



## Volunteering at the League

### Instructions for PC and Mac

The Sonoran Arts League provides many opportunities to get involved by volunteering in support of League-sponsored events and activities. Volunteering is a great way to engage with other members in support of the League and the community. Some events, such as the Hidden in the Hills Artist Studio Tour, require a certain number of volunteer hours. The Volunteer portal allows you to sign up, track your commitments, and review your volunteer history and hours.

**You DO NOT need to be a member to volunteer** with the Sonoran Arts League, but **YOU MUST BE A MEMBER TO HAVE YOUR HOURS LOGGED** so they can be counted toward League events that have volunteering requirements and to allow for volunteer acknowledgement by the League.

**If you are NOT a member of the Sonoran Arts League**, go to the Membership page of our website (<https://sonoranartsleague.org/membership/>) and scroll down to **JOIN** or contact our office at 480-575-6624 for assistance.

#### NOTES:

- The screen shots on the following pages are from a PC running Chrome on Windows 11. If you are using a Mac or a different PC browser, the top of your screen may differ slightly, but the directions and steps are the same.
- **Computer and technical help** are available at the **Desert Foothills Library** every **Wednesday at 2 pm**.

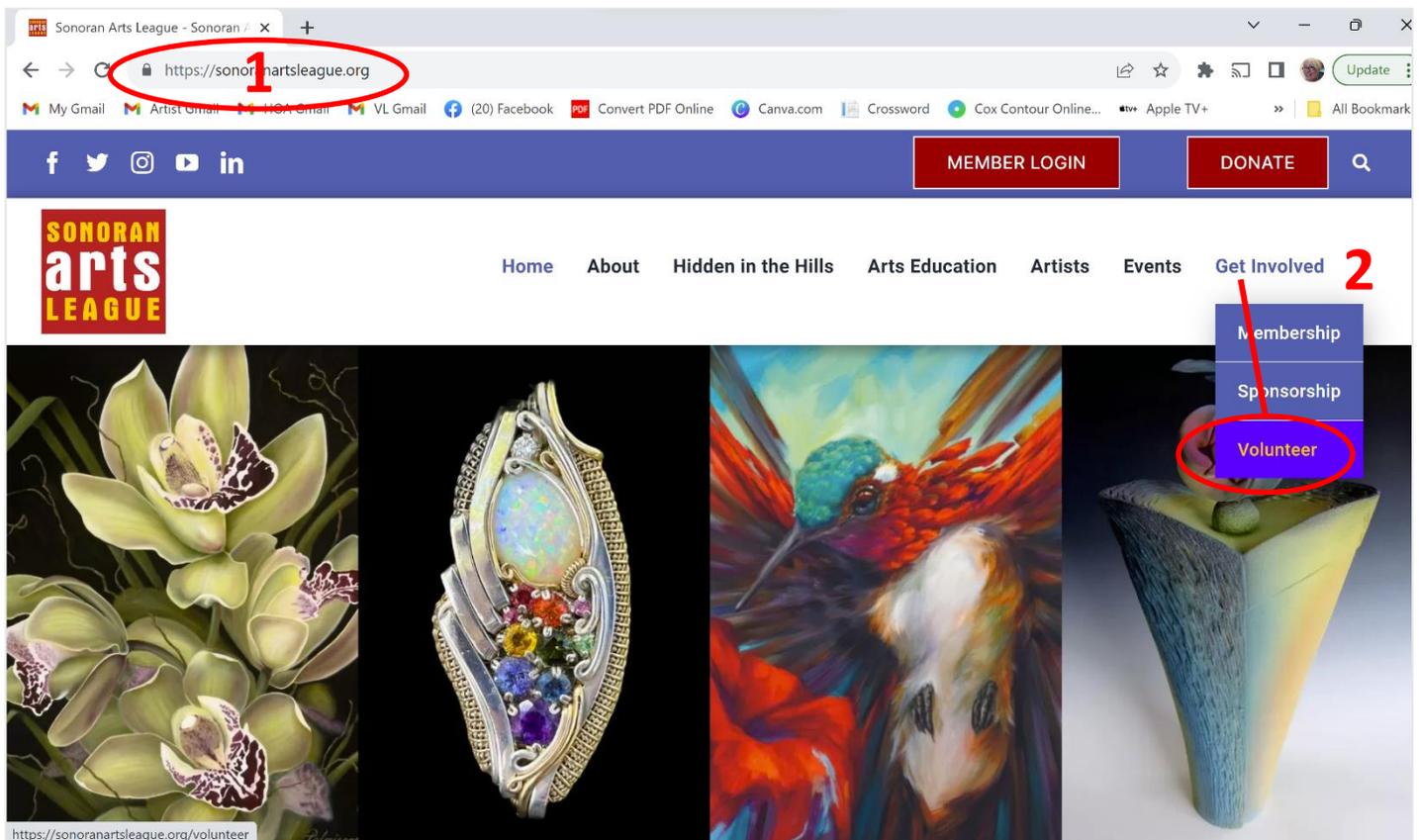
## Setting Up Your Volunteer Password

Processing new League memberships can take up to two weeks. Once your membership information has been entered into the League’s Volunteer portal—the place where you sign up to volunteer and have your hours logged—you will receive an **introductory email** with a link to the portal’s Login page (step 4). You’ll enter a temporary password, which you’ll then be prompted to change. **We recommend using your League membership password as your volunteer password.**

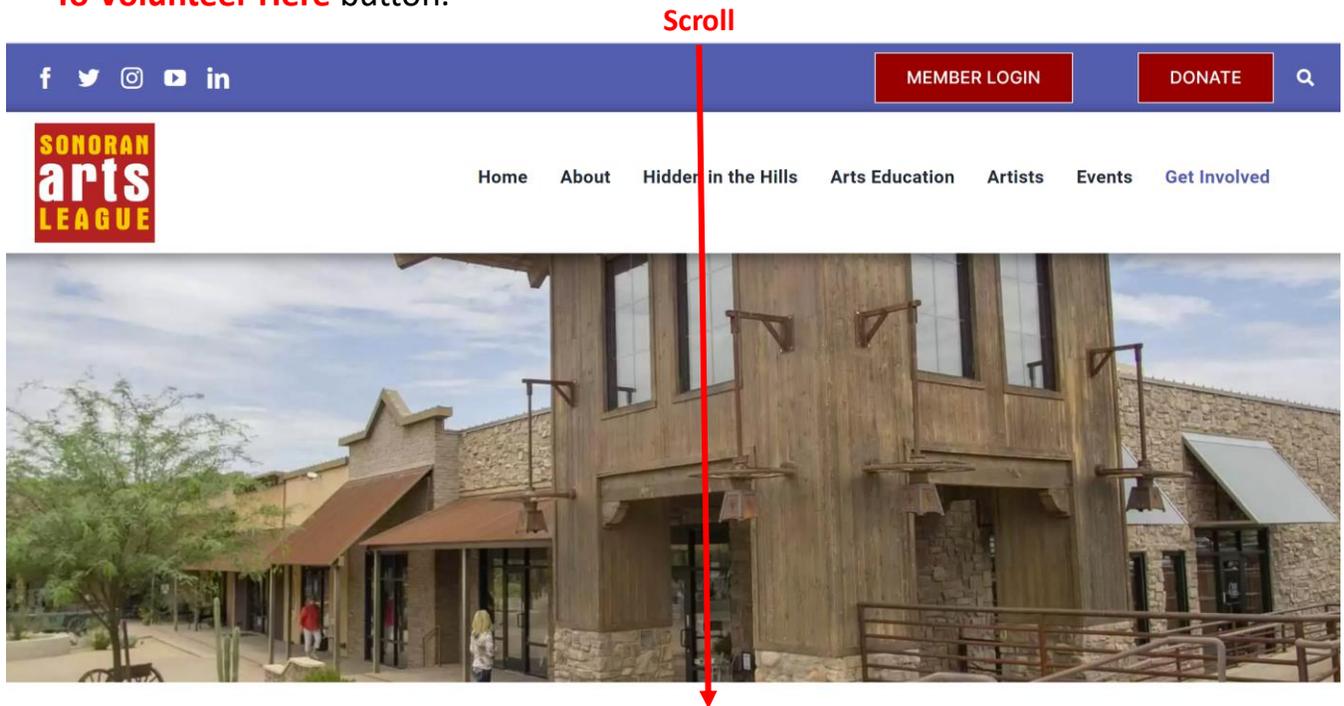
## How to Get to the Volunteer Portal

Here’s how to get to the Volunteer portal any time, once you are set up.

