

Community Volunteer **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.

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

KEY FEATURES INCLUDE



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



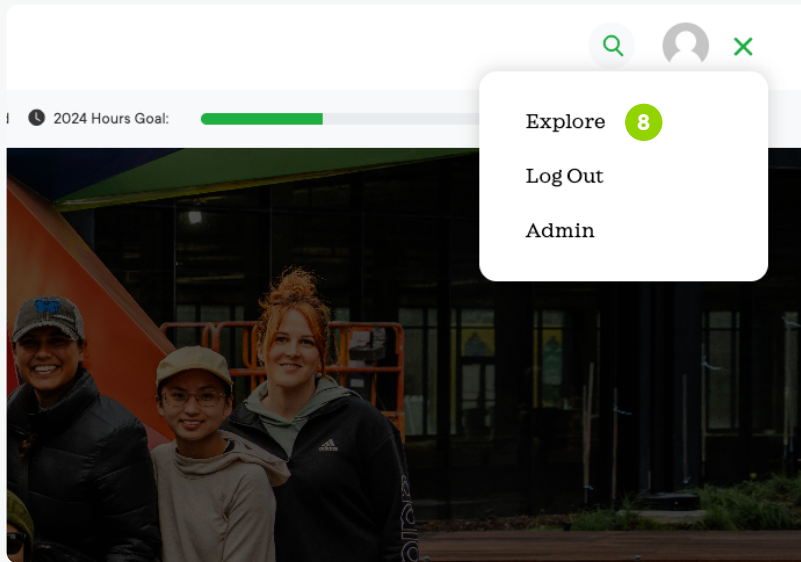
Learn about challenges impacting our community and the organizations addressing them—and how you can help!

Besa makes giving back easy.

Creating an account is simple.

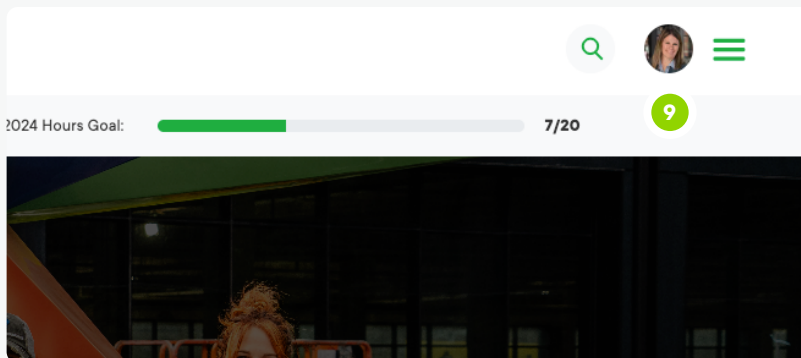
Volunteering is transformational.

1. Visit Impact.Besa.org
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. If you're with a company or organization, enter the community and department provided by your employer. Enter your employee ID if applicable.
6. Enter your email address and create a password. Including your phone number is optional. An email will be sent to confirm your account.
7. Click Finish Sign Up to view and sign up for volunteer opportunities or track your volunteer hours outside of Besa.



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 *

 ✓

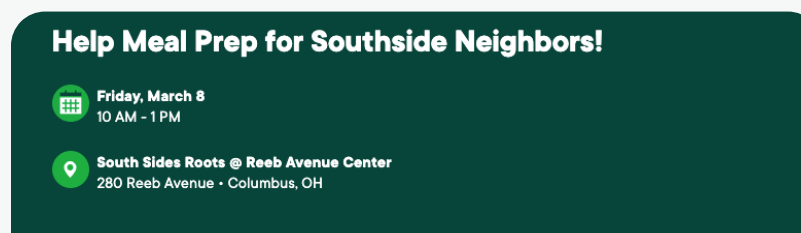
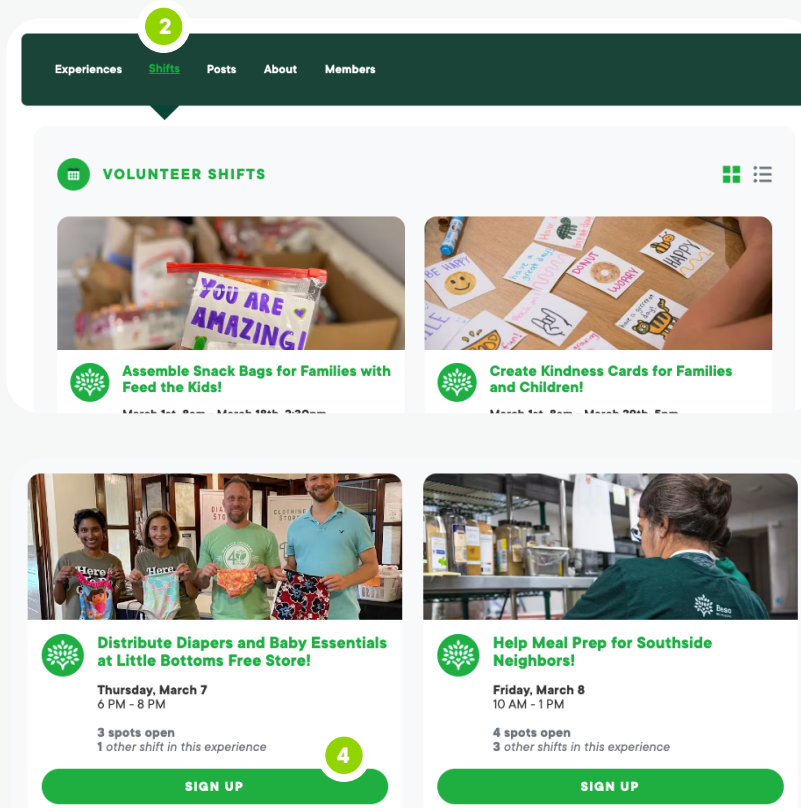
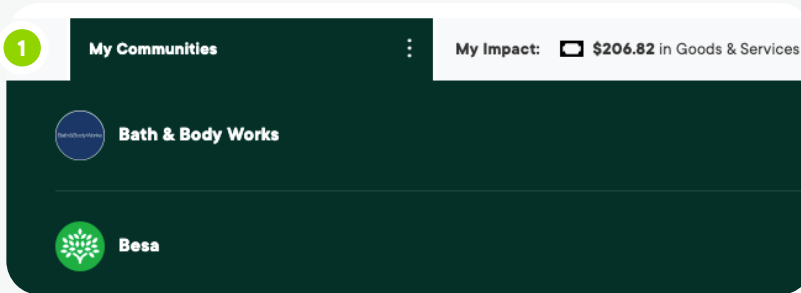
Bio

