

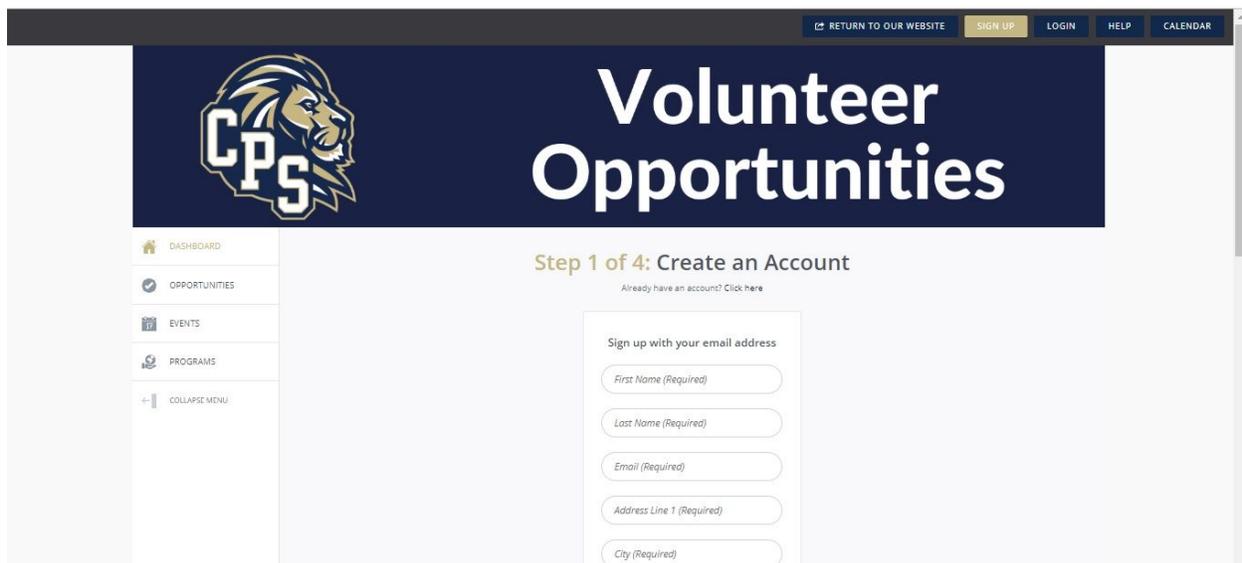
Dear Classical Prep Families,

We are excited to be using Community Connect, an app that will make serving opportunities known to our school community and track the hours served both on and off campus. As you know, per the family handbook, each family is required to complete 10 hours of volunteering at Classical Prep each year.

We know that finding time in our busy schedules can be challenging, and our hope is that this app will help show opportunities that fit your schedule best. Building a community of parents, grandparents, aunts, uncles or guardians that are walking through the same phase of life can be a huge support system for a school community. For that reason, this year we have started giving volunteer hours to families for attendance at events and activities such as: Volunteer Meetings, Parent Information Nights, Student of the Month Celebrations, Bingo Nights, Holiday Events, and other meetings/events held throughout the year. These hours will count towards your 10 volunteer hours.

We are grateful to you for giving your most valuable resource: your time. Time is a gift that we can give to others. It is not a free gift, but a precious gift. As a new employee at Classical Prep this year, I am appreciative for the volunteers that I have had the pleasure of meeting so far. Our events would not be a success-without your support. Thank you! Thank you!

If you do not receive the activation email from Community Connect or have any questions or concerns, please feel free to contact me via email at kofarrell@classicalprep.org



The screenshot shows a web interface for "Volunteer Opportunities" at Classical Prep. At the top right, there are navigation links: "RETURN TO OUR WEBSITE", "SIGN UP", "LOGIN", "HELP", and "CALENDAR". The main header features the Classical Prep logo (a lion's head with "CPS" text) and the title "Volunteer Opportunities". Below the header is a sidebar menu with options: "DASHBOARD", "OPPORTUNITIES", "EVENTS", "PROGRAMS", and "COLLAPSE MENU". The main content area is titled "Step 1 of 4: Create an Account" and includes a link for "Already have an account? Click here". The sign-up form is titled "Sign up with your email address" and contains five input fields: "First Name (Required)", "Last Name (Required)", "Email (Required)", "Address Line 1 (Required)", and "City (Required)".

