

WeberSync

# HOW TO GUIDE

FOR COMMUNITY  
PARTNERS



**WEBER STATE UNIVERSITY**

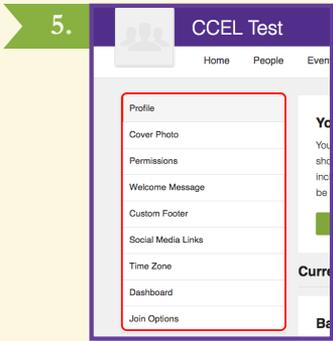
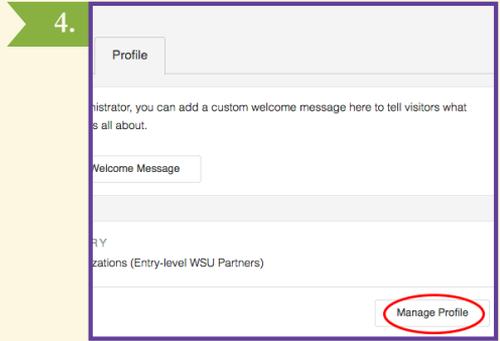
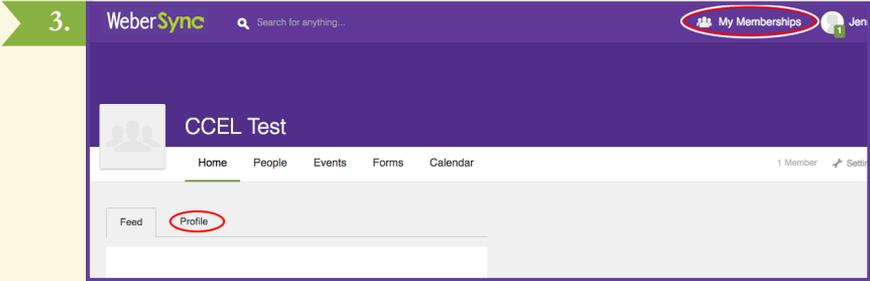
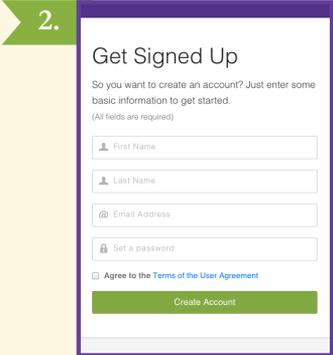
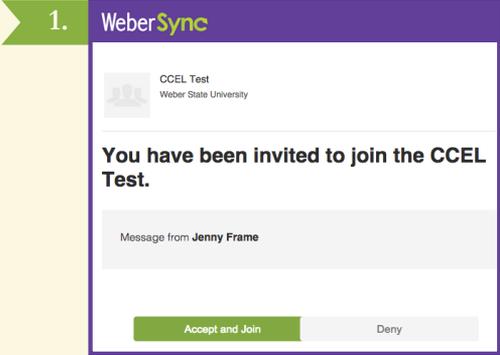
Center for Community Engaged Learning

## GETTING STARTED WITH **WeberSync**

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1. Accept and Join.
2. Create a WeberSync account and then register by filling out the form.
3. Go to **My Memberships** and click on your organization name. (This will ensure you are in your organization's portal). Then click on **Profile**.
4. Click **Manage Profile** to set up your organization's profile.
5. Explore the sidebar, e.g. upload a cover photo, edit your welcome message, etc.





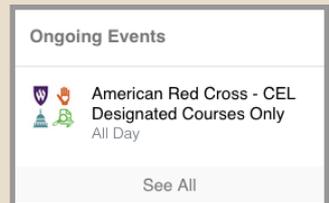
# CREATING AN OPPORTUNITY

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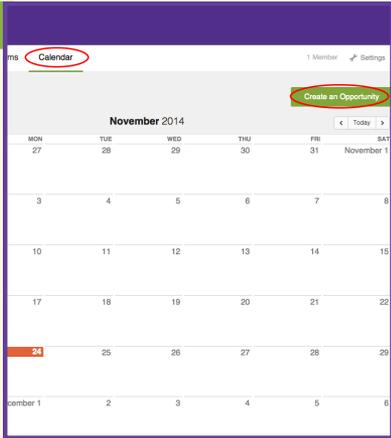
1. After signing in, go to **My Memberships** and click on your organization name. This will ensure you are in your organization's portal.
2. Click on **Calendar** and then on **Create an Opportunity**.
3. Fill in the Form.
4. Tip: Always check the box next to **Share on Service Opportunities List** if you wish to have your opportunity on the Community Partner Calendar.
5. Check out **Admin Tools** when in an event. You can find this on the right side of your screen.

