

# MONTGOMERYSERVES – QUICK START GUIDE FOR ORGANIZATIONS

[www.MontgomeryServes.org](http://www.MontgomeryServes.org)

This page provides a Quick Start Guide for registered organizations of the Montgomery County Volunteer Center's online network, MontgomeryServes.

## STEP 1: ACCESS MONTGOMERYSERVES

- Go to [www.MontgomeryServes.org](http://www.MontgomeryServes.org)

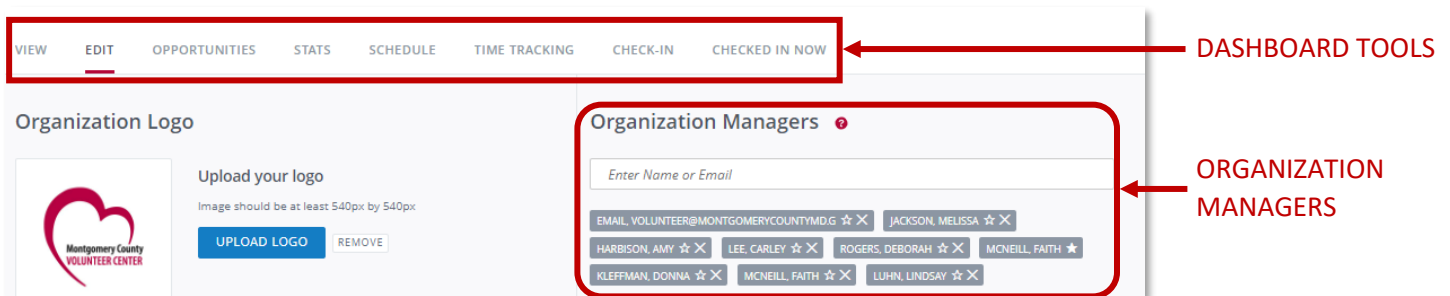


## STEP 2: LOG - IN

- Click **LOGIN** located in the top right corner of the screen.
- Enter your Email Address.
- Enter your Password.
- Click LOGIN.

## STEP 3: ACCESS YOUR ORGANIZATION'S DASHBOARD

- Click **MY ORGANIZATION** in the black toolbar at the top of the screen. If MY ORGANIZATION is not an option in the black toolbar that means you have not been added as a manager for your Organization.
- Use the Dashboard Tools to manage your organization's information and volunteer opportunities. (TIP and/or Page Number)




## STEP 4: EDIT YOUR ORGANIZATION'S PROFILE

- Personalize or update your organization's profile to include the organization's mission and goals, contact information, important links, relevant images, and more! Use tools to incorporate your organization's branding.
- Primary Organization Managers can:
  - Add a new manager by entering their email address. The new manager must be registered as an individual user before being added as an Organization Manager.
  - Remove existing Organization Managers by clicking the X next to the manager's name you wish to remove.

## SAVE AS YOU GO!

Save as you go by clicking **UPDATE ORGANIZATION INFO** any time changes are made to your organization's profile. Save buttons are located at the end of each information section.

 To earn or maintain status as an SSL-Approved Organization, make sure that the "What Volunteers Do" section clearly states the general activities that **student volunteers** would complete. This information is required to keep the MCPS SSL icon on your organization page.


## STEP 5: ADD OR EDIT OPPORTUNITIES


1. Select **OPPORTUNITIES** from the dashboard tools.
2. Click **ADD NEW OPPORTUNITY**.
3. Fill in the required fields and any optional fields you want to include in your opportunity posting.
4. Click **CREATE OPPORTUNITY** to submit for review.

All new Opportunities will assume a PENDING status until reviewed by Volunteer Center or MCPS personnel.

Allow 1-3 days for review. MCVV or MCPS personnel will reach out for any additional information if needed.

