



BGO Volunteer Tutorial - My Impact Page

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Questions?

Contact Sarah Gaskin, Volunteer Coordinator
sgaskin@bgozarks.org

How to Login to Your Profile (2 Ways):

1. www.myimpactpage.com
 2. “My Impact” app on your smartphone
- Enter your username and password.
 - Click “Login”
 - You can change your username to something more meaningful to you.
 - You will be required to change your password the first time you log in as a security measure.



MyImpactPage.com - Login

Login

Username Ⓜ Usernames are not case sensitive.

Password Ⓜ Passwords are case sensitive.

[Forgot your username or password?](#)

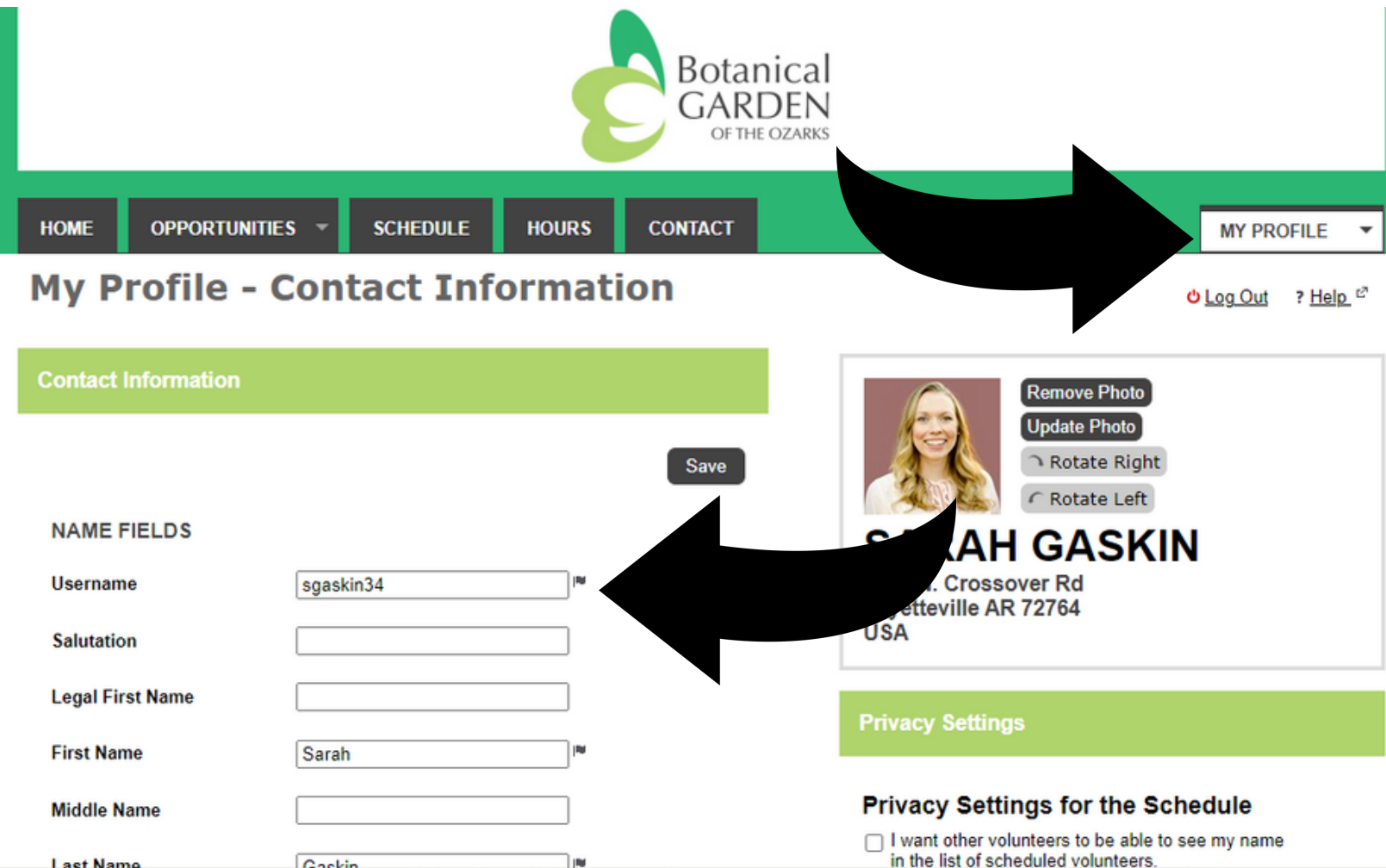
Login

Privacy Policy

Information contained here is only visible to you and the specific organization(s) with which you are associated. It will neither be disclosed to any other party nor used for any other purpose. [Click here to view the complete MyImpactPage.com privacy policy.](#)

How to Update Your Username:

1. Go to My Profile - Contact Information.
2. Change Username.
3. Click "Save".



Botanical GARDEN OF THE OZARKS

HOME OPPORTUNITIES SCHEDULE HOURS CONTACT MY PROFILE

My Profile - Contact Information Log Out ? Help

Contact Information

NAME FIELDS

Username **Save**

Salutation

Legal First Name

First Name

Middle Name

Last Name

Privacy Settings

Privacy Settings for the Schedule

☐ I want other volunteers to be able to see my name in the list of scheduled volunteers.

How to Update Your Profile:

2 Ways to Update (Choose One):

1. Click on the “My Profile” tab in upper right hand corner. Choose “Contact Information” from the drop down menu.
2. Click on “Edit My Profile” under your name.

Please take a moment to update your contact information, interests, and availability.

The screenshot displays the website interface for the Botanical Garden of the Ozarks. At the top, the logo features a green stylized plant icon next to the text "Botanical GARDEN OF THE OZARKS". Below the logo is a green navigation bar with white text links: HOME, OPPORTUNITIES, SCHEDULE, HOURS, and CONTACT. On the right side of this bar, a "MY PROFILE" dropdown