



Oregon Volunteers in Disaster (ORVID)

Organization Quick Start Guide

August 2023

Customizing your Organization Profile





Welcome

Congratulations on beginning the process of customizing your organization profile using the Oregon Volunteers in Disaster (ORVID) software. Let's make it uniquely yours!

This guide provides instructions on how to customize your organization's profile once your account has been activated by OregonServes. It is intended for the primary Program Manager assigned to your organization's account.

Once you have customized your profile, you are able to:

- Post volunteer opportunities
- View volunteer responses
- Schedule volunteers
- View and export reports
- And more!

Please don't hesitate to reach out to us if you encounter any issues or have questions. Please email us at: hecc.orvid@hecc.oregon.gov.



Did you know?

You can protect your organization by collecting and storing liability waivers?



Your one-stop shop for volunteer management

Accurately track volunteer hours with automated tools and pre-built reports.

Make checking in easy with online volunteer check-in kiosk.

Boost engagement with streamlined group and team management tools.

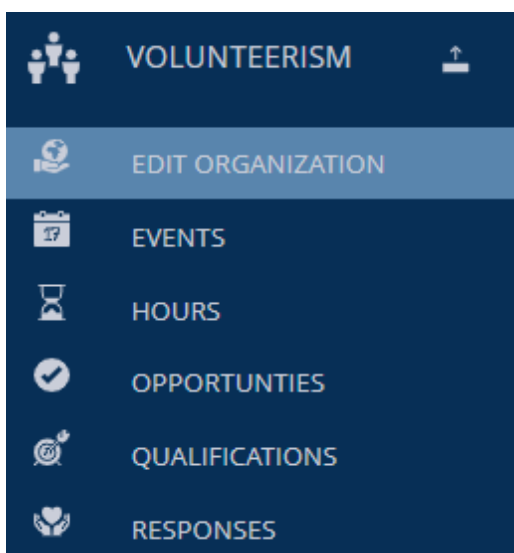
Give volunteers custom profiles that display impacts and achievements.

Customize Your Profile

Now that you're a Program Manager, you can customize and update your organization profile whenever you need to. You can change the organization's name, location information, logo, photos, descriptions, and more!

How to Edit your Profile

Go to **Volunteerism > Edit Organization** from your dashboard.



From here you can:

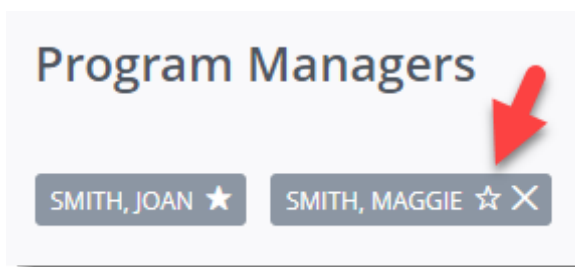
- Change the primary program manager
- Remove program facilitators
- Update logo
- Update program information
- Add photos

How to Change the Primary Program Manager

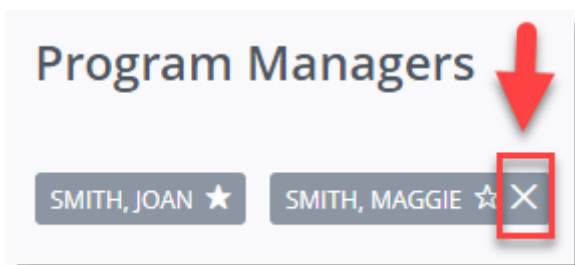
You can always change who the primary program manager is from the **Edit Organization** area of your dashboard.

1. Go to **Volunteerism > Edit Organization**.

2. If there are multiple Program Managers assigned to the organization, click the star beside the name of the individual you want to make the new primary manager.
3. Click **Submit Organization** to save changes.



