

Solve for Good

How to Sign-Up and Apply for Projects

In this step-by-step tutorial, you will learn how to sign up on Solve for Good as a volunteer, join a volunteer group, and start applying to project work.

Solve for Good is an online platform for social good organizations to post projects they need help with, for volunteers to help scope those projects into well-defined problems, and to help solve those problems. To start working on projects, you must create a volunteer account, complete a volunteer profile, and apply to project tasks.

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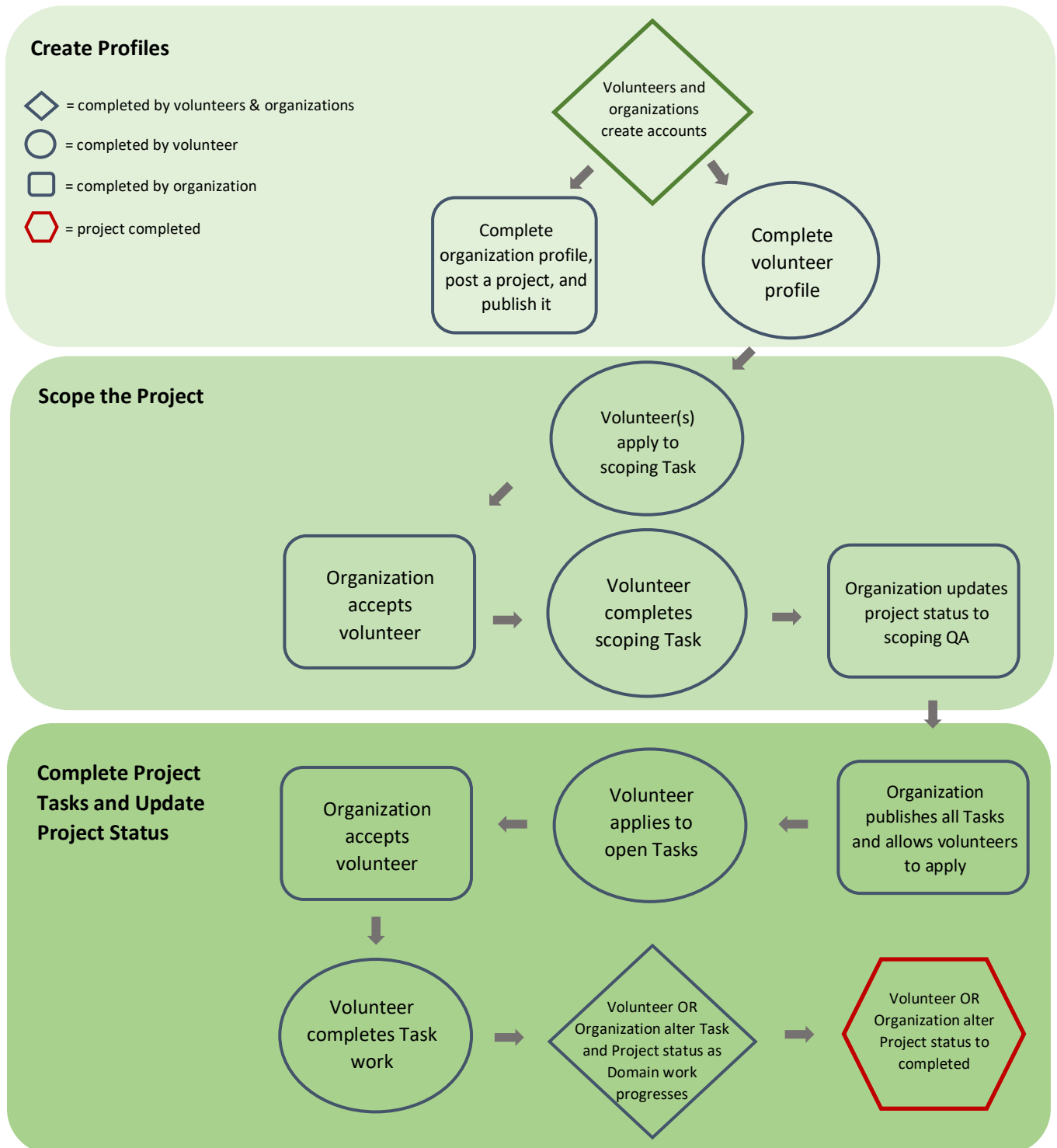
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Understanding the Solve for Good Project Process

The diagram below depicts a simplified version of the project process for projects placed on the Solve for Good platform. Organizations and volunteers work together to complete their projects, with opportunity for collaboration and quality assurance.

Importantly, Tasks are the main unit of work for a project. This tutorial will go in depth about how to apply to a project's Task and the purpose behind each step.



Sign up for Solve

Press the “sign up” button.

To sign up as a volunteer, press the **SIGN UP** button on the Solve for Good homepage (highlighted in red in the image on the right). You may also sign up using the other orange buttons.



What is **Solve for Good**?

Solve for Good is an online platform for social good organization to post projects they need help with, for volunteers to help scope those projects into well-defined problems, and to help solve those problems.



For social good organizations

Solve enables organizations to use data-driven methods to better achieve their missions. Post your project to connect with skilled volunteers who can:

- Understand your goals and help scope projects
- Work with you and other volunteers on those projects
- Review the solutions and give feedback
- Help you understand and operationalize the results

New Scoping In Progress Finished

POST A PROJECT NOW

For volunteers

Solve for Good needs a global community of volunteers that are passionate about using technology and data for social good. If you have project scoping, management, or data science skills, join us to:

- Apply your skills for work that matters
- Collaborate with other smart and passionate volunteers
- Gain data science experience and build your portfolio of work
- Showcase your skills and increase your visibility

Find Apply Implement Solve!

READY TO HELP? SIGN UP NOW

Select your account type

To create a volunteer account, select “Sign up as a volunteer” highlighted in red in the image on the right.

The last section titled “task type preference” lists the four main tasks of a project: project scoping, project management, data science, and review/QA.

- Project scoping: detailing the project requirements and metrics used to evaluate the solution
- Task and project QA: quality assurance of the domain work
- Domain work: discrete pieces of the project (i.e. data science tasks, data analysis tasks, etc.)
- Project management: tracking the work of the project

Rather than being assigned to a whole project, volunteers will apply to work on one of these four tasks of a project. This is to ensure that your skills and interests are being optimally used. You can select as many of these task type preferences as you would like when setting up your account.

Note: You can still post projects even if you create a volunteer account. To do so, you must join an organization. More details on how to join an organization will come later in this tutorial.

DSSG SOLVE

HOMEABOUT USPROJECTSORGANIZATIONSVOLUNTEERSRESOURCES

SIGN UPLOG IN

Home / Sign up

Sign up

Sign up and log in via one of these providers or by filling out the form below.

Github

Google

Username

Required. 150 characters or fewer. Letters, digits and @/!/+/_ only.

Password

Your password can't be too similar to your other personal information.

Your password must contain at least 8 characters.

Your password can't be a commonly used password.

Your password can't be entirely numeric.

Password confirmation

Enter the same password as before, for verification.

