

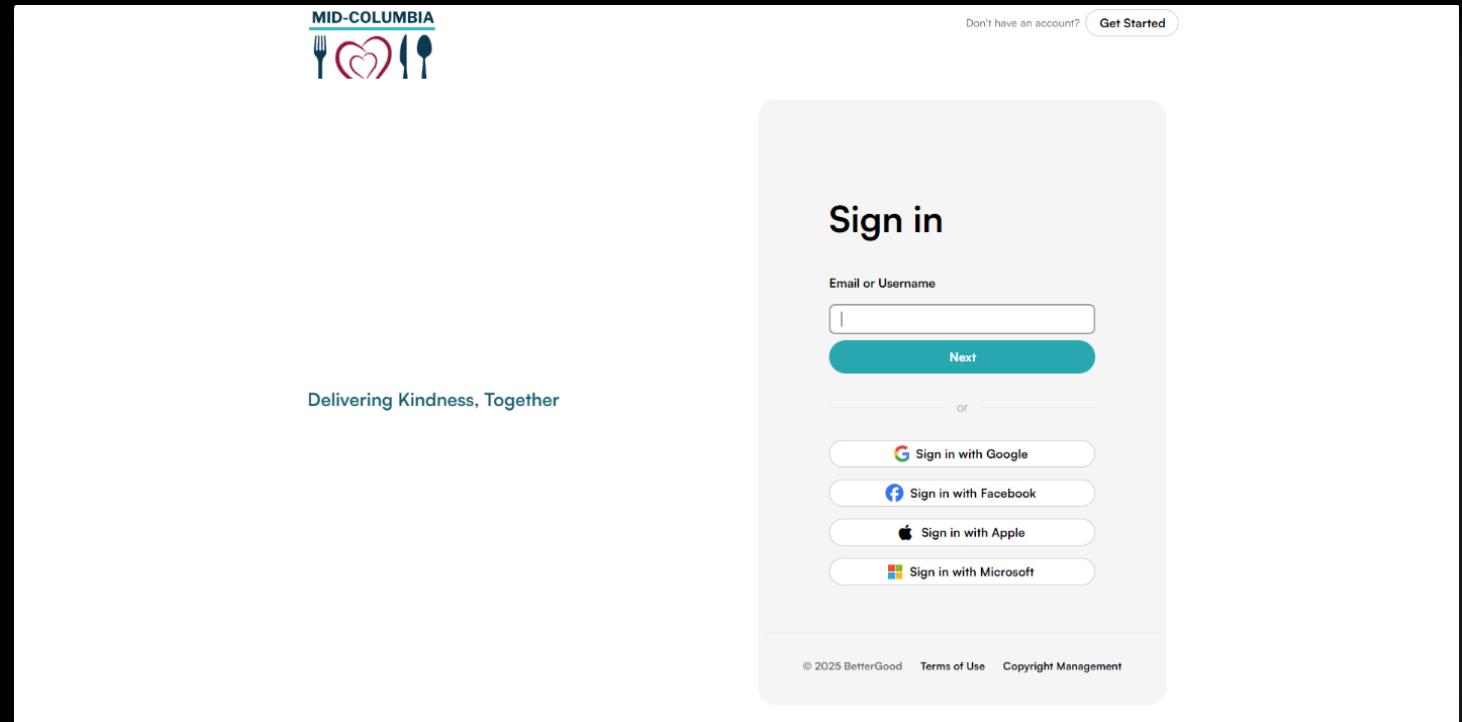
Volunteer Hub Orientation

How to log into your account

Start by going to

<https://mcmow.volunteerhub.com/vv2/>

In the box, type in your issued username



How to log into your account

Type in your issued password associated with your username (if you do not know either of these, please reach out to us at (509) 735-1911).



MID-COLUMBIA

Don't have an account? [Get Started](#)

← Back

Enter your password

example_user1

Password * [Forgot password?](#)

Keep me signed in

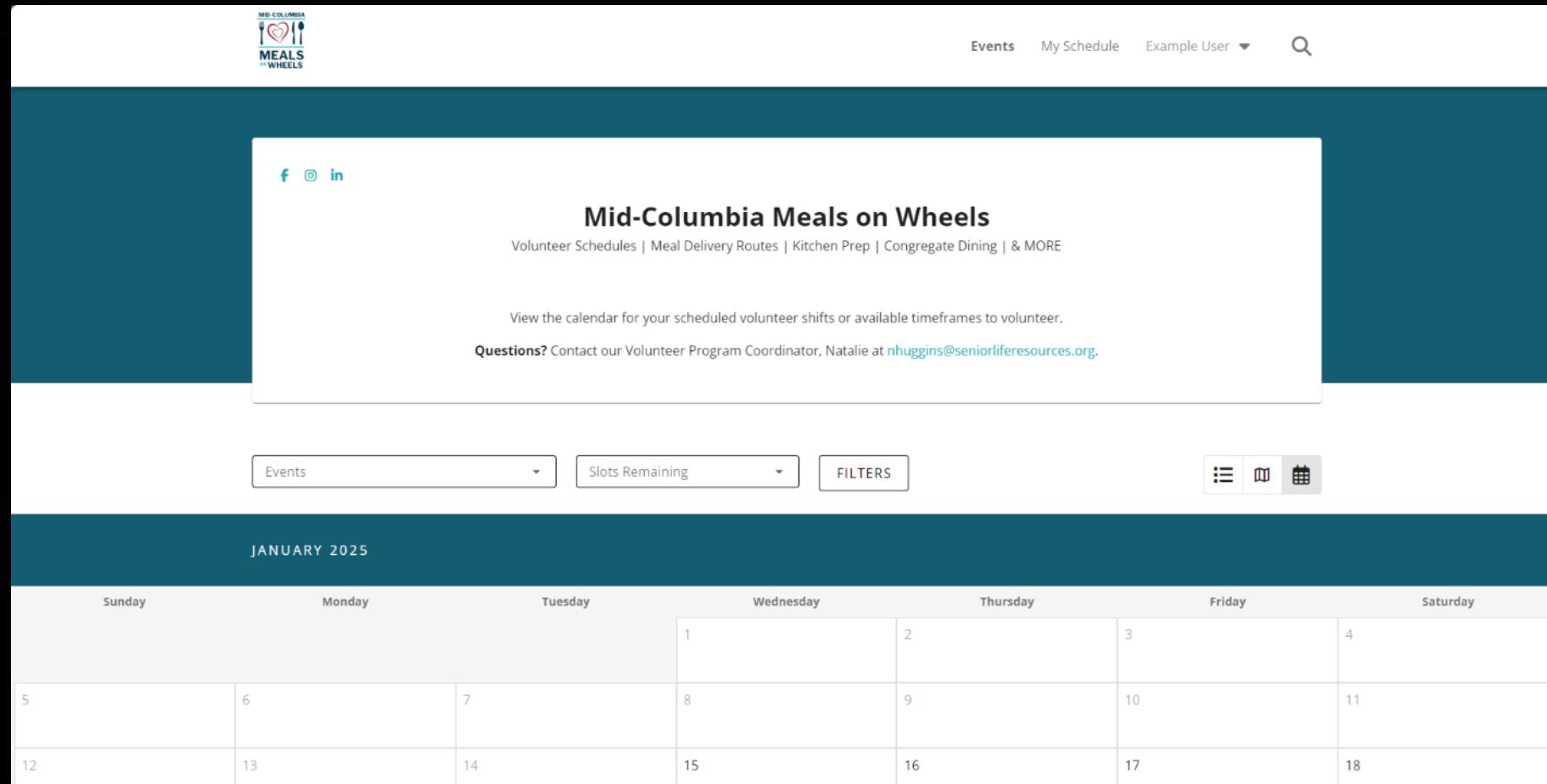
[Sign in](#)

