What is Earlham Engage?

Earlham Engage is a web-based platform designed to connect Earlham students, faculty and staff with service opportunities and community events posted by our community partner agencies. Through Earlham Engage you can address critical needs and participate in the wider community.
Signing Up

1. Go to http://engage.earlham.edu and click the Sign Up button located at the top of your screen. You will be taken to a page that reads "Step 1 of 5: Create an Account". Click the Earlham Students/Faculty Login Here button. You will be redirected to theHeart’s login page. Enter your Earlham username and password.

2. You will be brought back to the “Step 1 of 5: Create an Account” page, where you need to complete the 5-step sign-up process to finish your registration. Use the “Sign up with your email address” option. Enter your first name, last name, and Earlham email address. You will also have the option to enter your mobile phone number. It is recommended that you enter your mobile phone number so that you can receive notifications about upcoming events, emergency needs, final updates and reminders, and other items of interest via SMS. Choose your affiliation with Earlham from the drop-down list. Click Create Your Account.

3. Select a minimum of three causes. Causes are used to identify and recommend agencies that may be of interest to you. You always have the ability to add or remove causes once your account is set up. Click Continue to Step 3.

4. Select a minimum of three interests. Interests are used to identify and recommend specific volunteer opportunities for you to consider. You always have the ability to add or remove interests once your account is set up. Click Continue to Step 4.

5. Select any agencies that you would like to “Fan.” You will receive email announcements when an agency you fan posts a new need or event. You always have the ability to fan or unfan agencies once your account is set up.

6. If you entered your mobile phone number during the sign-up process you will have received a short validation code in a text message. To complete your opt-in to the Earlham Engage SMS text messaging system you should click My Profile at the top of the site, and choose Edit Profile. Scroll down and enter the validation code in the appropriate field and click Validate. Text messaging rates may apply.

Logging On

1. Go to http://engage.earlham.edu and click the Login button at the top of the screen.

2. Click the Earlham Students/Faculty Login Here button. You will be redirected to theHeart’s login page. Enter your Earlham username and password.

3. You will be logged in and can browse the site which will be personalized based on your preferences. When you respond to needs or RSVP for events, your information will automatically be filled in for you.

Dashboard

When you log in to Earlham Engage you will be taken to your dashboard, which contains all kinds of information to help you find volunteer opportunities, view your past volunteer efforts, and see what’s going on in your community. Your dashboard is divided into three main sections: personal volunteer information, suggested needs, and latest information.

Your personal volunteer information, also called your Snapshot, is located at the top of your dashboard. From here you can access your Track Hours page (where you can view previous hours and add new ones) by clicking Volunteer Hours or your Impact Value. You can see which agencies you fanned by clicking Agencies Fanned, etc. Your Volunteer Resume is a short PDF that shows your past volunteer activity, as entered on Earlham Engage. This is an excellent tool for documenting your history of community service, and can be useful when applying for jobs, internships, scholarships, etc.
Suggested Needs are located below your Snapshot. These needs are suggested based on your interests, as entered in your profile. To change your interests go to my profile, scroll to Interests and click manage interests, then add or delete as desired and click Update Interests to save the new information.

Latest Information is at the bottom of your dashboard and includes information about the most recently added needs, events, and agencies.

**Needs**

The Needs page shows the current volunteer service opportunities. At the top of the Needs page you have the option to sort and filter needs. Filtering is a powerful tool that allows you to find the needs you are most interested in quickly. In particular, filtering by phrase allows you to search for needs that fall outside an existing interest or cause category. For example, if you would like to find needs that involve animals, which is not a listed interest or cause, you could select the phrase filter and then search the phrase “animals.”

Each Need Card displays the icon of an interest it involves, as well as the need’s duration, name, and the beginning of its description. At the bottom of each Need Card are three buttons. **Respond** takes to the response form for that need. The second button (information) takes you to that need’s detailed entry page (you can also reach the detailed entry page by clicking on the Need Card itself).

A Need’s detailed entry page contains the full description of the need and all the other details about it and includes any requirements (such as age) that volunteers must meet. “Respond” buttons are also located at the top and bottom of the page.

If you would like to volunteer for a need click **Respond**. Complete the form and submit it by clicking **Submit Need Response**. You will receive an email confirming your response, and an email will be sent to the agency manager, informing them of your interest. Expect the agency manager to contact you soon to go over the details of the opportunity. If you respond to a need that happens on a specific date then that need will be listed in your calendar. You can access your calendar by clicking **Calendar** in the menu at the top of the site. Please be sure to respond to any need for which you expect to track hours.

**Events**

The Event page shows all of the upcoming public events that anyone can attend as a guest or participant (rather than as a volunteer). Each Event Card includes the name of the event, the date and time of the event, and the beginning of a description. At the bottom of the card is a **More Info** button, which takes you to the event’s detailed entry. On the event’s detailed page you can see the full description of the event AND OTHER DETAILS.

Typically, there will also be buttons at the top right of the page that read **RSVP**, **Maybe**, and **Decline**. You can use these buttons to indicate whether you will be attending this event, may be attending this event, or will not be attending this event (you can always change your answer by clicking the button of your new answer). If you RSVP to an event you will receive an email confirming the event information, and an email will be sent to the agency manager, informing them of the RSVP. This event will also be added to your calendar, which you can access by clicking **Calendar** in the menu at the top of the site. If an event has a limited capacity and you attempt to RSVP when the event is already full your RSVP will be changed to “Maybe” and the agency manager will be sent an email to notify them of your interest in the event.
**Agencies**
The Agencies page shows all of Earlham’s community partner agencies that have joined Earlham Engage. At the top of the Agencies page you have the option to sort and filter agencies. For example, if you would like to find agencies that involve animals, which is not a listed interest or cause, you could select the phrase filter and then search the phrase “animals.”

Each Agency Card includes the name of the agency, as well as the “Become a Fan” button (for more information, read the section below titled “Becoming a Fan”). The info button takes you to the agency’s page (you can also reach the agency’s page by clicking directly on the Agency Card).

Each agency page includes the name of the agency and information about who they are and what they do, as well as any needs the agency has posted. At the right of the page you can see the causes associated with the agency (scroll over each icon to see the cause it represents).

**Logging Hours**
Earlham Engage allows you to log volunteer hours for needs on the site that you have responded to, as well as hours you have completed outside of the opportunities listed on the site (referred to as Individual Volunteer Hours). To log hours, select either Volunteer Hours or Impact Value at the top of your dashboard.

Scroll down to the area marked Hour Type. Select from the drop-down menu which need these hours are in reference to. Needs that you have responded to appear in the drop-down menu. If you did not previously respond to a need that is in Earlham Engage but have volunteered and want to track your hours, you can respond to the need now. Just add a note to the agency saying you are already volunteering but are responding to the need so that the system will allow you to track your hours. If these hours were completed individually, volunteering for an agency or need that is not listed on Earlham Engage, then select No and complete the fields under the Individual Details heading. Regardless of the Hour Type you selected, complete the Hour Details and Description sections, and then click Submit Hour Entry. A record of your hours is displayed on both your volunteer hours record and your volunteer resume.

**My Profile**
You can access your profile by clicking My Profile in the menu at the top of the Earlham Engage site. Your profile shows your causes, interests, and fanned agencies. You can add or delete any of the above from here. From your profile you can click Track Hours to log and view your volunteer hours.