menu is open, listing options: Contact Information, Additional Info, Qualifications, Training, Badges, Change Password, Organizations, Goals, Interests, Availability, Timeclock QR Code, Files, and Merge Profile. A large black arrow points from the "MY PROFILE" tab to the "Contact Information" option. Below the navigation bar, the main content area has a "Home" heading. It features a user profile for Sarah Gaskin, including a photo, her name, and a link to "Edit My Profile". Another arrow points from the "Edit My Profile" link to the profile photo. To the right of the profile is a section titled "Upcoming Shifts" with details about a shift on Wednesday, November 22, 2023. Below the profile section is a green bar with the text "Botanical Garden of the Ozarks". At the bottom, there are two sections: "News" on the left, which includes a headline "Cookie Party! Volunteers, Staff, and Board" and a date "December 4th 14:00 - 4:00 pm", and "Get Social" on the right, which includes a "Share this" button with Facebook, Twitter, and a plus icon for additional sharing options.

How to Sign Up for Text Messages (Optional):

1. When updating your contact information, click the box “I want to receive text messages on my cell phone.”
2. Enter your cell phone number.
3. Click the “Save” button.

Work Extension

Cell Phone

Phone Preference

TEXT MESSAGING

☐ I want to receive text messages on my cell phone.

Cell Phone Number

ONLINE PRESENCE

Twitter Username @

Linkedin Profile URL

Instagram Username

MISC FIELDS

Date of Birth

Region

Save

How to Sign Up for Weekly Email Reminders:

1. Click on “My Profile”
2. Select “Contact Information”
3. Scroll down & look for the “Subscriptions” header on the right side of the page
4. Click “Subscribe to Weekly Schedule Reminders”

Last Name

Gaskin

Suffix

Jr, Sr, III

ADDRESS

Address line 1

4703 N. Crossover Rd

Address line 2

City

Fayetteville

Country

USA

State / Province

Arkansas

Zip / Postal Code

72764

EMAIL ADDRESSES

Email Address

sgaskin@bgozarks.org

Secondary Email Address

Mobile Email

☐ I want other volunteers to be able to see my name in the list of scheduled volunteers.