Delivering Kindness, Together

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Landing Pages

This is the landing page.
You will see this page
every time you login.

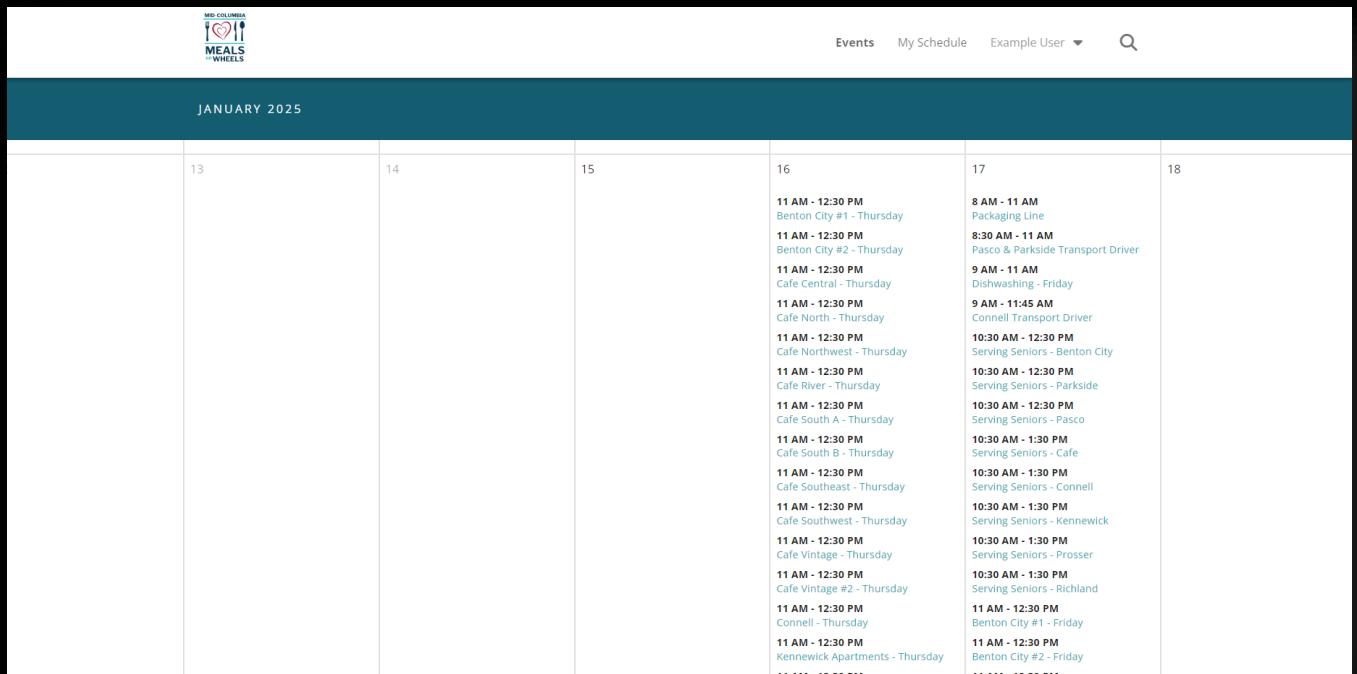


The screenshot shows the Mid-Columbia Meals on Wheels landing page. At the top, there is a navigation bar with links for "Events", "My Schedule", "Example User", and a search icon. The main header features the organization's logo, "Mid-Columbia MEALS on WHEELS". Below the header, there are social media links for Facebook, Twitter, and LinkedIn. The main content area is titled "Mid-Columbia Meals on Wheels" and includes links for "Volunteer Schedules", "Meal Delivery Routes", "Kitchen Prep", "Congregate Dining", and "& MORE". A call-to-action text encourages users to "View the calendar for your scheduled volunteer shifts or available timeframes to volunteer." It also provides contact information for the Volunteer Program Coordinator, Natalie, at nhuggins@seniorliferesources.org. Below this, there are three buttons: "Events", "Slots Remaining", and "FILTERS". The calendar for January 2025 is displayed, showing days from Sunday to Saturday. The days are numbered 1 through 18. The 1st, 2nd, 3rd, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, and 18th are visible, while the 4th, 5th, 6th, 7th, 8th, 9th, and 12th are partially visible. The 1st is highlighted in red. At the top of the calendar, there are icons for a list view, a grid view, and a calendar view.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
12	13	14	15	16	17	18

Events

Events act like “shifts” on this website. If you scroll down, you will see a list of every event you can sign up for. Event registration is limited by your permission. If you do not have permission to sign up for an event, you will not see it. You have permission to sign up for any event you see on your landing page.



