

Welcome to Serra Cause Connect

<https://volunteer.serraschool.org>

❖ User Accounts

An account is required for each **individual** to sign-up for volunteer opportunities. These accounts were created by email accounts on file within FACTS. An email from St. Serra School will be sent out on Monday morning when the accounts are activated within the software. Please note - if both parents have the same email address in FACTS, only one account was created in the software.

- Each individual for whom an account was created will receive the welcome email from St. Serra School via galaxydigital.com; these are not duplicate emails that were sent out.
- **Do not** create accounts directly through the Serra Cause Connect website, as additional information is required to complete the account set-up. Please email tech@serraschool.org and we will create any additional accounts necessary for you (such as grandparent accounts). We will require the Serra family name, user's first name, last name, and email address.
- All volunteers must complete fingerprinting and Safe Environment training prior to signing up for volunteer opportunities. Preschool volunteers must also meet additional requirements. These requirements (referred to as qualifications in the software) are managed by St. Serra staff behind the scenes. **If you have not met the qualifications for volunteering on campus, certain volunteer opportunities may not be visible to you until your clearances are received.**
- Should you have any questions, please contact Diana McCarron at dmccarron@serraschool.org.

❖ Download the Cause Connect Mobile App

Download and login to the Cause Connect mobile app from the Apple Store or Google Play. This will be your on-the-go connection to the volunteer portal!

[CLICK HERE](#) for a guide to using the app

❖ Recording Summer Hours

To log any hours for the 2023-2024 school year **COMPLETED BEFORE OCTOBER 23, 2023**, click on the **Add Hours** link at the top of the page.. You can also view the Track Hours screen by clicking on your initials in the upper right hand corner, then clicking on **Track Hours**.

Important Note: Any hours completed for the Yard / Lunch Supervision program before October 23 will be entered for families. Do not report these hours.



Only the following fields are required to Track Hours. All other fields may be left blank

- **Hour Type:** Are these hours in reference to an opportunity you responded to on this site? **No**
- **Hour Details:** add **Date Worked and Hours Worked**
- **Individual Details:** **Where did you volunteer?** Please use this field to enter a description – i.e. Summer Hours, Sort School Supplies, Work Back to School event, etc.
- Remember to click **Submit Hour Entry**

❖ Yard Supervision Volunteers

The volunteer opportunities for Yard Supervision will be posted beginning November 6th. Until then, Rosie Chavez will continue working off the original calendar that has been used throughout the current school year.

❖ Updating your Individual Profile

- Click on the link in the email and login to the Serra Cause Connect software - you will need the username and password from this email to login to your account
- Click on your initials in the upper right hand corner and select **View Profile**



- Click to **Manage Interests**

My Profile

The screenshot shows the 'My Profile' section of the Serra Cause Connect software. At the top, there are navigation links: 'VIEW PROFILE' (underlined), 'EDIT PROFILE', 'TRACK HOURS', 'VOLUNTEER SCHEDULE', 'MY FILES', 'OPPORTUNITY RESPONSES', 'MY TEAMS', 'QUALIFICATIONS', and 'INBOX'. Below these links is a user profile card for 'Dad Sample' with a yellow circular icon containing 'DS'. The card shows 'Joined Date: Sep 24, 2023' and 'Total Logged Hours: 55.5'. A yellow button labeled 'VOLUNTEER RESUME' is visible. To the right of the profile card is a 'Tracks' section with a table:

TRACK NAME	REQUIRED RESPONSES	QUALIFICATIONS	DATE STARTED	DATE SUBMITTED
St. Serra Volunteer	7/7	2/3	Sep 24, 2023	Sep 24, 2023

Below the tracks section is a 'Skills' section with a table:

INTERESTS	+	MANAGE INTERESTS
Skills	+	MANAGE SKILLS

- Click to select the areas of interest where you would like to volunteer to help our school. This is a very important step in helping to identify the activities, programs, and events where you would like to volunteer! Click **Update Interests** and these areas will now appear on your profile

Manage Interests

Select or unselect the interests that fit you best, and scroll down to the bottom to save them. You must have at least one interest selected.

 Anchor Ball	 At Home Work	 Athletics	 Book Fair
 Father Daughter Event	 Field Trips	 Fun Run	 FUNlunch
 General Administrative Support	 Golf	 Hospitality / Appreciation	 Lower School (TK-4)
 Mother Son Event	 Musical	 Outreach	 Preschool
 PTO	 Trunk or Treat	 Upper School (5-8)	 Yard Supervision

UPDATE INTERESTS

Interests

 Field Trips	+ MANAGE INTERESTS
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- Click to select the skill areas that you feel fit you best. This will help to identify how you would like to volunteer at the school. Click **Update Skills** and these areas will now appear on your profile.

Skills

 Decorating / Crafting / Floral	+ MANAGE SKILLS
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