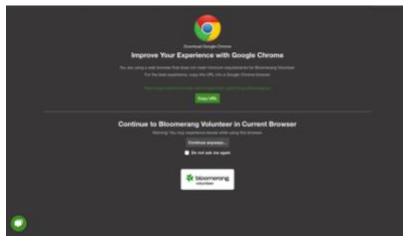


# Bloomerang Volunteer Management System Guidebook: For Members (Pt. 1)

## Introduction:

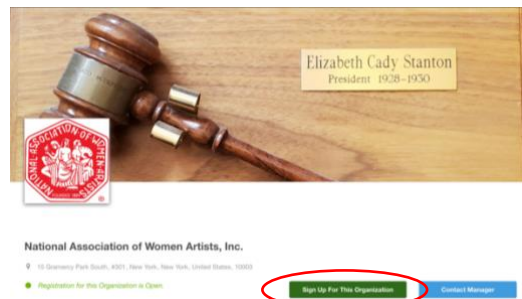
Bloomerang is NAWA's online platform for processing payments, sending correspondence, and managing volunteer opportunities. This is separate and additional to [NAWA's website](#) and [member portal](#). The Bloomerang Volunteer Management (BVM) system will give members direct access to volunteer and engagement opportunities. When you create your Bloomerang Volunteer account, you will be guided to complete a member survey. This helps us get to know you, your experience, and your skills. Next, share your availability. This will help NAWA to schedule upcoming volunteer opportunities, meetings, and programming.



\*Please note that [Google Chrome](#) is the BVM preferred browser. If you are using another web browser, a notification page will pop up reminding you this. Simply click "Continue Anyways" to proceed.

## Create an Account:

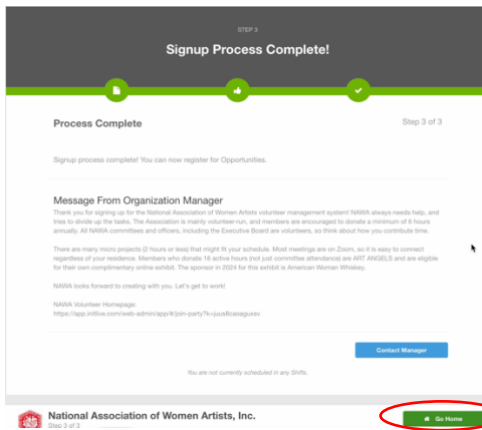
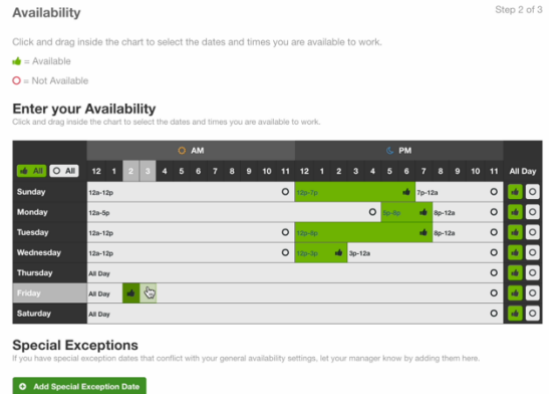
1. Visit the [NAWA Bloomerang Volunteer Homepage](#). Click the "Sign Up for this Organization Button" to join.



2. Next, you will be prompted to fill out the member survey. This includes information on your membership type, if you can volunteer, and what skills you have. Each skill category contains a drop-down of further options. Details will appear upon box selection.

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- The last step of the account creation process is sharing your availability. This includes regular days and times that you are free, unavailable, or special dates or circumstances that affect regular availability. To select availability, click specific hours individually or click and drag to select blocks of time.

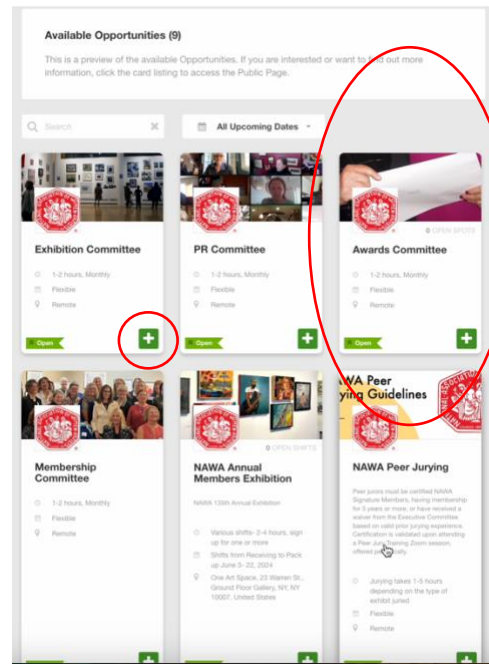


- After these three steps have been completed, you will receive a confirmation notification. When you are ready, select the “Go Home” button on the bottom right.