The screenshot shows a calendar for January 2025. The top navigation bar includes the Meals on Wheels logo, a search bar, and links for 'Events', 'My Schedule', and 'Example User'. The calendar header 'JANUARY 2025' is centered above the grid. The days of the week are labeled 13, 14, 15, 16, 17, and 18. Below the grid, a list of events is provided for each day, with specific times and locations. For example, on January 16, there are 18 listed events, including shifts at Benton City #1, Benton City #2, Cafe Central, Cafe North, Cafe Northwest, Cafe River, Cafe South A, Cafe South B, Cafe Southeast, Cafe Southwest, Connell, Cafe Vintage, and Kennewick Apartments. The events are color-coded by location.

13	14	15	16	17	18
			<p>11 AM - 12:30 PM Benton City #1 - Thursday</p> <p>11 AM - 12:30 PM Benton City #2 - Thursday</p> <p>11 AM - 12:30 PM Cafe Central - Thursday</p> <p>11 AM - 12:30 PM Cafe North - Thursday</p> <p>11 AM - 12:30 PM Cafe Northwest - Thursday</p> <p>11 AM - 12:30 PM Cafe River - Thursday</p> <p>11 AM - 12:30 PM Cafe South A - Thursday</p> <p>11 AM - 12:30 PM Cafe South B - Thursday</p> <p>11 AM - 12:30 PM Cafe Southeast - Thursday</p> <p>11 AM - 12:30 PM Cafe Southwest - Thursday</p> <p>11 AM - 12:30 PM Connell - Thursday</p> <p>11 AM - 12:30 PM Cafe Vintage - Thursday</p> <p>11 AM - 12:30 PM Cafe Vintage #2 - Thursday</p> <p>11 AM - 12:30 PM Kennewick Apartments - Thursday</p> <p>11 AM - 12:30 PM Benton City #1 - Friday</p> <p>11 AM - 12:30 PM Benton City #2 - Friday</p> <p>11 AM - 12:30 PM</p>		

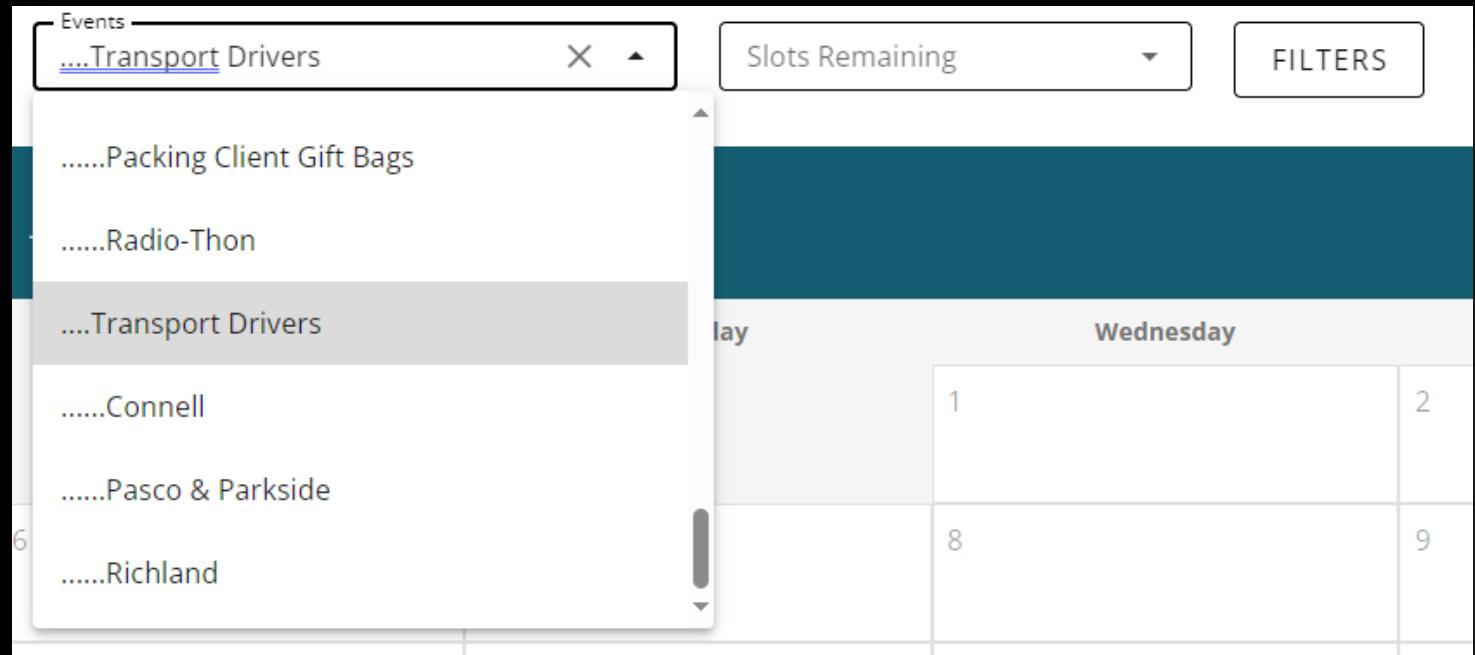
Events - Filtering

Some users will find that their landing page is quite full and makes finding their shift harder. To filter events, you will use these 3 buttons.



