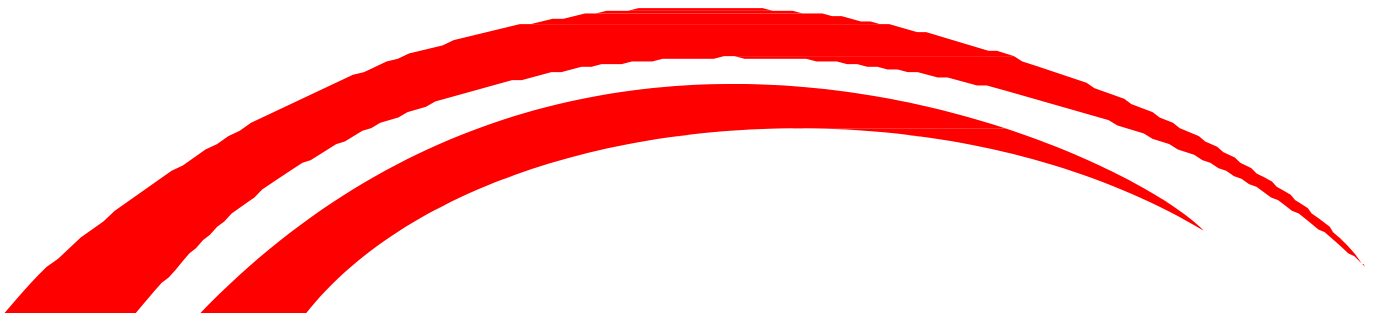# ORV!D
OREGON VOLUNTEERS IN DISASTER

Causer – Volunteer Mobile App

July 2024

Using the volunteer mobile app

Setting Up Causer

Download the Causer App.

Volunteers must first download the app from your phone or tablet's app store.

Open the app store and search **Causer**.

You can also scan the QR code for your specific device to download the app now!


iPhone / App Store   Android / Google Play

Existing volunteers

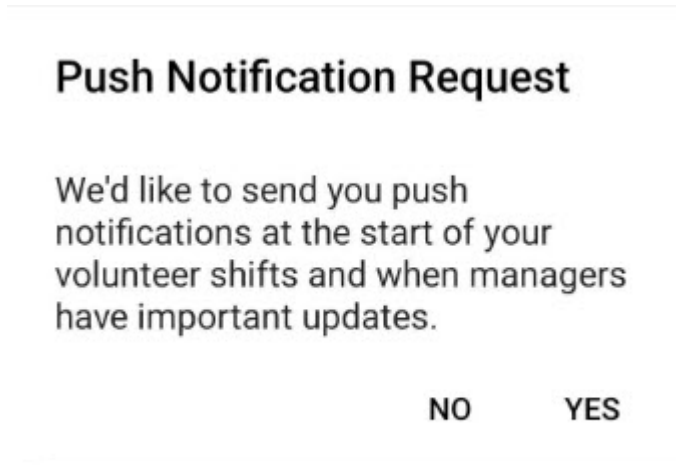If you are already registered on ORVID, then enter the email address you signed up with to log into the app.

- A list of possible sites appears to choose from. Choose Oregon Volunteers in Disaster and click **Select Site.**

- Enter password or select **I've forgotten my password** to reset it.