First name

Last name

Email address

Phone number (Optional)

Skype user name (Optional)

Special signup code (Optional)

Do you have a signup code from the person or organization that referred you to this site? These codes may unlock special features, so do not forget to use one if you have it.

→ Sign up

X Cancel

Already have an account? Log in instead.

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INFO AT SOLVEFORGOOD DOT ORG

Note: There are three ways you can create an account: manually, connecting a Google account, and connecting a Github account. By creating an account manually or using an existing Github account, you must verify your account via the corresponding email account. If you choose to create an account using an existing Google or Github account, you will not have to create a password. Please skip ahead to one of the following three steps that pertains to your preferred method.

Creating an account manually.

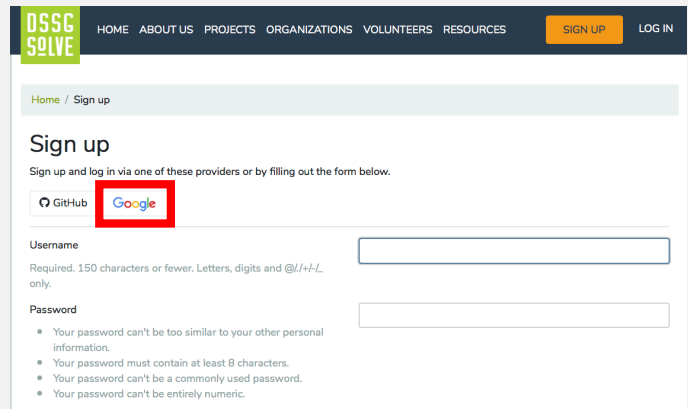
To manually create an account, fill out all the requested information on this page. You will receive a confirmation email asking you to verify your email. This will activate your account.

5

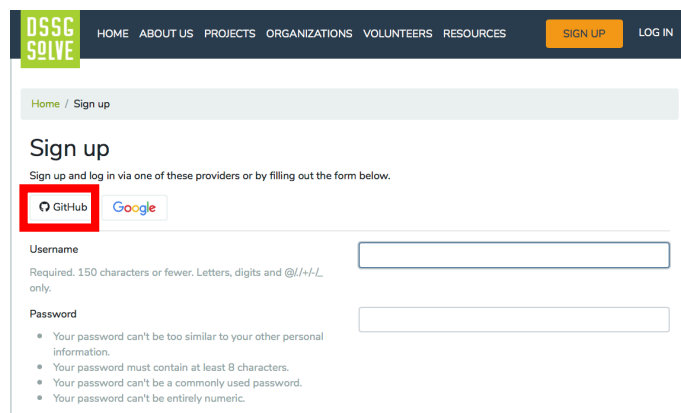
Creating an account by connecting a Google account

Select the “Google” icon on the sign-up page, highlighted in red on the image to the right. This will redirect you to Google where you must select a Google account.

After selecting the Google account, you will be redirected to the Solve homepage. A green banner at the top will notify you that your account was successfully created.



The screenshot shows the DSSG Solve website's sign-up page. The header includes the DSSG Solve logo and navigation links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, SIGN UP, and LOG IN. The main heading is "Sign up" with a subtext: "Sign up and log in via one of these providers or by filling out the form below." Below this, there are two icons: GitHub and Google. The Google icon is highlighted with a red square. Below the icons are input fields for "Username" and "Password". The Username field has a requirement: "Required. 150 characters or fewer. Letters, digits and @/!/+/_ only." The Password field has a list of requirements: "Your password can't be too similar to your other personal information.", "Your password must contain at least 8 characters.", "Your password can't be a commonly used password.", and "Your password can't be entirely numeric."



The screenshot shows the DSSG Solve website's sign-up page. The header includes the DSSG Solve logo and navigation links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, SIGN UP, and LOG IN. The main heading is "Sign up" with a subtext: "Sign up and log in via one of these providers or by filling out the form below." Below this, there are two icons: GitHub and Google. The GitHub icon is highlighted with a red square. Below the icons are input fields for "Username" and "Password". The Username field has a requirement: "Required. 150 characters or fewer. Letters, digits and @/!/+/_ only." The Password field has a list of requirements: "Your password can't be too similar to your other personal information.", "Your password must contain at least 8 characters.", "Your password can't be a commonly used password.", and "Your password can't be entirely numeric."

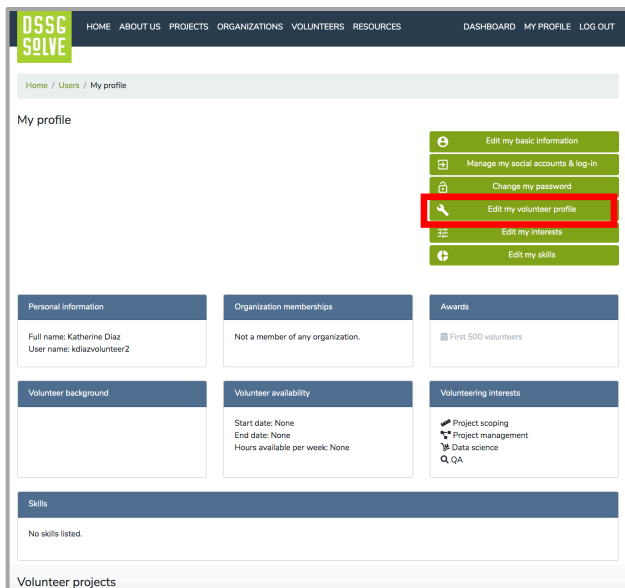
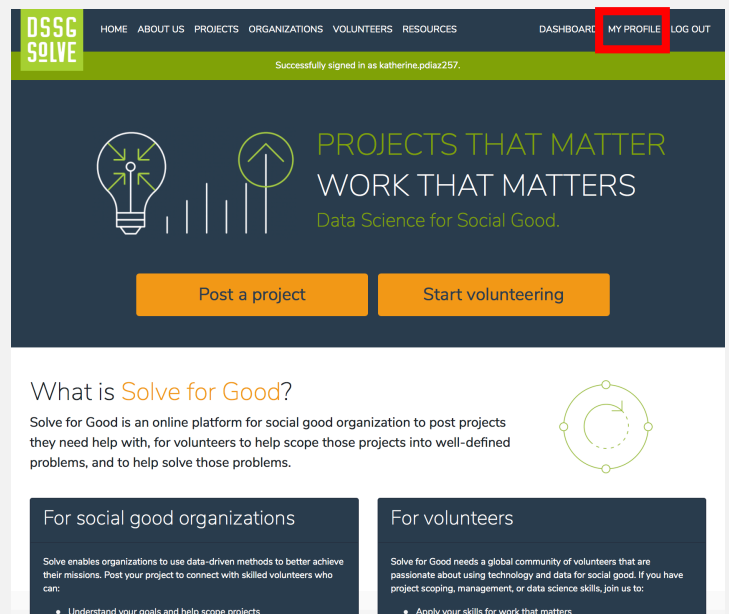
Creating an account by connecting a GitHub account.

Select the “GitHub” icon on the sign-up page, highlighted in red on the image to the right. This will redirect you to Github, where you must authorize the sign-up request.

