

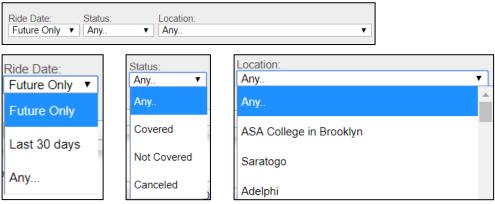
Signing Up For a Ride Request in the Volunteer Database

On Point for College (OPFC) utilizes the interface, Opptuna, to manage transportation requests and notify volunteers of upcoming opportunities. The Volunteer Database offers the following features to volunteers:

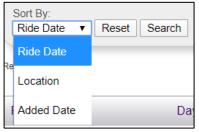
- Review current ride requests
- Volunteer for ride requests that suit your preferences
- View personal rides history for tax write-offs

Selecting a Ride Request

1. From the Home screen you can filter ride requests according to your personal preferences.



2. You can also sort ride requests by three criteria to identify rides you may be interested in: ride date, location, and added date.



3. Once you have selected your search criteria press the SEARCH button and your results will appear on the Rides Summary Screen.



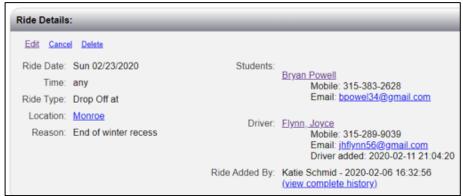


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4. All ride requests are entered with a reason in the comments section. To see the details of a ride select the Reason description.



5. When you select the Reason description, you will be brought to the Ride Details screen.



Committing to a Ride Request

1. After you identify a ride that you would like to cover, select the Not Covered icon in the Driver field.



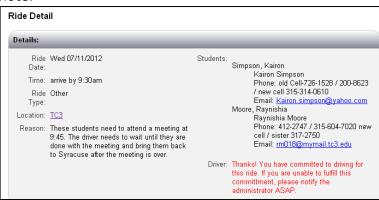
2. A confirmation screen will appear asking you to commit to driving. Select OK.



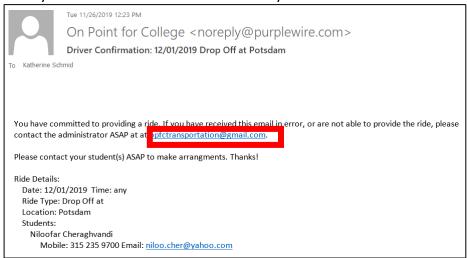


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3. Once you have committed to cover a ride the Ride Detail screen will update to include a Thank You note.

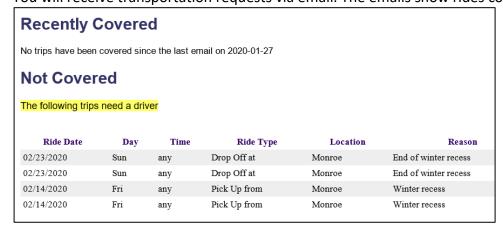


4. Once you have committed to cover a ride you will receive an email similar to the one below:



Ride Request Notification Emails

You will receive transportation requests via email. The emails show rides covered and not covered.





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Canceling a Ride

Please call or email the Volunteer Coordinator if you are no longer able to cover a ride.

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Additional Volunteer Database Features

You can review a list of the rides you have committed to by selecting the Rides tab, then My Rides History.



Forgot Your Password

If you have forgotten your password go to the Volunteer Database website and click the Forgot Your Password link. You will be asked for your username (usernames are always your email). On Point for College will send an email to the email address associated with your account that will enable you to reset your password.