- After logging in, you're taken to the volunteer dashboard where you can see your volunteer impact or search for volunteer Opportunities!
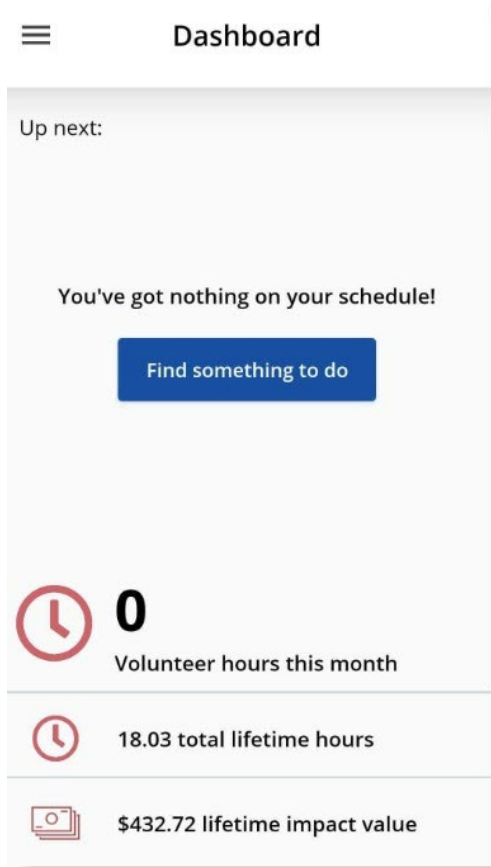
ⓘ **So you know:** You may see some popups depending on what device you're using.
- These can include a **Background Location Request** popup. This helps the app find volunteer Opportunities near you.
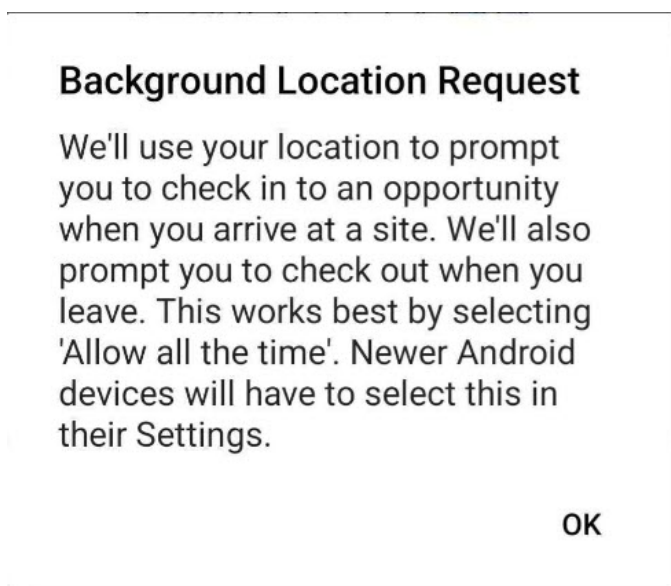
- Another pop up you might encounter is a **Push Notification Request**. Turning this on allows you to receive important notifications from the app about your scheduled volunteer Opportunities or other updates.

Push Notification Request

We'd like to send you push notifications at the start of your volunteer shifts and when managers have important updates.
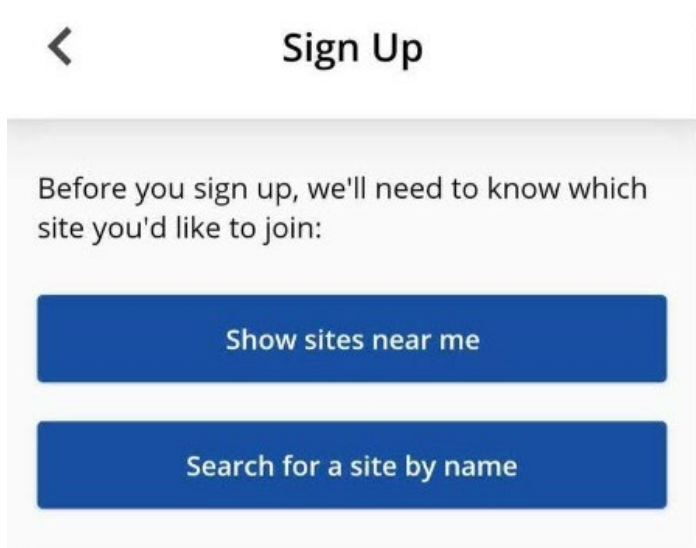
NO   YES

When you have the Background Location and Push Notification enabled, a notification pops up for you to <u>check into</u> an Opportunity when you are close to the listed address for it.

