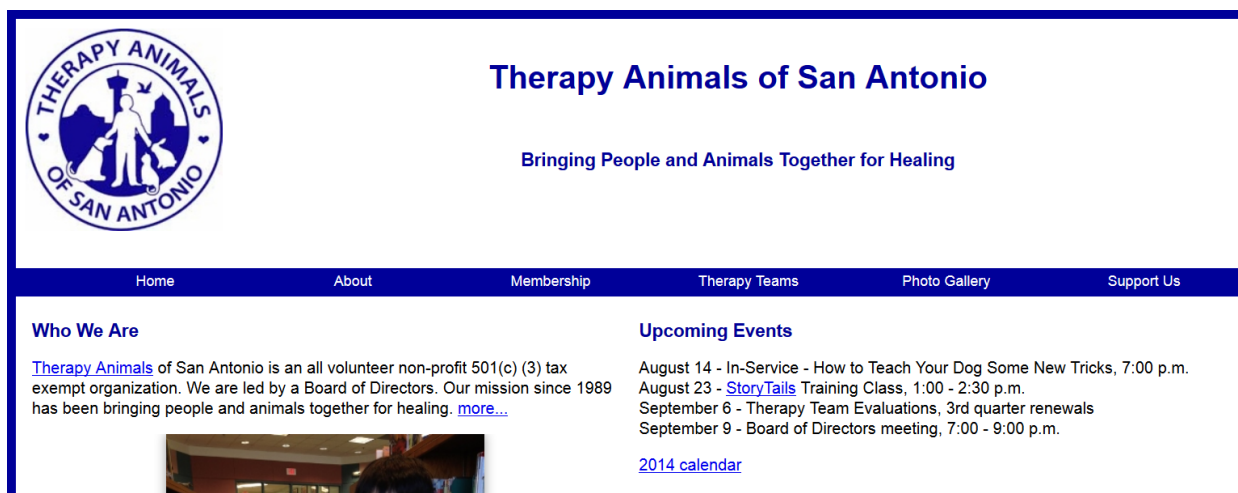


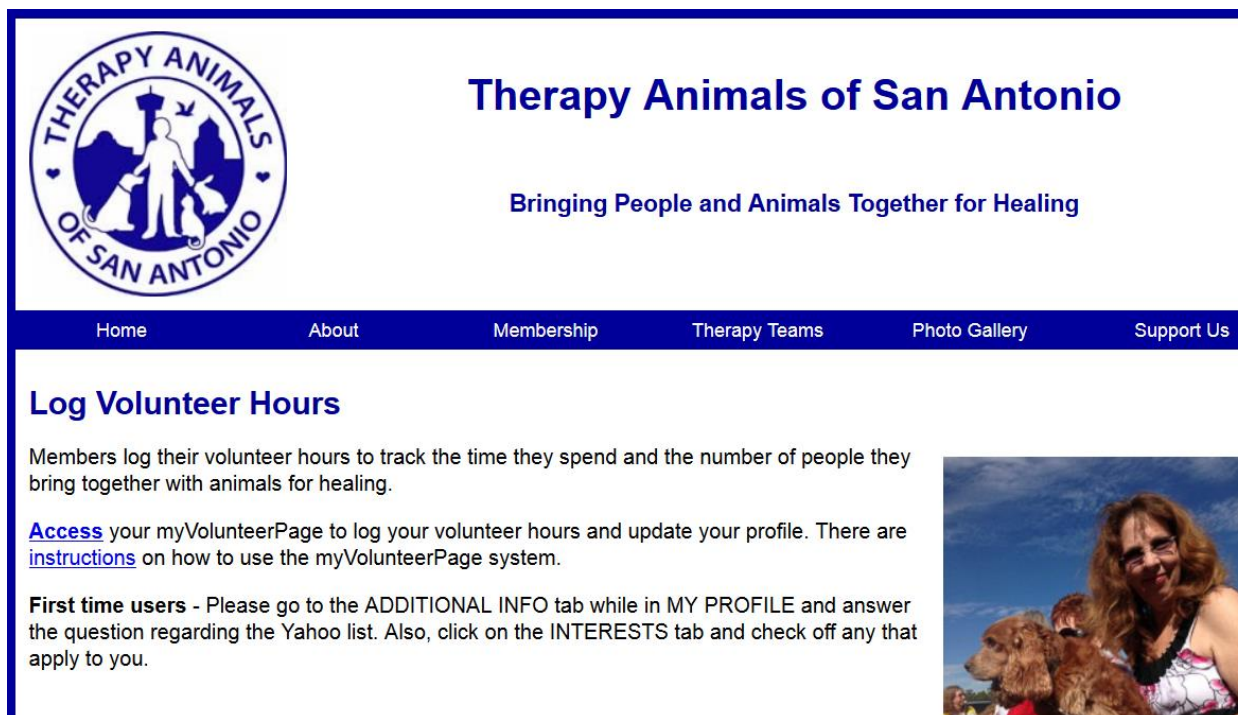
## myVolunteePage Instructions

\*\* From the Therapy Animals Of San Antonio website ([www.therapyanimalssa.org](http://www.therapyanimalssa.org)), click on the tab labeled "MEMBERSHIP". From the drop down menu, select ACCESS VOLUNTEER PROFILE/LOG VOLUNTEER HOURS



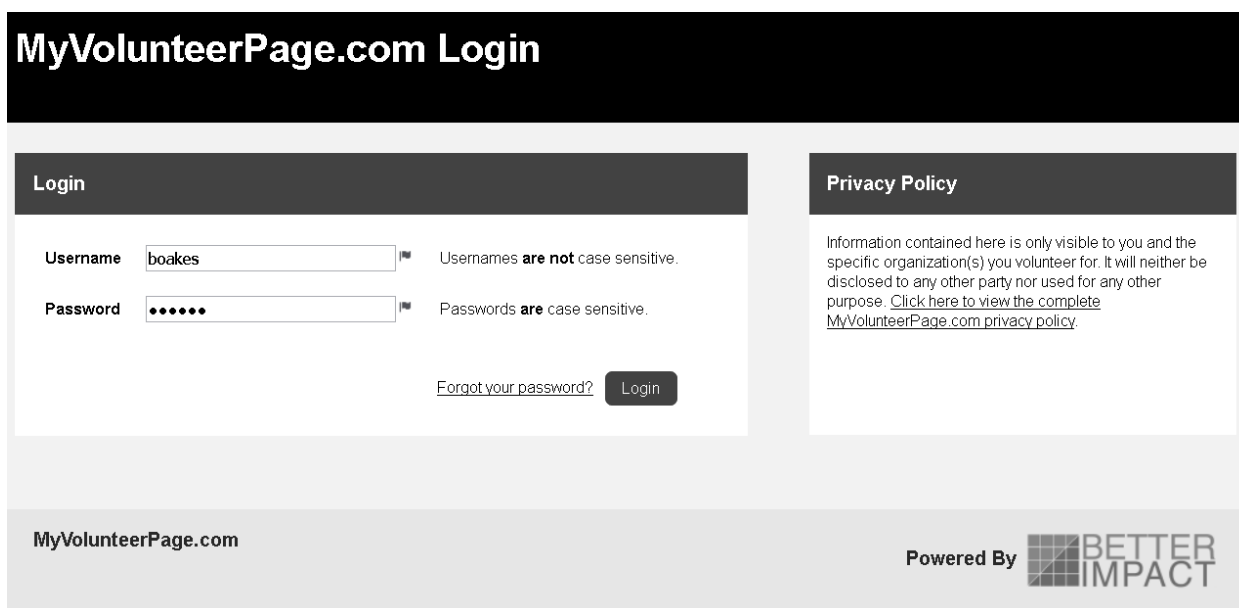
The screenshot shows the website's header with the logo on the left and the title "Therapy Animals of San Antonio" with the tagline "Bringing People and Animals Together for Healing" on the right. A navigation bar below the header contains links for Home, About, Membership, Therapy Teams, Photo Gallery, and Support Us. The main content area is divided into two columns. The left column is titled "Who We Are" and contains a paragraph about the organization's status as a 501(c)(3) tax-exempt nonprofit, its mission since 1989, and a link to "more...". Below the text is a small photo of an indoor event. The right column is titled "Upcoming Events" and lists four events with their dates and times: August 14 (In-Service - How to Teach Your Dog Some New Tricks, 7:00 p.m.), August 23 (StoryTails Training Class, 1:00 - 2:30 p.m.), September 6 (Therapy Team Evaluations, 3rd quarter renewals), and September 9 (Board of Directors meeting, 7:00 - 9:00 p.m.). A link to the "2014 calendar" is provided at the bottom of this column.

