WeberSync

HOW TO GUIDE

FOR COMMUNITY PARTNERS

WEBER STATE UNIVERSITY
Center for Community Engaged Learning

GETTING STARTED WITH WeberSync

1. Accept and Join.

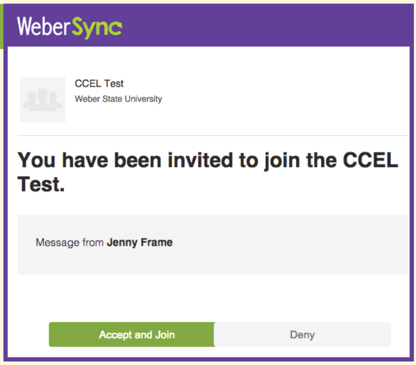
2. Create a WeberSync account and then register by filling out the form.

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**.

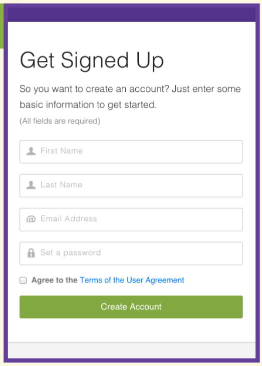
4. Click **Manage Profile** to set up your organization's profile.

5. Explore the sidebar, e.g. upload a cover photo, edit your welcome message, etc.

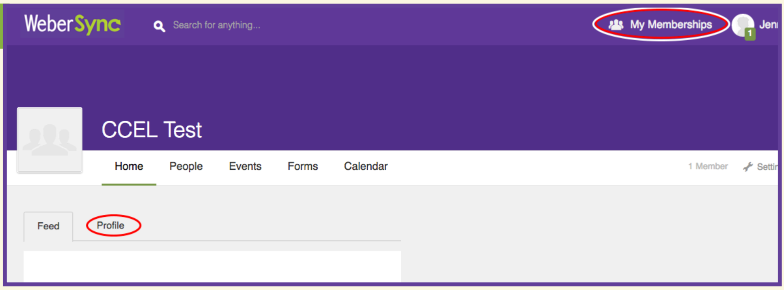
1.


WeberSync
CCEL Test
Weber State University
You have been invited to join the CCEL Test.
Message from Jenny Frame
Accept and Join
Deny

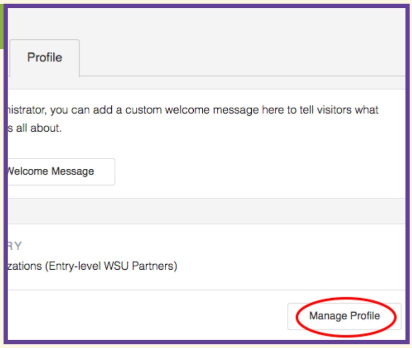
2.


Get Signed Up
So you want to create an account? Just enter some basic information to get started.
(All fields are required)
First Name
Last Name
Email Address
Set a password
Agree to the Terms of the User Agreement
Create Account

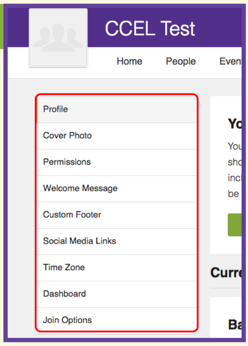
3.


WeberSync
Search for anything...
My Memberships
CCEL Test
Home
People
Events
Forms
Calendar
1 Member
Feed
Profile

4.


Profile
Welcome Message
zations (Entry-level WSU Partners)
Manage Profile

5.


CCEL Test
Home
People
Profile
Cover Photo
Permissions
Welcome Message
Custom Footer
Social Media Links
Time Zone
Dashboard
Join Options

CREATING AN OPPORTUNITY

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.**

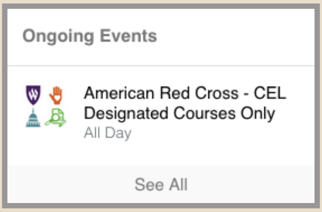
3. Fill in the Form.

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.

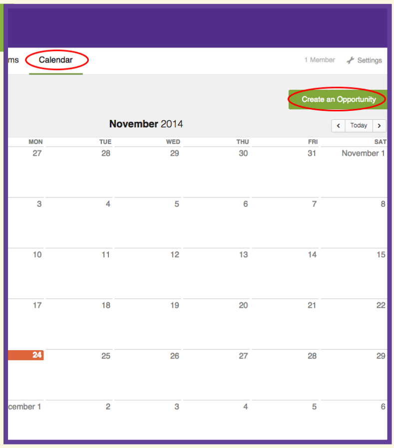
5. Check out **Admin Tools** when in an event. You can find this on the right side of your screen.