## Joining Opportunities:

Once you’ve signed up for the NAWA organization, you can view volunteer and engagement opportunities. This includes, but is not limited to: the Awards Committee, Exhibition Committee, Membership Committee, NAWA Annual Exhibition, NAWA Peer Jurying, NAWA Development, NAWA Now, and NAWA Office Administration. There are two ways to join an opportunity:

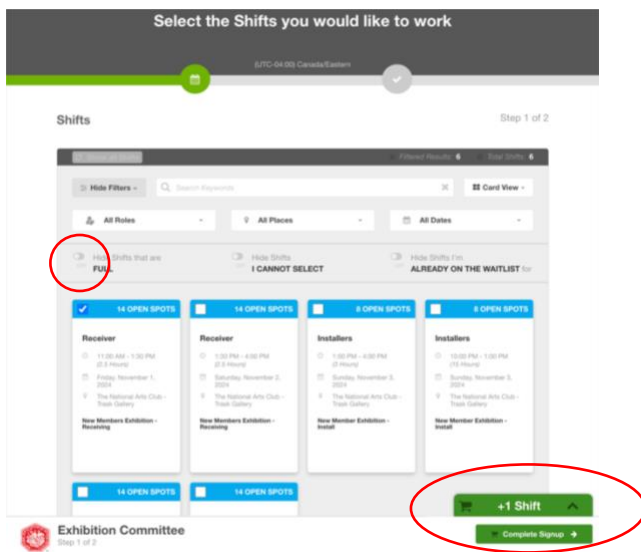
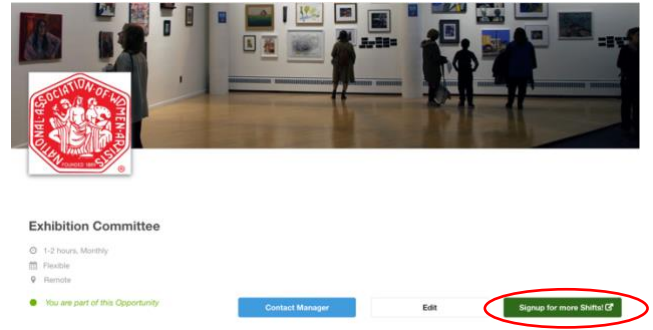
- Click the green + tab at the bottom right of each opportunity’s box.
- Click the opportunity box, which will lead you to the opportunity page. From there, select the “Signup” button on the right-hand side.



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## Selecting Shifts:

Once you join an opportunity, you will automatically be directed to upcoming open shifts. If no shifts are currently available, or you'd like to revisit shifts later, use the "Add Shifts" or "Add More Shifts" button on the right of the opportunity menu where "Signup" used to be.



To select a particular shift, click the ✓ button on the top left-hand side of the shift. Once selected, a green tab will appear at the bottom right side of the page. As you would when shopping online, a shopping cart tab will appear. This will direct you to complete your signup.

## Signing-In After Account Creation:

Use the [Bloomerang Volunteer Login page](#) to sign into your account after the initial sign-up process (creating an account, filling out the member survey, and sharing your availability). If you have not logged into the Bloomerang system before you visit the NAWA Volunteer Homepage, you will not have access to the organization. If this happens, you do not need to recreate a new account, simply visit the BVM login page. Upon login, you will be directed to your profile and NAWA volunteer access.

Opportunity Public Page Links:

[NAWA Organization](#) \*

[Bloomerang Volunteer Login](#) \*\*

[Awards Committee](#)

[Exhibition Committee](#)

[Membership Committee](#)

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[PR Committee](#)

[NAWA Annual Exhibition](#)

[NAWA Peer Jurying](#)

[NAWA Development](#)

[NAWA Now](#)

[NAWA Office Administration](#)

\*Use the NAWA Organization page to sign up or prompt others to sign up for BVM

\*\* Use the Bloomerang Volunteer Login to sign into your account after you've signed up for the organization (created an account, filled out the member survey, and shared your availability)

## **Bloomerang Volunteer Management System Guidebook: For Members (Pt.**

**2) Coming Soon!** Including: How to get the most from Bloomerang Volunteer, How to manually log hours, Volunteer Roles, and more!