
2. Click the [Send Email] button

3. Check your email inbox
 - a. *If you selected I forgot my password*, click on the link in the email and click the [Reset my Password] button. Check your email inbox again for your account details (username and temporary password).
 - b. *If you selected I forgot my username*, retrieve your username from the email.
4. Visit www.MyImpactPage.com and login using the credentials sent to you

My Impact Page

The My Impact page is where you'll come to sign up for shifts, view trainings, and stay informed with important volunteer news. If you have any questions, don't hesitate to reach out to volunteer@pvhabitat.org at any time.

- Find available shifts under the **OPPORTUNITIES** tab - you can search this list by site, day of the week, or shift type
- View your schedule under the **SCHEDULE** tab - this lists all volunteer opportunities you have signed up for, and you can sync this to another calendar app or print
- Log asynchronous hours you've worked on behalf of a committee or otherwise under the **HOURS** tab
 - Note that this is not for construction volunteer hours - those are logged by site supervisors at the completion of your shift
- Reach out to us any time under the **CONTACT** tab

You can also edit your own information and access more items under the **MY PROFILE** drop down, including the following:

- Edit your password and profile information
- View qualifications and take new trainings
- Set volunteering goals and view your history
- Update any volunteer interests

Watch this video for an overview demonstration:

<https://siteguide.betterimpact.com/en/articles/9948277-myimpactpage-overview-video>

Complete a New Volunteer Orientation and Construction Safety Basics

All new PV Habitat volunteers are required to complete an orientation and review the basics of construction safety before volunteering. Orientations can be completed in one of two ways:

1. Attend a live orientation via Zoom or in person
 - a. These are held monthly on the first Wednesday at 6:30pm and third Saturday at 9am
 - b. Sign up under the **OPPORTUNITIES** tab (see the "Sign up for volunteer shifts" section for detailed instructions for signing up)
2. Watch a recorded orientation session
 - a. Under the **MY PROFILE** dropdown in the upper right, select **Training**
 - b. Next to **New Volunteer Orientation**, click the button that says "Take"

- c. Watch the recording and answer the associated questions
- d. Click “Submit” to complete
 - i. Once completed, you can review trainings at any time by clicking “Review”

NAME	EXPIRY	STATUS	REVIEW
New Volunteer Orientation - All volunteers need to do a new volunteer orientation. You can sign up for a live orientation on zoom or watch this video recording of a recent orientation. https://youtu.be/ToP2pRNxAml?si=zruHz14C8eK2LABY			<button>Take</button>
Construction Safety Basics - Construction site safety basics for new volunteers.	Does Not Expire	Passed	<button>Review</button>

Please also review construction safety basics before volunteering:

1. Under the **MY PROFILE** dropdown in the upper right, select **Training**
2. Next to **Construction Safety Basics**, click the button that says “Take”
3. Watch the recording and answer the associated questions
4. Click “Submit” to complete
 - a. Once completed, you can review trainings at any time by clicking “Review”

You can also access a variety of online safety trainings at the [Habitat for Humanity Safety Training Center](#).

1. Click or copy and paste the following login link: <https://habitat.lezage.com/login.cfm?dp=24>
2. Enter employee access code W8NAEBTG (this is the code for all Habitat volunteers) and click "Submit"

We recommend that all volunteers watch *Volunteering on a Habitat for Humanity Job Site*, and encourage you to complete as many of the other recommended courses as you like!

You can also learn more about site safety on our jobsites at the orientation and on our website's [Site Safety FAQ](#).

Sign up for construction volunteer shifts

Available construction volunteer shifts are shown in a calendar or list format. Only shifts for which you are qualified will display.

- If you have not yet attended an orientation, only orientations will appear.
- If you are a qualified for specific construction shifts as a leader, homeowner, or other specific group, those shifts will appear.

Opportunity Calendar

In the calendar view, you can see all shifts available to you listed by the date in a calendar format and sign up by individual shift.

1. Log on to MyImpactPage.com
2. Click on the **OPPORTUNITIES** tab
3. Select **Opportunity Calendar**
 - a. Optional: In the “Filter Activities” section, select the desired options to change what opportunities are displayed to you.
 - b. Note: For more detail, please see the next section, “Filters in the Opportunity Calendar”.
4. Click on the shift that you want to do. A window will appear with information about that shift.
5. Click the **[+ Sign Up]** button in the window.

