

# Business Partner SSO **User Guide**

Prepared by Besa | Last modified February 2024



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# Besa connects people with community through experiences that transform lives.

We make giving back easy and transformative to power a wave of civic engagement that lifts us all.

Besa has given new meaning to civic engagement by creating an online platform that easily connects volunteers, corporate philanthropy and resources to local nonprofits. Thank you for being the good with Besa.

[Click here to learn more about Besa.](#)



*BESA is an Albanian term in origin, meaning "to keep the promise." It's the belief that when we work together, we can impact our community in powerful ways.*

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## Besa's volunteer platform, [Impact.Besa.org](https://www.impactbesa.org), strengthens volunteerism by connecting people to community service.

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### KEY FEATURES INCLUDE

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Easy-to-use design and navigation focused on community engagement and impact



An interactive feed that shares up-to-date news, photos and upcoming volunteer experiences



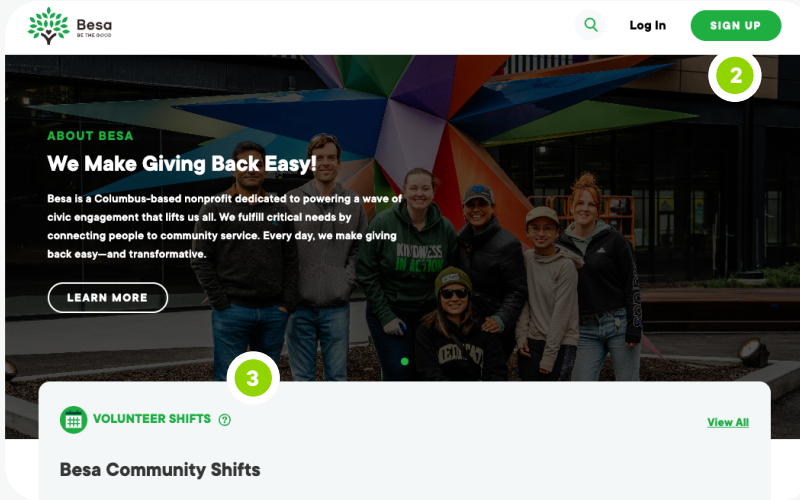
The ability to search and filter volunteer experiences by date and interest, including ADA-accessible and family-friendly opportunities



Track your community impact and volunteer hours, including submitting your volunteer hours outside of Besa



Learn about challenges impacting our community and the organizations addressing them—and how you can help!

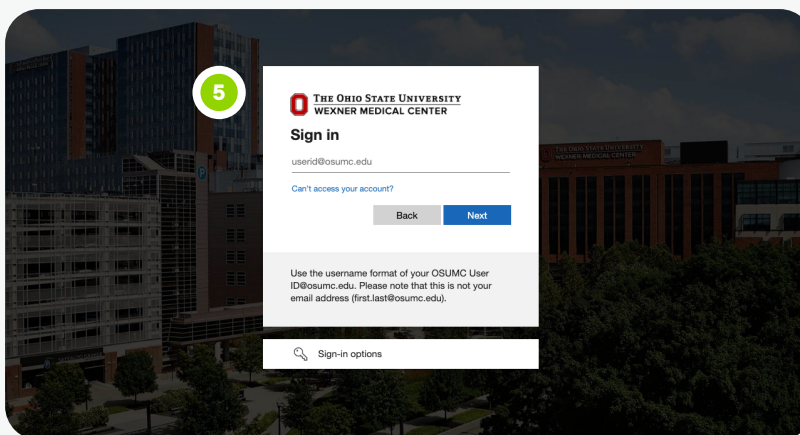
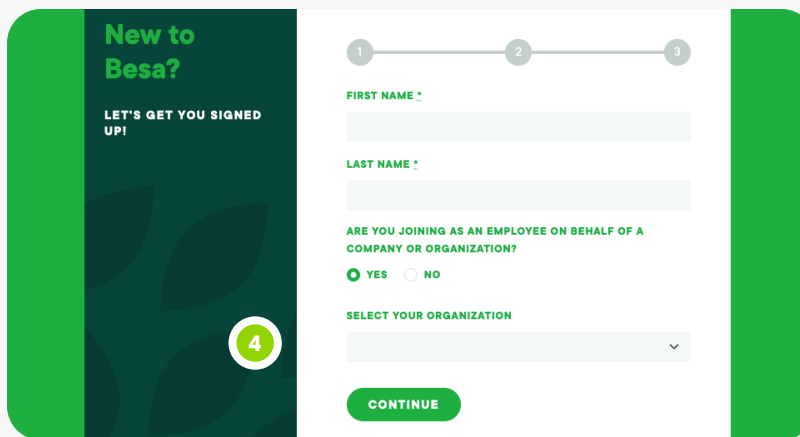


