

## HOW TO RESPOND TO A NEED: FOR INDIVIDUALS

- Login to the database <https://volunteersudbury.galaxydigital.com>
- Located on the left hand side of the page, select NEEDS
- You would be given a couple of different options here:
  - o You can search by phrase if you know of the organization or the type of job you want to do
  - o You can search by newest opportunities, oldest, alphabetically or soonest first
  - o You can also filter by age, date, distance, interests, etc.
- Once you find a need that you would like to respond to, select view details
- You will be brought to a page that will give more details about the event including the time, date and a description
- If you scroll right to the bottom of the page, you will see a respond button located in the right corner
- Select RESPOND if you are interested!
- You will be brought to a “Need Response” page
- It will provide a quick summary of the need information including the name, date, and the agency
- There is a note section if you wish to add any additional information such as you are only available for the morning or you have accessibility needs
- Submit by clicking NEED RESPONSE
- A “Thank You for Volunteering” message will pop up and the agency will get an email with your information so just patiently wait to be contacted!
- If you happen to change your mind last minute you can always unregister for an event and the agency will get a notification saying that you are no longer interested, however, if you register for an event, it may be better to wait for the agency to contact you and you can inform them that you are no longer interested!