1. Open your browser (Chrome and Safari work best), type [www.sonoranartsleague.org](https://www.sonoranartsleague.org) into the URL bar at the top and press the **Enter** key to display the Sonoran Arts League’s Home page, shown below.
2. Hover your mouse over **Get Involved** in the top menu bar to display the menu choices and click **Volunteer**.



3. On the Volunteer page scroll down past the image banner and click the **Sign Up To Volunteer Here** button.



## Volunteers Welcome!

### Volunteer System

#### Sonoran Arts League Members:

Click the button to access the volunteer system, to sign-up to volunteer, check your hours, and your volunteer history.

**Sign Up To Volunteer Here**

**3**

4. Log in to the Volunteer portal with your **member email address** and **volunteer password**. (If desired, click the **Remember me** checkbox.)
5. Click the **Sign In** button.

### Login

Enter your email address and password to login.

Email Address

Password (forgot?)

Remember me

**Sign In**

**4**

**5**

## Browsing for Volunteer Opportunities (Calendar View)

*NOTE: Once logged in, you are in the “Volunteers” portal. Its URL, shown at the top of your browser, begins with [https://sonoranartsleague.knack.com/sal-volunteers/...](https://sonoranartsleague.knack.com/sal-volunteers/)*

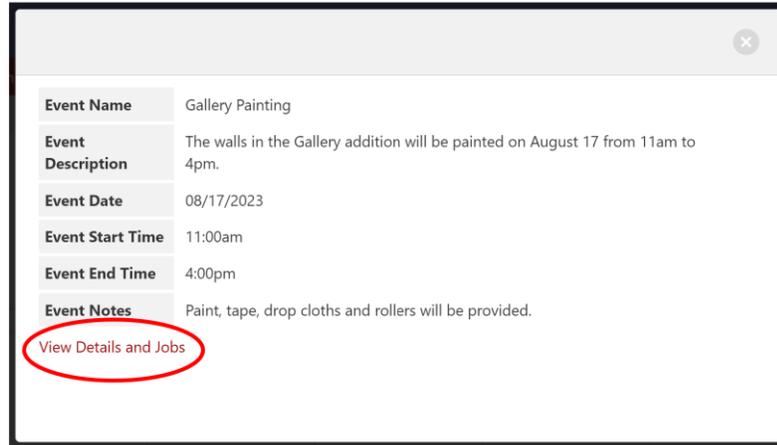
You can browse for opportunities in a calendar view (shown below) or search for them in a table list view (described in the next section, starting with step 11).

6. When you log in, the Volunteer portal’s Events Calendar appears with the **Events** tab displayed, where you can browse for events that might need volunteers.
7. To view a different month, use the left/right arrows < >. Or click **today** to go to an event that’s happening today.
8. You can switch the calendar view between **month** (shown), **week**, and **day**.
9. Click an event to learn more and decide whether to volunteer.

The screenshot shows the Sonoran Arts League Events Calendar interface. At the top, there is a navigation bar with the Sonoran Arts League logo and three tabs: 'Events', 'My Sign Ups', and 'My Hours'. The 'Events' tab is selected and circled in red with a red number 6. Below the navigation bar, there is a 'Change to List View' button. The main content area is titled 'Events Calendar' and shows a calendar for August 2023. The calendar has navigation arrows and a 'today' button circled in red with a red number 7. The calendar view is set to 'month', which is circled in red with a red number 8. The calendar shows events for August 4th, 11th, and 17th. The event 'Gallery Painting 11:00am-4:00pm' on August 17th is circled in red with a red number 9. The event 'Empty Bowls 1:00pm-3:00pm' is shown on August 4th and 11th. The calendar is logged in as Alyson Miller, with links for 'Account Settings' and 'Log Out'.

10. To volunteer for an event that you selected, click **View Details and Jobs** on the event's description pane. (Skip ahead to step 17 for the Event Details and Jobs page, where you can sign up.)