Click on the word, "ACCESS" on this page.



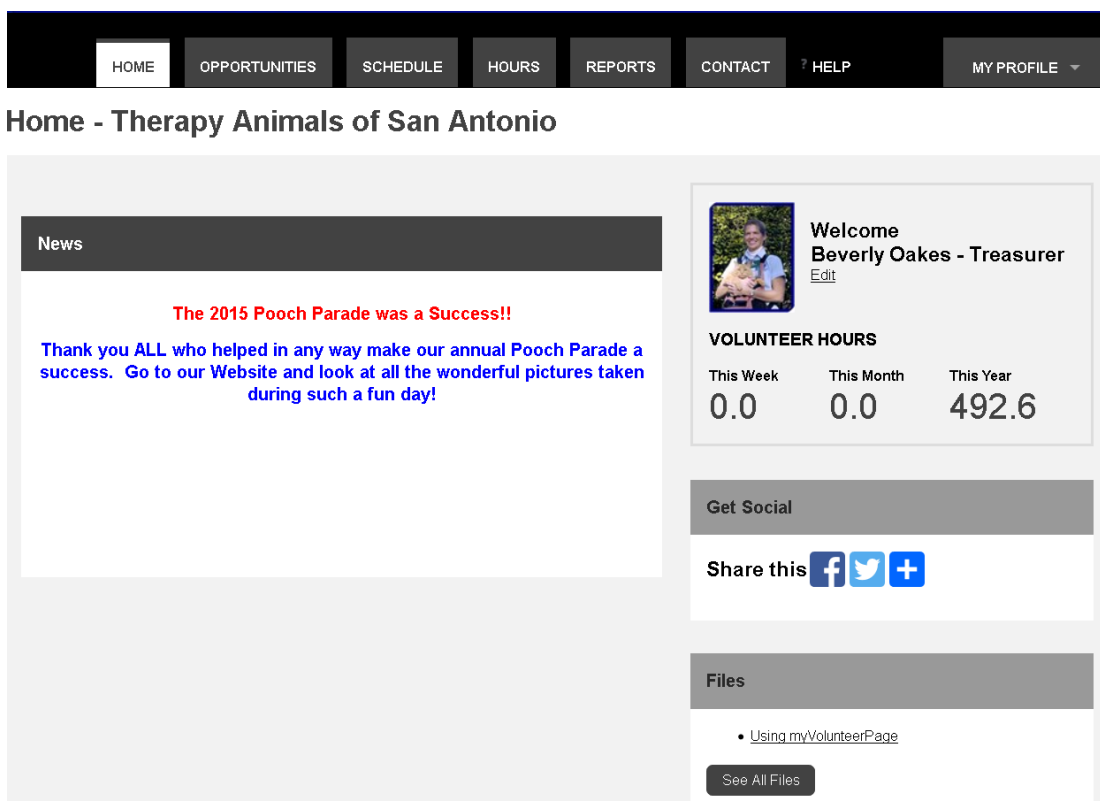
The screenshot shows the "Log Volunteer Hours" page. It features the same header and navigation bar as the previous page. The main content area is titled "Log Volunteer Hours" and contains a paragraph explaining that members log their volunteer hours to track time and the number of people they bring together with animals for healing. Below this is a paragraph starting with "Access your myVolunteerPage to log your volunteer hours and update your profile. There are instructions on how to use the myVolunteerPage system." A third paragraph, titled "First time users", instructs new users to go to the "ADDITIONAL INFO" tab in their profile to answer a question about a Yahoo list and to check off interests. On the right side of the page, there is a photograph of a woman with long brown hair smiling and holding two golden retriever puppies.