Step by step instructions on how to set up your profile.

Joining the Community Connect Site

Ready to set up an account on a Community Connect site? When you sign up, you'll be asked to indicate the causes you are most passionate about, as well as your volunteer interests. By providing this information, it will be easier for your Connect site to recommend the volunteer opportunities that match your values and preferences.

First, Activate Your Account

Begin by clicking the link in your activation email. It will bring you to the Community Connect Login portion of the site. Click the **Login** button, located at the top of your screen.

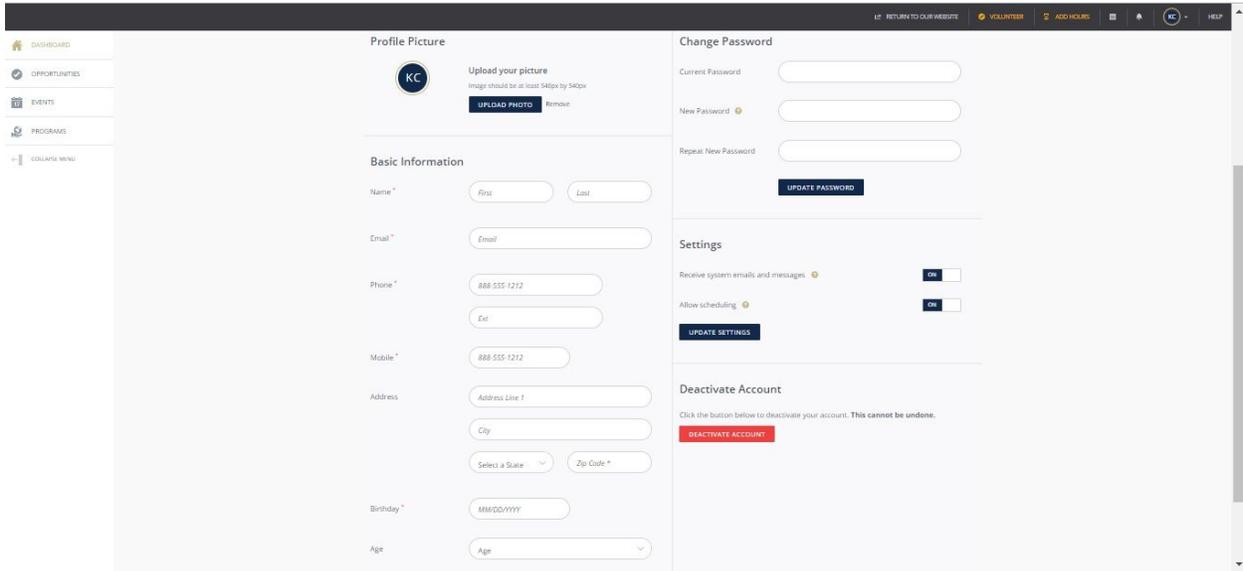


You are then taken to the first step, Activating your Account.

1. Enter your email address
2. Type in the temporary password provided to you via email and it will prompt you to create a new one. Note: Passwords must be at least eight characters long and are not case-sensitive. Do not require a combination of letters, numbers, and special characters.
3. Click Sign in