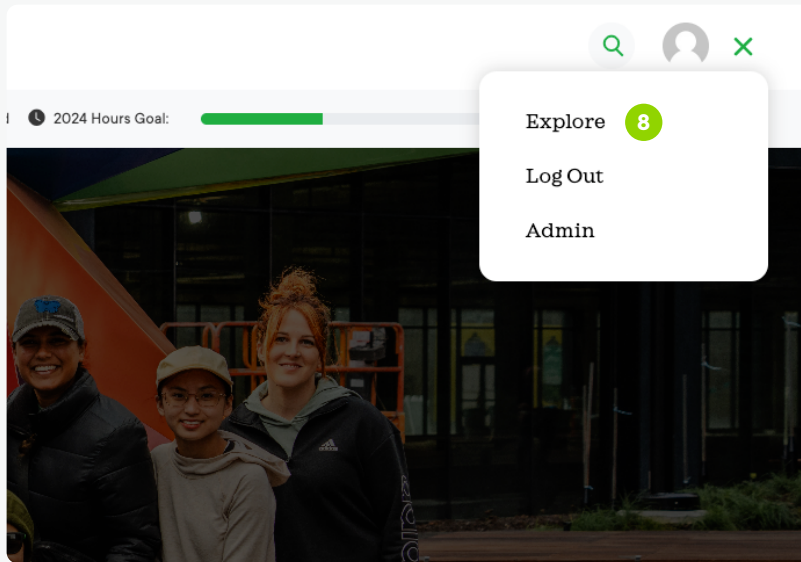
Besa makes giving back easy.

Creating an account is simple.

Volunteering is transformational.

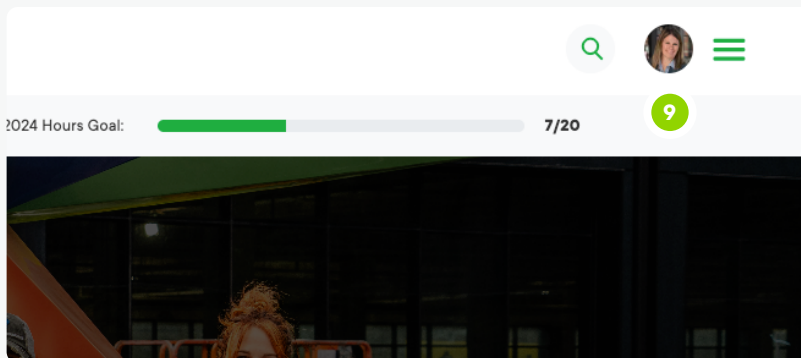
1. Visit [Impact.Besa.org](https://www.impact.besa.org)
2. Click SIGN UP and enter your **first and last name**.
3. **Be sure to select YES if you are signing up on behalf of a company or organization.**
4. Select your employer from the drop-down menu.
5. Sign in using your company credentials.
6. Explore volunteer opportunities and sign up!





8. Upcoming volunteer opportunities appear on the home page based on your preferences and can be explored by scrolling down on the page or by clicking the three horizontal lines in the top right corner and opening the Explore page.

9. Access profile settings by clicking the profile photo on the top right of the page. Click Edit Profile to personalize your profile by adding a photo, a goal for volunteer hours and a bio.



For questions regarding platform functionality, please reach out to **volunteer@besa.org** or use the chat function by clicking the green button on the bottom right side of the page.

