

TIPS ON FINDING VOLUNTEER OPPORTUNITIES AND LOGGING YOUR HOURS

Make sure to use Google Chrome for x2vol.com

Finding Opportunities on x2vol (Time to Volunteer):

It is always a good idea to look for opportunities on www.x2vol.com

You can sign up for an event through the website. Please make sure you mark it on your calendar.

Check back in! If there are any updates on the event through www.x2vol.com, and confirm your assignment with the contact a few days before the event. They may have some special instructions.

If you have a conflict with the event, this is how you remove yourself from the volunteer list, or change your volunteer time slot in x2vol:

Login to your x2vol Dashboard.

Click on "View All Upcoming Activities". This will display a calendar filled in with events that you have signed up for. You can use the arrows to navigate forward or backward through the months.

Find the event you wish to remove, and double click on the event name.

Click on "I Will Not Be Attending. I would like to cancel my signup."

You can proceed to select an alternative volunteer time slot if you would still like to volunteer for the event.

After you complete your volunteer activity:

Log back into x2vol, and select the volunteer activity. Answer the following two questions in the "Reflection/Notes" section:

1. How did my service benefit the community?
2. What did I learn about myself while serving?

Need student x2vol support ? Check here for answers to common questions:

<https://myintellivol.force.com/x2VOLHelp/s/topic/0TO5A000000EDNDWA4/for-students>

If you have a question about www.x2vol.com that you still need help with:

Email your question to support@intellivol.com