☐ I want my last name included.

☐ I want my photo included.

Save

Subscriptions

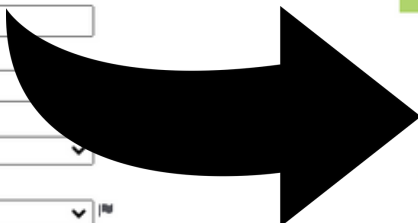
EMAIL ⓘ

You are not subscribed to email reminders

☒ Subscribe to Weekly Schedule Reminders

CALENDAR

Update Calendar Subscription



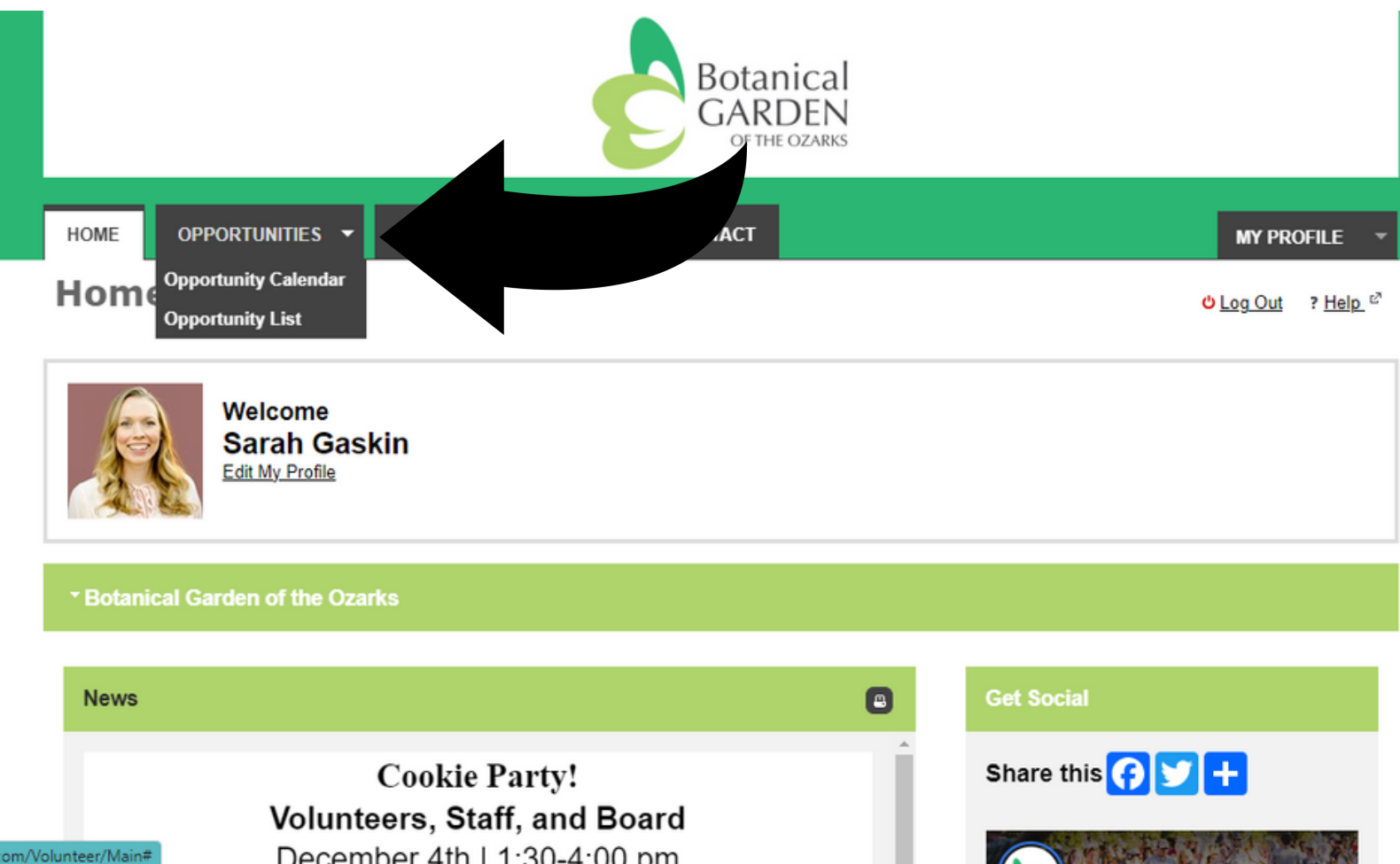
* Not available in all areas. [View Mobile Email Information here.](#)

