

How to Get Started in Volunteer Village

Community Engineering Corps is part of EWB-USA's <u>Volunteer Village</u>, an online project management system that allows teams to communicate with one another as well as staff in one centralized location. As of May 2018, it is the only mechanism for teams to submit documentation and reporting on their projects. So how do you get started?

Sign Up for Volunteer Village

- 1. Activate your Volunteer Village account. I am...
 - a. New or unfamiliar with Community Engineering Corps Welcome! Start your volunteer experience by completing this <u>online form</u> and <u>registering for Volunteer Village</u>. A Community Engineering Corps team member will reach out to you shortly on how to set up a Volunteer Village profile and onboard you to Community Engineering Corp.
 - b. An active ASCE or AWWA member familiar with Community Engineering Corps. Great! Please set up an account by registering for Volunteer Village <u>here</u>.
 - c. **An active EWB-USA volunteer.** Wonderful! Simply <u>log in</u> using the same email that is attached to your profile.
- 2. Once you have completed the Volunteer Village registration, <u>please check</u> your email for a confirmation email and follow the instructions to activate your account.
- 3. Following the activation of your account, please login to your Volunteer Village account and complete the onboarding process.
- 4. Finally, request <u>access</u> to Programs/Projects. This will allow you to see all of your Community Engineering Corps project work.

Navigating Volunteer Village

Check out the resources available on Volunteer Village around <u>Community</u> <u>Engineering Corps</u> and the <u>Navigate Volunteer Village article</u>. **Pro Tip:** learn more about how you can use the Chatter feature to easily communicate with your teammates and CECorps staff!

Questions - If you have any questions about how to sign up for or work in Volunteer Village, please contact us at <u>CECinfo@ewb-usa.org</u>.