Step-by-Step Guide to Project Registration

In order to register projects for the 2017 United Way Day of Caring, please first send an email to Megan Borishansky at mborishansky@unitedwaytja.org indicating that you would like to participate in the event. Once you have clarified whether you are a new agency or have taken part in the Day of Caring in the past, Megan will give you the necessary steps to either access or create your User and Agency accounts on www.CvilleVolunteer.org. Instructions to register your Day of Caring projects are as follows:

1) Log in to your User account at www.cvillevolunteer.org. (You may email me if you've forgotten your password.)
2) Click on "My Agency" at the top of the screen
3) The next page should state your agency name and include basic info. Look for the line of options directly below the big red box and choose "Advanced Events" on the far right.
4) You will see two questions concerning volunteer supervision and liability insurance. The answer needs to be "yes" to both questions in order to proceed. Click on "Submit Event Application" at the bottom of the screen. *Note: If you do not see these questions, your agency has already answered yes to them in the past. In this case, please click on the blue "Add a New Need" option (also under "Advanced Events") to fill in your project details.
5) Once you answer these questions, please fill in all details about your project. Please **be sure to click "Yes" to Allow Team Registration** AND **include driving directions to your project site.** Thank you!
6) Click on the blue "Create Need" option at the bottom of the page when you are finished.
* If you are submitting more than one project, please repeat this process for each project.

Megan will be sending you a confirmation email when your projects have been approved. If you have NOT received a confirmation email within 48 hours of submitting your project proposal, please email Megan: mborishansky@unitedwayTJA.org or you may contact her by phone: 434-972-1701. (The system is very specific about how information is entered in each field, and it is possible your proposal was not submitted successfully.) Thank you!