Maximum 160 characters

Image

No file chosen

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



Are you bringing a child under 18?

Yes No

Do you want to be a Volunteer Leader?

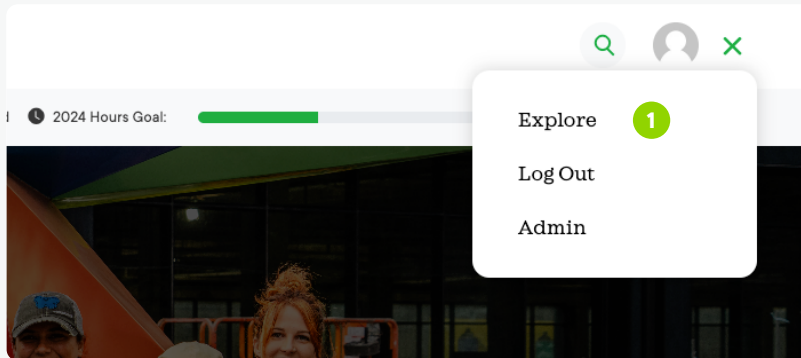
Yes No



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

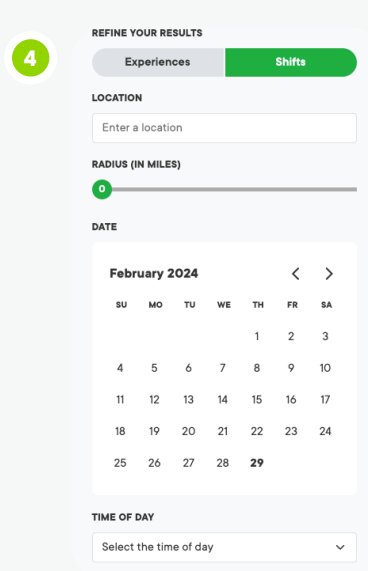
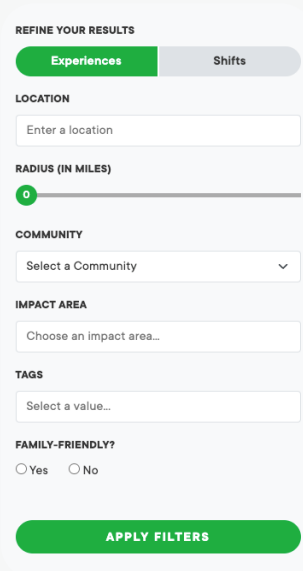
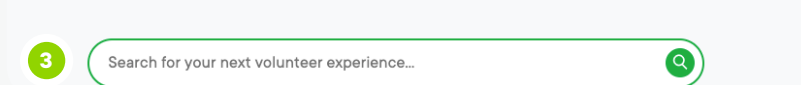
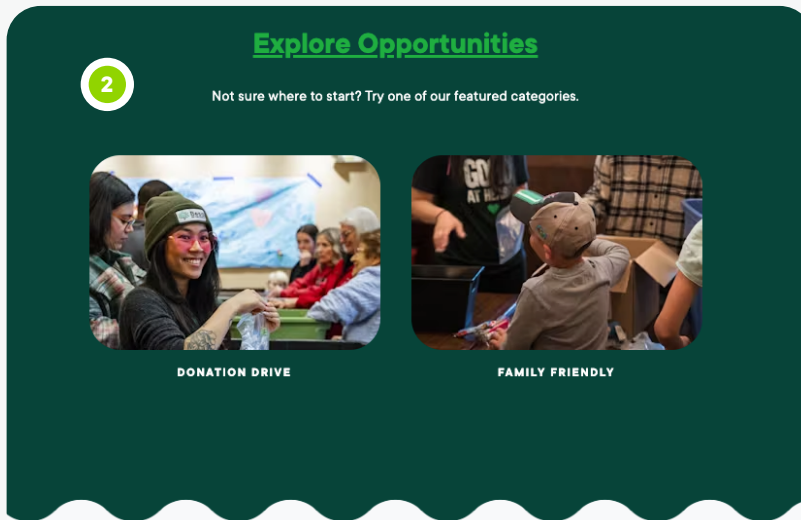
View and join volunteer experiences:

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 date with the soonest opportunities appearing first.
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

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

1

2024 Hours Goal: 7/20

2



3

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

Add Hours

WHEN DID YOU VOLUNTEER? : HOW LONG DID YOU VOLUNTEER? :

February 29 2024 Hours

WHAT NONPROFIT DID YOU SUPPORT? Select State

Select Organization Select State

WHAT DID YOU DO?

Optional

SAVE

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.

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.

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.

Questions about platform functionality:

Email support@besa.org or use the chat function by clicking the green button on the bottom right side of any platform page.