How to View Volunteer Opportunities:

2 Ways to View:

Click on “Opportunities tab” and choose one of the following from the drop down menu:

- Opportunity Calendar
- Opportunity List



The screenshot displays the website interface for the Botanical Garden of the Ozarks. At the top, the logo features a stylized green flower icon next to the text "Botanical GARDEN OF THE OZARKS". Below the logo is a green navigation bar with several tabs: "HOME", "OPPORTUNITIES", "CONTACT", and "MY PROFILE". The "OPPORTUNITIES" tab is active, and a large black arrow points to its dropdown menu, which lists "Opportunity Calendar" and "Opportunity List". To the right of the navigation bar, there are links for "Log Out" and "Help". Below the navigation bar, a white box contains a user profile for Sarah Gaskin, including a photo, a "Welcome" message, her name, and a link to "Edit My Profile". Below this is a green bar with the text "Botanical Garden of the Ozarks". At the bottom, there are two sections: "News" and "Get Social". The "News" section features a headline "Cookie Party! Volunteers, Staff, and Board" with the date and time "December 4th | 1:30-4:00 pm". The "Get Social" section includes a "Share this" prompt with icons for Facebook, Twitter, and a general share button.

HOME OPPORTUNITIES CONTACT MY PROFILE

Home

Opportunity Calendar
Opportunity List

Log Out ? Help

Welcome
Sarah Gaskin
[Edit My Profile](#)

Botanical Garden of the Ozarks

News

Cookie Party!
Volunteers, Staff, and Board
December 4th | 1:30-4:00 pm

Get Social

Share this

Facebook Twitter +

Opportunity Calendar

Previous

Saturday, November 04, 2023 - Saturday, December 02, 2023

Next

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 29	30	31	Nov 1	2	3	4 6:30P Flowers & Film: (Ad
5	6 8:45A Front Office-Monda	7	8	9	10 6:30P Flowers & Film: (Ad	11
12	13 8:45A Front Office-Monda	14	15	16	17 6:30P Flowers & Film: (Ad	18
19	20	21	22	23	24	25
26	27	28	29	30	Dec 1	2

Opportunity List

Make these my default filters
☒
Filter Activities

Large Event Hospitality

ACTIVITY		SHIFTS	START DATE	END DATE
Jingle Bell Jog Bag Stuffer		1	12/15/2023	12/15/2023

Little Sprouts/Garden Buds

ACTIVITY		SHIFTS	START DATE	END DATE
Little Sprouts Helper		0	11/22/2023	11/22/2023

Small Event Hospitality

ACTIVITY		SHIFTS	START DATE	END DATE
Flowers & Film: (Admissions Scanner)		2	11/10/2023	11/17/2023

How to Sign Up for a Volunteer Opportunity:

2 Ways:

1. From “Opportunities List”:

- Click on the volunteer activity you want to sign up for.
- Click the “Sign Up” button (bottom right of page).

OR

2. From “Opportunities Calendar”:

- Click on the Event. An information box will pop up.
- In the information box, click on the “Sign Up” button.

Large Event Hospitality - Jingle Bell Jog - Stuff Swag Bags

[← Back to Activity List](#) [Log Out](#) [?](#)
[Help](#)

Activity Details

Volunteers will stuff swag bags with various items in preparation to hand out to Jingle Bell Jog participants on race day. Volunteers will work indoors.