After authorizing your GitHub account, you will be redirected to the Solve homepage. A green banner at the top will notify you that your account was successfully created.

Update your volunteer profile

Before joining an organization or project, we will go over how to add more details to your volunteer profile. Click on the **My Profile** button on the upper right-hand side of your screen.



Update your volunteer profile

The information on your volunteer profile is viewable by organizations and other volunteers.

To update your volunteer profile, click on **Edit my volunteer profile**, found in green on the right sidebar.

Note: This view is known as your **Profile**. Here you can see your saved personal information, what organizations or projects you are a part of, your displayed availability, and volunteer background and interests. You can update these items as needed using the green buttons on the right-hand side of the Profile page.

Update your volunteer profile

Fill out all the relevant information about yourself.

The volunteer profile information falls into three categories: URLs, education information, and availability. The URLs and educational information provide organizations a better sense of who you are and your relevant experience. Your availability is key so organizations can properly assess if your time constraints meet their project demand.

When you are finished, click **Save** at the bottom of the page.

Note: This information can be edited again at a later date. It's important that your volunteer profile remains up-to-date to ensure proper project placement.

The screenshot shows the 'Edit my volunteer profile' form. The form includes fields for Portfolio URL, GitHub URL, LinkedIn URL, Degree name, Degree level (a dropdown menu with 'Bachelor's' selected), Educational institution, and a Cover letter text area. Each field has a brief instruction on what to enter. The top navigation bar includes links for HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, DASHBOARD, MY PROFILE, and LOG OUT.

The screenshot shows the 'My profile' page. On the right side, there is a vertical menu with buttons for 'Edit my basic information', 'Manage my social accounts & log-in', 'Change my password', 'Edit my volunteer profile', 'Edit my interests', and 'Edit my skills'. The 'Edit my skills' button is highlighted with a red rectangle. Below this menu, the profile is divided into several sections: Personal information (Full name: Katherine Diaz, User name: kdiazvolunteer2), Organization memberships (Not a member of any organization), Awards (First 500 volunteers), Volunteer background, Volunteer availability (Start date: None, End date: None, Hours available per week: None), Volunteering interests (Project scoping, Project management, Data science, QA), and Skills (No skills listed). The bottom of the page shows 'Volunteer projects'.

Update skills

The Solve platform allows you to choose your expertise level in a variety of social science, data science, project management, and other skills that would be needed to complete project tasks. This information is viewable by organizations and volunteers who view your profile.

Update your skills by pressing the “Edit my skills” button.

Update skills

On this page, you can select your expertise level for each of the displayed skills by selecting the section of the bar that pertains to the four levels: None, Beginner, Intermediate, or Expert.

When you are finished, click **Save my skills** at the bottom of the page.

Note: This information can be edited again at a later date.

DSSG SOLVE HOME ABOUT US PROJECTS ORGANIZATIONS VOLUNTEERS RESOURCES DASHBOARD MY PROFILE LOG OUT

Home / My profile / Edit my skills

My skills

Select below your expertise level for any skill you have.

Statistics

SKILL	NONE	BEGINNER	INTERMEDIATE	EXPERT
R				
Matlab				
SAS				
SPSS				
Stata				
Julia				

Social Sciences

SKILL	NONE	BEGINNER	INTERMEDIATE	EXPERT
Regression Discontinuity				
Instrumental Variables				
Matching (e.g., Propensity Score Matching)				

Apply for a project task

To begin doing volunteer work, you will start by applying to a project task. From the Dashboard, press the “search for projects” button.

Projects have four main tasks: scoping the project, data science, project management, and quality assurance. These were the tasks outlined in earlier when creating your account.

Now you are ready to apply to join a project. First, return to your Dashboard by clicking on **Dashboard** in the upper right-hand side of your screen.

To apply for a project, click on “**Search for projects**”, found in green on the left-hand toolbar.

Note: Your organization membership request and decision can be found on the right-hand side of this page. All future notifications can be found here.

DSSG SOLVE HOME ABOUT US PROJECTS ORGANIZATIONS VOLUNTEERS RESOURCES DASHBOARD MY PROFILE LOG OUT

Home / Dashboard

Search for projects

Create volunteer group

Search for volunteer groups to join

Search for organizations to join

My volunteer tasks

✓ Congratulations! Your application to volunteer was accepted. You can now help any project in the site.

My pending TODOs

You are not volunteering for any organization, find a new project.

You have no listed skills, your should add your expertise to your profile.

👤 Congratulations! Your membership request for Organization A was accepted. May 13, 2020, 7:55 a.m.

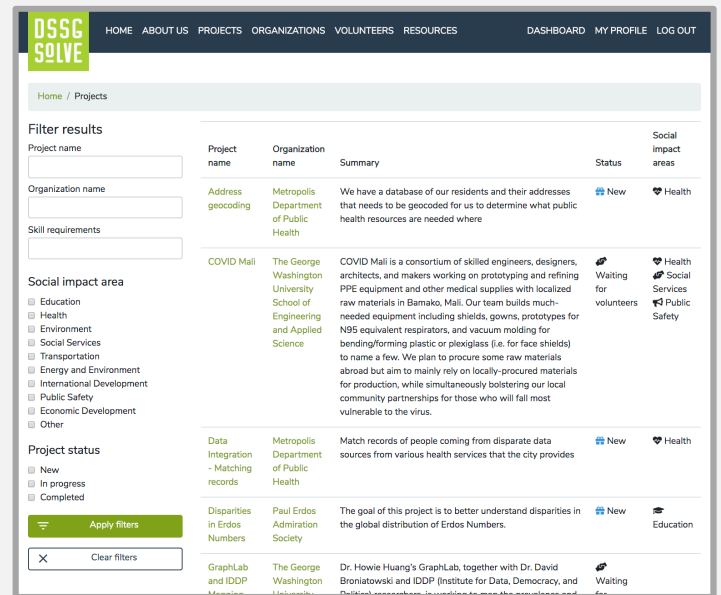
👤 You have applied to be a member of Organization A. You will be notified when the organization's administrators review your membership request. May 13, 2020, 7:54 a.m.

Search for project

Select the project you wish to join by clicking on the project name.

On this page, projects are listed by alphabetical order of the project name. This page allows you to filter for projects by the project name, organization name, skill requirements, social impact area, or project status. If you would like to use filters, make sure to click the green “Apply filters” button to apply them to your search.

You can also get to this page by clicking on the **Projects** tab on the top menu.