[Click here](#) to view additional information.

### Settings

First name \*

 ✓

Last name \*

 ✓

Phone

Location

Annual volunteer hours goal \*

 ✓

Profile visibility \*

 ✓

Bio

Maximum 160 characters

Image

No file chosen

Recommended: 720x720px; GIF/JPG/PNG format; 5MB maximum file size

**1** My Communities My Impact: \$206.82 in Goods & Services

Bath & Body Works

Besa

**2** Experiences **Shifts** Posts About

**VOLUNTEER SHIFTS**

Advocate for LGBTQIA+ Equality by a Legal Clinic Flyer Event!  
Thursday, February 29

Support Shelter Dogs with FCDS!  
Friday, March 1  
9 AM - 11 AM

Distribute Diapers and Baby Essentials at Little Bottoms Free Store!  
Thursday, March 7  
6 PM - 8 PM  
3 spots open  
1 other shift in this experience

Help Meal Prep for Southside Neighbors!  
Friday, March 8  
10 AM - 1 PM  
4 spots open  
3 other shifts in this experience

**4** SIGN UP SIGN UP

**Help Meal Prep for Southside Neighbors!**

Friday, March 8  
10 AM - 1 PM

South Sides Roots @ Reeb Avenue Center  
280 Reeb Avenue • Columbus, OH

Are you bringing a child under 18?  
 Yes  No

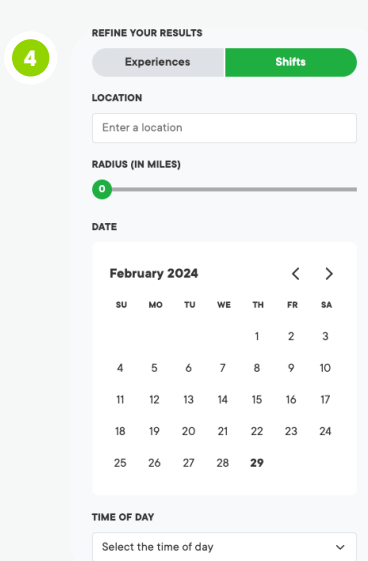
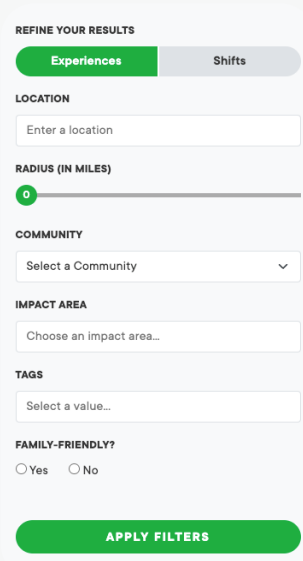
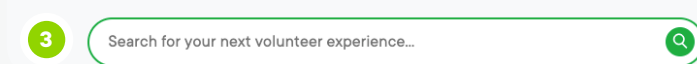
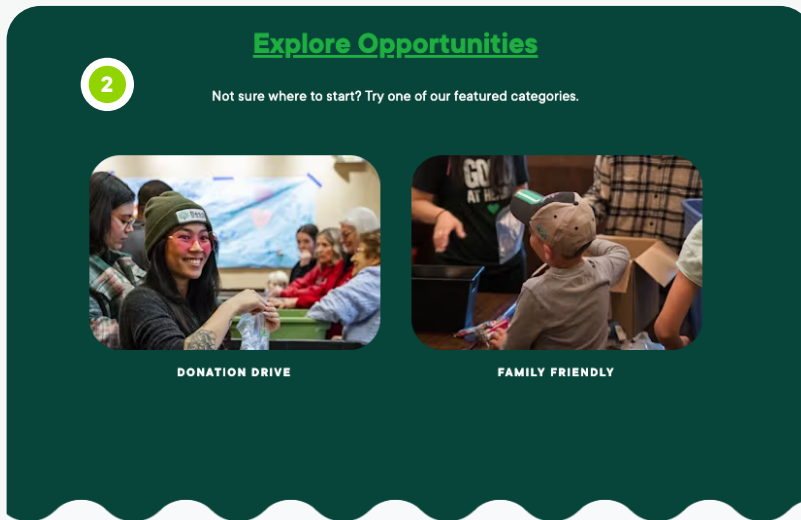
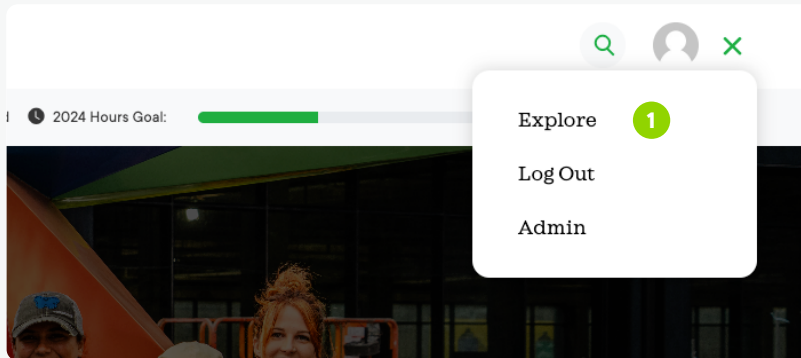
Do you want to be a Volunteer Leader?  
 Yes  No

