

VOLUNTEER PORTAL

3 Step Quick Start Guide

FIRST visit IndyDoDay.GivePulse.com and select **JOIN**

Our volunteer portal has lots of options including the ability to find volunteers for your projects with internal messaging, promoting your own project pages, setting-up specific project requirements and much, much more. This 3 Step Cheat Sheet will help you get started right away.

1 Once logged-in, you will be redirected to the Indy Do Day page. Go to **Profile** to fill-out your information.



2 Go to **My *Groups** and Select **Create New Group**. **Your Group is your organization, non-profit, company or team.*



3 While in your **Groups Under Events** select the **Create New Event** and set-up your event.



Now, you are ready to find people and for people to find you!

For a larger tutorial, visit <http://indydoday.org/toolkit>

Have questions? Drop us a line at <http://indydoday.org/contact>