\*\* You will see a page like this:



The screenshot shows the login page for MyVolunteerPage.com. At the top, there is a black header with the text "MyVolunteerPage.com Login" in white. Below this, the page is divided into two main sections. On the left is the "Login" section, which contains two input fields: "Username" with the value "boakes" and "Password" with masked characters. To the right of these fields are instructions: "Usernames are not case sensitive." and "Passwords are case sensitive." Below the password field is a link for "Forgot your password?" and a "Login" button. On the right is the "Privacy Policy" section, which contains a paragraph of text and a link to "Click here to view the complete MyVolunteerPage.com privacy policy". At the bottom of the page, there is a footer with "MyVolunteerPage.com" on the left and "Powered By BETTER IMPACT" on the right, with the Better Impact logo.

\*\* Enter your Username and Password and click 'Login' and you will be taken into your personal page.



The screenshot shows the personal page for a user named Beverly Oakes. At the top, there is a dark navigation bar with several menu items: "HOME", "OPPORTUNITIES", "SCHEDULE", "HOURS", "REPORTS", "CONTACT", "? HELP", and "MY PROFILE". Below the navigation bar, the page title is "Home - Therapy Animals of San Antonio". The main content area is divided into two columns. On the left is a "News" section with a red headline "The 2015 Pooch Parade was a Success!!" and blue text below it: "Thank you ALL who helped in any way make our annual Pooch Parade a success. Go to our Website and look at all the wonderful pictures taken during such a fun day!". On the right is a profile section for "Beverly Oakes - Treasurer" with a photo and an "Edit" link. Below the profile is a "VOLUNTEER HOURS" table with columns for "This Week", "This Month", and "This Year", showing values of 0.0, 0.0, and 492.6 respectively. Below the table is a "Get Social" section with "Share this" and social media icons for Facebook, Twitter, and a plus sign. At the bottom right is a "Files" section with a list item "Using mvVolunteerPage" and a "See All Files" button.

At the bottom right of the above screen, you will see a box called 'Files'. If you click on SEE ALL FILES, you can see a list of files available for viewing, including this file, other instruction files and various forms and informational files.

Always remember when entering information or updating information, you must click SAVE or the information will not be retained.

\*\* Click on the MY PROFILE drop down tab (Far right) and Select 'CONTACT INFORMATION'.



## My Profile - Contact Information

### Contact Information

**NAME FIELDS**

Username:  ⓘ ⓘ

Title:


Legal First Name:

First Name:  ⓘ

Middle Name:

Last Name:  ⓘ

Suffix:



Remove Photo  
Update Photo

**BEVERLY OAKES -  
TREASURER**

189 Gladiola St  
Spring Branch TX 78070  
USA

**ADDRESS**

Address line 1:  ⓘ

Address line 2:

City:  ⓘ

Country:  ▾

State / Province:  ▾

Zip / Postal Code:  ⓘ

**EMAIL ADDRESSES**

Email Address:  ⓘ

Secondary Email Address:

Mobile Email:

\* Not available in all areas. [View Mobile Email Information here.](#)

**PHONE NUMBERS**

Home Phone	<input type="text" value="956-244-3803"/>
Work Phone	<input type="text"/>
Work Extension	<input type="text"/>
Cell Phone	<input type="text" value="956-244-3803"/>
Phone Preference	<input type="text" value="Cell Phone Any Time"/>

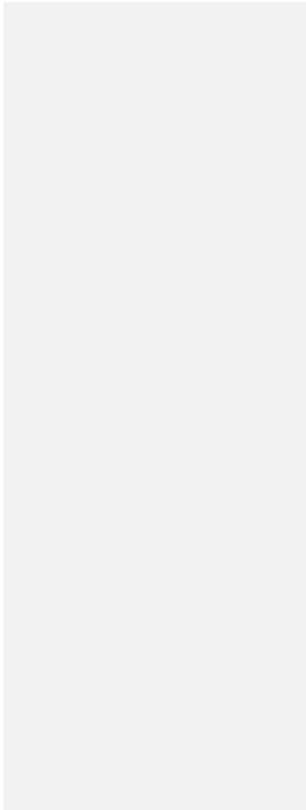
**ONLINE PRESENCE**

Twitter Username	<input type="text" value="@"/>
Linkedin Profile URL	<input type="text"/>

