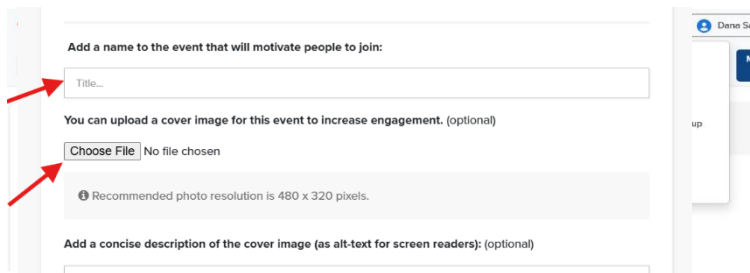


Creating a Volunteer Event in the Employee Giving Portal

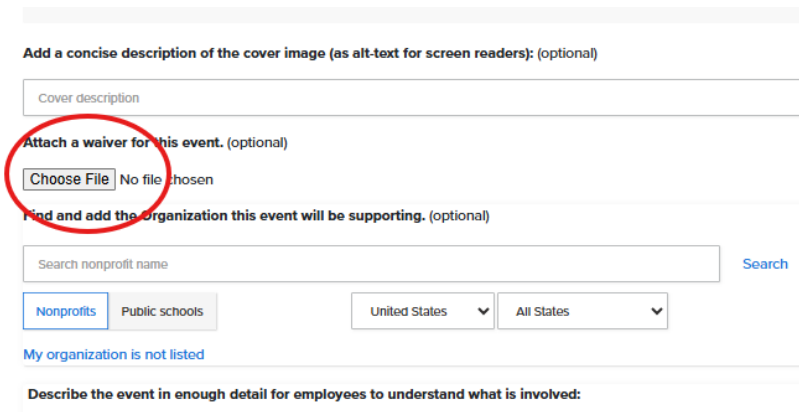
1. Go to <https://republicservices.brightfunds.org/profile>
2. In the **Volunteer** drop down at the top, select **Create a Volunteer Event**



The screenshot shows a form with the following fields and instructions:

- Add a name to the event that will motivate people to join:** A text input field labeled "Title..." with a red arrow pointing to it.
- You can upload a cover image for this event to increase engagement. (optional)**: A "Choose File" button with "No file chosen" text next to it, and a red arrow pointing to it.
- Recommended photo resolution is 480 x 320 pixels.**: A small icon and text.
- Add a concise description of the cover image (as alt-text for screen readers): (optional)**: A text input field.

3. Add Title. Cover image is optional ([here](#) is the image we've used previously)
4. Attach waiver ([Republic Services photo release waiver](#)). You can only attach **one** document so if there are multiple waivers for the event, you will have to combine them into one document. Email foundation@republicservices.com for assistance
*To use any pictures taken at your event, the Republic Services photo release waiver **must** be attached

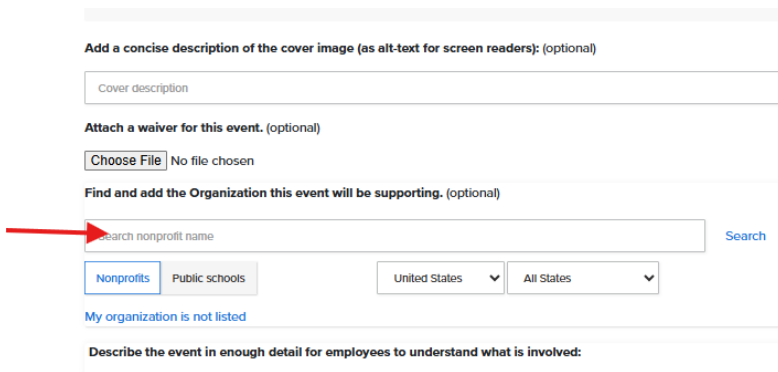


The screenshot shows a form with the following fields and instructions:

- Add a concise description of the cover image (as alt-text for screen readers): (optional)**: A text input field labeled "Cover description".
- Attach a waiver for this event. (optional)**: A "Choose File" button with "No file chosen" text next to it, circled in red.
- Find and add the organization this event will be supporting. (optional)**: A search input field labeled "Search nonprofit name" with a "Search" button.
- Nonprofits**: A button with "Public schools" text next to it.
- United States**: A dropdown menu.
- All States**: A dropdown menu.
- My organization is not listed**: A link.
- Describe the event in enough detail for employees to understand what is involved:**: A text input field.

Sustainability in Action

5. If you are partnering with a non-profit organization, you can search for them using their EIN number. This will provide a small summary of their organization on the sign-up page.



