

# VOLUNTEER PORTAL

## 3 Step Quick Start Guide

FIRST visit [IndyDoDay.GivePulse.com](http://IndyDoDay.GivePulse.com) and select **JOIN**

*Our volunteer portal has lots of options including the ability to find volunteers for your projects with internal messaging, promoting your own project pages, setting specific project requirements and much, much more. This 3 Step Cheat Sheet will help you get started right away.*

- 1 Once logged-in, you will be redirected to the Indy Do Day page. Go to **Profile** to fill-out your information.



- 2 Go to **My \*Groups** and Select **Create New Group**. *\*Your Group is your organization, non-profit, company or team.*



- 3 While in your **Groups** Under **Events** select the **Create New Event** and set-up your event.



***Now, you are ready to find people and for people to find you!***

For a larger tutorial, visit <http://indydoday.org/toolkit>

Have questions? Drop us a line at <http://indydoday.org/contact>