**5** CONFIRM MY SPOT

Ready to do good? Search for ways to give back with your colleagues or other community volunteers.

**View and join volunteer experiences in your community:**

1. Besa Community volunteer experiences will show up on your home page. If you are a member of another community, click My Communities on the top left side of the page then choose your community.
2. Click the Experiences or Shifts tab.
3. Scroll to find a volunteer opportunity that fits your availability and interest. Volunteer opportunities will be listed chronologically by the date - with the soonest opportunities appearing first.  
  
*Please note that some projects may be reserved for certain departments or teams. Volunteer opportunity titles will indicate team experiences.*
4. Click on Volunteer Experiences to learn more or open Shifts and SIGN UP for an opportunity you'd like to attend. You'll then be redirected to a page with additional details.
5. Answer the questions presented and click CONFIRM MY SPOT .
6. A confirmation message will be sent to the email address associated with your account.



**View and join volunteer opportunities by date or interest:**

1. Click the three horizontal lines at the top right and click EXPLORE.
2. Click on any of the featured categories to see volunteer opportunities related to those impact areas.
3. Use the Search bar to find volunteer opportunities by keyword or the name of a nonprofit.
4. Refine your search results by using REFINE YOUR RESULTS on the left side of the page. Choose an impact area, date, time, location and more.
5. Open Volunteer Experiences to learn more or Shifts to sign up.
6. A confirmation message will be sent to the address associated with your account.



**Pack and Distribute Food Boxes to Neighbors**

Saturday, March 2  
10 AM - 12 PM

0 spots open  
1 other shift in this experience

1

JOIN WAITLIST



**Keep Bowlers Refreshed at Big Brothers Big Sisters "Bowl for Kids' Sake"**

Saturday, March 2  
10:30 AM - 2 PM

0 spots open  
0 other shifts in this experience

JOIN WAITLIST

**Join the waitlist:**

1. If a shift is full, sign up for the waitlist! Click JOIN WAITLIST for the volunteer opportunity you'd like to attend. When a volunteer cancels, the next person registered on the waitlist will automatically be signed up.

A confirmation email will be sent if you're added from the waitlist.

2024 Hours Goal: 7/20

2



**Submit hours outside of Besa:**

From volunteering at your church to using expertise to serve on a non-profit board, there are a variety of ways to give back to the community. Besa makes it easy to track individual volunteer service hours outside of experiences available on Besa's platform.

3

Upcoming Shifts Preferences Past Shifts **+ Add Hours**

**Add Hours**

WHEN DID YOU VOLUNTEER? : February 29 2024 HOW LONG DID YOU VOLUNTEER? : Hours

WHAT NONPROFIT DID YOU SUPPORT? Select Organization Select State

WHAT DID YOU DO? Optional

SAVE

1. Login to Besa.
2. Click your profile image to open My Profile.
3. **Click Add Hours.**
4. Fill out the form and additional hours will be added to your impact.