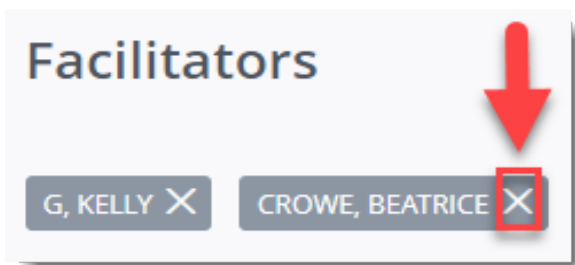
You can also delete a Program Manager by clicking the **X** beside their name. Once a Program Manager is deleted, they can only be re-assigned by OregonServes.



How to Remove Program Facilitators

The steps to remove program facilitators is the same as removing a Program Manager.

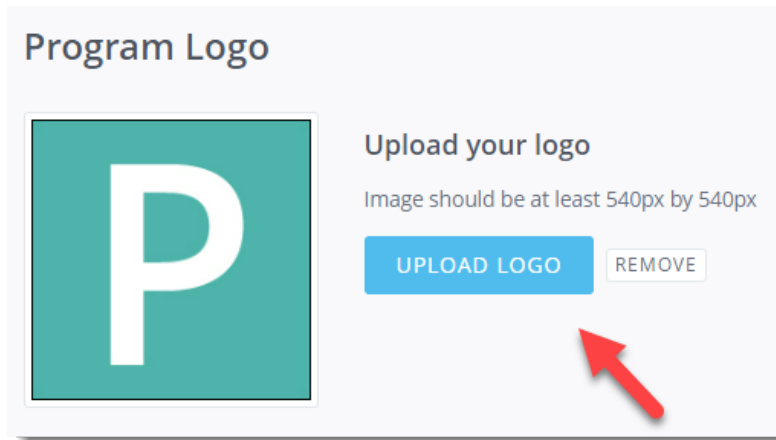
1. Go to **Volunteerism > Edit Program**.
2. Click the **X** beside the name of the program facilitator you want to remove from your Program. They can only be re-assigned by OregonServes.
3. Click **Submit Organization** to save changes.



Add or Update Program Logo

To update your Organization's logo:

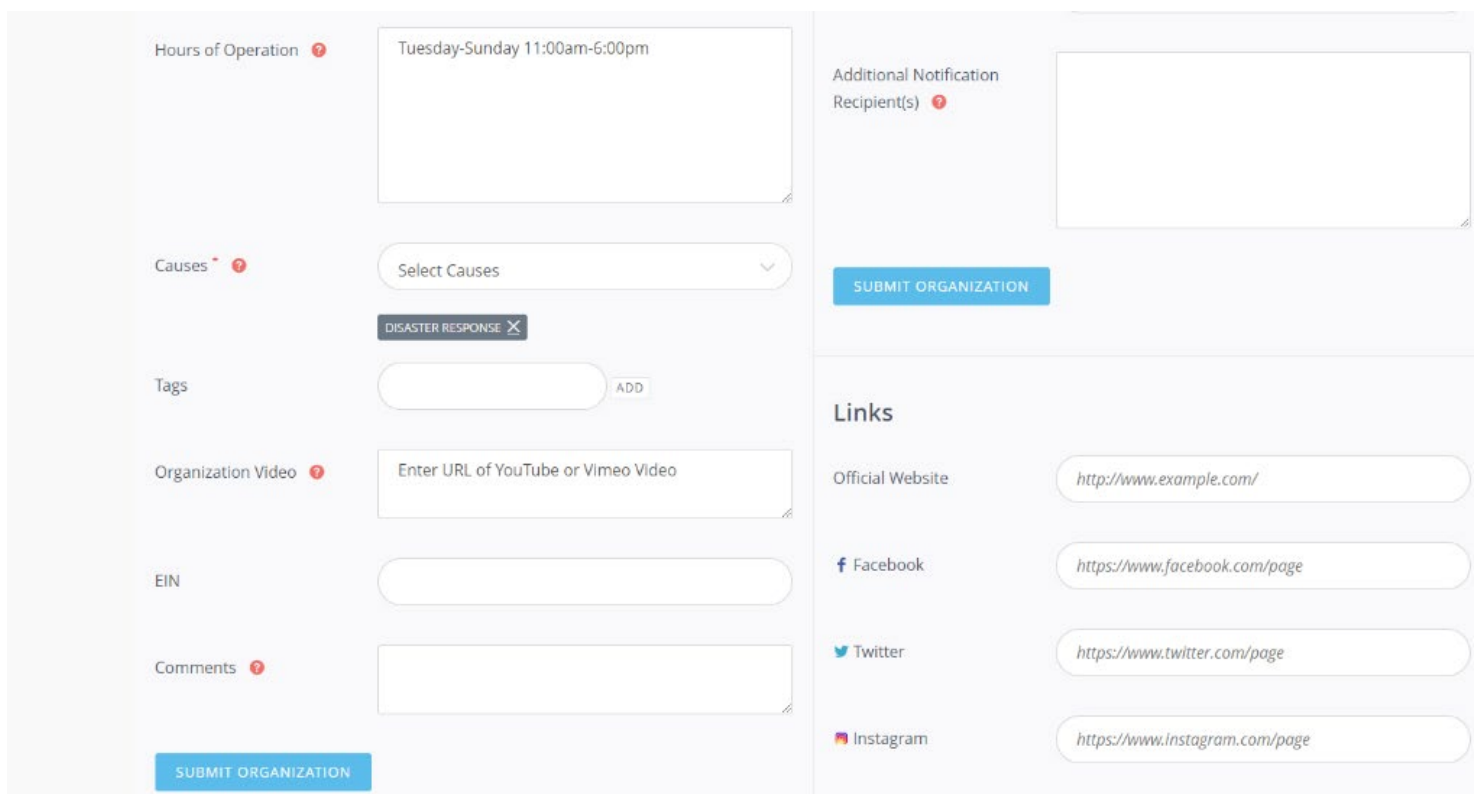
1. Go to **Volunteerism > Edit Organization**.
2. Have your logo ready to upload with the image at least 540px by 540px in size.
3. Click **Upload Logo**, select your image, and either double-click the file or click **Open**.
4. Click **Submit Organization** to save changes.



Add or Update Organization Information

Did your Program's location change? Do you need to update your organization's name, unique URL, the causes associated to it, etc.? You can edit and update the Program you manage at any time right from the **Edit Organization** area of your dashboard.

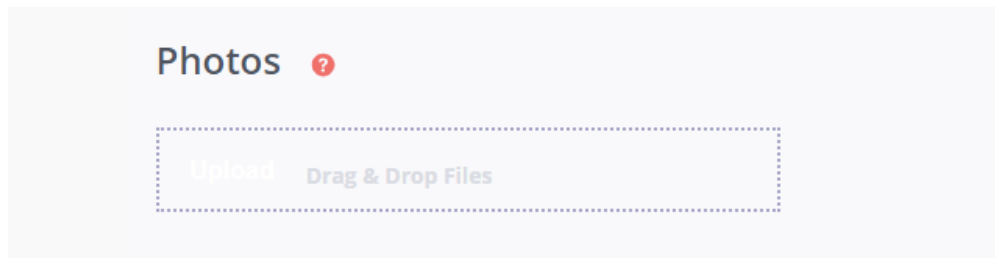
1. Go to **Volunteerism > Edit Organization**.
2. Update any of the information in the available fields that you need to update.
3. Be sure to always click **Submit Organization** to save your changes.



Add Photos

Do you want to highlight your Organization's mission in stories or share images from one of your awesome volunteer opportunities? You can personalize your organization with images by uploading them to your **Edit Organization** area.

1. Go to **Volunteerism > Edit Organization**.
2. Scroll to the bottom of the page until you see **Photos**.
3. Drag and drop photos.
3. Click **Refresh Now**.



You can also personalize your organization's profile page with images in the **Descriptions** field.



Now you're ready to start posting volunteer opportunities!



OregonServes is housed within