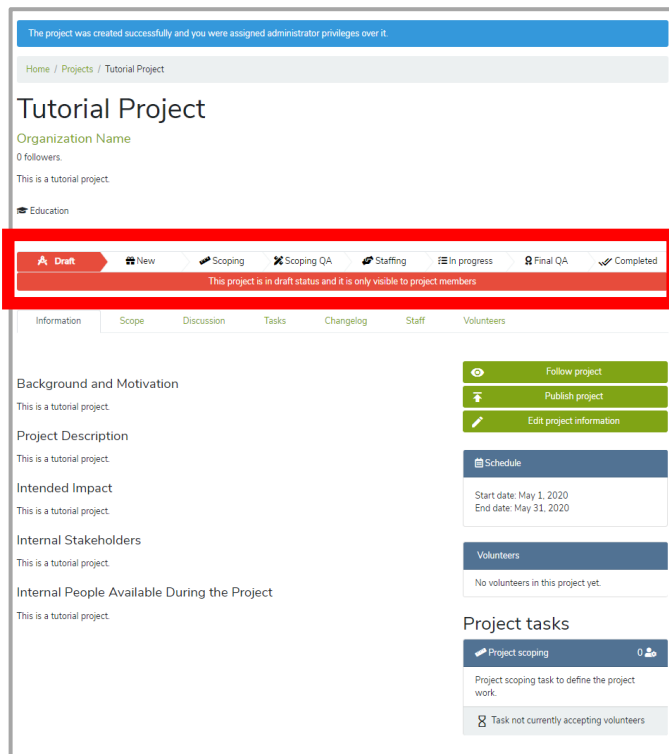


Project overview

This page provides a Project overview.

Here you will see information about the **status of the project, the project scope, relevant discussion, tasks, the changelog, staff, and volunteers.**

The main component of this page is the full lifecycle of a Solve project (highlighted in red), which shows you the lifecycle step that the project is currently on. The lifecycle steps are:



- **Draft:** this view is only accessible for those **Staff** on the project.
- **New:** a project has been published by the organization administrator. It is during this phase, the first volunteer (a scoping volunteer) may apply.
- **Scoping:** in this stage, the project is being scoped
- **Scoping QA:** because Solve is volunteer-run, it is important that there are mechanisms for quality assurance. By default, each component of work on a project is subject to QA review, starting with project scoping QA.
- **Staffing:** in this stage, volunteers will apply for the project Tasks as defined during the scoping process.
- **In-progress:** after Tasks have been staffed, they will be in-progress until submitted.

- **Final QA:** the last and final QA of this project. This is the last chance to make final changes, contributions, and corrections to the project work.
- **Completed:** the project is done!

You may join a project by clicking the green **Apply to volunteer** button located above the lifecycle.

Note: This button is presented only when the organization administrator is actively seeking volunteers for the project. If the button is not there but you would still like to receive updates on the project, click on the green **Follow project** button on the middle right-hand side of the screen.

Complete volunteer application

Fill out the application letter and click “Apply to volunteer” at the bottom to submit the application.

This image is demonstrating the user applying for **Project scoping**, as seen at the right of the application page (highlighted in red in the image). When future **Tasks** are created and visible by volunteers, they will be displayed on the same menu. This process of applying to scope for a project will be followed when applying for data science, project management, and quality assurance tasks.

This volunteer application is your opportunity to share what excites you about the project! You can share what makes you qualified for this particular Task you are applying for. This is also where you can share contact information with the organization.

The screenshot shows the DSSC SOLVE application page for 'Organization A'. The page has a dark blue header with navigation links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, DASHBOARD, MY PROFILE, and LOG OUT. Below the header, the page displays 'Organization A' with 0 followers and a 'Test project' in the 'Environment' category. A green 'Apply to volunteer' button is visible. A progress bar shows stages: New, Scoping, Scoping QA, Staffing, In progress, Final QA, and Completed. The current stage is 'Scoping', and a message states 'This project is waiting to be scoped'. The 'Open tasks' and 'Project scoping' tabs are highlighted with a red box. The 'Project scoping' tab is active, showing a form to 'Apply to volunteer for Project scoping'. The form includes a thank you message, a description of the project, a 'Schedule' section (Start: May 13, 2020, End: May 13, 2020), 'Current volunteers' (0), 'Support staff' (0), an 'Application Letter' text area, and a 'Volunteer agreement' section. At the bottom, there is an 'Apply to volunteer' button and a 'Cancel' button.

The screenshot shows the DSSC SOLVE application page for 'Project A'. A blue notification bar at the top states: 'You have applied to work on Project scoping. The project staff will evaluate your request and notify you of the results of the review.' Below the notification, the page displays 'Project A' under 'Organization A' with 0 followers and a 'Test project' in the 'Environment' category. A green 'Apply to volunteer' button is visible. A progress bar shows stages: New, Scoping, Scoping QA, Staffing, In progress, Final QA, and Completed. The current stage is 'Scoping', and a message states 'This project is waiting to be scoped'. The 'Open tasks' and 'Project scoping' tabs are highlighted with a red box. The 'Project scoping' tab is active, showing a form to 'Apply to volunteer for Project scoping'. The form includes a thank you message, a description of the project, a 'Schedule' section (Start date: May 13, 2020, End date: Aug. 1, 2020), 'Volunteers' (No volunteers in this project yet), and a 'Follow project' button. The 'Background and Motivation' section is also visible on the left side of the page.

Pending volunteer application notification

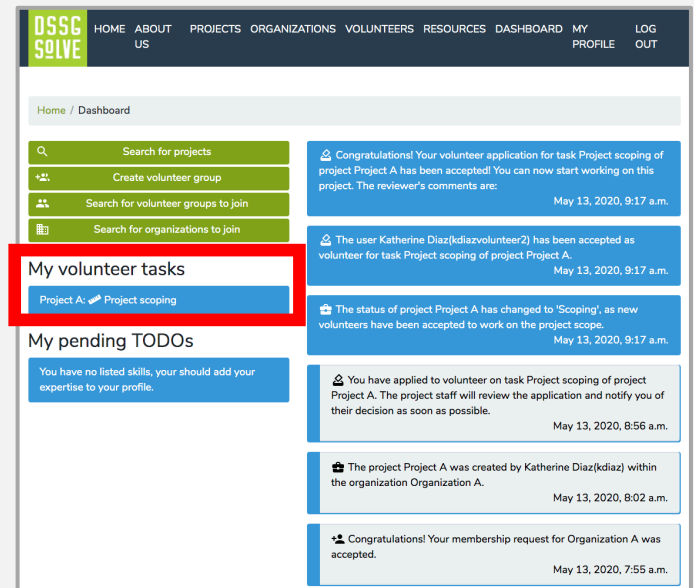
You will receive a blue notification on the project page confirming your application. You will be notified of a decision once your request has been reviewed by the organization administrator.

Find your Project and Task(s)

If your volunteer application is approved, you will be able to view the Project's page and task information. To view the project and your tasks, start by going to your **Dashboard**.

Your **Task(s)** will be displayed on the middle left-hand side under the **My volunteer tasks** header (highlighted in red).

Click on the **Task** (in this image, it is Project A: Project scoping).

