



# Galaxy Digital & Get Connected Tips

March 2023

HOW TO USE CT CONNECT





WHAT IS GALAXY DIGITAL?

**A company that hosts  
Get Connected:  
Our Volunteer  
Management  
Software**

**30**  
Affiliates

**1,500+**  
Volunteers

PLEASE GO TO: [HTTPS://WWW.COMMUNITYTHREADCONNECT.ORG/](https://www.communitythreadconnect.org/)

RETURN TO OUR WEBSITE

SIGN UP

LOGIN

HELP

CALENDAR

community thread  
Volunteer  
Center

COMMUNITY THREAD CONNECT

browse opportunities • contact organizations • volunteer

Get Involved, Make a Difference.

VOLUNTEER NOW

Click here to register your organization.

Volunteers

We work with nonprofits to promote volunteer opportunities in our local community

FIND OPPORTUNITIES

Nonprofits

We promote volunteer opportunities and connect volunteers to your organization

PROMOTE YOUR OPPORTUNITIES

Calendar

Find Upcoming Volunteering Opportunities!

VIEW THE CALENDAR

# WHY USE A VOLUNTEER MANAGEMENT SYSTEM?

## The Value of CT Connect

**01**

### **Find Volunteers**

The Get Connected database is home to a dedicated space for your unique volunteer opportunities.

**02**

### **Promote Opportunities**

Post your opportunities on a regular basis and keep them updated to maintain relevance in the eyes of our volunteer pool.

**03**

### **Volunteer Referrals**

The Volunteer Center uses Connect and Galaxy Digital to refer volunteers to new opportunities and events. You can do the same from an internal perspective, too!



GET SET UP

# Create Your Affiliate Profile

Get started with your affiliate by building your profile. Add a logo, your location, your organization's mission and purpose, and contact info.

**Your Causes, a video, some photos, and a brief description go a long way in terms of visibility and relevance!**



[RETURN TO OUR WEBSITE](#)

[SIGN UP](#)

[LOGIN](#)

[HELP](#)

[CALENDAR](#)



# COMMUNITY THREAD CONNECT

[browse opportunities](#) • [contact organizations](#) • [volunteer](#)



DASHBOARD



OPPORTUNITIES



EVENTS

## Step 1 of 5: Create an Account

Already have an account? [Click here](#)

Want to sign up your affiliate? [Click here](#)





DASHBOARD



OPPORTUNITIES



EVENTS



AFFILIATES



FOR VOLUNTEERS



FOR NONPROFITS



CALENDAR



COLLAPSE MENU

## Sign Up Your Affiliate

Once your request is reviewed, you will receive an email with instructions on how to manage your profile.

Looking for the Volunteer sign-up form? [Click here.](#)

GET SET UP

# Posting Your Opportunity

Use short, concise descriptions. Keep the descriptions updated regularly and make sure the opportunity/need is still relevant to your organization.

- Title
- Description and photos
- Time and Location
- Demographic Details







# COMMUNITY THREAD CONNECT

[browse opportunities](#) • [contact organizations](#) • [volunteer](#)

[Home](#) > [Affiliate Manager](#) > [Edit Affiliate](#)

## Community Thread



Click here to open Affiliate Manager's Toolbox

VIDEO GUIDE TO  
THE VOLUNTEER  
CHECK-IN KIOSK

- [VIEW](#)
- [EDIT](#)
- [OPPORTUNITIES](#)
- [EVENTS](#)
- [STATS](#)
- [SCHEDULE](#)
- [TIME TRACKING](#)
- [ADVANCED EVENTS](#)
- [STERLING VOLUNTEERS](#)
- [CHECK-IN](#)
- [CHECKED IN NOW](#)

### Affiliate Logo




Upload your logo


### Affiliate Managers ?


Enter Name or Email

## Manage Opportunities

ACTIONS



 EXPORT RESPONSES

 EXPORT OPPORTUNITIES

SHOW INACTIVE

SHOW EXPIRED

ADD NEW OPPORTUNITY

Active: Users can respond to this opportunity

Pending: This opportunity must be approved by a site admin before users can respond

Inactive: Users are unable to view or respond to this opportunity

Expired: The expiration date on this opportunity has passed, and users are no longer able to respond

