



## **Day of Caring 2023 Project Submission Instructions**

Nonprofit partners,

We are thrilled to be preparing for Day of Caring 2023, and we've already heard the excitement from so many of you!

This year, the project submission process will be completed on our volunteer platform, iHelp. Our goal is to streamline the process and provide you all with the ability to easily review your submission or make edits/updates as needed. Deadline to have your project(s) submitted is June 15<sup>th</sup>, 2023.

To submit your project, your agency must have a profile in iHelp. Unsure if you do? Or unsure if you have access to it? Please contact [info@uwchatt.org](mailto:info@uwchatt.org) to verify. If your agency does not have a profile or you are unable to access the profile, we will be able to walk you through setting one up.

Once you have access to your agency profile, please follow the steps below to post your project(s).

1. Log in to [ihelpchattanooga.org](http://ihelpchattanooga.org) under your individual profile.
2. Click on **"My Agency"** located at the top tab.
3. Scroll down, click on the **"Needs"** tab (3<sup>rd</sup> tab)
4. Click on **"Add New Need"** found on the right of your screen.
5. Please enter the title as **"Day of Caring 2023- (Insert Agency Name)- (Insert Project Name)"**
6. Fill in the **"Description"** section with all the details of your project. Please include the following information: parking details, level of heavy lifting involved. Also note, that if you are submitting more than one project, you will need to create a separate need for each one.
7. Please mark your need as **"Private"**. We will make them public after they have been reviewed and are ready for corporate companies/groups to sign up.
8. Under **"Duration"**, please select **"Happens On"**, enter **09/22/23** as the **"Need Date"**.
9. Please leave the **"Registration Closed Date"** blank.
10. Under **"Capacity"**, please enter the number of volunteers needed for this project.
11. Enter the number of **"Hours"** needed to complete the project (2, 3.5, etc).
12. Enter the specific **"Hours Description"** for your project (9am-12pm, 9am-5pm, etc).
13. Please click **"Yes"** to allow **team registration**.
14. Enter the **"Minimum Age"** of your project. **No need to enter the maximum age.**



15. Please mark the **“Family Friendly, Outdoors, and Wheelchair Accessible”** portion appropriately as it pertains to your project. If your project is outdoors, you will be prompted to provide an inclement weather option.
16. If you have specific notes pertaining to your project that you would like to add: wear close-toed shoes, wear sunscreen and/or bug spray, etc. You can include those notes in the **“Attributes”** section.
17. Unless you plan to submit a virtual need, please mark **“No”** for that section.
18. Please enter the address of where the project will be held.
19. Please select at least one option on the drop down of **“Interest & Abilities”**. Since all Day of Caring projects will require some type of **physical labor**, you’re welcome to choose that option.
20. If there are others within your agency that need to be kept in the loop when groups respond to your project, please turn on the **“Additional Notification Recipient(s)”** and include their email address in the box provided.
21. Please turn on **“Designate a Site Supervisor”** and include your email address and name, or the name of the person who will be overseeing the project.
22. If you have a waiver form that volunteers need to complete, please click **“Choose file”** and upload your form.
23. Click **“Create Need”** and you are all set!
24. If you are submitting more than one project, please follow steps 1 through 23!