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 use Agreement

   [Create Account]

3. **WeberSync**

   **CCEL Test**

   Home  People  Events  Forms  Calendar

   [Profile]

4. **Profile**

   [Manage Profile]

   Welcome Message

   [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. **CREATING AN OPPORTUNITY**

3. **Create an Opportunity**

   **Details**
   - **Opportunity Name**: REQUIRED
   - **Type**: One-Time
   - **Starting**: REQUIRED at
   - **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](http://Orgsync.com/login/weber-state-university). Sign in through the **Community Partner Login**.
1. **CCEL Test**

   **Food Drive**
   - Add date to calendar
   - Map location
   - Will you be participating?
     - Sign-up now

   Donate food now.

   Leave a comment

2. **Food Drive**


   Search Name

   No participants have been added for this event.

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. Tracking Hours Manually

2. Food Drive

3. Add Participants
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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Group</th>
<th>Hours (pending)</th>
<th>Hours (approved)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny Frame</td>
<td>Administrators</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

   **Search Names**
   - Sort

3. **Involvement Entries for Jenny Frame**

   **Pending Hours**

<table>
<thead>
<tr>
<th>Submitted</th>
<th>Event / Activity</th>
<th>Category</th>
<th>Hours</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 03, 2014</td>
<td>Weeded</td>
<td></td>
<td>4.0</td>
<td></td>
<td>Approve</td>
</tr>
</tbody>
</table>

   - Approve
   - Deny
   - Edit
   - Delete

   **Total:** 4.0
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