Table Filter

<input checked="" type="checkbox"/>	ID	OPPORTUNITY TITLE	PRIVACY	INITIATIVE	DATE	STATUS
<input checked="" type="checkbox"/>	346374	<div>Be A Home Helper! Help Older Adults stay in their homes.</div> <div><a href="#">Edit</a>   <a href="#">Responses</a>   <a href="#">View</a></div>	Public	<a href="#">Thrive at Community Thread Volunteer Opportunities</a>	Runs Until May 2, 2023	Active
<input checked="" type="checkbox"/>	25829	<div>Join the Transport Team! Become a Volunteer Driver for Community Thread.</div> <div><a href="#">Edit</a>   <a href="#">Responses</a>   <a href="#">View</a></div>	Public	<a href="#">Thrive at Community Thread Volunteer Opportunities</a>	Runs Until May 2, 2023	Active
<input checked="" type="checkbox"/>	786878	<div>Spring Into Service CT Grounds Clean Up!</div> <div><a href="#">Edit</a>   <a href="#">Responses</a>   <a href="#">View</a></div>	Public	<a href="#">Spring into Service Opportunities</a>	May 8, 2023 through May 19, 2023	Active

DASHBOARD

OPPORTUNITIES

EVENTS

AFFILIATES

FOR VOLUNTEERS

FOR NONPROFITS

CALENDAR

COLLAPSE MENU

## Update Opportunity

OPPORTUNITY LINK <https://www.communitytl>[View User Groups](#)[View Responses](#)

## MoxieManager

Create

Upload

## File Systems

filemgr

★ Favorites

History

Uploaded

filemgr



modules



website



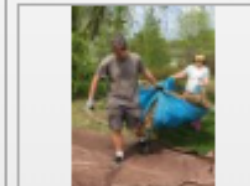
24518768020\_4



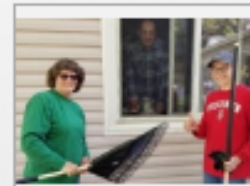
26639639933\_1



45Degrees3200



51190203204\_3



52691659700\_1



affiliate benefits



banner-large.png



buslogo.png



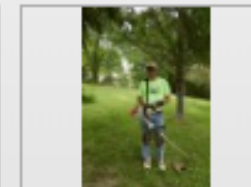
Community Invo



connect the dot



connect\_the\_d



cs vol.jpg



CWS\_joysconce



East\_Courtyard



Email\_photo.jpg



Email\_photo\_2



expo.jpg



fare for all.png

Insert

Close

Start Date \*

05/08/2023

End Date \*

05/19/2023

## IMPROVING YOUR RECRUITMENT

# Tags & Initiatives



### Tags

Tagging your opportunities with interest tags can improve your visibility.



### Initiatives

Including your opportunity under an initiative can help volunteers sort through their options when volunteering. We are all about making it easy for a volunteer to say YES!



Interests & Abilities <sup>\*</sup> ?

Select Interests

Select Interests

Administrative

CA

Advocacy

PH

Arts/Culture

Board & Committee Service

Board Service

Clerical

OR

Collecting/Sorting/Packing

Court Mandated

Education

Event Support

Finance & Legal

Gardening/Planting

In-Kind

Internships

Marketing

Mentoring & Tutoring

Physical & Skilled Labor

Recreation

Seniors/Older Adults

Additional Notification

Recipient(s) ?

Designate a Site Supervisor

?

Waiver ?

Choose File

No file chosen

UPDATE OPPORTUNITY

CANCEL

CLONE OPPORTUNITY

DEACTIVATE OPPORTUNITY





# COMMUNITY THREAD CONNECT

[browse opportunities](#) • [contact organizations](#) • [volunteer](#)

[DASHBOARD](#)[OPPORTUNITIES](#)[EVENTS](#)[AFFILIATES](#)[FOR VOLUNTEERS](#)[FOR NONPROFITS](#)[CALENDAR](#)

## Spring into Service Opportunities

Get involved in the community this spring with a variety of volunteer opportunities at a variety of locations in the St. Croix Valley area.



[Home](#) > [Opportunities](#) > Spring into Service Opportunities

## Opportunities

SEARCH BY



SORT BY

-- SELECT SORTING --

FILTER BY

-- SELECT A FILTER --



-- SELECT INITIATIVE --

SEARCH

CANCEL



Title \* ? Spring Into Service CT Grounds Clean Up!

Description \* ?

Paragraph

**B**

*I*

U

🔗

A

**A**

🔗

✖

Help Community Thread get ready for spring! This is a great opportunity for groups and individuals alike. Get active and get outside to help clean up the gardens, lawn, and surrounding area of Community Thread. Basic lawn care and gardening. Invite your friends or gather your coworkers and let's SPRING INTO SERVICE!



p

Privacy \* ?