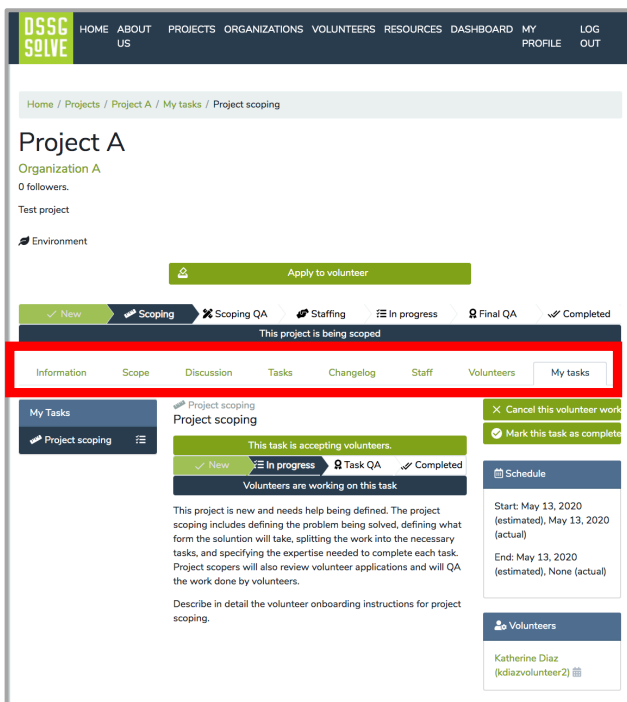


Project toolbar

The project toolbar has eight tabs:

- Information: basic information about the project and its goals
- Scope: contains project details and metrics for completion
- Discussion: allows for volunteers to start discussion threads
- Tasks: lists the project tasks and progress
- Changelog: details project edits
- Staff: lists organization staff
- Volunteers: lists volunteers
- My tasks: lists the tasks that you applied for and were accepted to work on

Let's explore each tab of the project toolbar.

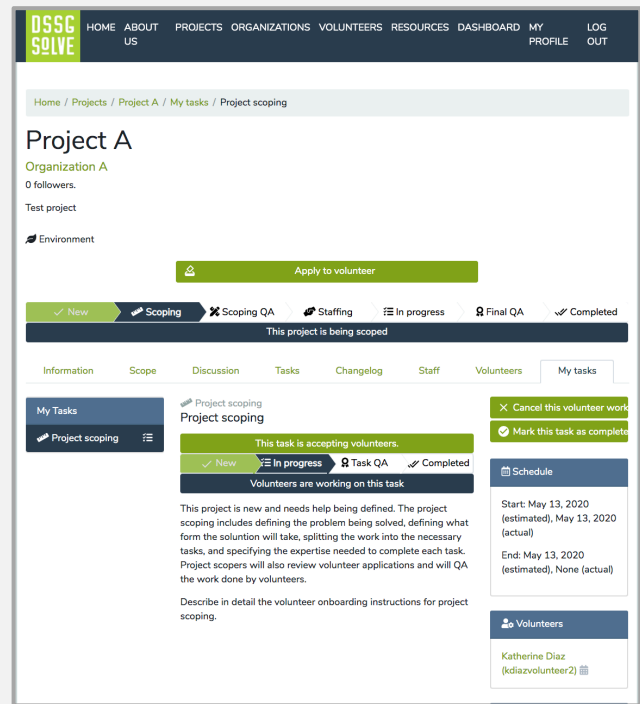


My tasks view

On the “My tasks” page you can find:

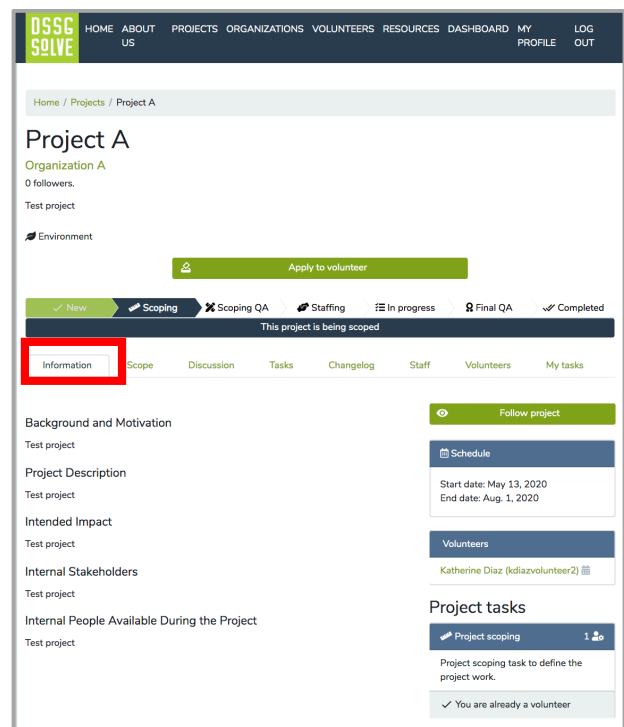
- The tasks assigned to you under the “My tasks” heading on the middle left-hand side of the screen
- The lifecycle for your assigned **Task** (this is different from the lifecycle of the **Project**)
- A description of the task
- The schedule
- “Cancel this volunteer work” button, giving you the option of leaving the project task
- “Mark this task as completed” button for when you have completed your task, allowing the project to continue to the next task
- The other volunteers working with you

Note: Completed lifecycle steps are highlighted in green, the current lifecycle step is highlighted in blue, and future lifecycle steps are highlighted in white.



Information view

The information tab outlines all the basic information regarding the project.



DSSG SOLVE HOME ABOUT PROJECTS ORGANIZATIONS VOLUNTEERS RESOURCES DASHBOARD MY LOG
US PROFILE OUT

Home / Projects / Project A / Scope

Project A

Organization A
0 followers.
Test project

Environment

Apply to volunteer

✓ New Scoping Scoping QA Staffing In progress Final QA Completed

This project is being scoped

Information **Scope** Discussion Tasks Changelog Staff Volunteers My tasks

Project scope Edit project scope

Project goal(s)
Test project

Interventions and Actions
Test project

Data
Test project

Analysis Needed
Test project

Validation Methodology
Test project

Implementation
Test project

Scope version notes

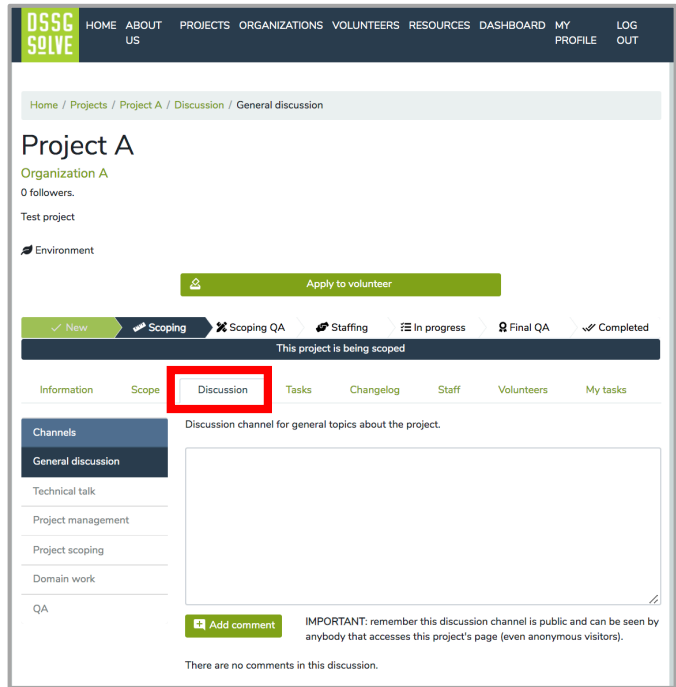
kdiaz Showing Initial scope at project creation time.
May 13, 2020, 8:02 a.m.

