



## Volunteer Application & Login Instructions

To improve the volunteer experience, Stepping Stones launched a new volunteer software and online application in January 2019.

New and returning volunteers will now be able to conveniently sign up for upcoming volunteer shifts, manage their schedule and track service hours through their personal online profile.

### **How to Get Started? Complete an Application**

New and returning volunteers must start by completing a 2019 online application. In doing so, you will create a username and password for accessing your individual volunteer profile.

To complete an online volunteer application, please follow these steps.

1. Go to [SteppingStonesVolunteer.org](http://SteppingStonesVolunteer.org).
2. Choose the volunteer opportunity you are most interested in from the menu options (i.e. Saturdays, Summer, etc.)
3. After reviewing specific time and date information and you are ready to apply, start your application by clicking the “Volunteer Now” button.
4. This will take you to our new software, Better Impact:
  - a. If you have an existing Better Impact login with another organization, you may use your same username/password to complete Stepping Stones’ application.
  - b. If you have never used Better Impact before, create a username and enter your email address. Then setup a password. *Note: a red box indicates that the username is already in use or email/password fields don’t match.*
5. After setting up your login information, complete and submit your application.
6. Once you are done with your application, you will receive an automated email confirming that Stepping Stones has received your information. The email also includes instructions on how to access your personal volunteer profile and start signing up for shifts!

### **How to Sign Up for Volunteer Shifts:**

After completing a 2019 volunteer application and setting up your username/password, you will conveniently be able to sign up for volunteer shifts through your personal online profile.

To start signing up for specific volunteer dates at Stepping Stones, follow the instructions below.

1. Go to [SSVolunteerLogin.org](http://SSVolunteerLogin.org)
2. Enter your username/password and press the login button. This will bring you to your volunteer dashboard.
3. In the menu navigation at the top of your screen, click on “Opportunities”.
4. Better Impact will then load all of the upcoming volunteer activities that meet your age and availability. \* *Please note, all shifts are organized by program location.*
5. Once you find an activity that interests you (i.e. Saturday Kids Club, Summer Day Camp), click on it to expand more information and all the upcoming dates available.
6. You can now register for as many shifts as you like by clicking the “Sign Up” button.



## **How to Sign Up for Automated Email Reminders**

For your convenience, you may also sign up for automated email reminders in your online profile. These emails will help remind you of upcoming volunteer shifts on your schedule.

To sign up for automatic reminders for your scheduled volunteer shifts:

1. Go to [SSVolunteerLogin.org](http://SSVolunteerLogin.org)
2. In the top right corner, go to “My Profile” → “Contact Information”
3. On the right side under Subscriptions, click the button to “Subscribe to Weekly Schedule Reminders”

*\*Note: At any time you can also unsubscribe from these reminders in the same place.*

## **How to Cancel a Volunteer Shift:**

If for any reason you are unable to attend a volunteer shift you have signed up for, you can quickly cancel dates in your online profile.

To cancel volunteer shifts from your schedule, follow these short instructions:

1. Go to [SSVolunteerLogin.org](http://SSVolunteerLogin.org).
2. Enter your username/password and press the login button.
3. On your Dashboard, click “Schedule” from the top menu navigation.
4. Locate the volunteer activity and shift you’re looking to cancel. Click “remove” and you’re all set!

## **Volunteer Questions:**

If you have any questions about Stepping Stones’ volunteer software/application or volunteer opportunities, please contact us by emailing [Volunteer@SteppingStonesOhio.org](mailto:Volunteer@SteppingStonesOhio.org).