+ Add me to the back-up list in case you ever need extras

Share this [f](#) [t](#) [+](#)

Filters

FILTER THE LIST OF SHIFTS

STARTING AT ☐ ALL | ☐ 9:30 AM | ☐ 1:30 PM

Filter Shifts

DATE	START	END	OVERLAP	OPENINGS	WHO?	ACTIONS
Tuesday, December 12, 2023	9:30 AM	11:30 AM				+ Sign Up <input type="checkbox"/>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 29	30	31	Nov 1	2	3	4 6:30P Flowers & Film: (Ad
5	6 6:45A Front Office-Monda	7		8	10 6:30P Flowers & Film: (Ad	11
12	13 6:45A Front Office-Monda	14	15	16	17 6:30P Flowers & Film: (Ad	18
19	20	21	22	23	24	25
26	27	28	29	30	Dec 1	2



Make these my default filters
 ☒

Submit

Little Sprouts/Garden Buds - Little Sprouts Helper 8:45 AM - 11:15 AM

X

[Previous](#)

Little Sprouts/Garden Buds
 Little Sprouts Helper

[Next](#)

Sunday
 Nov 5

Wednesday, November 22, 2023 8:45 AM - 11:15 AM

Little Sprouts volunteers help facilitate our weekly preschool program. Volunteers are needed for set-up, clean up, and program assistance which usually consists of a craft or project. A friendly, patient attitude is required.

Little Sprouts meets outdoors in the garden unless it is raining. In case of rain, we meet in the event hall.

This activity generally occurs on

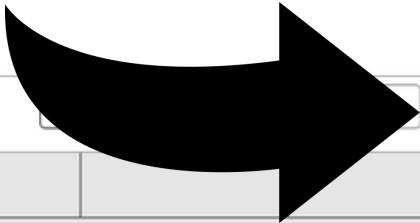
- Wednesday Morning

There are currently 1 of 1 openings available for this shift

[Go to Activity Page](#)

[More Like This](#)