☒ Public ☐ Private

Initiative

Spring into Service Opportunities



# COMMUNITY THREAD CONNECT

[browse opportunities](#) • [contact organizations](#) • [volunteer](#)

[DASHBOARD](#)[OPPORTUNITIES](#)[EVENTS](#)[AFFILIATES](#)[FOR VOLUNTEERS](#)[FOR NONPROFITS](#)[CALENDAR](#)[Home](#) > [Opportunities](#)

## Opportunities

SEARCH BY



SORT BY

FILTER BY

- Age
- Affiliate
- Available Slots
- County
- Date
- Distance
- Family Friendly
- Initiative**
- Interest
- Outdoors
- Teams
- Virtual Opportunity
- Wheelchair Accessible

1

2

3



Last

OPPORTUNITY/AFFILIATE

DATE/TIME

ACTIONS



[Spring Into Service CT Grounds Clean Up!](#)  
Community Thread

May 8, 2023 through  
May 19, 2023

[VIEW DETAILS](#)



DASHBOARD



OPPORTUNITIES



EVENTS



AFFILIATES



FOR VOLUNTEERS



FOR NONPROFITS



CALENDAR



COLLAPSE MENU

VIEW EDIT OPPORTUNITIES EVENTS STATS SCHEDULE TIME TRACKING

ADVANCED EVENTS

STERLING VOLUNTEERS

CHECK-IN

CHECKED IN NOW

## Manage Opportunities

ACTIONS



EXPORT RESPONSES



EXPORT OPPORTUNITIES

SHOW INACTIVE

SHOW EXPIRED

ADD NEW OPPORTUNITY

- ☐ Active: Users can respond to this opportunity
- ☐ Pending: This opportunity must be approved by a site admin before users can respond
- ☐ Inactive: Users are unable to view or respond to this opportunity
- ☐ Expired: The expiration date on this opportunity has passed, and users are no longer able to respond

Table Filter

<input type="checkbox"/>	ID	OPPORTUNITY TITLE	PRIVACY	INITIATIVE	DATE	STATUS
<input checked="" type="checkbox"/>	346374	Be A Home Helper! Help Older Adults stay in their homes. <a href="#">Edit</a>   <a href="#">Responses</a>   <a href="#">View</a>	Public	<a href="#">Thrive at Community Thread Volunteer Opportunities</a>	Runs Until May 2, 2023	Active
<input checked="" type="checkbox"/>	25829	Join the Transport Team! Become a Volunteer Driver for Community Thread. <a href="#">Edit</a>   <a href="#">Responses</a>   <a href="#">View</a>	Public	<a href="#">Thrive at Community Thread Volunteer Opportunities</a>	Runs Until May 2, 2023	Active
<input checked="" type="checkbox"/>	786878	Spring Into Service CT Grounds Clean Up! <a href="#">Edit</a>   <a href="#">Responses</a>   <a href="#">View</a>	Public	<a href="#">Spring into Service Opportunities</a>	May 8, 2023 through May 19, 2023	Active

NOT JUST VOLUNTEER OPPORTUNITIES

# Utilize the "EVENTS" Feature

## Events


Posting Events on your Affiliate dashboard is a great way to market activities and events that may appeal to volunteers and get them further involved in your organization.





# COMMUNITY THREAD CONNECT


[browse opportunities](#) • [contact organizations](#) • [volunteer](#)


 DASHBOARD


 OPPORTUNITIES

 EVENTS

 AFFILIATES

 FOR VOLUNTEERS

 FOR NONPROFITS

 CALENDAR

 COLLAPSE MENU





 > [Events](#)

## Events

SEARCH BY



FILTER BY

EVENT/AFFILIATE	DATE/TIME	ACTIONS
 <a href="#">Fare For All 2023</a> Community Thread	Jan 1, 2023 04:00pm	<a href="#">MORE INFO</a> 
 <a href="#">Community Involvement Awards</a> Community Thread	Jan 9, 2023 12:00am	<a href="#">MORE INFO</a> 

COMING UP AT COMMUNITY THREAD

# Community Involvement Awards

Don't forget, Community Involvement Awards are coming to a close!

The deadline has been extended:  
Monday, March 13 at 12pm.



community thread



COMING UP AT COMMUNITY THREAD

# Spring Into Service

Month of May!



community thread

## REMINDERS & CLOSING

- Affiliate Features on Social Media
- Keep Updating Opportunities
- Community on Tap
- Next newsletter
- Shameless Plugs



THANK YOU!