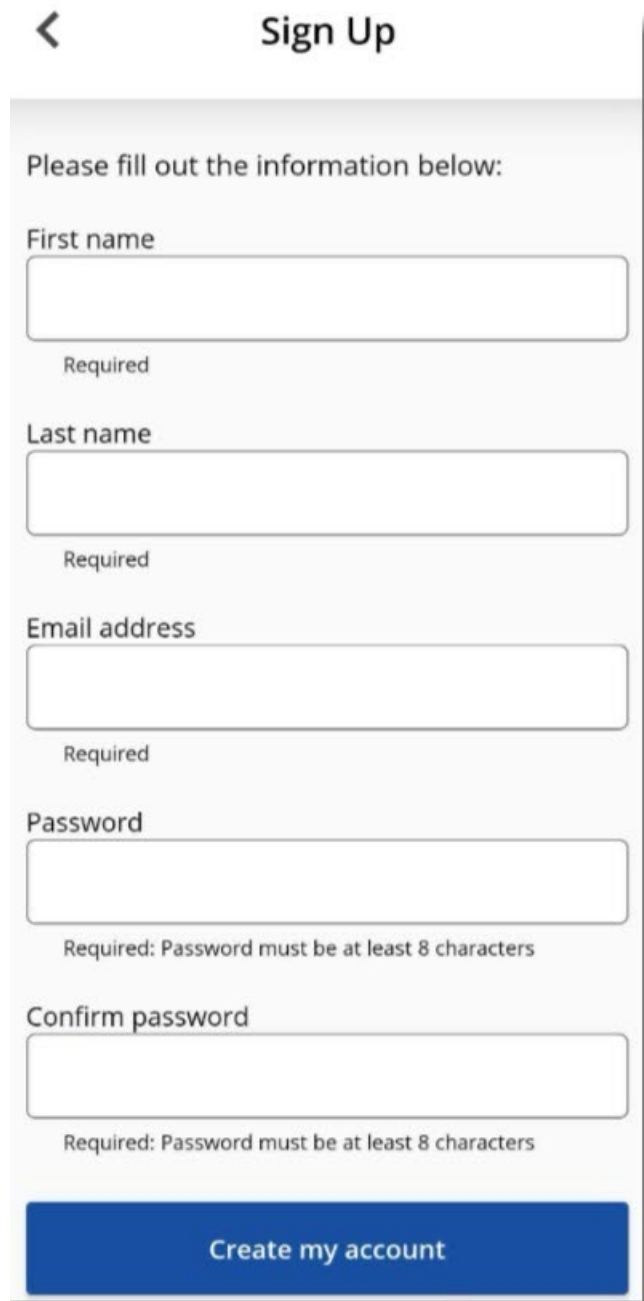Another notification pops up for to check out when you leave that address.

New volunteers

If you haven't registered on ORVID, click **Search for a site by name**.

Sign Up

Before you sign up, we'll need to know which site you'd like to join:

Show sites near me

Search for a site by name

Type in Oregon Volunteers in Disaster and click **Sign Up**.

Fill out the registration form and click **Create my account**.

How do volunteers find Opportunities?

Click **Find something to do** from your dashboard to start finding volunteer Opportunities near you.
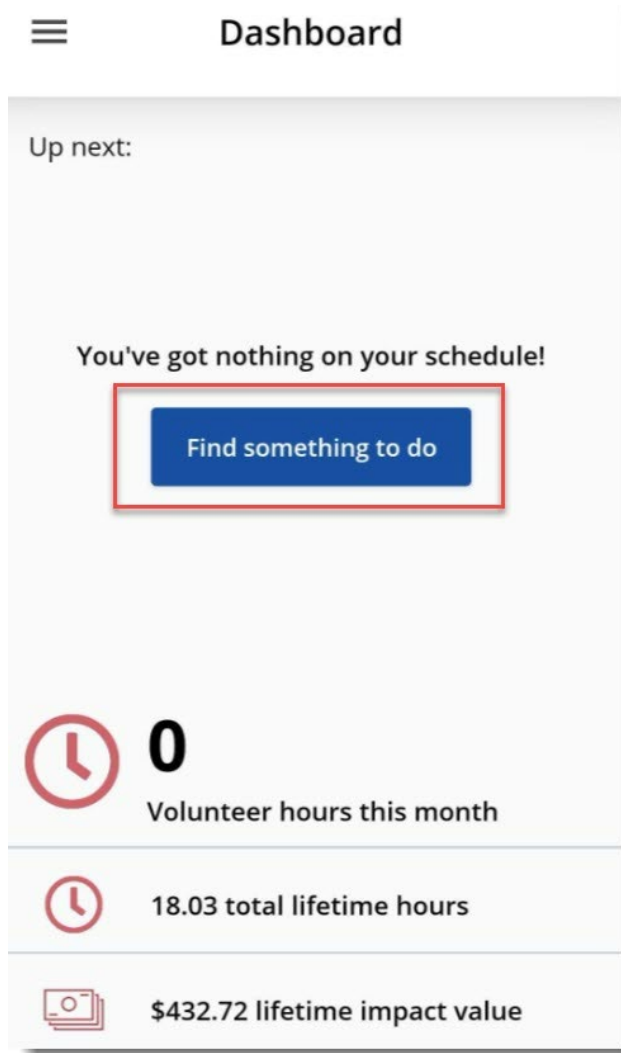
To filter a search, click **Filters** and select **Distance**, **Interest**, or **Agency**.