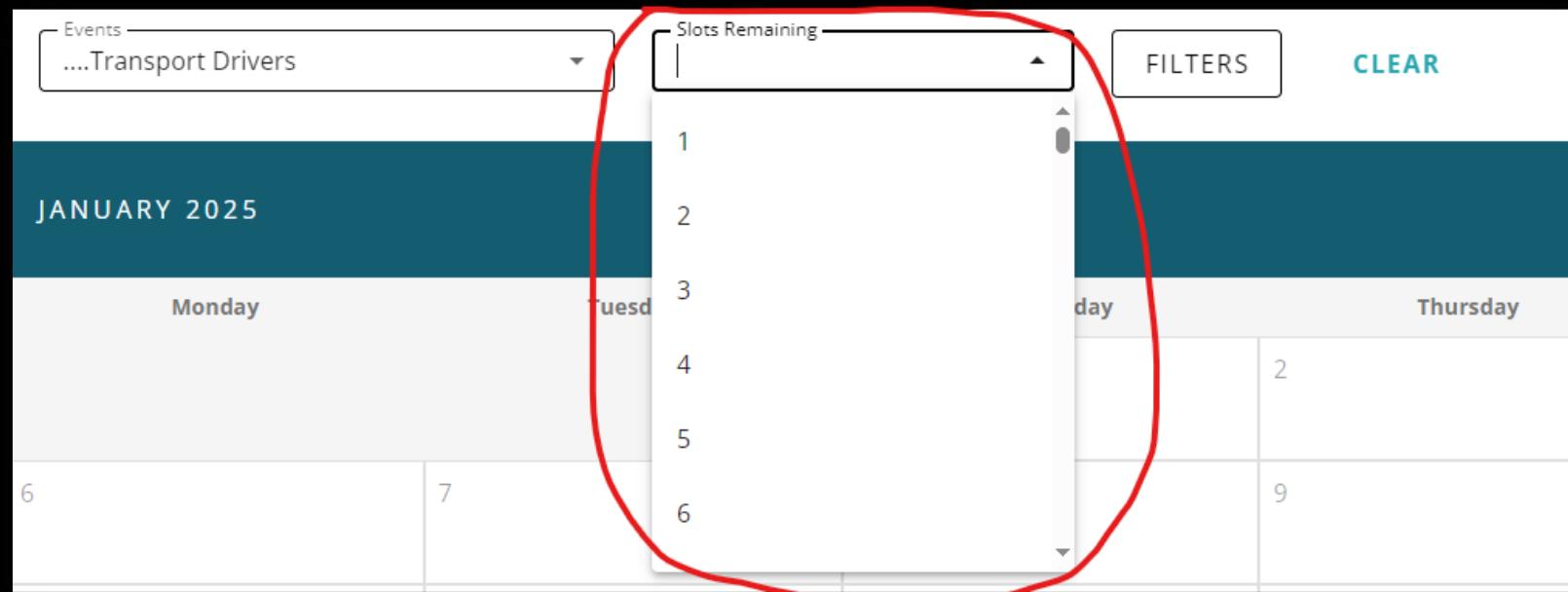
Events - Filtering

The button on the left will allow you to filter events based on category (i.e. home delivery, transport, etc.). This filter will also show individual routes, which will make it much quicker for drivers to find their route. You may either type in the box or scroll to find the desired entry.



Events - Filtering

This button allows you to filter and find events that have a specific amount of slots remaining.



Events - Filtering

By clicking on the 'filters' button, you will be able to filter by the date and time of the event. This one is particularly useful if you are trying to find an event on a specific date at a specific time.