Add a concise description of the cover image (as alt-text for screen readers): (optional)

Attach a waiver for this event. (optional)

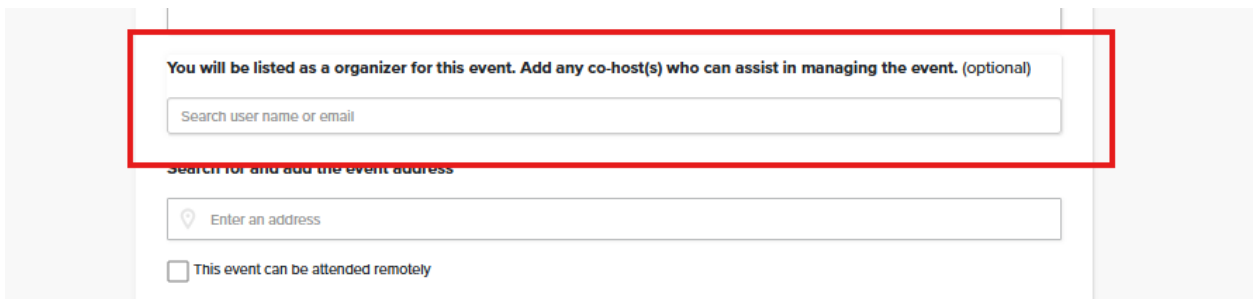
No file chosen

Find and add the Organization this event will be supporting. (optional)

[My organization is not listed](#)

Describe the event in enough detail for employees to understand what is involved:

6. Add a description of the event
7. Up to 3 co-hosts can be added to the event.
Note: This is helpful if there are multiple coordinators that need to be aware of head count for t-shirt sizes.



You will be listed as a organizer for this event. Add any co-host(s) who can assist in managing the event. (optional)

Search for and add the event address

This event can be attended remotely

Sustainability in Action

8. Enter the address of the event and select your time zone.



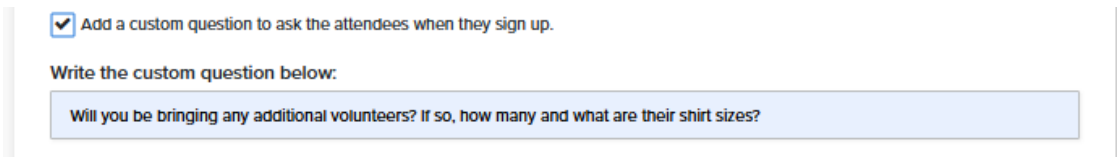
A screenshot of a web form for event registration. At the top, there is a search bar labeled "Search user name or email". Below it, a section titled "Search for and add the event address" contains a text input field with a location pin icon and the placeholder text "Enter an address". A red arrow points to this field. Below the address field is a checkbox labeled "This event can be attended remotely". Underneath is a "Time Zone:" label followed by a dropdown menu showing "(GMT-08:00) Pacific Time (US & Canada)". A second red arrow points to the dropdown menu.

9. Select whether your event will have shifts.

10. Input the number of hours allowed per attendee (usually the length of time of the event/shift)

11. Input if there is a limit on participants. If not, select the 'There is no participant limit.'

12. If your event allows for additional volunteers (friends, family etc.), and t-shirts will be provided, select the box **'Add a custom question to ask the attendees when they sign up.'** Input the following: Will you be bringing any additional volunteers? If so, how many and what are their shirt sizes?

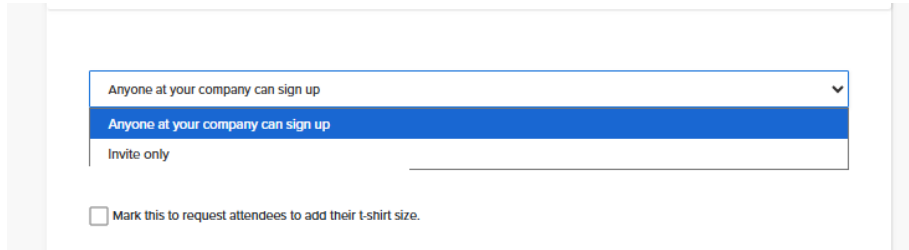


A screenshot of a web form showing a checkbox that is checked, with the text "Add a custom question to ask the attendees when they sign up." Below this, there is a label "Write the custom question below:" followed by a text input field containing the question: "Will you be bringing any additional volunteers? If so, how many and what are their shirt sizes?"