## HELPFUL HINT

Your portal comes with an ongoing event. If you partner with a faculty member, this event gives them a way to link their CEL course page to your organization. No effort is required on your part for this feature.



2.



3.

### Create an Opportunity

**Details**

**Opportunity Name** **REQUIRED**

Name it something short and simple

**Type**

One-Time  Repeating  Ongoing

**Starting** **REQUIRED** at   All Day

**Ending** **REQUIRED** at

4.



#### Share on Service Opportunities list

Your community may require you to fill out an additional form after you submit.

5.

- #### ADMIN TOOLS
- Event Details
  - Participation
  - Message
  - Export Responses
  - Hours Grid
  - Upload Data
  - Export Participation

# TRACKING HOURS FOR CARD SWIPE

1. After signing in, click **My Memberships**. Once in your portal, go to the **Events** tab, click on a specific event then click on **Participation**.
2. Click **Turn on Card Swipe**.
3. After selecting your settings, click **Save Card Swipe Settings**—this should activate your card swipe for the day.

## HELPFUL HINT

Visit the following URL to sign in to WeberSync:  
**Orgsync.com/login/weber-state-university**.  
Sign in through the **Community Partner Login**.

Sign in with Wildcat Username

Community Partner Login

Need help signing in?



1.

The screenshot shows the Webersync web application interface. At the top, there is a search bar and a user profile for 'Jenny'. The main navigation bar includes 'Home', 'People', 'Events' (circled in red), 'Forms', and 'Calendar'. Below the navigation, the 'Food Drive' event page is displayed. The event is scheduled for Monday, Nov 24, 2014 - Wednesday, Dec 31, 2014, at WSU. A 'Sign Up Now' button is visible. On the right side, there is a 'Share This!' section with social media options and a URL. Below that is an 'ADMIN TOOLS' menu with options like 'Event Details', 'Participation' (circled in red), and 'Message'.

2.

This screenshot shows the 'Food Drive' event page in more detail. The event title 'Food Drive' and dates 'Monday, Nov 24, 2014 - Wednesday, Dec 31, 2014' are at the top. Below is a search bar and a table for participants. A message states 'No participants have been added for this event.' On the right, there is an 'Add Participants' button (circled in green) and a 'Turn On Card Swipe' button (circled in red). Below these are 'ADMIN TOOLS' including 'Event Details', 'Participation', 'Message', 'Export Response', 'Hours Grid', 'Upload Data', and 'Export Participation'.

3.

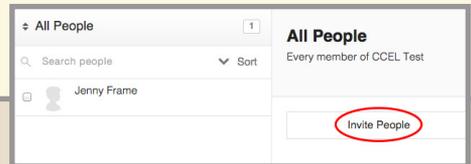
The screenshot shows a dialog box titled 'Confirm your card swipe settings'. It has two radio button options: 'Track Attendance Only (record check-in time with card swipe)' (selected) and 'Track Check-In and Check-Out Times (require both card swipe in and out to record actual time attended)'. The first option has a form to set a credit upon check-in: '24 : 00 Hours'. At the bottom, there are two buttons: 'Save Card Swipe Settings' and 'Cancel'.

# TRACKING HOURS MANUALLY

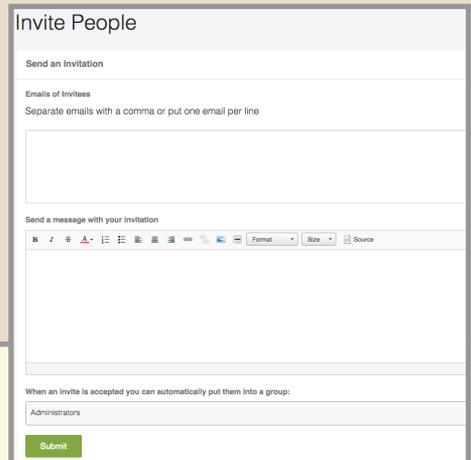
1. After signing in, click **My Memberships**. Once in your portal, go to the **Events** tab, click on a specific event then click on **Participation**.
2. Click **Add Participants**.
3. Mark **Full Community** and search for volunteers by name.
4. Fill out participation credit and save.

## HELPFUL HINT

Click on the **People** tab in your portal to invite additional members or administrators to your portal.



The screenshot shows a user interface for managing people. At the top left, there is a tab labeled "All People" with a count of "1". Below this is a search bar with the placeholder text "Search people" and a "Sort" dropdown menu. A profile card for "Jenny Frame" is visible. On the right side, there is a section titled "All People" with the subtitle "Every member of CCEL Test". At the bottom right of this section, there is a button labeled "Invite People" which is circled in red.