Scope view

The **Scope** tab allows you to see and edit the scope of the project.

Discussion view

The **Discussion** tab allows you to start discussion threads on the six topics located on the left-hand side of the page: General discussion, Technical talk, Project management, Project scoping, Domain work, and QA.



Tasks view

To see your project's Tasks click on the “Tasks” tab.

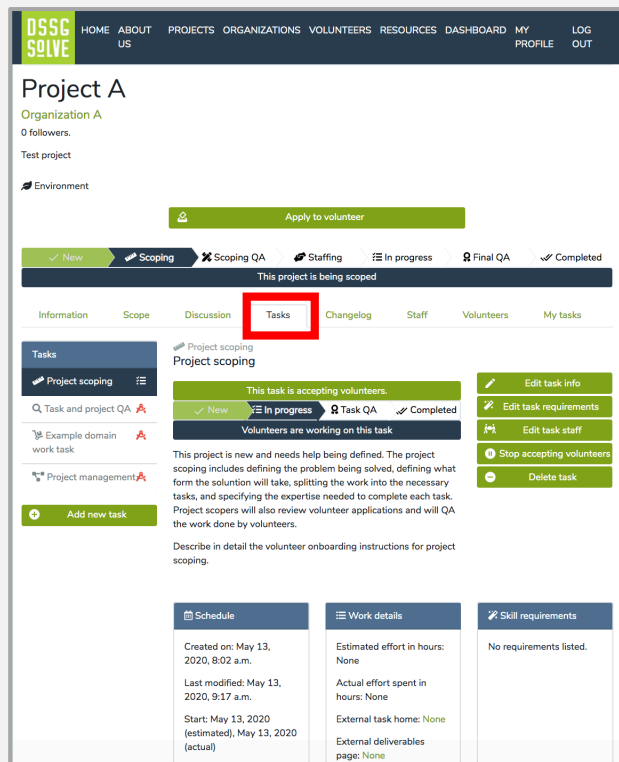
The project **Task** view is the most substantial, and one of the most important. **Tasks** are the main mechanism of completing work on Solve.

A list of tasks can be seen on the left side of the page under the **Tasks** toolbar. You can select any **Task** to see its details, and you can add a new **Task** at any time.

By default, each project has four **Tasks**: **Project Scoping**, **Task and project QA**, **Example domain work task**, and **Project Management** – notice that each of these **Tasks** have a different icon, representing the four types of **Tasks**. These types are **project scoping**, **quality assurance**, **data science**, and **project management**, respectively.

Tasks have four stages, found on the middle section of the page:

- **Draft:** a **Task** is created but not published
- **New:** a **Task** is in this stage when it is created, published, and waiting to be staffed.
- **In progress:** the **Task** is currently being worked on.
- **Task QA:** the **Task** is being reviewed by a staff member or volunteer.
- **Completed:** the **Task** is complete!



If any of the four auto-created tasks does not fit your project, you can create new tasks by selecting the green “Add new task” button.

The bottom of the page lists additional information about the task such as its schedule, details, skill requirements, volunteers, reviewers, and staff.

Because Tasks are so important, we will do a deep dive on creating and publishing a task later.

Changelog view

The **Changelog** tab shows all the updates made to a project.

The screenshot shows the 'Project A' page with the 'Changelog' tab selected. The page header includes navigation links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, DASHBOARD, MY PROFILE, and LOG OUT. The breadcrumb trail is 'Home / Projects / Project A / Change log'. The project details show 'Organization A' with 0 followers, 'Test project', and 'Environment'. A green 'Apply to volunteer' button is present. Below a progress bar (New, Scoping, Scoping QA, Staffing, In progress, Final QA, Completed), the 'Changelog' tab is highlighted. The changelog table lists updates:

Information	Scope	Discussion	Tasks	Changelog	Staff	Volunteers	My tasks
Katherine Diaz (kdiaz) May 13, 2020, 11:23 a.m.	✓	👤		The user Katherine Diaz(kdiazvolunteer) has been accepted as volunteer for task Project scoping of project Project A.			
Katherine Diaz (kdiazvolunteer) May 13, 2020, 11:23 a.m.		👤		User Katherine Diaz(kdiazvolunteer) has applied to volunteer on task Project scoping of project Project A. Please review the application and accept or reject it as soon as possible.			
Katherine Diaz (kdiaz) May 13, 2020, 9:17 a.m.	✓	👤		The user Katherine Diaz(kdiazvolunteer2) has been accepted as volunteer for task Project scoping of project Project A.			
Katherine Diaz (kdiaz) May 13, 2020, 9:17 a.m.		✏️		The status of project Project A has changed to 'Scoping', as new volunteers have been accepted to work on the project scope.			

The screenshot shows the 'Project A' page with the 'Staff' tab selected. The page header and project details are the same as the Changelog view. The 'Staff' tab is highlighted. The 'Staff members' table lists the staff members:

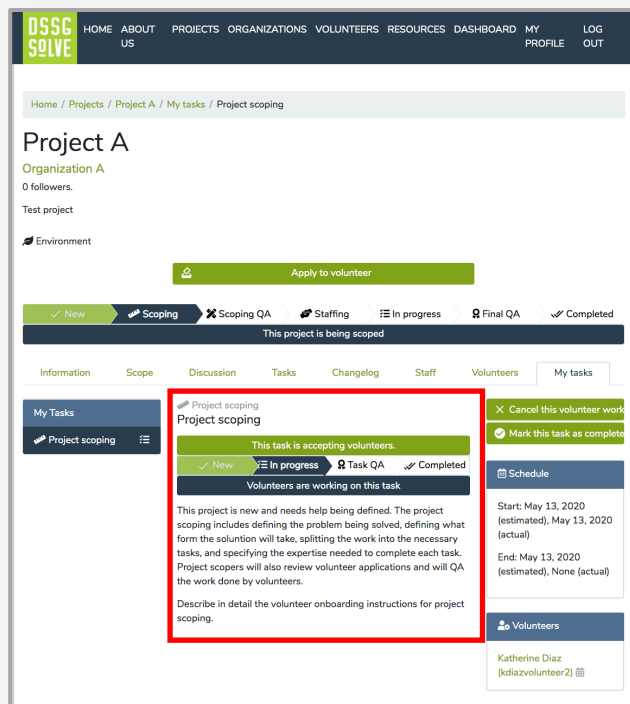
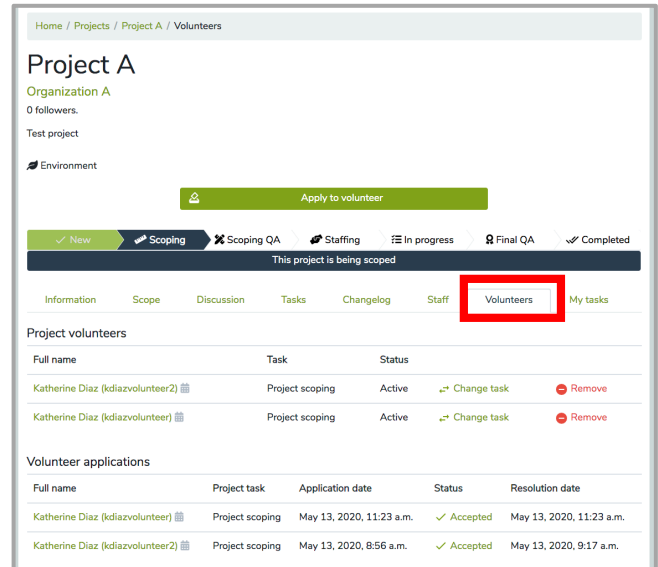
Full name	Role
Katherine Diaz (kdiaz)	Owner

Staff view

Under the **Staff** tab, you can see the staff members of the project and their role.