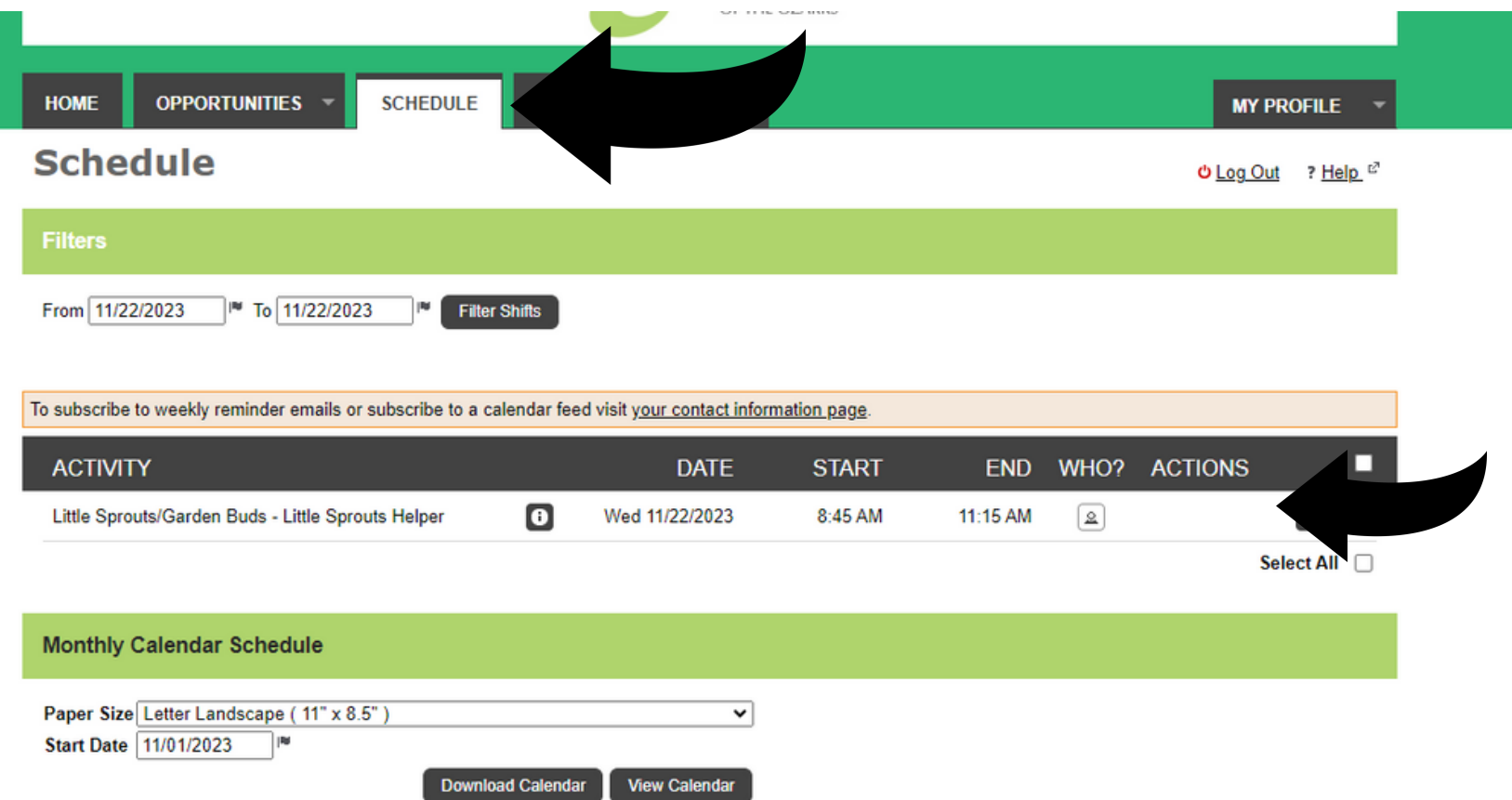
+ Sign Up



How to View Your Schedule: (Volunteer Activities that you have signed up for)

2 Ways:

1. Click on the Schedule tab. All of the volunteer activities you have signed up for will appear in a list.
2. Click on “Upcoming Shifts” on the Home Screen. All of the volunteer activities you have signed up for will appear in a list.



The screenshot shows a web interface for viewing volunteer schedules. At the top, there is a navigation bar with tabs: HOME, OPPORTUNITIES, SCHEDULE, and MY PROFILE. A large black arrow points to the SCHEDULE tab. Below the navigation bar, the page title is "Schedule". To the right of the title are links for "Log Out" and "Help". Below the title is a "Filters" section with a date range "From 11/22/2023 To 11/22/2023" and a "Filter Shifts" button. Below the filters is a message: "To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#)." Below the message is a table with the following columns: ACTIVITY, DATE, START, END, WHO?, and ACTIONS. The table has one row: "Little Sprouts/Garden Buds - Little Sprouts Helper", "Wed 11/22/2023", "8:45 AM", "11:15 AM", and a user icon. A "Select All" checkbox is located to the right of the table. A large black arrow points to the "Select All" checkbox. Below the table is a "Monthly Calendar Schedule" section with a "Paper Size" dropdown menu set to "Letter Landscape (11\" x 8.5\")" and a "Start Date" input field set to "11/01/2023". Below these are two buttons: "Download Calendar" and "View Calendar".

HOME OPPORTUNITIES SCHEDULE MY PROFILE

Schedule

[Log Out](#) [Help](#)

Filters

From 11/22/2023 To 11/22/2023 [Filter Shifts](#)

To subscribe to weekly reminder emails or subscribe to a calendar feed visit [your contact information page](#).