The screenshot shows the "Invite People" form. It has a title "Invite People" and a section "Send an Invitation". Below this is a field for "Emails of Invitees" with the instruction "Separate emails with a comma or put one email per line". There is a large text area for "Send a message with your Invitation" which includes a rich text editor toolbar with options for bold, italic, underline, link, unlink, and text color. At the bottom, there is a field for "When an invite is accepted you can automatically put them into a group:" with a dropdown menu currently set to "Administrators" and a green "Submit" button.

1.

The screenshot shows the WeberSync website interface. At the top, there is a search bar and navigation links for 'My Memberships' and a user profile 'Jenny'. Below the navigation bar, the 'Events' menu item is circled in red. The main content area displays a 'Food Drive' event for November 24, 2014. The event details include the date 'Monday, Nov 24, 2014 - Wednesday, Dec 31, 2014', the location 'WSU', and a 'Sign Up Now' button. On the right side, there are social sharing options (Facebook, Twitter, QR Code) and an 'ADMIN TOOLS' section where the 'Participation' option is circled in red.

2.

This screenshot shows the 'Food Drive' event page. The event title 'Food Drive' is at the top, followed by the date 'Monday, Nov 24, 2014 - Wednesday, Dec 31, 2014'. Below the date is a search bar and filters for 'All Statuses' and 'Sort'. The main content area is empty, displaying the message 'No participants have been added for this event.' On the right side, there is a 'Turn On Card Swipe' button and an 'ADMIN TOOLS' menu. The 'Add Participants' button at the top of the menu is circled in red, and the 'Participation' option in the menu is also circled in red.

3.

This screenshot shows the 'Add Participants' step in the 'Food Drive' event page. The title 'Add Participants' is prominently displayed. Below it, the instruction 'Step 1: Choose Participants' is shown. There are three radio button options: 'CCEL', 'All Portals in Community Partner Directory', and 'Full Community'. The 'Full Community' option is selected and circled in red. At the bottom, there is a navigation bar with 'Members', 'Lists', and 'Selected (0)'.

## APPROVING HOURS

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As students record their hours through WeberSync you will receive an email asking to accept or deny community engagement hours. Follow the email link and click approve or deny.

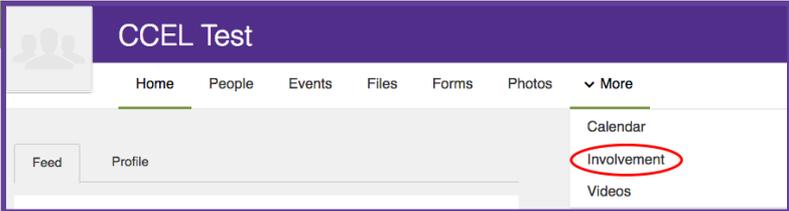
### Check for pending hours in your portal.

1. Once in your portal, click on **Involvement**.
2. If there are any pending hours, click **View Details** for each student.
3. Click **Approve/Deny**. As an administrator you are able to adjust student hours if needed by clicking on edit, under the options button to the right.

Note: It is important to verify student hours in a timely manner. For many of these students, their grades are dependent on the amount of hours completed.



1.



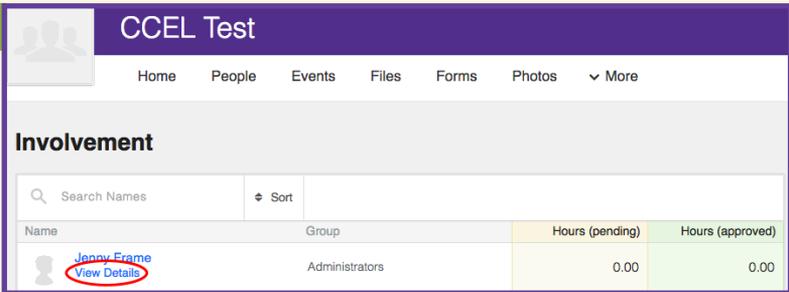
CCEL Test

Home People Events Files Forms Photos More

Calendar  
**Involvement**  
Videos

Feed Profile

2.



CCEL Test

Home People Events Files Forms Photos More

### Involvement

Search Names Sort

Name	Group	Hours (pending)	Hours (approved)
 <a href="#">Jenny Frame</a> <a href="#">View Details</a>	Administrators	0.00	0.00

3.



### Involvement Entries for Jenny Frame

#### Pending Hours

Submitted	Event / Activity	Category	Hours	Status	Actions
Dec 03, 2014	Weeded Dec 02, 2014 · <a href="#">View Details</a>		4.0	<a href="#">Approve</a>   <a href="#">Deny</a>	<a href="#">Edit</a> <a href="#">Delete</a>
			<b>Total:</b>	<b>4.0</b>	



## CONTACT

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**w:** [weber.edu/ccel](http://weber.edu/ccel)



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