Volunteers view

The **Volunteers** tab allows you to see the volunteers, their assigned task, and their status. You can also change their assigned task or remove them from the project.



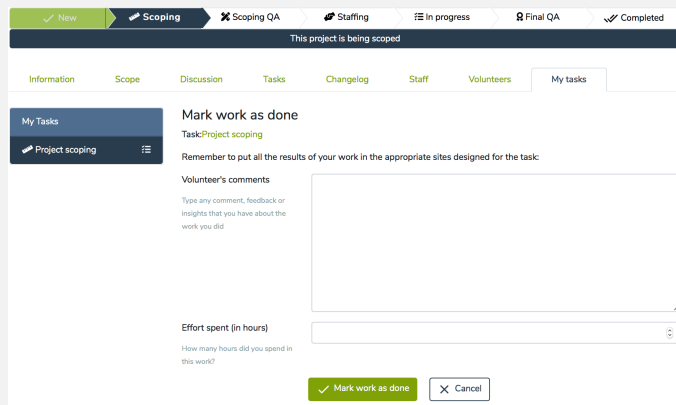
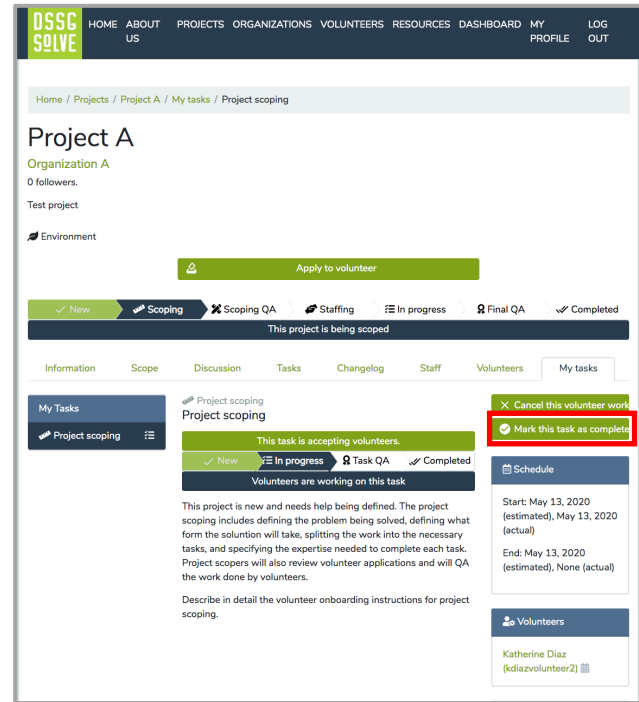
Working on a project

As mentioned previously, volunteers are assigned to **Tasks**, not the Project as a whole. To understand what is expected of your **Task**, return to the “My tasks” tab.

The highlighted portion describes the details given by the organization to the volunteer regarding the task. This section should include goals, analysis needed, and onboarding materials for the volunteer to properly complete the Task.

Working on a project

Once the task is completed, click the “Mark this task as completed” green button.



Working on a project

Include any comments on this page prior to submitting the final approval to marking the work as done. Comments may include a link or instructions to files/data analysis.

Include the approximate amount of hours worked on this **Task**. This will help determine if the initial approximation of effort spent was accurate.

Click “Mark work as done” on the green button to submit your work.

Note: The Task work must be approved by the organization or other volunteer before the project can move forward.

Working on a project

Organizations or volunteers are able to review the work submitted by other volunteers.

Click on “Pending review” at the bottom of the Tasks screen.

Note: You cannot review your own work.

The screenshot shows the 'Project Scoping QA' interface. At the top, a progress bar indicates the task is in the 'Scoping QA' phase. Below this, a navigation bar includes tabs for Information, Scope, Discussion, Tasks, Changelog, Staff, and Volunteers. The 'Tasks' tab is active, displaying a list of tasks on the left and a detailed view of the 'Project scoping' task on the right. The task status is 'Pending the QA review'. A sidebar on the right contains buttons for 'Edit task info', 'Edit task requirements', 'Edit task staff', 'Stop accepting volunteers', and 'Delete task'. Below the task details, there are sections for 'Schedule', 'Work details', 'Skill requirements', 'Support staff', 'QA Reviewers', and 'Volunteers'. At the bottom, a 'Task review requests' table shows a request for review on May 12, 2020, with a 'Pending review' status highlighted in a red box.

Review request date	Review result	Resolution date
May 12, 2020, 12:02 p.m.	Pending review	None

Working on a project

On this page, the organization or volunteer may provide feedback on the completed Task work.

Click on the accept or reject button to submit the feedback.

The screenshot shows the 'Completed task review' interface. It features a sidebar with a list of tasks, including 'Project scoping', 'Task and project QA', 'Example domain work task', and 'Project management'. The main area displays the details of the 'Project scoping' task, including its estimated effort, total effort spent, and volunteer's comments. A 'Score' dropdown menu is set to 'Needs improvement'. Below the score, there are sections for 'Reviewer's comments' and 'Private reviewer's notes'. At the bottom, a red box highlights three buttons: 'Accept task as finished', 'Reject task and reopen it', and 'Cancel'.

Working on a project

If the Task work is accepted, the Task will be marked as completed on the Tasks page and your work will be completed!

You may also apply to future Tasks if they are available for volunteers to apply.

Tasks

Q Task and project QA

Example domain work task

Project management

Project scoping

+

Add new task

Project scoping

Project scoping

✓ New

✓ In progress

✓ Task QA

✓ Completed

This task is completed

This project is new and needs help being defined. The project scoping includes defining the problem being solved, defining what form the solution will take, splitting the work into the necessary tasks, and specifying the expertise needed to complete each task. Project scopers will also review volunteer applications and will QA the work done by volunteers.

Describe in detail the volunteer onboarding instructions for project scoping.

Project A

Organization A

0 followers.

Test project

Environment

Apply to volunteer

✓ New

✓ Scoping

✓ Scoping QA

Staffing

In progress

Final QA

Completed

This project is accepting new volunteers

Information

Scope

Discussion

My tasks

Background and Motivation

Test project

Project Description

Test project

Intended Impact

Test project

Internal Stakeholders

Test project

Internal People Available During the Project

Test project

Follow project

Schedule

Start date: May 13, 2020

End date: Aug. 1, 2020

Volunteers

Katherine Diaz (katherine.pdlaz257)

Project tasks

Q Task and project QA

0

Task for performing QA on the domain tasks.