MORE FILTERS X

Date Range

CALENDAR

TO

CALENDAR

Location

Day of Week

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Time of Day

- Morning
- Afternoon

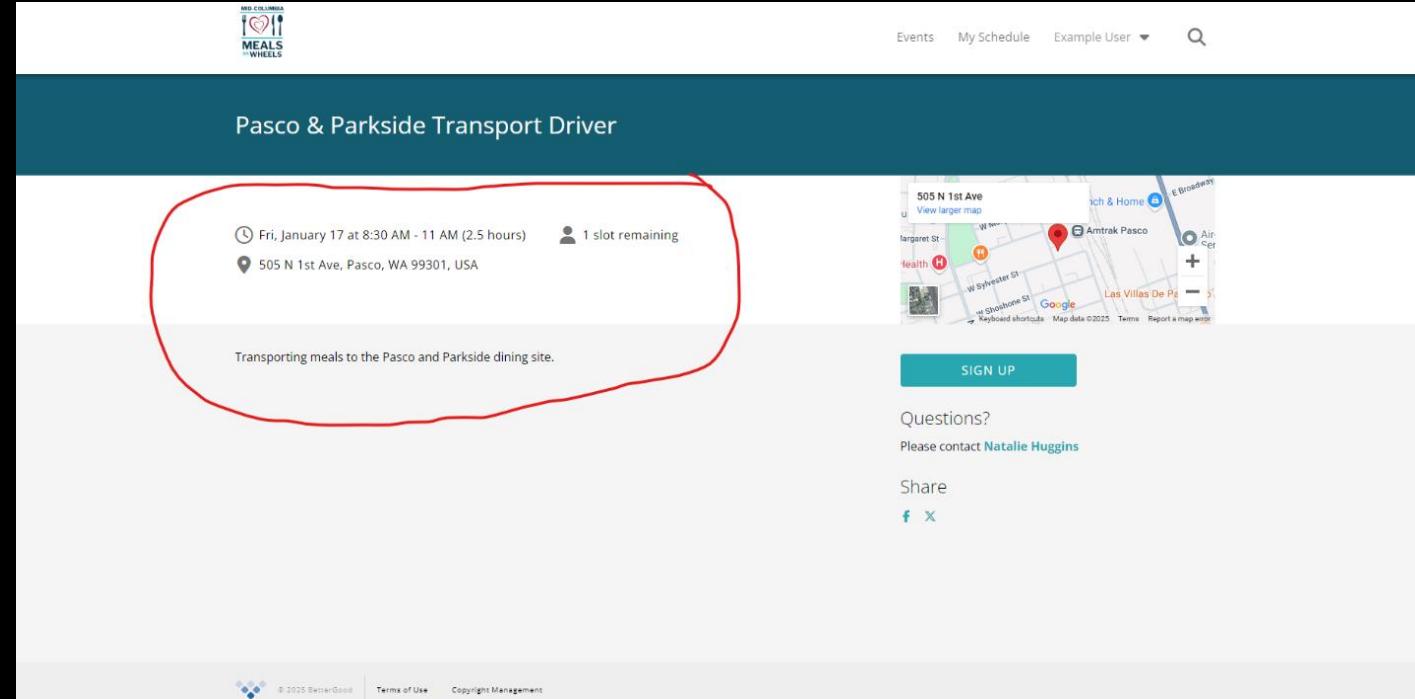
CLEAR ABOVE SAVE

Events - Registering

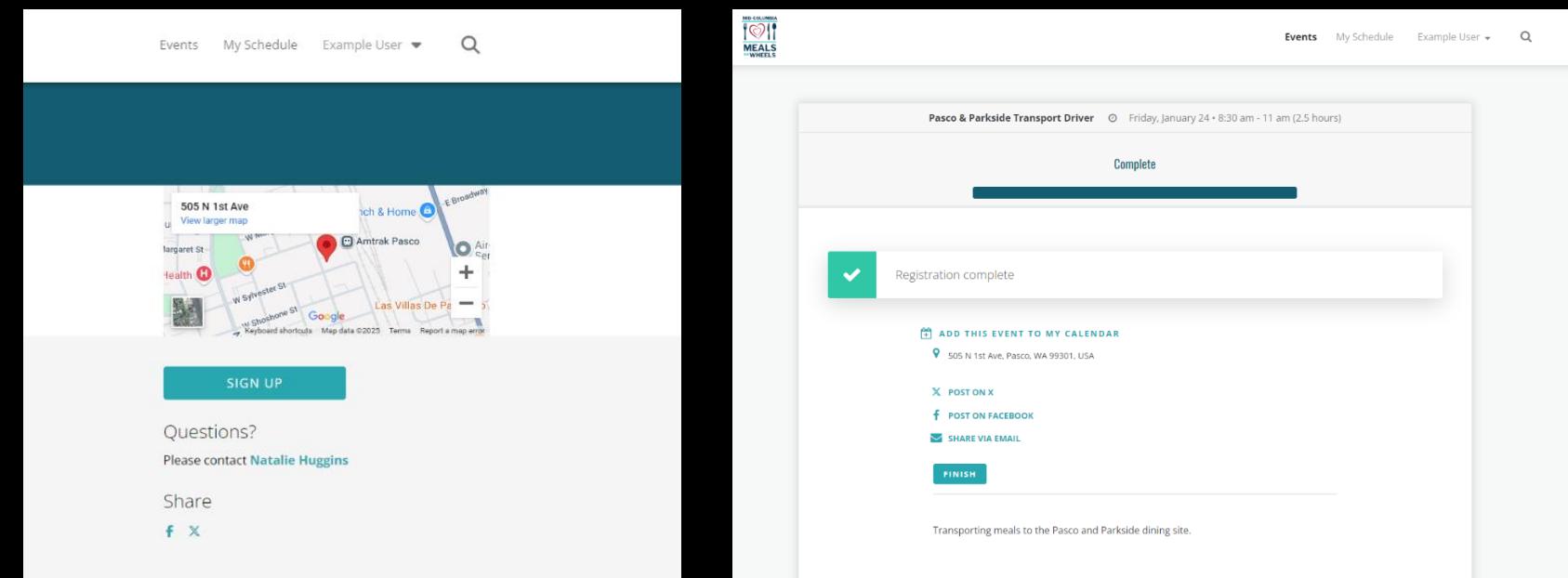
After locating your desired event, clicking on it will bring up this page.

The area to the left shows all the information you need to know about the event. To the right, you will find the sign up button.

Clicking the 'sign up' button will register you for this event and send you a reminder email one day before the event starts.



The screenshot shows a web page for a meal delivery event. At the top, the 'MEALS ON WHEELS' logo is visible. The main title is 'Pasco & Parkside Transport Driver'. Below the title, there is a red box highlighting the event details: 'Fri, January 17 at 8:30 AM - 11 AM (2.5 hours)' and '505 N 1st Ave, Pasco, WA 99301, USA'. A note below states 'Transporting meals to the Pasco and Parkside dining site.' To the right is a map showing the location. A 'SIGN UP' button is located on the right side of the event details. Below the event details, there are links for 'Questions?' (with contact info for 'Natalie Huggins'), 'Share' (with social media icons for Facebook and Twitter), and footer links for '© 2025 BetterGood', 'Terms of Use', and 'Copyright Management'.



The image contains two side-by-side screenshots of the registration process. The left screenshot shows the initial event page with a 'SIGN UP' button. The right screenshot shows the confirmation page after registration, which includes a green checkmark, the text 'Registration complete', and buttons for 'ADD THIS EVENT TO MY CALENDAR', 'POST ON X', 'POST ON FACEBOOK', and 'SHARE VIA EMAIL'. Both screenshots also show the event details: 'Pasco & Parkside Transport Driver' on 'Friday, January 24 • 8:30 am - 11 am (2.5 hours)'. At the bottom of the right screenshot, there is a note: 'Transporting meals to the Pasco and Parkside dining site.'

Your Schedule

To see your schedule, you can navigate to the 'My Schedule' tab located at the top. Here you can see all the events you are registered for. You can also cancel registration for events, but not within 48 hours before the event starts.

