

# Sign up your Agency

<http://unitedway-york.galaxydigital.com/agency/signup/>

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## Sign Up Your Agency

Once your request is reviewed, you will receive an email with instructions on how to manage your profile.

Looking for the Volunteer sign-up form? [Click here.](#)

Fill out the necessary information about your organization and then click "Request Account." Your account will be reviewed and will be active within the next business day.

# Log in

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## Login

[f LOG IN WITH FACEBOOK](#)

[HAVEN'T SIGNED UP YET? CLICK HERE](#)

Email

Password

[LOGIN](#)

Remember me

[Forgot your password?](#)

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# Click the Advanced Events Tab

RETURN TO OUR WEBSITE | MANAGER | MY AGENCIES | (448) | HELP

**United Way of York County**

Click here to open Agency Manager's Toolbox

READ THE LATEST UPDATES TO VOLUNTEER CHECK-IN!

VIEW | **EDIT** | NEEDS | EVENTS | STATS | SCHEDULE | TIME TRACKING | **ADVANCED EVENTS**

VERIFIED VOLUNTEERS | CHECK-IN | CHECKED IN NOW

**Agency Logo**

**LIVE UNITED**  
United Way  
United Way of York County

Upload your logo  
Image should be at least 540px by 540px

UPLOAD LOGO | REMOVE

**Agency Managers** ?

Enter Name or Email

REYNOLDS, ZACHARY ★ | CHAIN, SARAH ☆ ✕

# Click “Add New Need” to submit Project

The screenshot shows a dashboard with a top navigation bar and a left sidebar. The top bar includes links for 'RETURN TO OUR WEBSITE', 'MANAGER', 'MY AGENCIES', and a notification bell with '(448)'. The sidebar lists 'DASHBOARD', 'NEEDS', 'EVENTS', 'AGENCIES', 'SUBMIT AN EVENT', 'DONATE', and 'COLLAPSE MENU'. The main content area is titled 'Needs' and contains an 'EXPORT RESPONSES' button and a circled 'ADD NEW NEED' button. Below this is a table with columns for 'STATUS', 'NEED', 'RESPONSES', 'AVAILABLE', 'REGISTERED', 'REMAINING', and 'COMPLETED'. The table currently shows 'No responses found.' and a 'TOTALS' row with 'RESPONSES' counts of 0 for each category.

VIEW EDIT NEEDS EVENTS STATS SCHEDULE TIME TRACKING **ADVANCED EVENTS**

VERIFIED VOLUNTEERS CHECK-IN CHECKED IN NOW

## Needs

Use the dashboard to track the status of your Needs.  
Once approved, you can track registrants, message attendees and print sign-up sheets.

EXPORT RESPONSES

**ADD NEW NEED**

Table Filter

STATUS	NEED	RESPONSES	AVAILABLE	REGISTERED	REMAINING	COMPLETED
No responses found.						
TOTALS		RESPONSES	0	0	0	

# Fill in Project Info

RETURN TO OUR WEBSITE MANAGER MY AGENCIES

DASHBOARD NEEDS EVENTS AGENCIES GYSD SUBMIT AN EVENT DONATE COLLAPSE MENU

VIEW EDIT NEEDS EVENTS STATS TIME TRACKING **ADVANCED EVENTS**

### Basic Information

Title \*

Interests & Abilities \* Select Interests

Date \* MM/DD/YYYY

Registration Closed Date MM/DD/YYYY

Hours \* 9am - 2:30pm

Duration 5.50

Allow Team Registration?  Yes  No

Minimum Volunteer Age

Minor Requires Adult?  Yes  No

### Location

Address \* Address Line 1

### Additional Information

Outdoors  Yes  No

Handicap Accessible  Yes  No

Family Friendly  Yes  No

Tools Required  Yes  No

Please take time to fill out all necessary information about your project.

# Download Agency Waiver

RETURN TO OUR WEBSITE MANAGER MY AGENCIES

DASHBOARD NEEDS EVENTS AGENCIES GYSD SUBMIT AN EVENT DONATE COLLAPSE MENU

Description

Paragraph B I U A

Terms and Conditions

I have read the Agency Guidelines.

CREATE NEED CANCEL


Must Click Agency Guidelines

Projects will not be approved for volunteer registration, until Agency Waiver returned.

f t y

PRIVACY POLICY

Once you have selected the “Agency Guidelines” button, the document will automatically download to your computer. This MUST be filled out and returned to the United Way prior to approval of your project, and can be emailed to [reynoldsz@unitedway-york.org](mailto:reynoldsz@unitedway-york.org).



United Way of York County Day of Action - June 17, 2016

**CERTIFICATE OF INSURANCE RELEASE AND INDEMNIFICATION**

*Please return this form to Zachary Reynolds at [reynoldsz@unitedway-york.org](mailto:reynoldsz@unitedway-york.org)*

Agency Name: \_\_\_\_\_

Day of Action Project Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

On behalf of the above named agency, I hereby release, indemnify and hold harmless the United Way of York County, its officers, directors, employees, agency, volunteers, and the organizers, sponsors and supervisors of all activities, from any and all liability in connection with any loss, claim or injury, unless caused by the gross negligence or willful misconduct of the aforesaid, in conjunction with the Day of Action 2016 to be held at the following location(s) of the above named agency *(please list your projects' sites and dates below)*.

In addition, United Way has permission to photograph any staff member and utilize any photographs or videos taken for publicity purposes.

Project Location	Project Date

My signature below is my acknowledgement of the contents of the paragraphs preceding my signature, and by said signature, I am indicating that I have read and agree to the insurance release and indemnification in the above paragraphs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_