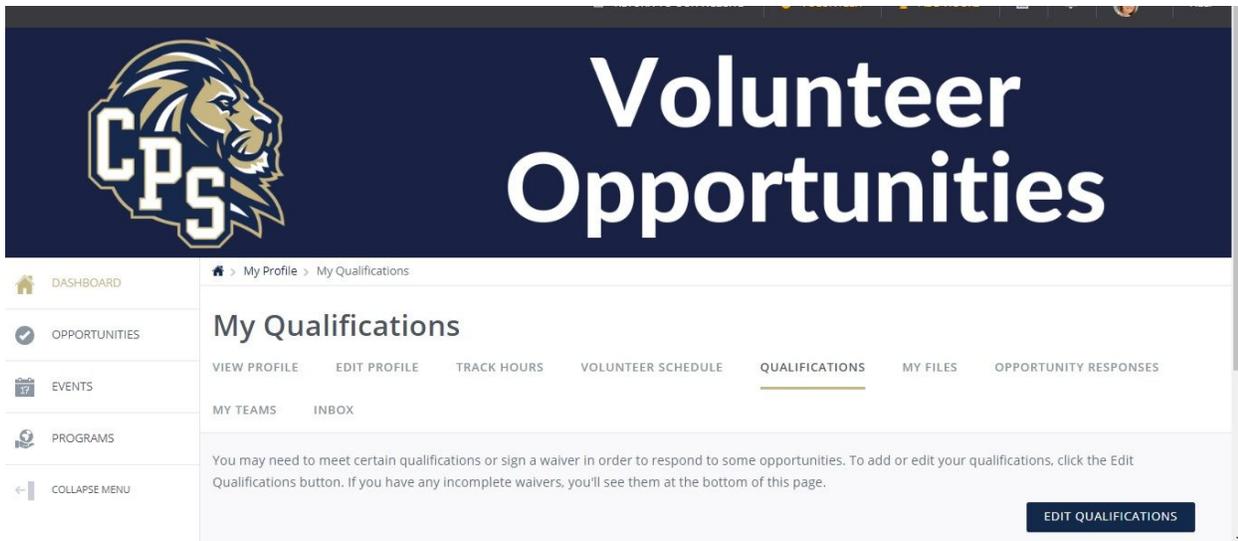
Next, Edit your Profile

For this next step, click the **Edit Profile** button. You will be asked to provide basic profile information. As seen below:



Once you have completed your profile, click the **Qualifications** button.

Next, select your Qualifications:



You will need to edit the Qualifications part of your login process. Please click the **Edit Qualifications** button.

What are your Qualifications?

If the community connect site posts volunteer opportunities that require certain qualifications (such as your child(ren)'s grade level or requires you to be an approved volunteer), it may ask you to answer a question or show proof of a qualification in order to have access to those opportunities. Answer required questions, and your site manager will review them and mark you as "qualified" or "not qualified." For more information on qualifications, check out this article:

- [Qualifying for Volunteer Opportunities](#)

Once you have completed this section, click **View Profile** to complete the sign-up process.