Opportunity List

In the list view, you can see all shifts available to you in a list format and sign up for multiple at once. The list is automatically sorted by construction site.

1. Click on the **OPPORTUNITIES** tab
2. Select **Opportunity List**
 - a. Optional: In the “Filter Activities” section, select the desired options to change what opportunities are displayed to you.
 - b. Note: For more detail, please see the next section, “Filters in the Opportunity List”.
3. Click on the activity in the list that you want to do:
 - a. You can filter to show shifts for specific dates and start times
 - b. You will see the date, start time and end time for each shift of a scheduled activity. The “Overlap” column will indicate whether or not you are already assigned to another scheduled activity that overlaps with this shift. You can click on the **[Overlap]** button to see more information about the overlap.
 - c. “Openings”: shows you how many positions are currently open and the total number of volunteers needed for the shift (example: 2/6)
4. For each shift you would like, click the **[+ Sign Up]** button beside the desired date. If you wish to sign up for multiple shifts, you can check the box beside each one you would like and then click the **[+ Sign up for Selected]** button below the list of shifts. If the activity is unscheduled or seasonal, click on the **[+ Sign Up]**
 - a. Shifts that are full or unavailable for signup will be displayed with the word “Full” beside them. In this case, if you are still interested in being assigned to the activity, you can click the **[+ Add me to the back-up list in case you ever need extras]** button at the top of the screen. (If necessary, you can return here to remove yourself from the back-up list.)
 - b. If the shift you’d like overlaps with something you are already assigned to, you can click on the **[Overlap]** button to see the details of the scheduled shift that overlaps with the one you are interested in.
5. Once you have completed your sign ups, all shifts you have signed up for will appear under the **SCHEDULE** tab

See my schedule of volunteer shifts

1. Log on to MyVolunteerPage.com
2. Click on the **SCHEDULE** tab

To print a copy of your schedule:

1. Scroll down to the “**Monthly Calendar Schedule**” section
2. Select the appropriate “Paper Size” and “Start Date” for the monthly schedule report
3. Click the [**View Calendar**] button (for an on-screen report) OR Click the [**Download Calendar**] (for an exported report)

To add your scheduled shifts automatically to the calendar app of your choice, follow the instructions here: <https://siteguide.betterimpact.com/en/articles/9897091-subscribe-to-calendar-feed>.

- Note that instructions vary depending on your preferred calendar app

To subscribe to a weekly schedule reminder email:

1. Click on the **MY PROFILE** tab
2. Select “Contact Information”
3. Below “EMAIL”, click the [**Subscribe to Weekly Schedule Reminders**] button in the “Subscription” section.

If you are currently subscribed to the weekly schedule reminder service, you’ll see “You are subscribed to email reminders” displayed above the subscribe button. If not, you’ll see “You are not subscribed to email reminders”. You can click the [**Unsubscribe**] button at any time if you no longer wish to receive these schedule reminder emails.

Cancel a shift sign up

If you can no longer attend a shift you signed up for, please cancel your sign up as soon as possible to ensure it is available for other volunteers.

1. Log in
2. Click on the **SCHEDULE** tab
3. Click the [**x Remove**] button

Update your profile

Your volunteer profile is under the **MY PROFILE** tab in the upper right.

- **Contact Information:** review periodically to keep your basic information (name, address, email, and phone numbers) current. You can also add a profile photo and update your email reminder and calendar subscriptions.
- **Additional Info:** optional extra demographic information, your emergency contact, and your signed volunteer liability waiver
- **Qualifications:** a list of completed trainings, forms, waivers, and any other volunteering qualifications you have met (construction leadership positions, committee membership, etc.)
- **Training:** view and review training modules, including the New Volunteer Orientation
- **Badges:** also listed on the home page, this is a full display of any system badges you have earned
- **Change Password:** update your password
- **Organizations:** a list of any organizations you are part of through Better Impact, and where you will find the button to resign from an organization and end your volunteering tenure
- **Goals:** set volunteer hours goals for yourself during a specific time period

- **Interests:** all available volunteer opportunities; click the green **[i]** button to learn more, and use the checkboxes to add or remove interests at any time
- **Availability:** set or adjust your available hours in an average week; your availability can be used to filter volunteer opportunities to ones you are able to attend
- **Time Clock:** enter your own volunteer hours; only use if you have been specifically instructed to do so!
- **Files:** useful files for volunteers, with a search function
- **Merge profile:** use if you have accidentally made a duplicate account under a different username to merge both into one account