Mid-Columbia Meals on Wheels

Events **My Schedule** Admin Example User 

My Schedule





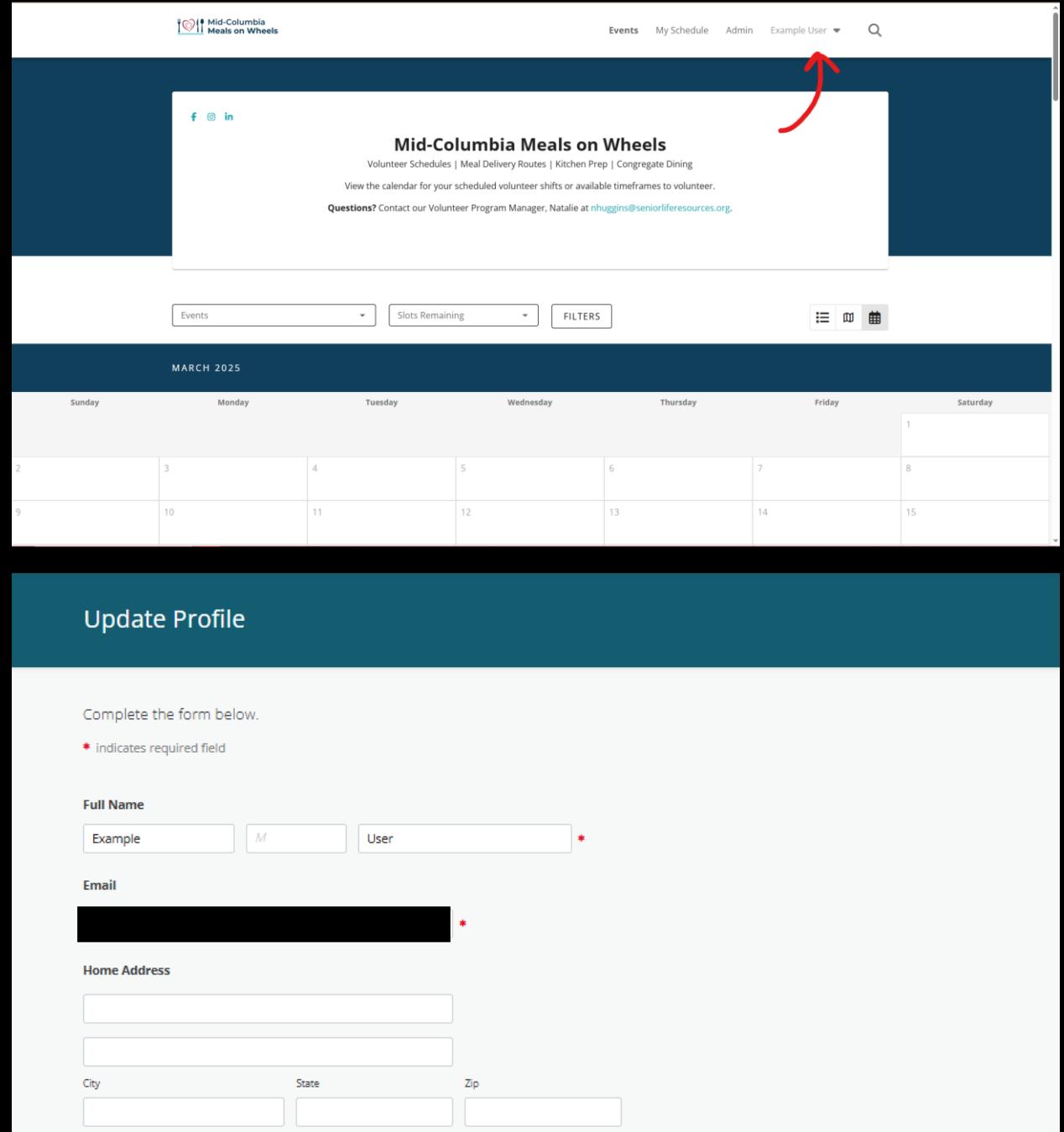
MARCH 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 10:35 am - 12:15 pm Cafe Southeast	20	21	22
23	24	25	26	27	28	29
30	31					

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How to Update Your Profile

Navigate to the dropdown with your username and click 'Update Profile.' From here, you can update your name, phone numbers, addresses, and any other information pertaining to your profile. Once you are done, clicking "save" at the bottom will save the changes you have made.