13. Select whether there is a deadline to sign up.

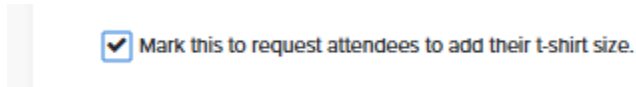
Sustainability in Action

14. From the drop-down menu, you can select if you want anyone in Republic Services to be able to sign up or you can select invite only.



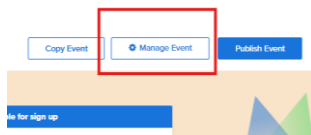
A screenshot of a web interface showing a drop-down menu. The menu is currently open, displaying two options: "Anyone at your company can sign up" (highlighted in blue) and "Invite only". Below the menu is a checkbox labeled "Mark this to request attendees to add their t-shirt size." which is currently unchecked.

15. If you need attendees to provide shirt sizes, check the box 'Mark this to request attendees to add their t-shirt size.'

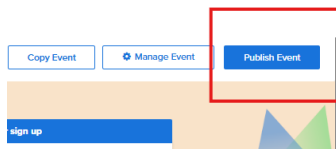


A screenshot of the checkbox "Mark this to request attendees to add their t-shirt size." which is now checked with a blue checkmark.

16. Hit Save & Preview. Note: This does NOT publish it only creates the draft. If edits need to be made, click on **Manage Event**.

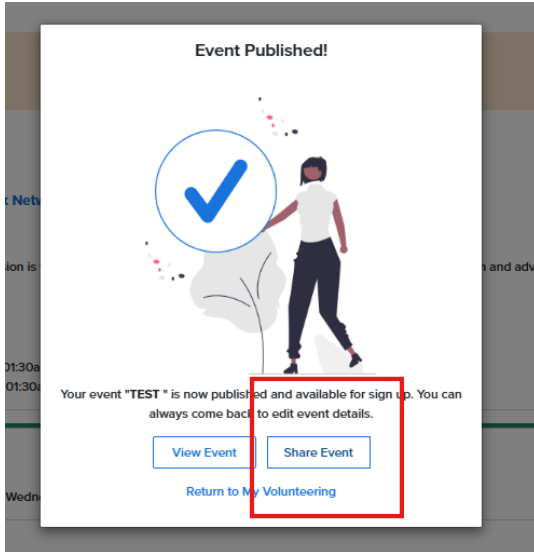


If no edits are necessary, click **Publish Event**.

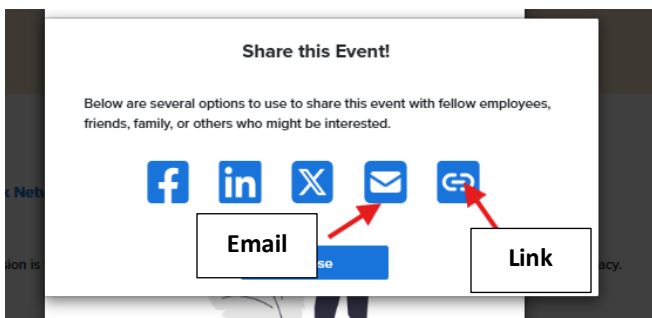


To Share your Event

17. Click Share Event in the pop-up window

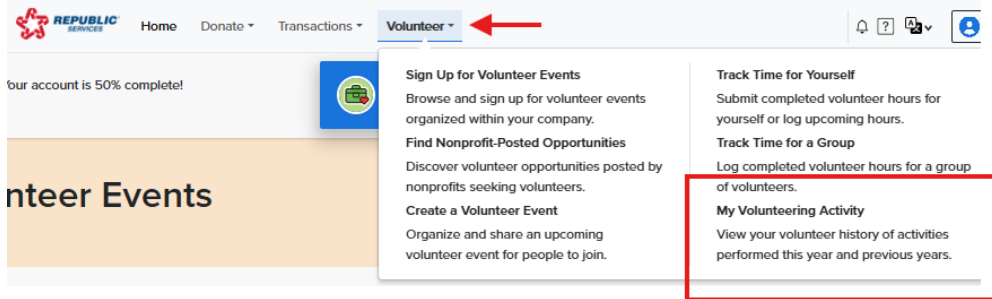


18. Click on the envelope icon to send an email (a new Outlook window will open) or click on the link icon to get the link to the published event.



Finding your Event After Publishing

In the Volunteer drop down at the top, select **My Volunteer Activity**



Sending out Communication to Volunteers

If you need to send out mass communication to signed up volunteers (reminder to bring reusable water bottles, umbrellas etc.), you can use the **Comments** section of your event's page to send a communication out to everyone. You can also attach files.