Apply to volunteer

Project scoping

1

Working on a project

If you would like to continue doing work on that same project, return to the “Information” tab of the project. The “Project tasks” section on the bottom right side of the screen lists what other **Tasks** are open for volunteers to apply for.

If there are no open tasks available, you can click the “Follow project” button to be alerted about future opportunities.

If you would like to volunteer for a different Project, return to the Project page.

DSSC SOLVE

HOME ABOUT US PROJECTS ORGANIZATIONS VOLUNTEERS RESOURCES

DASHBOARD MY PROFILE LOG OUT

Home / Dashboard

Q Search for projects

+

Create volunteer group

+

Search for volunteer group to join

+

Search for organizations to join

✓ Congratulations! Your application to volunteer was accepted. You can now help any project in the site.

My pending TODOs

You are not volunteering for any organization, find a new project.

You have no listed skills, you should add your expertise to your profile.

✓ Congratulations! Your membership request for Organization A was accepted.

May 13, 2020, 7:55 a.m.

✓ You have applied to be a member of Organization A. You will be notified when the organization's administrators review your membership request.

May 13, 2020, 7:54 a.m.

Note: The following steps outline how to create or join a volunteer group, which is *optional* for completing projects.

Creating a volunteer group

If you will be working with a volunteer group, you can create a group (or join an existing group) by pressing “Volunteer group” (or “Search for volunteer groups to join”).

A volunteer group is a group of Solve volunteer members who share an interest in types of projects they would like to complete. By creating and joining volunteer groups, you will be able to easily find members to complete projects with.

To join an existing group, skip to the step titled “Joining a volunteer group”.

In the **Dashboard** view, you can create or join volunteer groups. Volunteer groups are useful for teams that will complete projects together and also as a way for volunteers that have similar interests to group themselves.

Fill out volunteer group info

Fill out all information regarding your volunteer group and click **Create Volunteer Group** at the bottom of the page.

The screenshot shows the 'Create new volunteer group' form. At the top is a navigation bar with links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, DASHBOARD, MY PROFILE, and LOG OUT. Below the navigation bar is a breadcrumb trail: Home / Organizations / Create new volunteer group. The form itself has a title 'Create new volunteer group' and a subtitle 'Create a new association of volunteers with common goals or interests.' It contains three main sections: 'Organization name' with a text input field and a placeholder 'Type the name of your organization.'; 'Short summary' with a larger text area and a placeholder 'Write a short description of the organization that will be used throughout the site when needing a compact description.'; and 'Organization description' with another large text area and a placeholder 'Write a description for volunteers to understand the context of your projects.' At the bottom, there is an 'Organization logo' section with a file upload button 'Choose File' and a status 'No file chosen'.

The screenshot shows the 'Test Volunteer Group' view. At the top is a navigation bar with links: HOME, ABOUT US, PROJECTS, ORGANIZATIONS, VOLUNTEERS, RESOURCES, DASHBOARD, MY PROFILE, and LOG OUT. Below the navigation bar is a blue banner with the message 'You have created a new organization and are now its first administrator user.' Below this is a breadcrumb trail: Home / Organizations / Test Volunteer Group. The main heading is 'Test Volunteer Group'. Below the heading, it says 'Volunteer group: Environment'. There are two tabs: 'Organization information' (selected) and 'Staff'. Below the tabs, it says 'This is a test volunteer group.' To the right of this text are two buttons: 'Edit organization information' and 'Leave volunteer group'. Below this is a table titled 'Projects that our members are volunteering at'. The table has four columns: 'Project name', 'Summary', 'Status', and 'Social impact area'. There is one row with the following data: 'Project A', 'Test project', 'In scoping phase', and 'Environment'. To the right of the table is a section titled 'Volunteer group members' with a list of members: 'Katherine Diaz (kdiazvolunteer2)'.

Volunteer group view

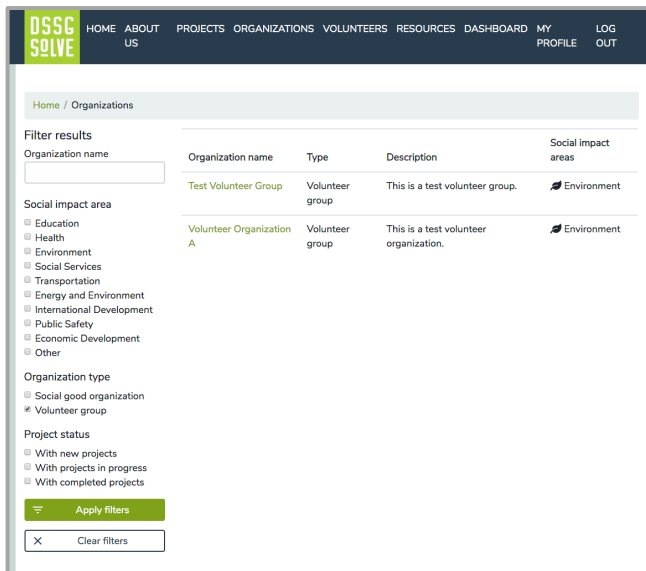
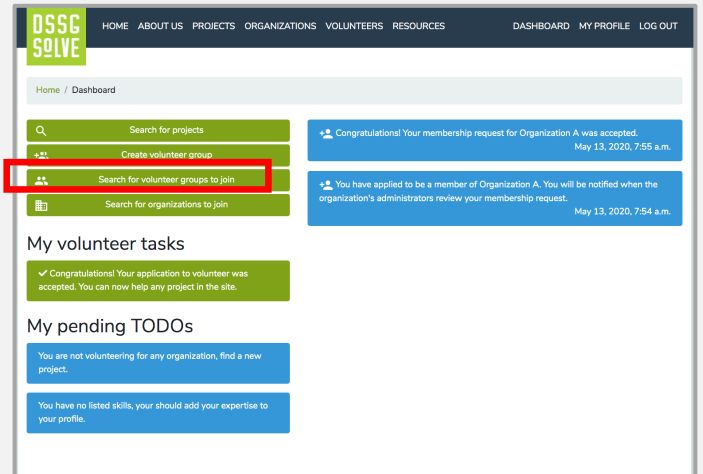
You will be redirected to your organization’s volunteer group page. At any time, you can edit organization information, leave the volunteer group, or view the other members of your organization by clicking the **Staff** tab.

Note: You cannot manually invite other members to your volunteer group, they must request membership.

Joining a volunteer group

Press “Search for volunteer groups” to join.

You may also join an organization that is already created. To do so, return to your Dashboard and click on the **Search for volunteer groups to join** button on the left-hand side of the screen.



Join a volunteer group

Join a volunteer group by clicking on the volunteer group name.

On this page, all volunteer groups are listed in alphabetical order of the volunteer group name. This page allows you to filter for groups by the organization name, social impact area, organization type, or project status.

Join a volunteer group

To join the organization, press the green “Request membership” button.

You will be redirected to the volunteer group’s page, where you can see the organization’s information and the current members.