10



## Searching for Volunteer Opportunities (List View)

If you'd rather search for a specific event, event type, or date range, or want to explore opportunities in a table format, the Volunteer portal lets you switch.

11. At the top of the Events Calendar, click the **Change to List View** button to see events and their details (including which events need volunteers) listed in a searchable/sortable table.

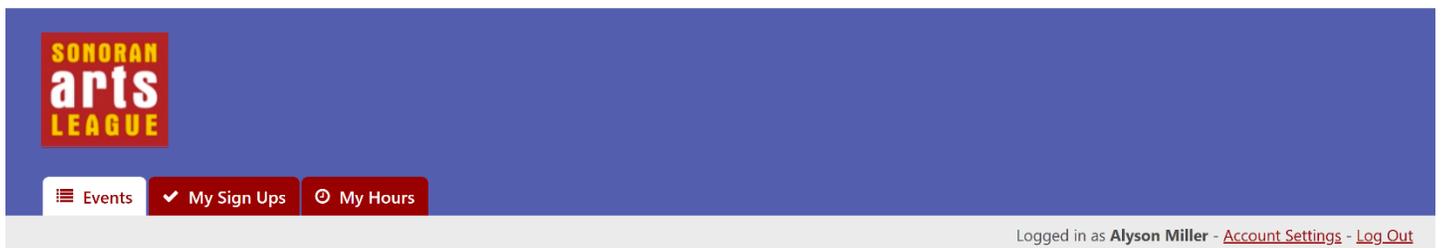


Change to List View 11

Events Calendar

When you change to List View, the Events tab displays the Events table.

12. To focus your search, type in keywords such as “Empty Bowls” and click **Search** (results shown below). Click **reset** if you need to try again.
13. To narrow your search results, click **Add filters**, select a date or other filter such as “Volunteers Still Needed” (shown below) in the Add Filters panel and click the **Submit** button.
14. To change the way the table data is sorted, click a **column header**.
15. To view the jobs for a specific event and sign up to volunteer, click **See Jobs / Sign Up** to go to the Events Details and Jobs page (step 17, on the next page).



**Change to Calendar View** 16

## Events

Browse the list below to find open volunteer opportunities. You can search for keywords (e.g. "Veterans"), add filters (e.g. "Event Date is during the next 1 months"), and/or sort by any column by clicking the column header (click again to reverse the order). Click on "See Jobs / Sign Up" to look at the available jobs and sign up if interested.

Empty Bowls search reset 12

Showing 1-7 of 7 Add filters

| Event Date | Event Name  | Event Description  | Event Start Time | Event End Time | Event Notes | Open Jobs | Volunteers Still Needed | Event Jobs                         |
|------------|-------------|--|------------------|----------------|-------------|-----------|-------------------------|------------------------------------|
| 08/11/2023 | Empty Bowls | Participation for Empty Bowls project... <a href="#">view more</a> | 1:00pm           | 3:00pm         |             | 1         | 12                      | <a href="#">See Jobs / Sign Up</a> |
| 08/04/2023 | Empty Bowls | Participation for Empty Bowls project... <a href="#">view more</a> | 1:00pm           | 3:00pm         |             | 1         | 13                      | <a href="#">See Jobs / Sign Up</a> |
| 07/28/2023 | Empty Bowls | Participation for Empty Bowls project... <a href="#">view more</a> | 1:00pm           | 3:00pm         |             | 1         | 9                       | <a href="#">See Jobs / Sign Up</a> |

25 per page

14

15

13

16. If you want to switch back to calendar view, click the **Change to List View** button.

17. On the [Event Details and Jobs](#) page (shown here for the Gallery painting event), decide which job you'd like to do and click **Sign up for this job**.

The screenshot shows the top of the website with a blue header. On the left is the 'SONORAN arts LEAGUE' logo. To the right are navigation buttons: 'Events', 'My Sign Ups', and 'My Hours'. Below the header is a breadcrumb trail: 'Events > Event Details and Jobs'. On the right side of the header, it says 'Logged in as Alyson Miller - Account Settings - Log Out'.