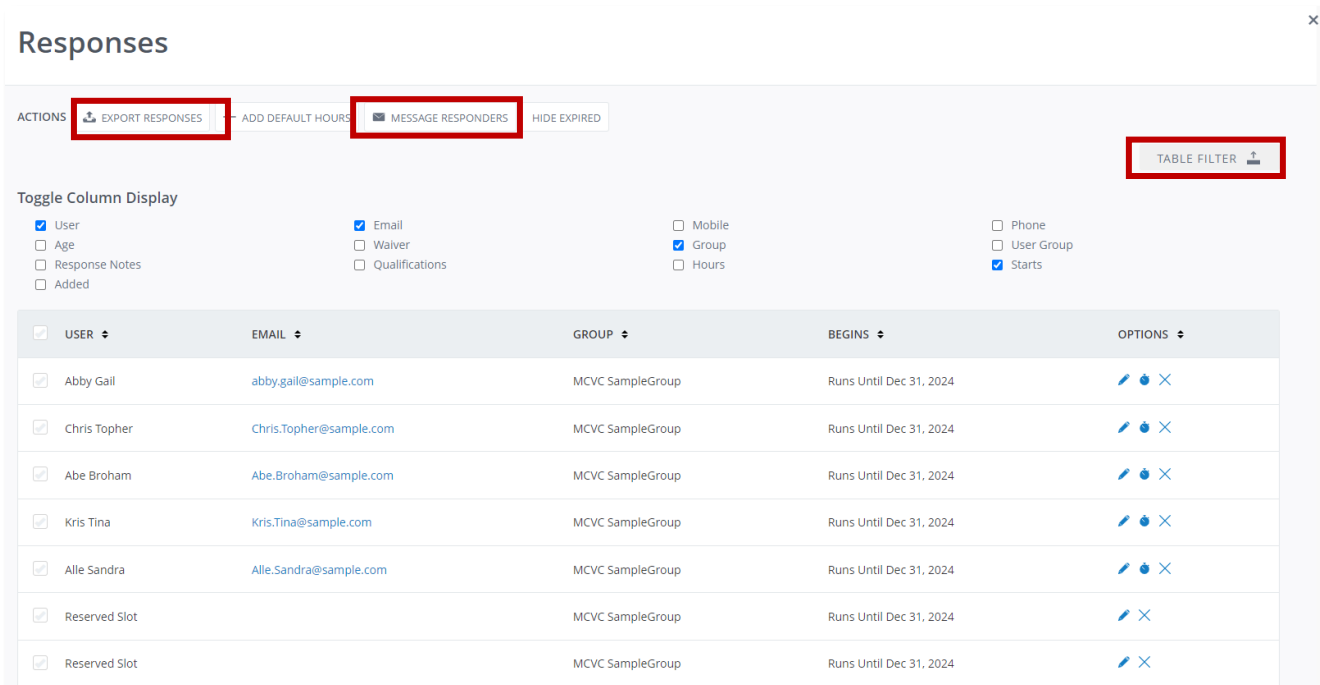
Approved Opportunities will have their status changed to ACTIVE.

 *Tip: The opportunity search defaults to display the newest opportunities first. Update opportunities often to keep them higher in the rotation of searchable opportunities.*

 *For SSL Opportunities, remember to follow MCPS SSL guidelines for [in-person service](#) and [virtual/remote service](#) when offering SSL opportunities to students. All virtual/remote opportunities must be posted to the Volunteer Center website for MCPS review and approval.*

## STEP 6: MANAGE VOLUNTEER RESPONSES

1. Select **OPPORTUNITIES** from the dashboard tools.
2. Locate the Opportunity you would like to review responses for.
3. Select **RESPONSES** under that Opportunity.
4. Use the Table Filter to display additional information about your volunteers.
5. Message Respondents
  - a. **EXPORT RESPONSES:** Download a CSV file with the respondent's contact information. This can be used to call or email respondents outside of the MontgomeryServes application.
  - b. **MESSAGE RESPONDERS:** Send a message to selected respondents directly from MontgomeryServes. Messages sent directly from MontgomeryServes do not allow volunteers to reply to your organization's message.



The screenshot shows the 'Responses' interface. At the top, there are several action buttons: 'EXPORT RESPONSES', 'ADD DEFAULT HOURS', 'MESSAGE RESPONDERS', and 'HIDE EXPIRED'. A 'TABLE FILTER' button is also present. Below these buttons, there is a 'Toggle Column Display' section with various checkboxes for columns like User, Age, Response Notes, Added, Email, Waiver, Qualifications, Mobile, Group, Hours, Phone, User Group, and Starts. The main part of the interface is a table with columns for USER, EMAIL, GROUP, BEGINS, and OPTIONS. The table contains several rows of volunteer responses, including Abby Gail, Chris Topher, Abe Broham, Kris Tina, Alle Sandra, and two Reserved Slots. Each row has a checkbox on the left and a set of icons (edit, refresh, delete) in the OPTIONS column.

USER	EMAIL	GROUP	BEGINS	OPTIONS
<input checked="" type="checkbox"/> Abby Gail	abby.gail@sample.com	MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Chris Topher	Chris.Topher@sample.com	MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Abe Broham	Abe.Broham@sample.com	MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Kris Tina	Kris.Tina@sample.com	MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Alle Sandra	Alle.Sandra@sample.com	MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Reserved Slot		MCVC SampleGroup	Runs Until Dec 31, 2024	
<input checked="" type="checkbox"/> Reserved Slot		MCVC SampleGroup	Runs Until Dec 31, 2024	