HELPFUL HINT

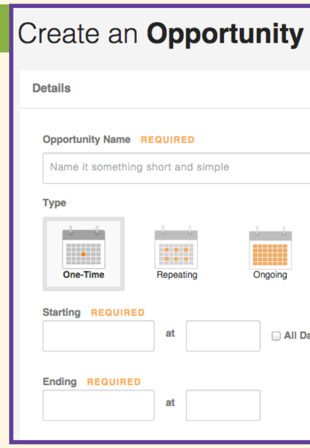
Your portal comes with an ongoing event. If you partner with a faculty member, this event gives them a way to link their CEL course page to your organization. No effort is required on your part for this feature.



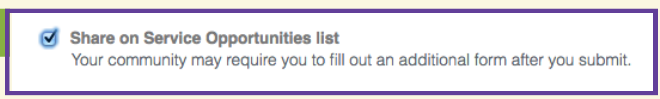
2.


ms
Calendar
1 Member
Settings
Create an Opportunity
November 2014
Today
MON
TUE
WED
THU
FRI
SAT
27 28 29 30 31 November 1
3 4 5 6 7 8
10 11 12 13 14 15
17 18 19 20 21 22
24 25 26 27 28 29
cember 1 2 3 4 5 6

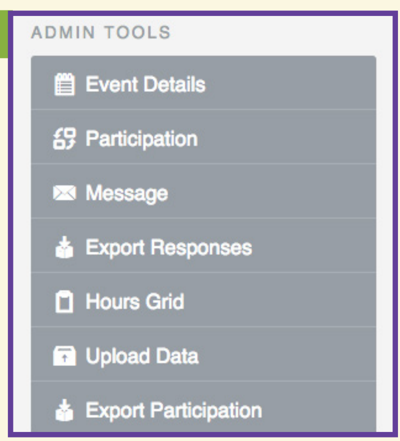
3.


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

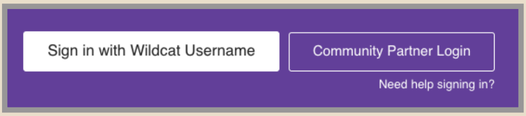
1. After signing in, click **My Memberships**. Once in your portal, go to the **Events** tab, click on a specific event then click on **Participation.**

2. Click **Turn on Card Swipe.**

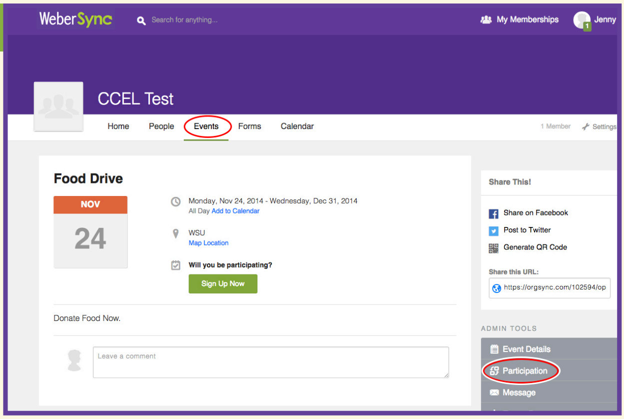
3. After selecting your settings, click **Save Card Swipe Settings**–this should activate your card swipe for the day.

HELPFUL HINT

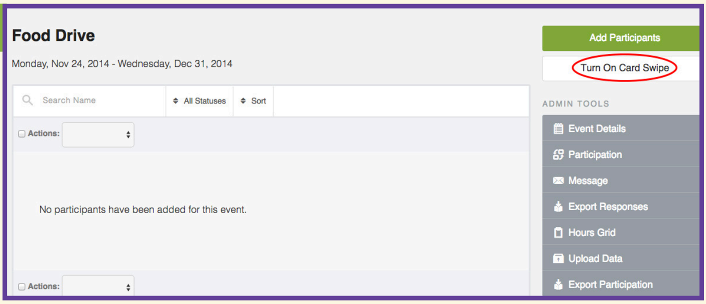
Visit the following URL to sign in to WeberSync: **Orgsync.com/login/weber-state-university.** Sign in through the **Community Partner Login.**



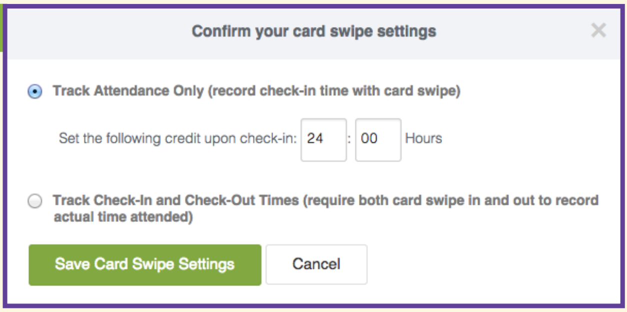
1.