### Event Details

|                          |  |                         |  |
|--------------------------|--|-------------------------|--|
| <b>Event Name</b>        | Gallery Painting   | <b>Event Date</b>       | 08/17/2023   |
| <b>Event Description</b> | The walls in the Gallery addition will be painted on August 17 from 11am to 4pm. | <b>Event Start Time</b> | 11:00am  |
|                          |  | <b>Event End Time</b>   | 4:00pm   |
|                          |  | <b>Event Notes</b>      | Paint, tape, drop cloths and rollers will be provided. |

### Event Jobs

This table shows a list of all jobs for this event. Click "Sign up for this job" for any open job to volunteer for that job.

search by keyword

| Job Name                         | Description   | Date       | Start Time | End Time | Hours | Vols. Required | Vols. Still Needed | Job Filled? | Sign Up              |
|----------------------------------|---|------------|------------|----------|-------|----------------|--------------------|-------------|----------------------|
| Masking the walls and baseboards | Masking the ceiling and floor.                        | 08/17/2023 | 11:00am    | 1:00pm   | 2.0   | 4              | 4                  | No          | Sign up for this job |
| Painting walls                   | Use a paint roller to paint the walls in the Gallery. | 08/17/2023 | 1:00pm     | 4:00pm   | 3.0   | 4              | 2                  | No          | Sign up for this job |

17

18. Type in any comments you may have and click **Submit**.

**SONORAN arts LEAGUE**

Events My Sign Ups My Hours

Events > Event Details and Jobs > Job Sign Up Logged in as Alyson Miller - Account Settings - Log Out

### View Event Job Details

|                     |   |                |            |
|---------------------|---|----------------|------------|
| Job Name            | Painting walls  | Job Date       | 08/17/2023 |
| Job Description     | Use a paint roller to paint the walls in the Gallery. | Job Start Time | 1:00pm     |
| Job Hours           | 3.0   | Job End Time   | 4:00pm     |
| Volunteers Required | 4   |                |            |

### Job Sign Up

**Volunteer Comments**  
E.g. "I can stay late if needed."

Submit **18**

[Back to Event Details and Jobs](#)

**You are signed up!**

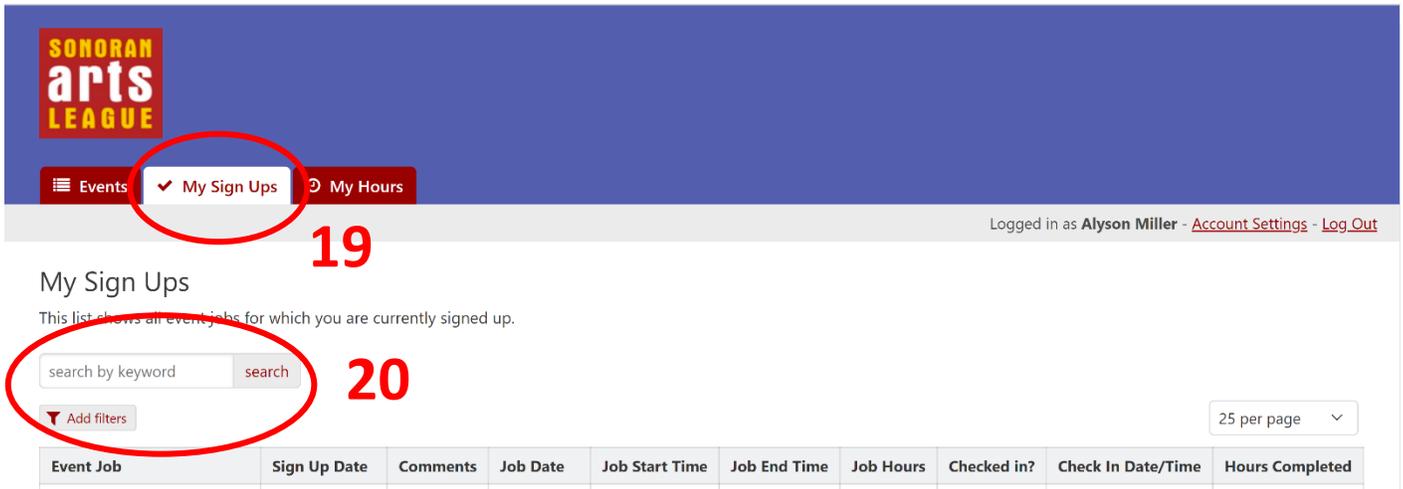
Be sure to show up for the event at the date and time indicated.

