

## Instructions for New Volunteers to Create MyImpact Profile and Sign up for Orientation

1. Follow the link here to get to the page below: <http://btrr.im/c84i4>
2. If you have created a MyImpact profile for another organization, login and continue on the right. If not, create a username and enter your email address on the left.
3. Follow the instructions. You will be asked to provide your contact information and fill out the application.

**Thank you for volunteering!**

### Application Form - Berkeley Animal Care Services

**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](#)

4. Once you have completed the application, click on 'Go to the opportunities page'. If there are available orientations, they will show up at the bottom of your page (see example below). Click on 'On-site orientation' and then sign up for the day and time that works best for you. If there are no orientations posted or the dates do not work for you, please check back. Orientations typically take place twice a month and are posted about a month in advance.

**Opportunities** [Log Out](#) [Help](#)

**Filter Activities**

Looking to volunteer on a specific day? Try the new [Opportunity Calendar!](#) This new page lets you find opportunities on a calendar to easily find activities on the days you are available to help!

**FILTERS**

Only include activities that I am qualified for

Only include activities that have openings available

Include activities for which I am currently

Generally Available  Signed Up  Scheduled  On the backup list

**SORT**

**DISPLAY**  Group by category  Collapse categories by default

Make these my default filters  **Filter Activities**

**Recruitment and Training**

ACTIVITY	SHIFTS	START DATE	END DATE
On-site orientation	2	5/21/2022	5/25/2022

- Once you have signed up for an orientation, there is more you can do to set up your profile. On the righthand side of the page, click on 'My Profile' and go to 'Additional Info'.
- Here you can upload your COVID vaccination records (photo of your vaccination card or screenshot of your electronic record) and a copy of your photo ID (simply take a photo to upload):

HOME OPPORTUNITIES SCHEDULE HOURS CONTACT MY PROFILE

### Additional Info

[Log Out](#) [? Help](#) [Switch to Administrator View](#)

Save

ABOUT YOU

If you are 10-14 years old, an adult must accompany you at all times. Who will accompany you? (Write N/A if you are 15 or older)

EMERGENCY CONTACT INFORMATION

Name of Emergency Contact

Emergency Contact Phone Number

Relationship

**REQUIRED DOCUMENTS**

COVID Vaccination Records  No file chosen

COVID Vaccination Records Continued  No file chosen

Photo ID (if 18+ years of age)  No file chosen

Save

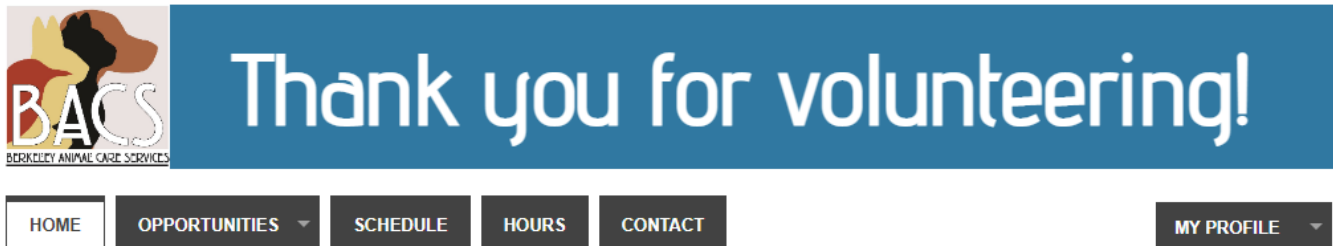
- Unless the activity indicates otherwise, the orientation will take place at the shelter (1 Bolivar Drive). The Volunteer Coordinator will email a few days before the orientation with further instructions.

## How to Sign Up for a Dog or Cat Class After the Orientation

1. Within 24-48 hours after the orientation, the Volunteer Coordinator will approve your application and you will be able to see available dog and cat classes. Sign in to MyImpact and go to the 'Opportunities' tab. You can view available activities as either a calendar or a list. Sign up for the class day and time that works best for you. If none of the times work, please email the Volunteer Coordinator with your availability. Once you have signed up for a class, you will receive an email within a few days with further instructions.

## After the Dog or Cat Class

8. After you have taken the dog or cat class, the Volunteer Coordinator will update your profile within a few days to reflect which animals you have been approved to work with (green, yellow, orange dogs or cats). Once the Volunteer Coordinator has approved your profile and qualifications you can volunteer anytime during open hours and can record your hours, sign up for activities, and view additional training opportunities. These can all be accessed using the tabs at the top of the page. See below for more info:



**Home:** This will show you your qualifications and important reference documents (volunteer handbook, etc)

**Opportunities:** This will show you which activities you can sign up for including the following:

- Initial dog or cat classes if you have not yet taken them or need a refresher
- Red dot dog training if you are an orange dot dog walker and have volunteer at least 10 hours with orange dot dogs
- RAVE/Red dot dog schedule to sign up for shifts so that other volunteers can see where the most help is needed
- Cat socializing/Dog walking/Social Media/Transporting – these activities do not have set schedules but you can sign up for them in order to later record your hours for each activity

**Schedule:** This will show you which classes/shifts/activities you have signed up for.

**Hours:** This will allow you to record your hours for each of the activities listed above. You can also record your hours with the free app on your phone. The app has a timeclock that allows you to clock in and out in real time. In the future, the shelter may have a kiosk similar to the one we had for Chameleon but for now volunteers are expected to record their own hours.

**Contact:** This will allow you to email me directly. You can also email me directly from your own email address as usual, however.

BACS may add more features through MyImpact later on (online training modules, committees, etc). The Volunteer Coordinator will announce any changes as they take place. For any additional questions, email the Volunteer Coordinator (Alison Ross, [aross@cityofberkeley.info](mailto:aross@cityofberkeley.info)).