WeberSync
Search for anything...
My Memberships
Jenny
CCEL Test
Home
People
Events
Forms
Calendar
1 Member
Settings
Food Drive
NOV
24
Monday, Nov 24, 2014 - Wednesday, Dec 31, 2014
All Day Add to Calendar
WSU
Map Location
Will you be participating?
Sign Up Now
Donate Food Now.
Leave a comment
Share This!
Share on Facebook
Post to Twitter
Generate QR Code
Share this URL:
https://orgsync.com/102594/op
ADMIN TOOLS
Event Details
Participation
Message

2


Food Drive
Monday, Nov 24, 2014 - Wednesday, Dec 31, 2014
Search Name
All Statuses
Sort
Actions:
No participants have been added for this event.
Actions:
Add Participants
Turn On Card Swipe
ADMIN TOOLS
Event Details
Participation
Message
Export Responses
Hours Grid
Upload Data
Export Participation

3.


Confirm your card swipe settings
Track Attendance Only (record check-in time with card swipe)
Set the following credit upon check-in: 24 : 00 Hours
Track Check-In and Check-Out Times (require both card swipe in and out to record actual time attended)
Save Card Swipe Settings
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.**

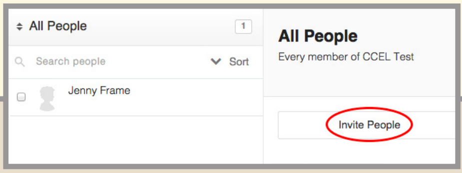
2. Click **Add Participants.**

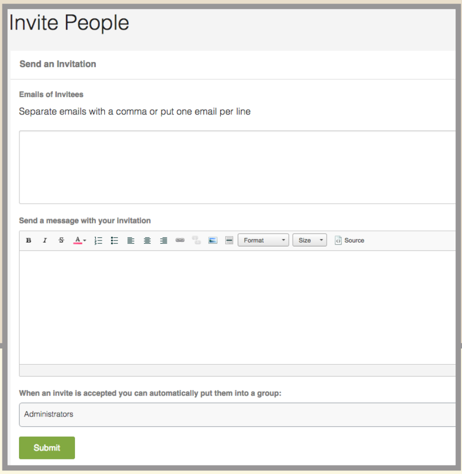
3. Mark **Full Community** and search for volunteers by name.

