






COVID-19 Assessment & Response Engagement System

Guide for nonprofits to

-  Add Stories
 -  Impact Data
 -  Ways to Help Now (COVID-19)
-

Need Help?

Email admin@inspiringservice.org
or call 513-436-4686

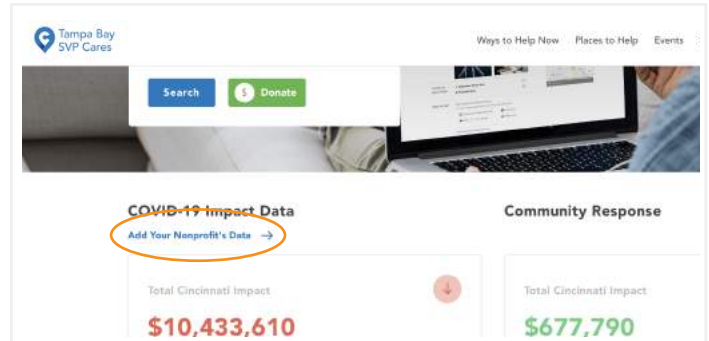




How to Add Your Nonprofit's Data

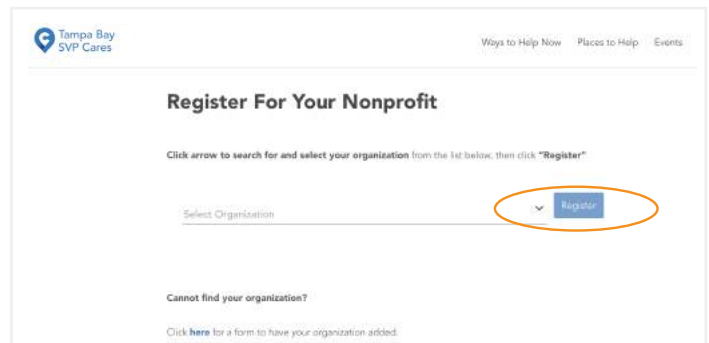
1 Go to TampaBay.SVPCares.org

2 Click on "Add your nonprofit's data"

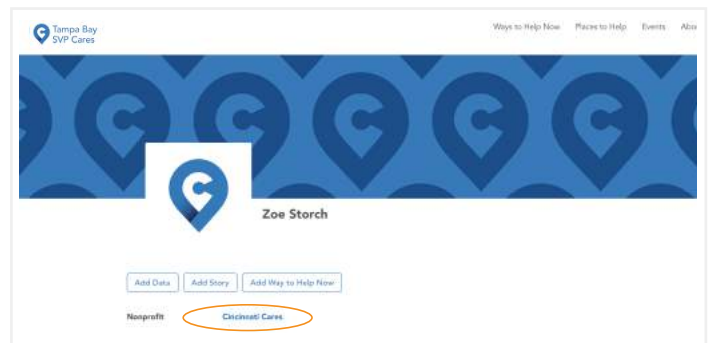


3 Click arrow to search for and select your organization from the list below, then click "Register"

[If the nonprofit for whom you hope to add data, stories, and/or ways to help now does not exist, click "here" and complete the form and click send. We will enter information for your organization and let you know when you can register.]



4 After clicking "Register," complete the form with your role within the nonprofit, your first name, last name, email address and a password. Click "Sign Up."

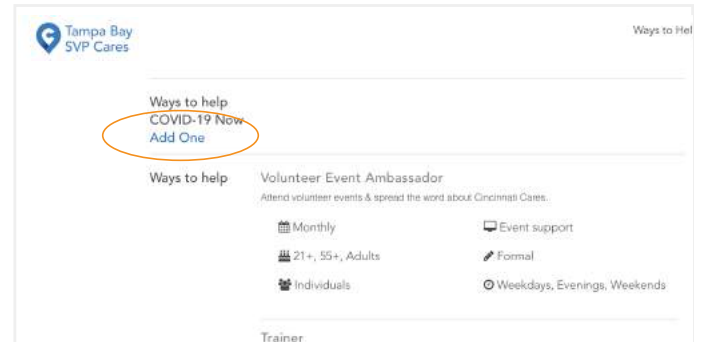
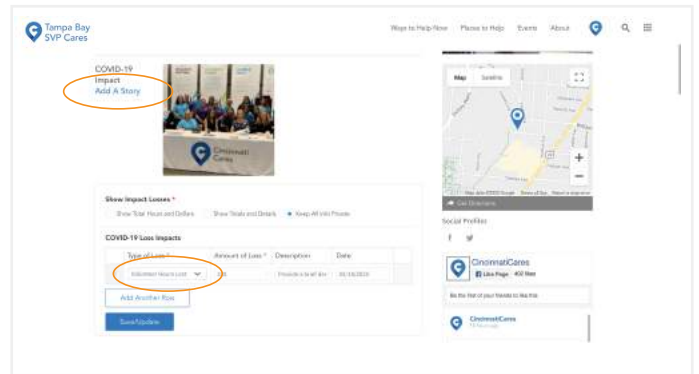


You will land on a summary profile page. Example below.

