


myVolunteePage Instructions

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



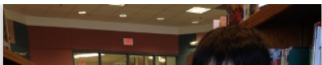
Therapy Animals of San Antonio

Bringing People and Animals Together for Healing

Home About Membership Therapy Teams Photo Gallery Support Us

Who We Are

[Therapy Animals](#) of San Antonio is an all volunteer non-profit 501(c) (3) tax exempt organization. We are led by a Board of Directors. Our mission since 1989 has been bringing people and animals together for healing. [more...](#)




Upcoming Events

- 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
- September 9 - Board of Directors meeting, 7:00 - 9:00 p.m.

[2014 calendar](#)

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



Therapy Animals of San Antonio

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Log Volunteer Hours

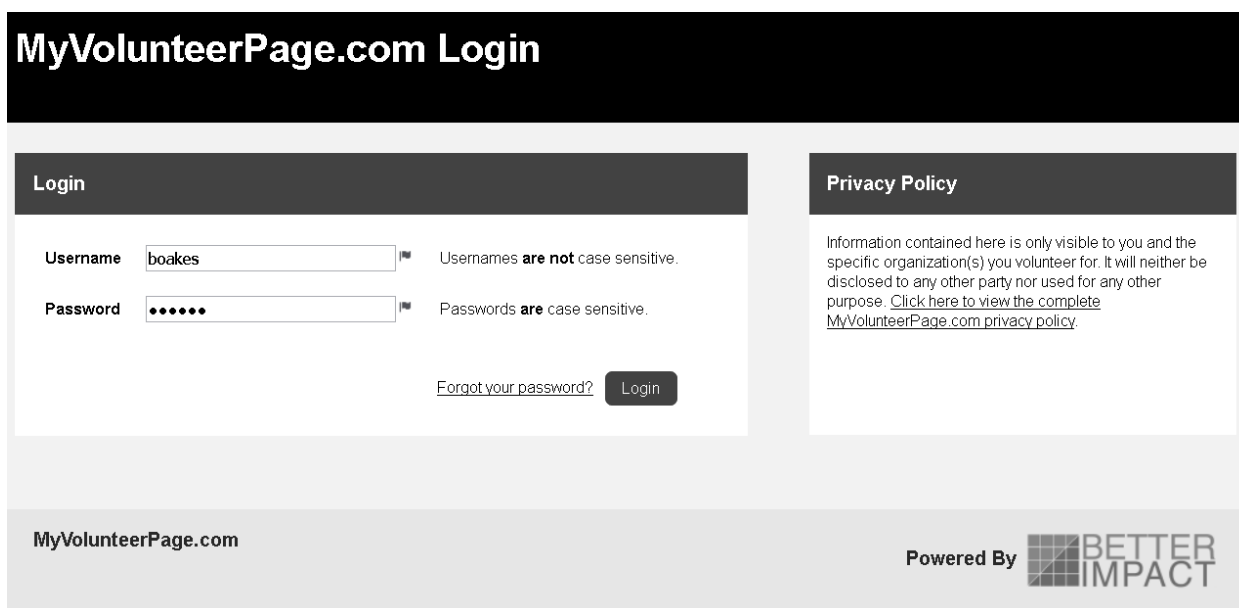
Members log their volunteer hours to track the time they spend and the number of people they bring together with animals for healing.

[Access](#) your myVolunteerPage to log your volunteer hours and update your profile. There are [instructions](#) on how to use the myVolunteerPage system.

First time users - Please go to the ADDITIONAL INFO tab while in MY PROFILE and answer the question regarding the Yahoo list. Also, click on the INTERESTS tab and check off any that apply to you.

