



**SPARTANS WILL.
SERVE**
POWERED BY SPARTANS WORLDWIDE

MANAGING A SERVICE PROJECT ON SERVE.MSU.EDU

To get started. . .

Once your service project has been approved, you'll receive an email confirmation sent to the email provided in the project contact field. **Save this email** as it provides you with an "Edit Your Project" link to manage your project.

- This link is unique to your project and is intended only for project management, not for project promotion, i.e., do not post this link in social media.
- If you misplace this email, please contact Maria Giggy at giggym@uadv.msu.edu or Elizabeth Wheeler at szufnar@uadv.msu.edu to request that the link be emailed to you.

What does the "Edit Your Project" link enable you to do?

- Edit service project details
- Add or decrease the number of volunteers needed
- Specify volunteer signup notification preference – do you want to receive an email when a volunteer registers?
- Get a list of volunteers/see who's volunteered
- Remove a volunteer upon request, or change their contact information
- See volunteer contact information
- Send service project updates and/or reminders to volunteers

HOW TO EDIT SERVICE PROJECT DETAILS

1. **CLICK ON THE "EDIT YOUR PROJECT" LINK IN THE EMAIL CONFIRMATION**
2. **CLICK ON THE "EDIT PROJECT" TAB IN THE UPPER LEFT OF THE PAGE**

You can edit any of your service project information here. Some common edits include:

- Adding or decreasing the number of volunteers needed. To do so, go to the "Number of Volunteers Needed" field
- Specify volunteer signup notification preference.
 - If the project coordinator is not getting an email when a volunteer registers, and they'd like to, go to the "Do You Want To Be Notified Of New Volunteers" checkbox and click in it. Conversely, if the project coordinator does not want to receive an email notification, uncheck the checkbox.

3. **AFTER ALL EDITS ARE MADE, CLICK THE "UPDATE" BUTTON AT THE BOTTOM OF THE PAGE**

MANAGING SERVICE PROJECT VOLUNTEERS

MANAGING VOLUNTEERS CAN INCLUDE:


- Getting a list of volunteers/see who's volunteered
- Removing a volunteer or changing any of their contact information. Volunteers are requested to contact the project coordinator if they have to cancel their registration or change any contact information.
- Sending a service project update to your volunteers
- Sending a reminder about the service project to your volunteers

TO MANAGE VOLUNTEERS:


1. CLICK ON THE "EDIT YOUR PROJECT" LINK IN THE EMAIL CONFIRMATION

2. CLICK ON THE "LIST VOLUNTEERS" TAB IN THE UPPER LEFT OF THE PAGE

- **To remove a volunteer:**

1. Click on the  icon.
2. You'll be prompted with "Are You Sure You Want To Delete this volunteer?" Click "OK" to delete the volunteer.

- **To edit a volunteer's contact information:**

1. Click on the  con.
2. Make edits.
3. After all edits are made, click the "Update" button at the bottom of the page.

- **To send an update or reminder to all volunteers, e.g., the meeting location has changed, reminder about the upcoming service project:**

1. Click the "Download List" button at the bottom of the page. You can then choose which application you'd prefer to open the file.
2. Use the information to contact volunteers.

What if a volunteer contacts me and they are not listed as a volunteer for the project?

When a volunteer registers through the serve.msu.edu website, they receive an email that confirms the details of the service project and the name and contact information of the project coordinator.

- Ask them if they received this email. If they did not, they most likely did not complete the final step in the registration.
 - Request that they register again, this time being sure to get to the last step and click the "Submit Volunteers" button.
- Unfortunately, you currently cannot add volunteers from this section.