

First, [log into Volunteer DBQ \(previously Get Connected\)](#).

*Create an account if you don't already have one.*

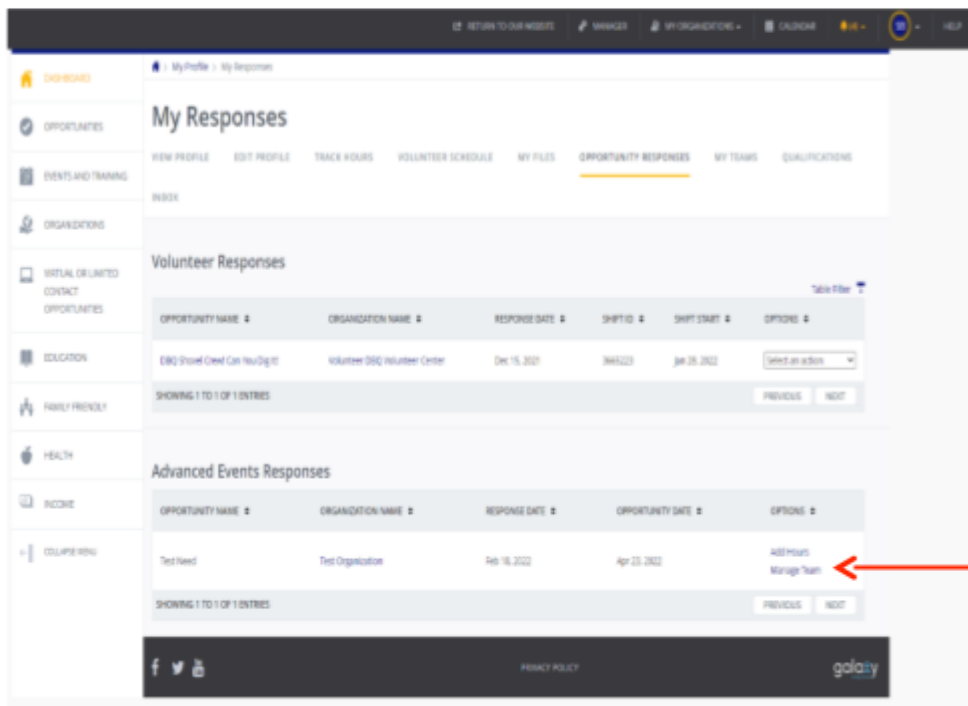
In your dashboard, click **Opportunity Responses**.



The screenshot shows the Volunteer DBQ dashboard. The sidebar on the left has several menu items, with 'Opportunity Responses' highlighted in blue. The main content area displays a welcome message for Sarah and a 'Volunteer Snapshot' for February 18, 2022. It includes a clock icon with '2.5' and 'VOLUNTEER HOURS', a bar chart for 'HOURS BY INTEREST' with 'PHYSICAL LABOR' at 2.5, and a card showing '3 OPPORTUNITY RESPONSES' with a red arrow pointing to it. Other cards show '\$55.63 IMPACT VALUE', '0 EVENTS AND TRAINING SLOTS', and '2 ORGANIZATIONS JOINED'. At the bottom, there is a yellow banner for 'Virtual or Limited Contact Opportunities'.

Click **Manage Team** for the specific project you need to update. If you did not register as a team, you will need to unregister and then "respond as a team" first.

For help, email [sberna@cityofdubuque.org](mailto:sberna@cityofdubuque.org).



The screenshot shows the 'My Responses' page. The top navigation bar includes 'RETURN TO OUR HOMES', 'MANAGE', 'MY ORGANIZATIONS', 'CALENDAR', and 'HELP'. The main content area is titled 'My Responses' and has tabs for 'VIEW PROFILE', 'EDIT PROFILE', 'TRACK HOURS', 'VOLUNTEER SCHEDULE', 'MY FILES', 'OPPORTUNITY RESPONSES', 'MY TEAMS', and 'QUALIFICATIONS'. Below the tabs is a 'Volunteer Responses' table with columns: OPPORTUNITY NAME, ORGANIZATION NAME, RESPONSE DATE, SHIFT ID, SHIFT START, and OPTIONS. The table contains one entry: 'EBQ Show Crew Can You Dig It' at 'Volunteer DBQ Waubesa Center' on 'Dec 15, 2021' for 'Shift 023' starting 'Jan 25, 2022'. Below the table are 'PREVIOUS' and 'NEXT' buttons. A second table, 'Advanced Events Responses', has columns: OPPORTUNITY NAME, ORGANIZATION NAME, RESPONSE DATE, OPPORTUNITY DATE, and OPTIONS. It contains one entry: 'Test Need' at 'Test Organization' on 'Feb 18, 2022' for 'Apr 23, 2022' with the 'OPTIONS' column containing 'Add Hours Manage Team', which is highlighted by a red arrow. At the bottom, there are social media icons, a 'PRIVACY POLICY' link, and the 'galaxy' logo.

Click the **blue pencil** to add/edit. This will be blank until you enter your names. Note: email is not required for teammates, so you will be the primary contact for information and getting it to your team.

The screenshot shows a web interface for managing team members. At the top, there is a breadcrumb trail: Home > Advanced Events > Test Event > Test Need. Below this is a section titled "Test Need" with a paragraph of instructions. Underneath is a "Team Members" section containing a table with columns for EMAIL, FIRST, LAST, OPTIONS, and LEADER. A blue button labeled "ADD TEAM MEMBER" is positioned to the right of the table. The table has four rows, each with a blue pencil icon in the "OPTIONS" column. A red arrow points to the first pencil icon.

If you originally signed up with 5 volunteers for example and need more spots, you can add as many as necessary up to the total number needed for that opportunity. Email [ypdoc@dubuquechamber.com](mailto:ypdoc@dubuquechamber.com) if you need a few more spots added (up to our discretion).

Enter the necessary info for each team member and click **Update Team** at the bottom. Repeat for each team member until you have all info entered.

The screenshot shows the "Edit Team Member" form. It includes fields for Member Email, Member First Name, and Member Last Name. Below these is the "Application Information" section, which contains a question about volunteering on behalf of an organization with "Yes" and "No" radio buttons, a field for the organization name, a dropdown menu for "Volunteer t-shirt size", and a "Comments" field. Red arrows point to the First Name, Last Name, and t-shirt size fields.