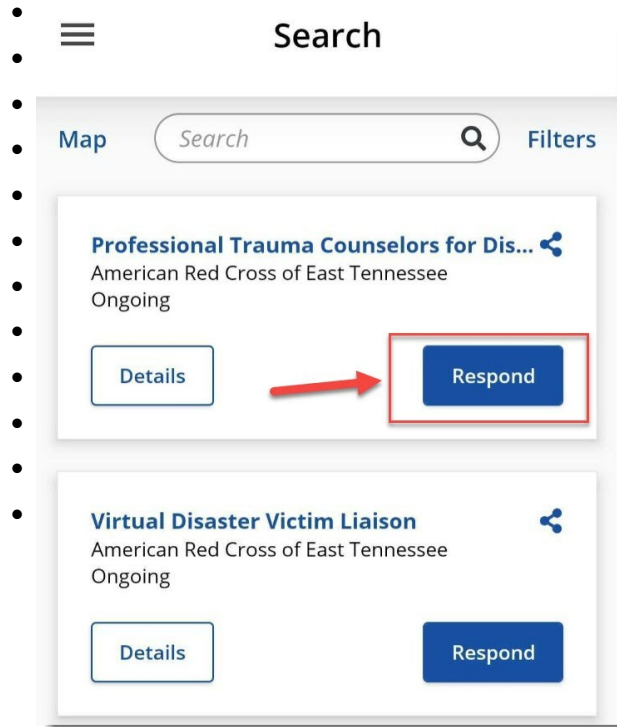You can also go to the **Search** area in the app by clicking the hamburger button (☰) in the top left of the app to open your menu options.
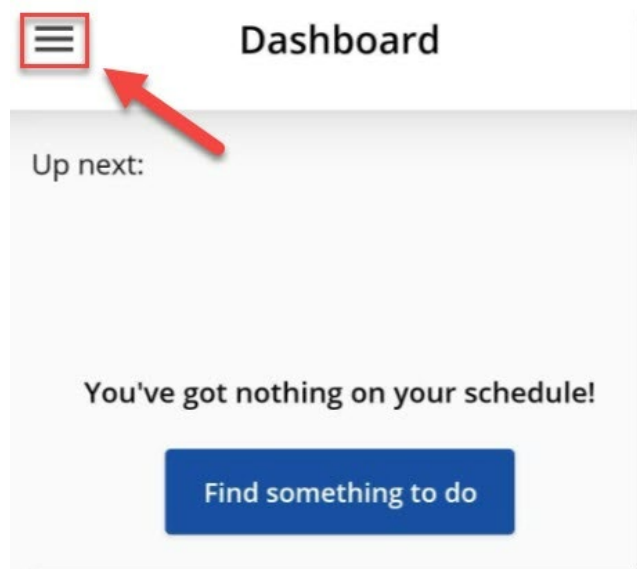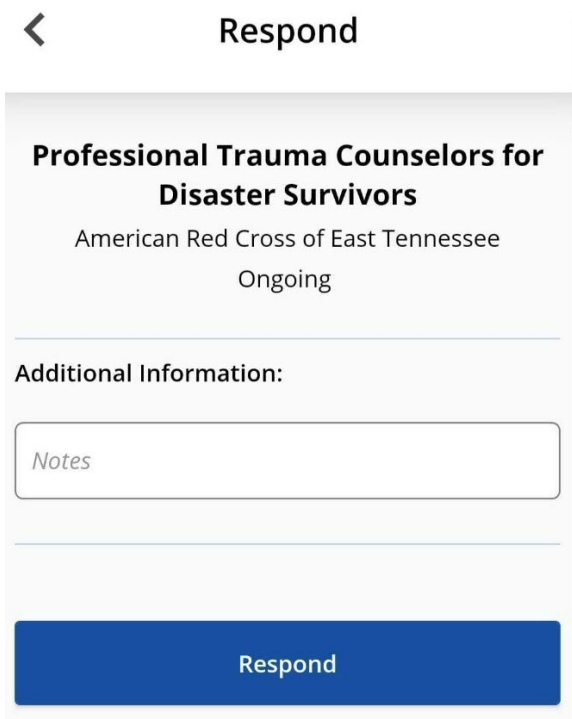
How do volunteers respond to Opportunities?