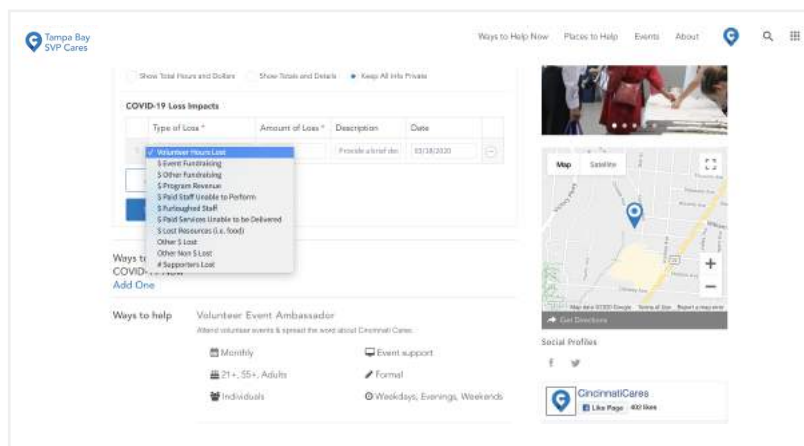
- 5 Click on the name of the organization (in blue).

This will take you to a page that looks like this, where you can:

- 1.) Add a Story;
- 2.) Add Data;
- 3.) Add a Way to help COVID-19 Now.



- 6 Scroll down to the Impact Data section, where you can add an unlimited number of data impact points. Add data into the first row by selecting the type of loss, then add the amount of loss, a description and the date of the loss. Click "Add Another" to enter more data, then click "Save/Update" once finished. The chart below shows the kinds of losses that can be added.





How to Add Your Nonprofit's Stories

1 Logged in.

2 Click on the "Add a Story" button to write a title, content and include a square photo.

The screenshot shows a web form titled "Add a Story" on the Tampa Bay SVP Cares website. The form includes a "Story Title" input field, a "Story Content" area with a rich text editor (WYSIWYG) and a "Visual" tab, and a "Story Image" section with a "Choose file" button and a "no file selected" message. A blue "Submit" button is located at the bottom right of the form.

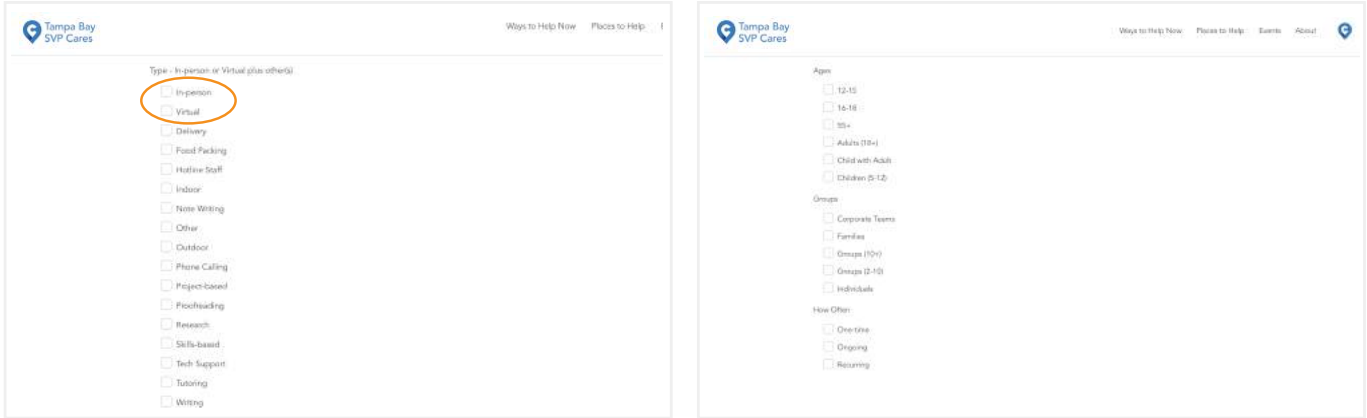


How to Add "Ways to Help Now (COVID 19)"

1 Under the Impact Data, you can add new ways to engage volunteers right now -- in ways that are new because of COVID-19, ways that are unique due to COVID-19 or ways that volunteers can continue to engage with you but do so in a remote or socially distant way. Click "Add One" under Ways to help COVID-19 Now. Enter title, a brief description, make sure your organization is in the box "For Organization."

The screenshot shows a web form titled "Add Way to Help Now During COVID-19" on the Tampa Bay SVP Cares website. The form includes a "Title" input field, a "Description" area with a rich text editor (WYSIWYG) and a "Visual" tab, and a "For Organization" dropdown menu. The dropdown menu is currently set to "Crescent Care".

- 2 Click either “in-person” OR “virtual” and then any other types that best describe the opportunity. Select any of the boxes in all of the remaining categories in order to best populate the search function. Click submit.



- ? To return to the organization’s main page at any time, click on the organization’s logo in the top right corner, and a drop down will allow you to “view profile” -- and, if finished, log out.

