



**United Way
of Central Minnesota**

United Way Volunteer Central Website

1. Go to www.unitedwayhelps.org
2. Click on the link to get to United Way Volunteer Central (located under the Get Involved section of the website). Click once more on the link to get to Volunteer Central MN.
3. Scroll below volunteer opportunity search box & below volunteer login to 'We have a separate login for agencies'
4. If you are already registered on the site: Enter your agency name (as listed on the website) & password
5. To reset your password call United Way at 320-252-0227
6. Click on Agency Listing to update agency details
7. Click on Opportunities tab to view & post new volunteer opportunities.
8. If you are not registered on our site - Click on "Register here!"
9. Enter information about your agency and create a password. Click "Save and Continue". Suggestions will appear with ideas on how you could improve your information. If you wish to edit your information, click "Update your listing". If you do not wish to edit your information, click "Skip the update and just continue". Your information is then submitted to United Way of Central MN for approval.
10. You will then see a page inviting you to list your volunteer opportunities. Click on "Add an ongoing opportunity" or "Add a one-time opportunity" depending on your volunteer need. Enter your information. Then click on "Save and continue". A page will appear that says Categories. Complete this information – volunteers use it when searching based on their interests and availability. Click "Save and continue". You will again receive feedback on your listing. The next screen lists geographic coverage. This is your opportunity to list your entire service area where individuals can volunteer. If people can only volunteer at your location, just list the zip code for your actual address.
11. Then you will see a screen stating "Registration Complete" meaning your listing has been sent to United Way for approval. You will receive an email letting you know that your listing(s) has been approved. Feel free to add more opportunities at this time.
12. Remember your password so you can keep your opportunities current.

Helpful Hint

1. When describing your volunteer opportunity add some key words at the end of the description. Example: If your opportunity deals with Youth, at the end of the description type in other words pertaining to the opportunity.
Key Words: Children, Kids, Teens, Youngsters, etc