After you filter your search and find the Opportunity you want to respond to, click **Respond**.

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Clicking **Respond** opens the Opportunity for you to view more details—then, click **Respond** again to confirm your selection.

ⓘ **So you know:** Volunteers may encounter Opportunities that require additional steps when responding to them—it just depends on what requirements have been established for that Opportunity.

How do volunteers unregister for an Opportunity?

If you need to unregister for an Opportunity, click on it and select **Unregister.**

If the Opportunity has shifts, then you must click the Opportunity and select **Manage responses**.
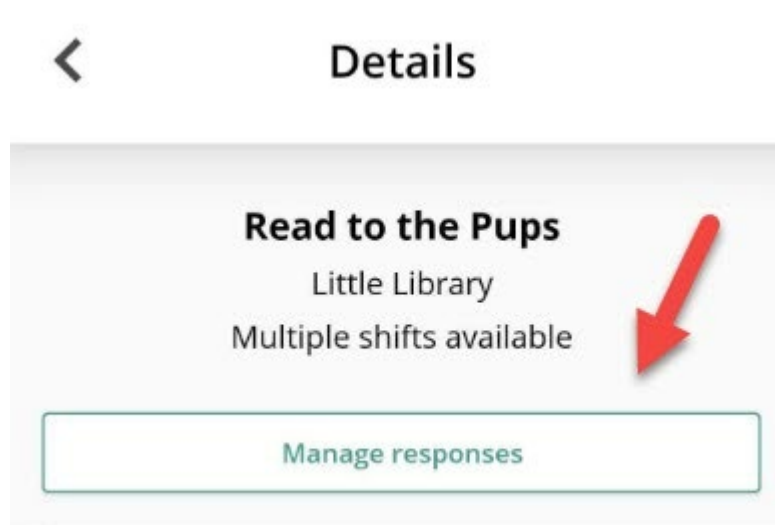
Then, select the (**X**) beside the shift you want to unregister for.
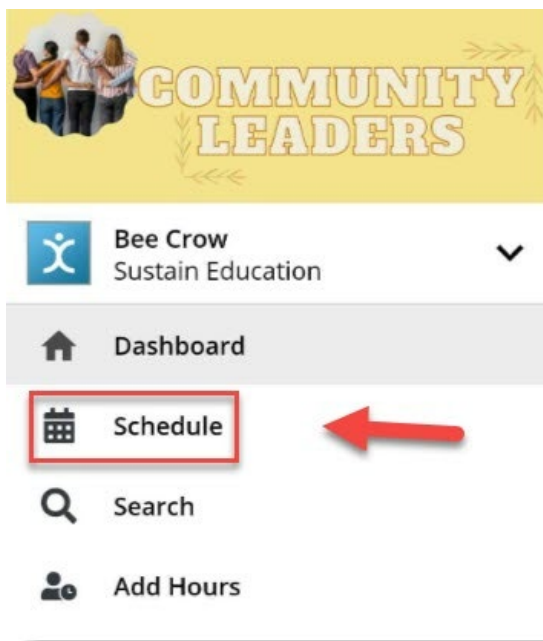

How do volunteers check their schedule?