**MISC FIELDS**

Birthdate	<input type="text" value="07/08/1958"/>
Region	<input type="text" value="English (USA)"/>

Save



\*\* Enter your phone numbers and email addresses here. If you would like, you can upload a photo to be displayed here.

Using the MY PROFILE drop down tab, click on the ADDITIONAL INFO. If you are a Registered Therapy Team, you will see information about your animal(s), registration expiration dates and other notes here. This information is only changed by people with administrative clearance. **If you haven't already done so, please answer the New Volunteer/Member Question here.**

## Additional Info

### Additional Info for Therapy Animals of San Antonio

Save

#### Volunteer/Member Questions/Info

Can we list you in Membership List (password protected) on our Yahoo Page?

**i** Yes ▾

Membership Application

Member Photo Release

Therapy Team Application **i**

#### Therapy Team Photo (s)

Animal 1 Team

Animal 2 Team

Animal 3 Team

#### Registration Through.....

TASA or Pet Partners

Pet Partners

Pet Partners ID#

33689

#### Registered Animal #1

Animal 1 Name

Tessa - Rat Terrier

Animal 1 Clearance

Complex (PP)

Animal 1 Registration Expires

3/31/2017

Therapy Team Application **i**

**\*\* Using the MY PROFILE drop down tab, click on QUALIFICATIONS to see Membership Status, Therapy Team Status, StoryTails Status, or other qualifications.**

## Qualifications

### Qualifications for Therapy Animals of San Antonio

Save

Qualification	Level	Expiry Date
StoryTails	StoryTails Qualified	
Therapy Team Status	Registered Therapy Team	
Membership	Family	12/31/2015
Other Qualification		

Save

\*\* Using the MY PROFILE drop down tab, click on CHANGE PASSWORD if you wish to change your password.

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT HELP MY PROFILE ▾

## Change Password

Enter Your New Password

New Password

Confirm New Password

Change Password

MyVolunteerPage.com [Site Map](#) Powered By

\*\* Using the MY PROFILE drop down tab, click on INTERESTS to see a list of areas you can check off where you have a particular interest or skills that could be useful to the organization.

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT HELP MY PROFILE ▾

## Interests

General Interests for Therapy Animals of San Antonio

Select All

<input checked="" type="checkbox"/> Accounting Skills	<input checked="" type="checkbox"/> Office and Phone duties	<input type="checkbox"/> Arts & Crafts Skills
<input type="checkbox"/> Photography	<input type="checkbox"/> Becoming a Therapy Team	<input checked="" type="checkbox"/> Pooch Parade
<input checked="" type="checkbox"/> Computer Skills	<input checked="" type="checkbox"/> Special Events	<input checked="" type="checkbox"/> Education, Presentations & Public Speaking
<input type="checkbox"/> Writing Skills	<input checked="" type="checkbox"/> Evaluations	

Cancel Save

MyVolunteerPage.com [Site Map](#) Powered By

\*\* Using the MY PROFILE drop down tab, click on AVAILABILITY to indicate if you are only available to help/volunteer on certain days or at certain times.

## Availability

When Can You Volunteer?

	■ Mornings	■ Afternoons	■ Evenings	■ Nights
<input type="checkbox"/> Monday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Thursday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Friday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Saturday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*\* Using the MY PROFILE drop down tab, click on GOALS if you wish to set specific hours goals for yourself.

## Goals

Therapy Animals of San Antonio

Start Date

End Date

Hours

The two selections on the MY PROFILE drop down tab called ORGANIZATIONS and MERGE PROFILE would never be used unless you happen to volunteer with another organization utilizing the same volunteer system.