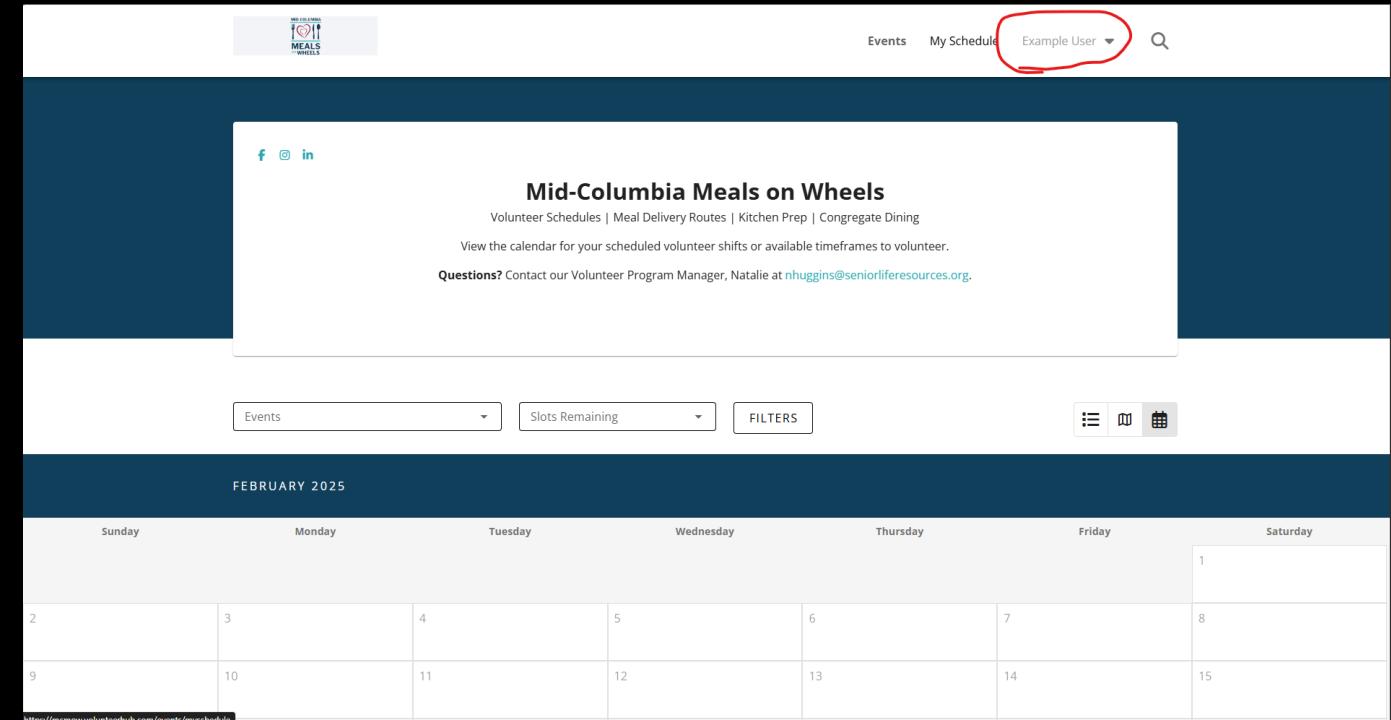


The screenshot shows the Mid-Columbia Meals on Wheels website. At the top, there is a header with the organization's logo, navigation links for 'Events', 'My Schedule', 'Admin', and 'Example User', and a search bar. A red arrow points to the 'Example User' dropdown menu. Below the header is a social media section with links for Facebook, Twitter, and LinkedIn. The main content area features the organization's name and a brief description. Below this is a calendar for March 2025, with a red box highlighting the 10th. At the bottom is the 'Update Profile' form, which includes fields for 'Full Name' (with placeholder 'Example M User *'), 'Email' (with a red asterisk), 'Home Address' (a large text area), and 'City', 'State', 'Zip' fields.

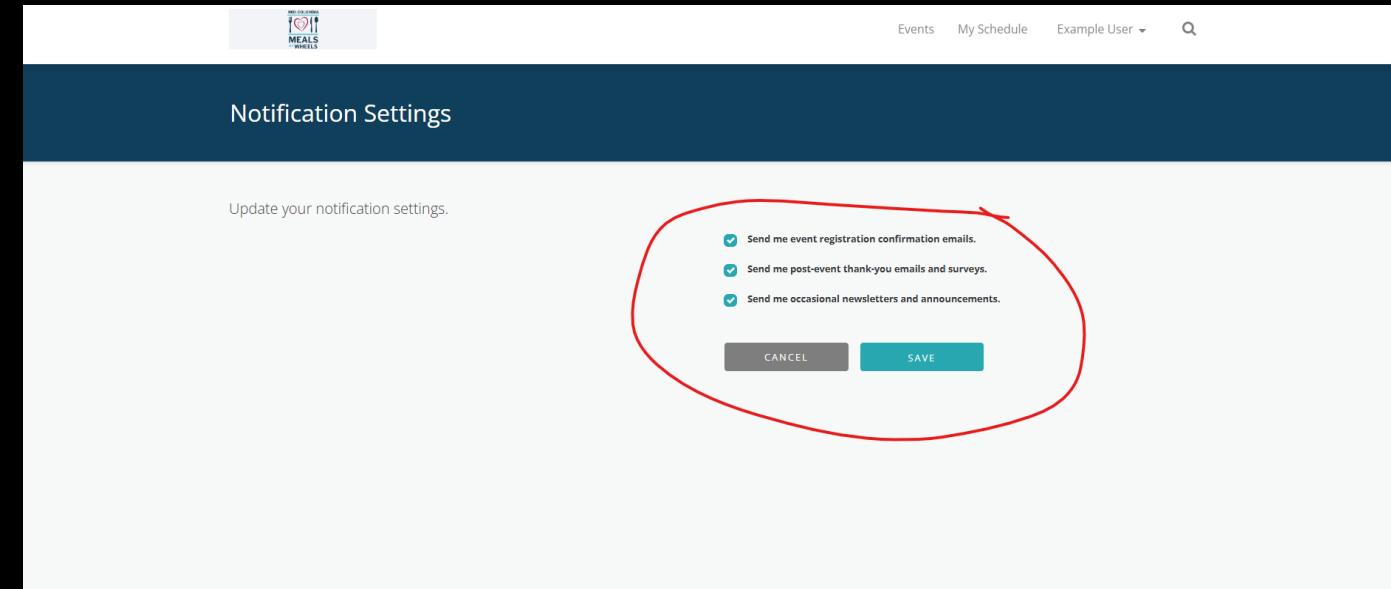
Notifications

Toggling notifications on/off

To toggle notifications on or off, navigate to the dropdown labeled with your name. In the dropdown, locate “notifications.” Clicking on it will bring up this page. From here, you will be able to pick which notifications you receive by checking/unchecking the boxes and then clicking save.



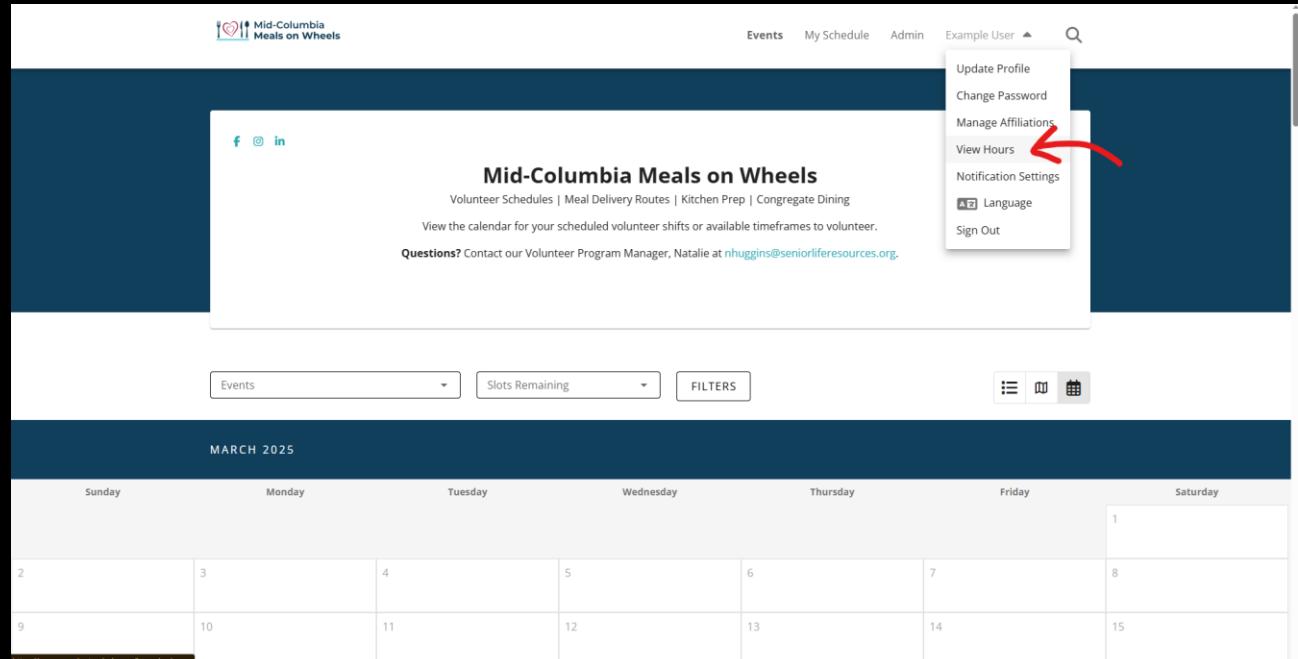
The screenshot shows the Mid-Columbia Meals on Wheels website. At the top right, there is a dropdown menu labeled "Example User" with a red oval around it. Below the menu, there are links for "Events", "My Schedule", and a search bar. The main content area is titled "Mid-Columbia Meals on Wheels" and includes links for "Volunteer Schedules", "Meal Delivery Routes", "Kitchen Prep", and "Congregate Dining". It also features a calendar for February 2025 with days numbered 1 through 15. At the bottom of the calendar, the URL <https://mcmow.volunteerhub.com/events/myschedule> is visible.