## Reviewing Your Sign-Ups

Look for your volunteer commitments on the [My Sign Ups](#) tab.

19. To view the event(s) you've volunteered for, select the **My Sign Ups** tab.

20. You may use the **search** box or **Add filters** button to focus or narrow the list.



The screenshot shows the Sonoran Arts League website interface. At the top left is the logo for the Sonoran Arts League. Below the logo is a navigation bar with three tabs: 'Events', 'My Sign Ups' (which is selected and circled in red), and 'My Hours'. To the right of the navigation bar, it says 'Logged in as Alyson Miller - [Account Settings](#) - [Log Out](#)'. Below the navigation bar, the page title is 'My Sign Ups' and a subtitle reads 'This list shows all event jobs for which you are currently signed up.' Below the subtitle is a search box with the text 'search by keyword' and a 'search' button, both circled in red. To the right of the search box is a large red number '20'. Below the search box is an 'Add filters' button, also circled in red. To the right of the 'Add filters' button is a dropdown menu showing '25 per page'. Below these elements is a table with the following columns: 'Event Job', 'Sign Up Date', 'Comments', 'Job Date', 'Job Start Time', 'Job End Time', 'Job Hours', 'Checked in?', 'Check In Date/Time', and 'Hours Completed'.

To see view your volunteering history, including hours logged and hours needed, use the [My Hours](#) tab (described on the next page).

## Reviewing Your Hours

Wonder how many volunteer hours you've logged? Check on the My Hours tab.

21. To review your accrued volunteer hours for this year, or for all the years collected in this portal, select the **My Hours** tab.
22. If this tab lists any hours owed for past events that require volunteer time (as shown below), make sure to sign up for a new volunteer opportunity.

The screenshot shows the Sonoran Arts League website interface. The 'My Hours' tab is highlighted with a red circle and labeled '21'. Below it, the 'My Hours Owed' section is shown with a table of hours owed. The table has columns for Reason, Date/Time Added, Owed By Date, and Hours Owed. Two rows are listed: '2023 Rodeo Week Celebration Exhibition' and '2023 Juried Members Exhibition', both with 2.0 hours owed. A total of 4.0 hours is shown. A red circle highlights the 'Hours Owed' column and the total, labeled '22'. Below this is the 'My Hours Completed' section, which shows 'No data'. At the bottom, there are two summary tables: 'Summary - This Year' and 'Summary - All Time'.

| Reason                                 | Date/Time Added   | Owed By Date | Hours Owed |
|--|-------------------|--------------|------------|
| 2023 Rodeo Week Celebration Exhibition | 06/21/2023 9:07pm | 12/31/2023   | 2.0        |
| 2023 Juried Members Exhibition         | 06/21/2023 9:35pm | 12/31/2023   | 2.0        |
| Total                                  |                   |              | 4.0        |

| Event Job | Sign Up Date | Comments | Hours Signed Up | Checked in? | Check In Date/Time | Hours Completed |
|-----------|--------------|----------|-----------------|-------------|--------------------|-----------------|
| No data   |              |          |                 |             |                    |                 |

| Summary - This Year |     |
|---------------------|-----|
| Hours Owed          | 4.0 |
| Hours Signed Up     |     |
| Hours Completed     |     |
| Hours Still Owed    | 4.0 |

| Summary - All Time     |     |
|------------------------|-----|
| Total Hours Owed       | 6.0 |
| Total Hours Signed Up  | 2.0 |
| Total Hours Completed  | 2.0 |
| Total Hours Still Owed | 4.0 |

**THANKS SO MUCH FOR VOLUNTEERING YOUR TIME AND EXPERTISE IN SUPPORT OF THE SONORAN ARTS LEAGUE AND THE COMMUNITY. We appreciate you!**

If you have questions about volunteering or logging your hours, please contact the Sonoran Arts League office:

[info@SonoranArtsLeague.org](mailto:info@SonoranArtsLeague.org)

480-575-6624