ACTIVITY	DATE	START	END	WHO?	ACTIONS
Little Sprouts/Garden Buds - Little Sprouts Helper	Wed 11/22/2023	8:45 AM	11:15 AM		<input type="checkbox"/> Select All

Monthly Calendar Schedule

Paper Size [Letter Landscape \(11" x 8.5" \)](#)

Start Date [11/01/2023](#)

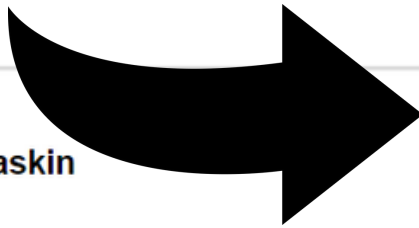
[Download Calendar](#) [View Calendar](#)

[HOME](#)[OPPORTUNITIES](#) ▾[SCHEDULE](#)[HOURS](#)[CONTACT](#)[MY PROFILE](#) ▾

Home

[Log Out](#) [? Help](#) 

Welcome
Sarah Gaskin
[Edit My Profile](#)



Upcoming Shifts

Little Sprouts/Garden Buds - Little Sprouts Helper
Wednesday, November 22, 2023 8:45 AM - 11:15 AM

▾ Botanical Garden of the Ozarks

News

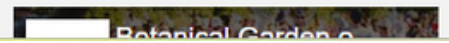


Cookie Party!

Volunteers, Staff, and Board
December 4th | 1:20 - 4:00 pm

Get Social

Share this

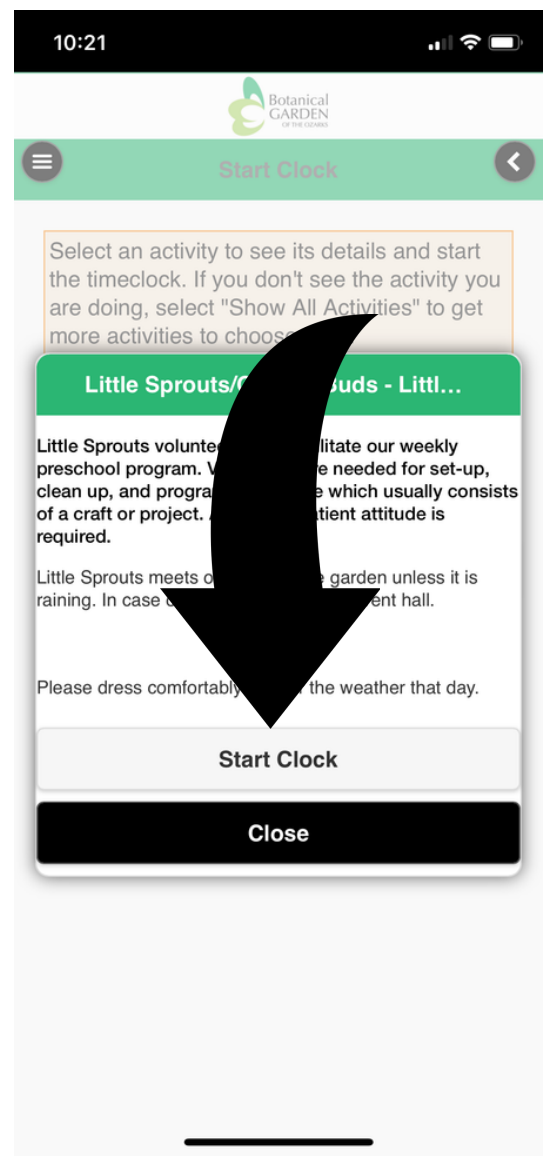
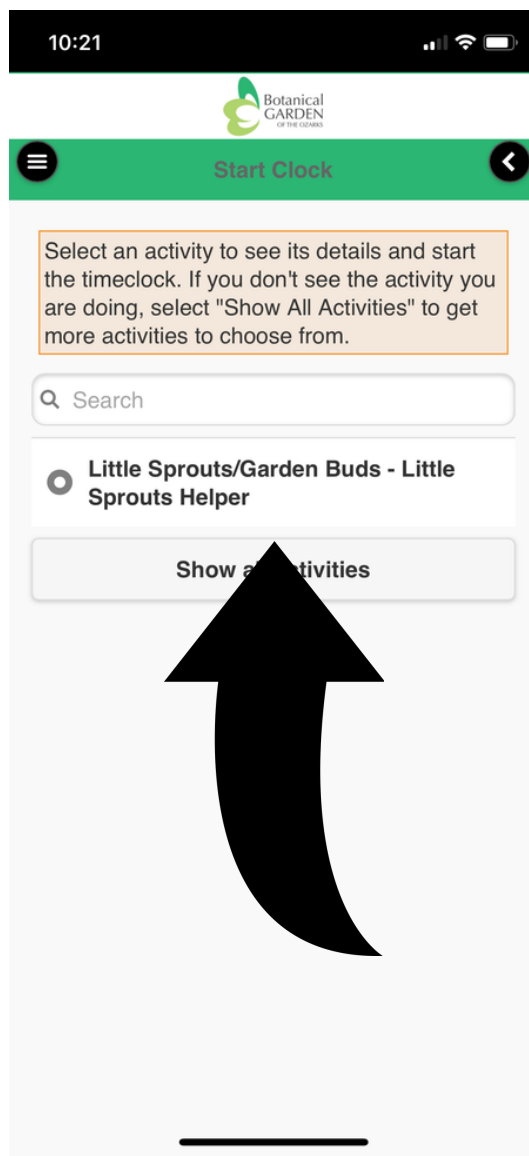