# Besa works with your company or organization to create special programming for your entire team to enjoy.

Whether it's rallying everyone to give back during the holidays or providing a variety of opportunities to honor Martin Luther King Jr. Day of Service, Besa can curate volunteer opportunities that fit your needs.

Each company or organization is assigned a Besa Volunteer Experience Coordinator who will work one-on-one with your team to determine volunteer needs and develop programming to meet your goals.

## A FEW THINGS TO KEEP IN MIND



**Please allow 4-6 weeks from the time a volunteer experience is requested to when it is available for employees to sign up.**

- ♥ Example:  
January 1st: Volunteer experience request  
February 1st: Volunteer experience available for associates to sign up  
February 15th: Volunteer experience date
- ♥ **For the December holiday season, volunteer experiences must be requested in late October.**
- ♥ **For MLK Day of Service, volunteer experiences must be requested in early December.**



**Besa accommodates both small and large volunteer groups.**

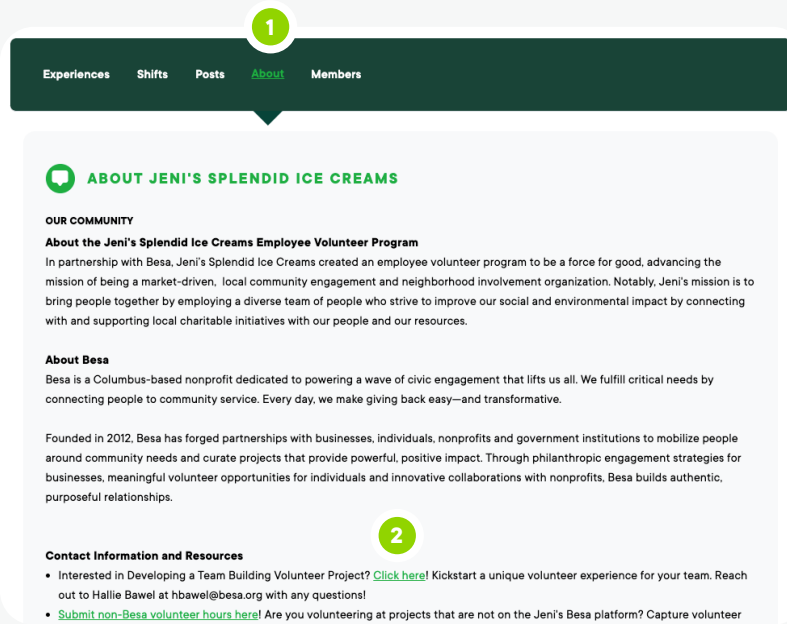
Longer planning periods may be required for groups larger than 30.



**In-person (at a nonprofit), off-site (at your location), and virtual/at-home opportunities are available.**

Off-site and virtual opportunities sometimes require supplies and additional costs that may be incurred by the company/organization.

***Additional costs must be approved by your team and sent in writing to Besa.***



Besa allows you to request unique volunteer opportunities with your co-workers.

1. To request a team volunteer experience, complete the request form found in the About section of your community. A member of the Besa team will connect for additional information.

*Please check with your organization's community engagement team to ensure you have access to request a team opportunity. Their information can also be found in the About tab of your volunteer community.*

2. If you'd like to post a volunteer opportunity that will be managed by your team, please reach out to your Besa **Volunteer Experience Coordinator** or email [volunteer@besa.org](mailto:volunteer@besa.org) for a tutorial on how to create and manage volunteer opportunities on the Besa Platform. Coordinator information can be found in the About section of your community.

**Questions about Besa community opportunities or to request a team volunteer experience:**

Email [volunteer@besa.org](mailto:volunteer@besa.org) or contact your Besa Volunteer Experience Coordinator. Coordinator information can be found in the About section of your community.

**Questions about platform functionality:**

Email [support@besa.org](mailto:support@besa.org) or use the chat function by clicking the green button on the bottom right of any platform page.