The screenshot shows the "Notification Settings" page. The title is "Notification Settings" and the sub-instruction is "Update your notification settings." There are three checkboxes, all of which are checked and highlighted with a red oval: "Send me event registration confirmation emails.", "Send me post-event thank-you emails and surveys.", and "Send me occasional newsletters and announcements." At the bottom are "CANCEL" and "SAVE" buttons.

How to view hours

In the drop down, select "view hours." You will be brought to this page, which shows the total number of hours you have worked. To see the hours in more detail, you may click on "view hour history." This will allow you to see your hours for a specific date range. You are also given the option to print the hours.



Mid-Columbia Meals on Wheels

Volunteer Schedules | Meal Delivery Routes | Kitchen Prep | Congregate Dining

View the calendar for your scheduled volunteer shifts or available timeframes to volunteer.

Questions? Contact our Volunteer Program Manager, Natalie at nhuggins@seniorliferesources.org.

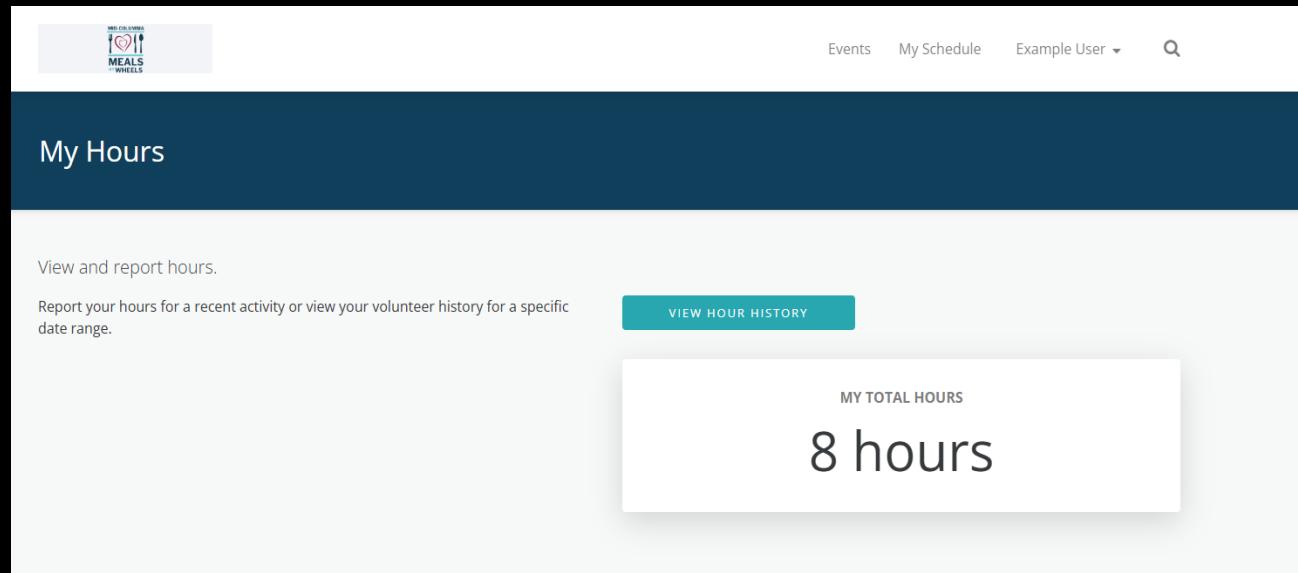
Events | My Schedule | Admin | Example User | [View Hours](#) | [Update Profile](#) | [Change Password](#) | [Manage Affiliations](#) | [Notification Settings](#) | [Language](#) | [Sign Out](#)

Events | Slots Remaining | FILTERS

MARCH 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2	3	4	5	6	7	8
9	10	11	12	13	14	15

<https://mcmow.volunteerhub.com/hours/myhours>



Events | My Schedule | Example User | [View Hour History](#)

My Hours

View and report hours.

Report your hours for a recent activity or view your volunteer history for a specific date range.

VIEW HOUR HISTORY

MY TOTAL HOURS

8 hours

THANK YU!

Deepest gratitude for your partnership with Mid-Columbia Meals on Wheels in service to local seniors.

Main office phone: (509) 735-1911

Café dining site: (509) 736-0045

Richland dining site: (509) 943-0779

Kennewick dining site: (509) 585-4241

Pasco dining site: (509) 543-5706

Parkside dining site: (509) 545-2169

Benton City dining site: (509) 588-3094

Prosser dining site: (509) 786-1148

Connell dining site: (509) 234-0766