\*\* From the same line of tabs where you selected MY PROFILE, click on the SCHEDULE tab to see what facilities you are currently visiting or other things you have been assigned to, like Pooch Parade.

**Schedule**

**Unscheduled Activities**

ACTIVITY	START	END	ACTIONS
1 - Facility Visits - 78130 New Braunfels Public Library - StoryTails			
1 - Facility Visits - 78163 Bulverde/Spring Branch Library			
1 - Facility Visits - 78218 Paramount Rehab and Healthcare			
1 - Facility Visits - 78229 University Hospital Medical/Wurzbach			
1 - Facility Visits - 78234 Warrior and Family Support Center			
2 - Organization Business - Board Meeting/Annual Meeting			
2 - Organization Business - Home			
2 - Organization Business - Office			
2 - Organization Business - Running Errands/Other location Business			
3 - Classes/Evaluations/mentoring - Helping With Evaluations			
4 - Events and Presentations - Presentation or Introductory Visit			

Confirm Selected   
  Decline Selected   
  Select All

\*\* From the same line of tabs where you selected MY PROFILE, click on the HOURS tab to record your volunteer hours:

**Hours**

**Log Hours**

Activity:

Show these activities:

Date Volunteered:  Hours:  Minutes:

**Most Recent Entries**

ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS
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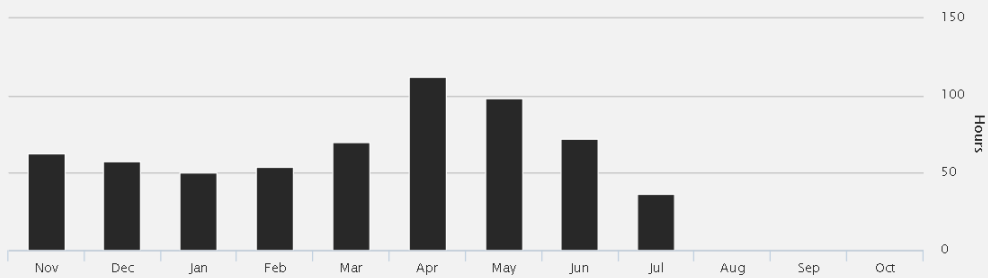


\*\* From the same line of tabs where you selected MY PROFILE, click on the REPORTS tab to view reports/graphs of hours you have entered or to run reports of your hours for specific periods.

## Reports

Lifetime Hours **2332.83**  
 2015 Hours **492.58**

Hours Over the Past Year



### HOURS

NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
62.50	57.50	50.50	54.00	70.00	112.00	98.00	72.00	36.08	0.00	0.00	0.00

### FEEDBACK

ORGANIZATION	NAME	TOTAL
Therapy Animals of San Antonio	Miles Driven To and From	21172.00
Therapy Animals of San Antonio	No People Interacted With	225.00
Therapy Animals of San Antonio	Number Presented to/interacted with	3315.00
Therapy Animals of San Antonio	Number visited	4684.00

### Hours and Feedback Report

Paper Size: Letter ( 8.5 x 11" ) ▾  
 Date Range: 1/1/2015 - 10/31/2015

Export Report View Report

### Detailed Hours Report

Paper Size: Letter ( 8.5 x 11" ) ▾  
 Date Range: 1/1/2015 - 10/31/2015  
 Sort: Activity name ▾

Export Report View Report

\*\* From the same line of tabs where you selected MY PROFILE, click on the CONTACT tab if you need to contact an administrative person. (any board member with admin clearance)

## Contact

### Send an Email

TO

- Linda Porter-Wenzlaff - Team Placement Chair**
  - Therapy Animals of San Antonio
- Brenda Leiser - Quartermaster Chair**
  - Therapy Animals of San Antonio
- Eileen Gaughran - Membership**
  - Therapy Animals of San Antonio
- Kathi France - Team Training Chair**
  - Therapy Animals of San Antonio
- Pat Storlie - StoryTails**
  - Therapy Animals of San Antonio
- Beverly Oakes - Treasurer**

SUBJECT

MESSAGE