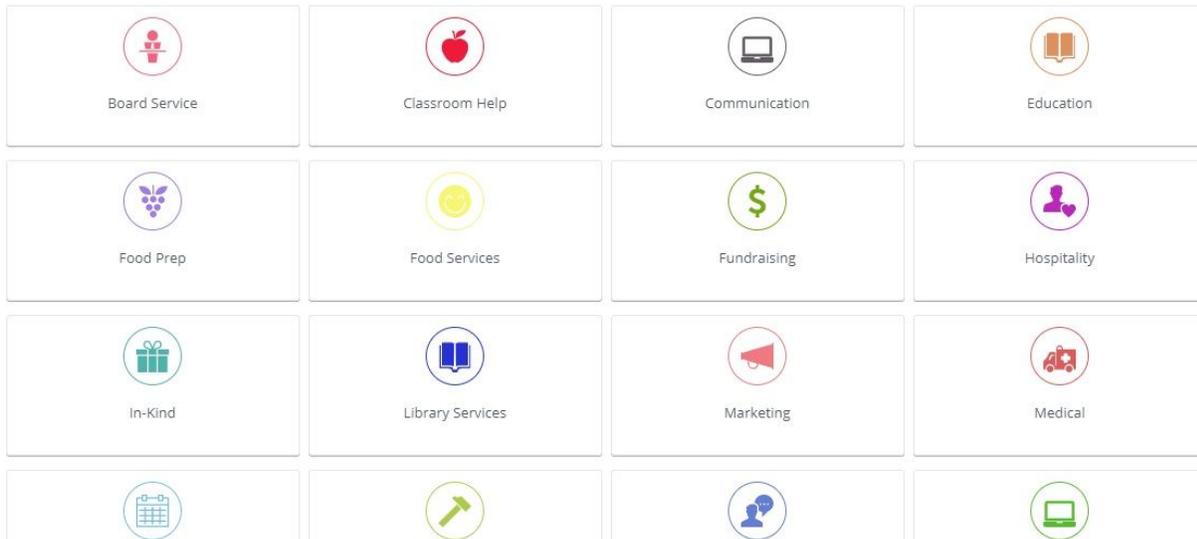
Next, Select Interests or Skills

For this next step, you're asked to indicate your volunteer interests, to include the skills and talents you can use in volunteering. This information will help your Connect site inform you of the volunteer opportunities in your school community that match your interests and could use your skills.

Interests are displayed with their icons in a grid similar to the example shown below.

Manage Skills

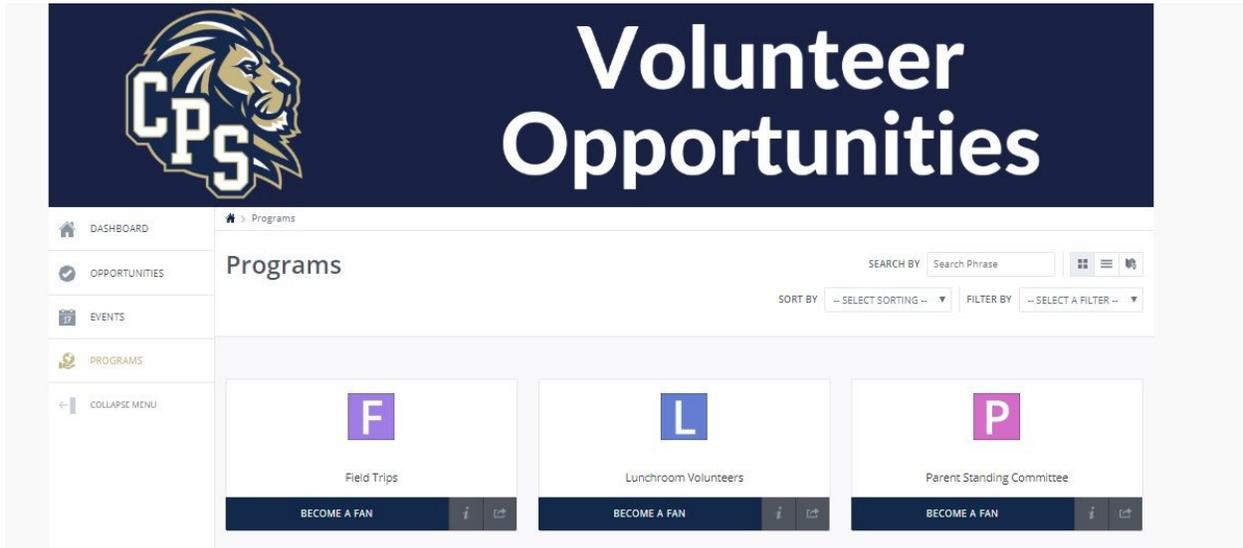
Select or unselect the skills that fit you best, and scroll down to the bottom to save them. You must have at least one skill selected.



Once you have selected your interests, click the button to **Update Skills**.

Finally, Fan a Program (or Two, or More!)

You're not required to fan a Program as part of sign up, but you'll want to fan any Program that you're interested in supporting through volunteerism. Once you've fanned a program, you'll receive emails whenever that agency posts new opportunities or events.



... And You're Done!

Click the **Dashboard** button to go to your Dashboard and view opportunities. Here are a few articles to help you get started now that you're signed up:

- [The Volunteer Dashboard](#)
- [Finding Volunteer Opportunities](#)