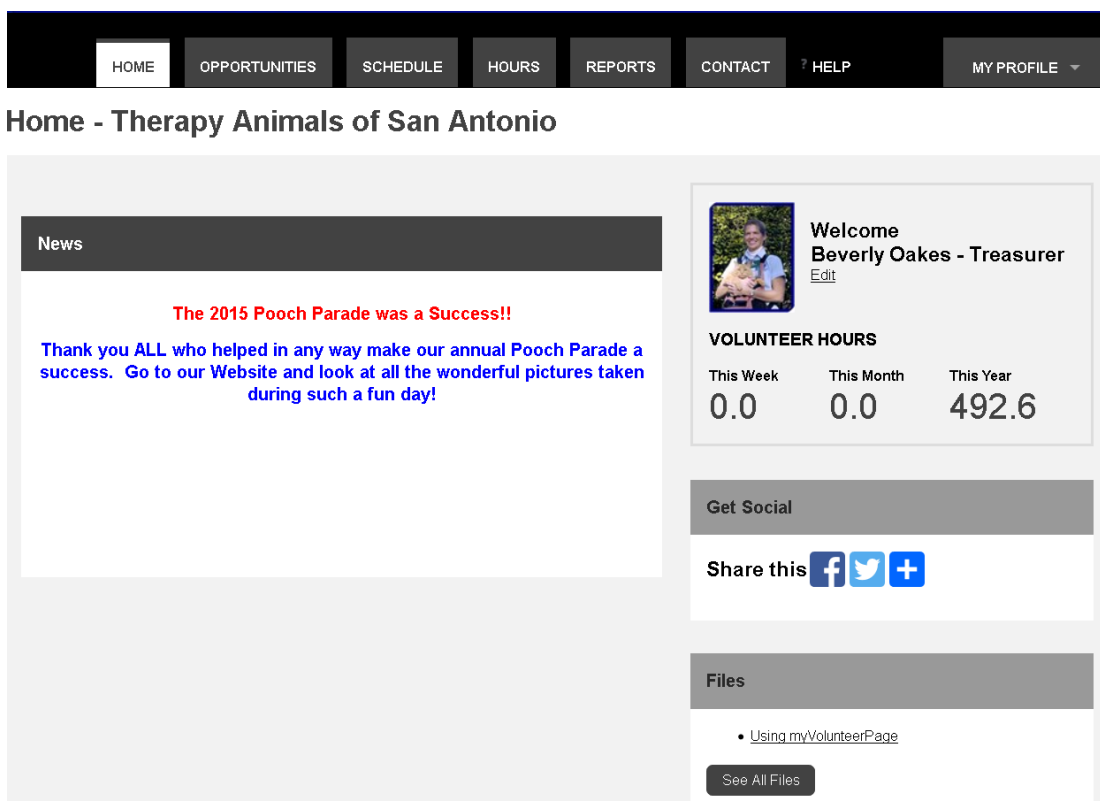


** You will see a page like this:



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 text "boakes" and "Password" with six dots. 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 buttons for "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 "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"/>

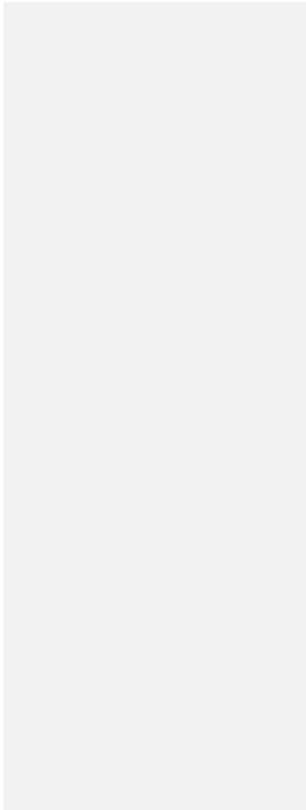
ONLINE PRESENCE

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

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** 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

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

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: Recent Active Inactive

Date Volunteered: Hours: Minutes:

Most Recent Entries

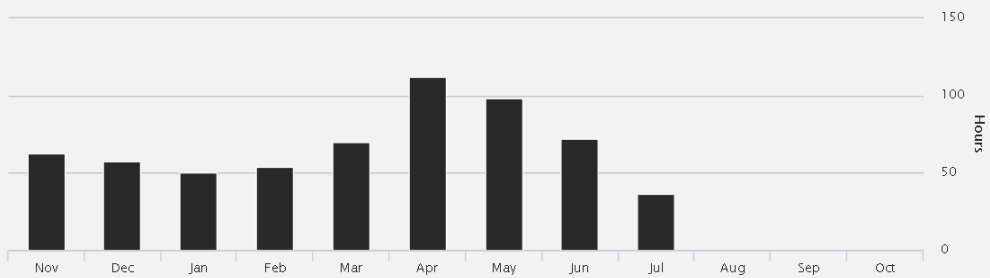
ACTIVITY	HOURS	DATE VOLUNTEERED	DATE CREATED	STATUS	ACTIONS
...

** 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