When you first enter the app, your dashboard shows any upcoming volunteer Opportunities you're scheduled for.
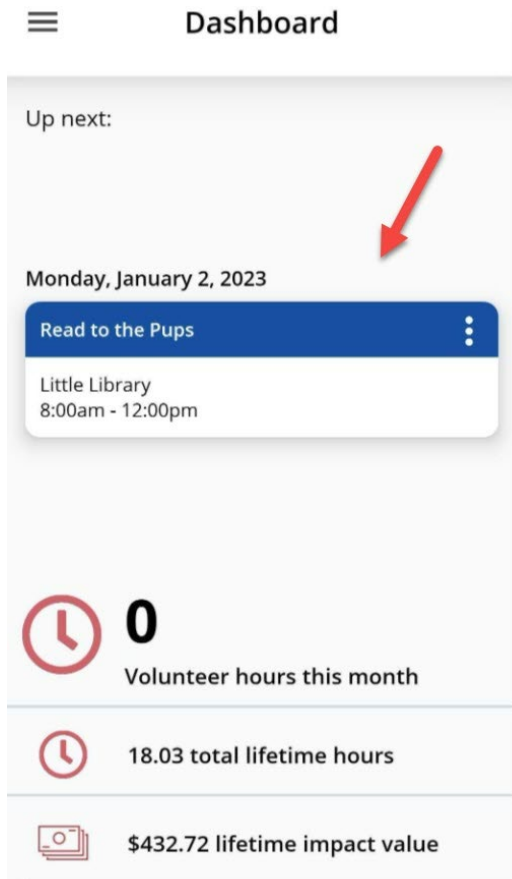
If you want to see a calendar view of your schedule, can click the hamburger button (≡) in the top left corner of the app and select **Schedule** from the menu.

From here, can click on a date in the calendar to review details about that specific Opportunity.

## How do volunteers check-in or out for an Opportunity?

To check in or out for an Opportunity, go to the **Schedule** area in the app and click **Check in** for the Opportunity. Follow the same steps to check out for it when done.

How do volunteers enter hours?

To add hours for an Opportunity:

Click the hamburger button (☰) from the top left corner of the app and select **Add Hours** from the menu.
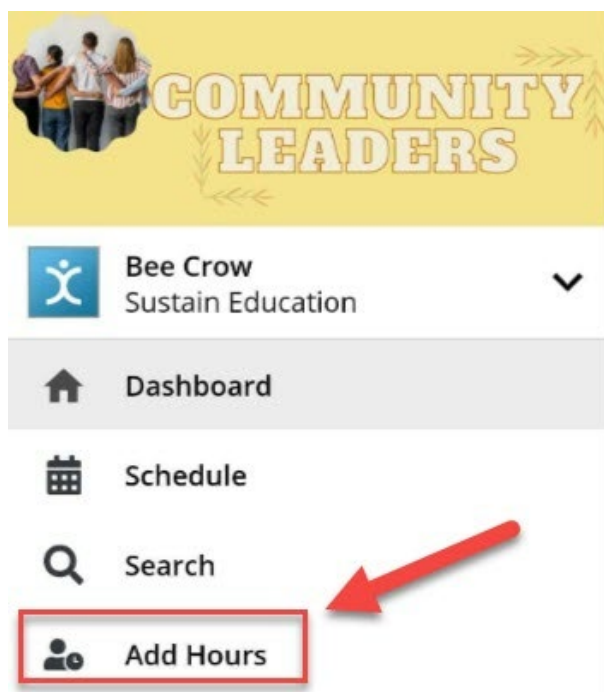
Next, select the Hours type:
- For Opportunities you responded to on the site, select **Yes**.
- For Opportunities you volunteered for without responding to on the site, select **No**.

If you selected **Yes** for Hours type, you must choose an Opportunity from the dropdown menu.

If you completed the Opportunity as a member in a User Group, you must select the **User Group** from the options.
- Select **N/A** if you weren't part of a User Group.

Next, click **Continue**, then click **Submit hours** at the bottom of the form to confirm.

Fluff the Puppers
Awesome Dogs
Multiple shifts available

Hour Details

Date worked and start time

2022-10-25 8:00 am

Required

Hours worked

2.50

Required

Submit hours