4. Fill out participation credit and save.

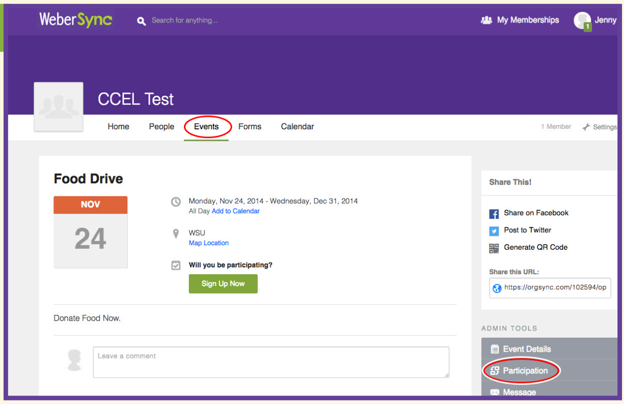
HELPFUL HINT

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

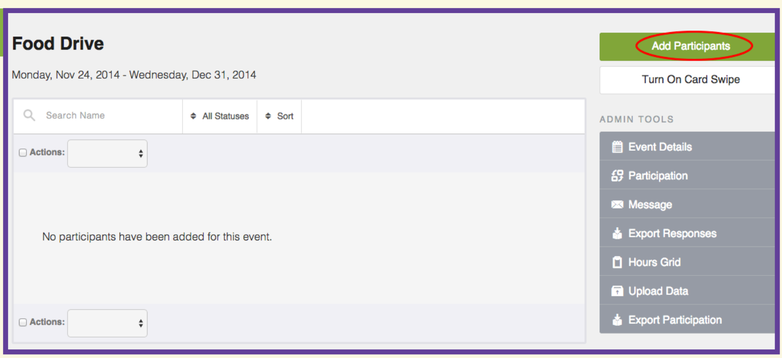




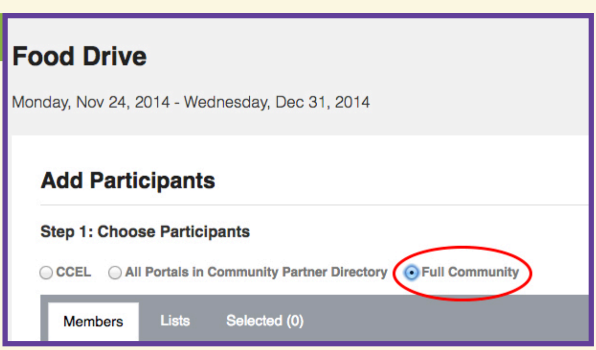
1.


WeberSync
Search for anything...
My Memberships
Jenny
CCEL Test
Home
People
Events
Forms
Calendar
1 Member
Settings
Food Drive
NOV
24
Monday, Nov 24, 2014 - Wednesday, Dec 31, 2014
All Day Add to Calendar
WSU
Map Location
Will you be participating?
Sign Up Now
Donate Food Now.
Leave a comment
Share This!
Share on Facebook
Post to Twitter
Generate QR Code
Share this URL:
https://orgsync.com/102594/op
ADMIN TOOLS
Event Details
Participation
Message

2.


Food Drive
Monday, Nov 24, 2014 - Wednesday, Dec 31, 2014
Search Name
All Statuses
Sort
Actions:
No participants have been added for this event.
Actions:
Add Participants
Turn On Card Swipe
ADMIN TOOLS
Event Details
Participation
Message
Export Responses
Hours Grid
Upload Data
Export Participation

3.


Food Drive
Monday, Nov 24, 2014 - Wednesday, Dec 31, 2014
Add Participants
Step 1: Choose Participants
CCEL
All Portals in Community Partner Directory
Full Community
Members
Lists
Selected (0)

APPROVING HOURS

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.

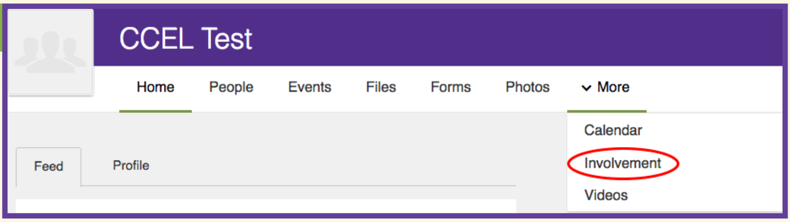
1. Once in your portal, click on **Involvement**.

2. If there are any pending hours, click **View Details** for each student.

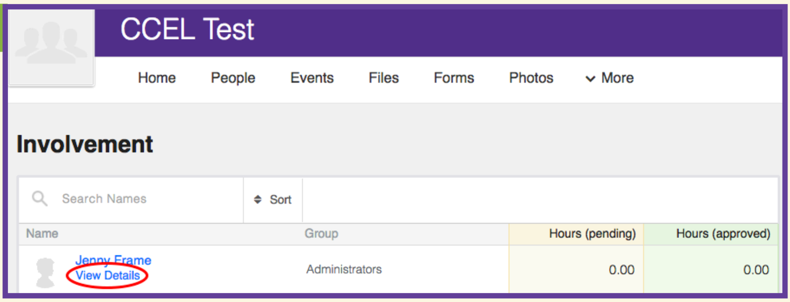
3. Click **Approve/Deny**. As an administrator you are able to adjust student hours if needed by clicking on edit, under the options button to the right.

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.

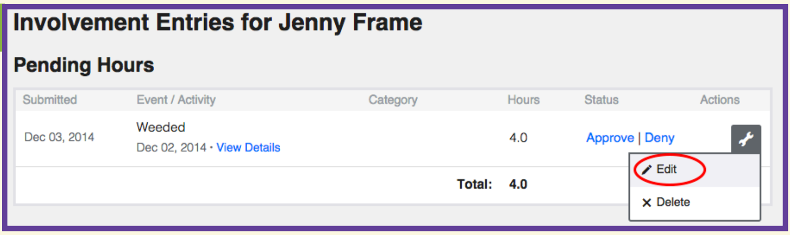
1.


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)
Jenny Frame
View Details
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 · View Details
4.0
Approve | Deny
Edit
Delete
Total: 4.0

CONTACT

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Ogden Utah 84408-2113

p: 801-626-7737
e: CCEL@weber.edu
w: weber.edu/ccel

WEBER STATE UNIVERSITY
Center for Community Engaged Learning