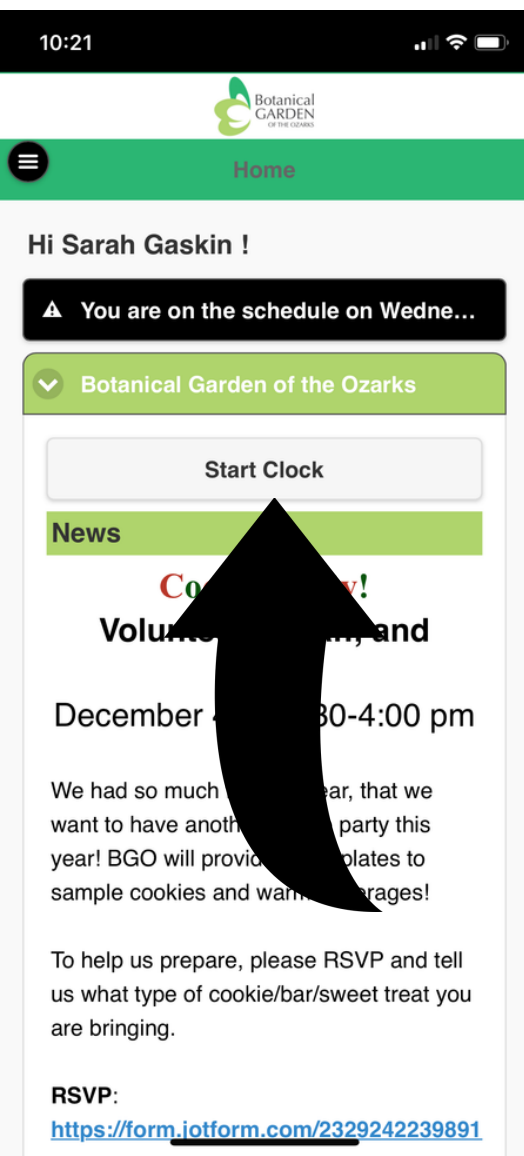


How to Log Hours:

2 Ways:

1. Timeclock on My Impact app (during your volunteer shift):

- Open the My Impact app on your phone.
- Log in to your profile.
- On the home screen you will see a “Start Clock” button.
- *Beginning of Shift:* Click “Start Clock” >> Select the activity you signed up for >> Click “Start Clock”
- *End of Shift:* Click “Stop Clock” (two times)



2. On your Computer or My Impact app (after your volunteer shift is completed):

- My Impact profile - Click on the “Hours” Tab.
- Select the Activity you are logging hours for from the drop down menu.
- Add the date you volunteered.
- Add the number of hours you volunteered.
- Click the “Save” button.

Botanical GARDEN OF THE OZARKS

HOME OPPORTUNITIES SCHEDULE **HOURS** MY PROFILE

Hours

[Log Out](#) [? Help](#)

Log Hours

Activity Show these activities **Active** Inactive

Jingle Bell Jog Bag Stuffer

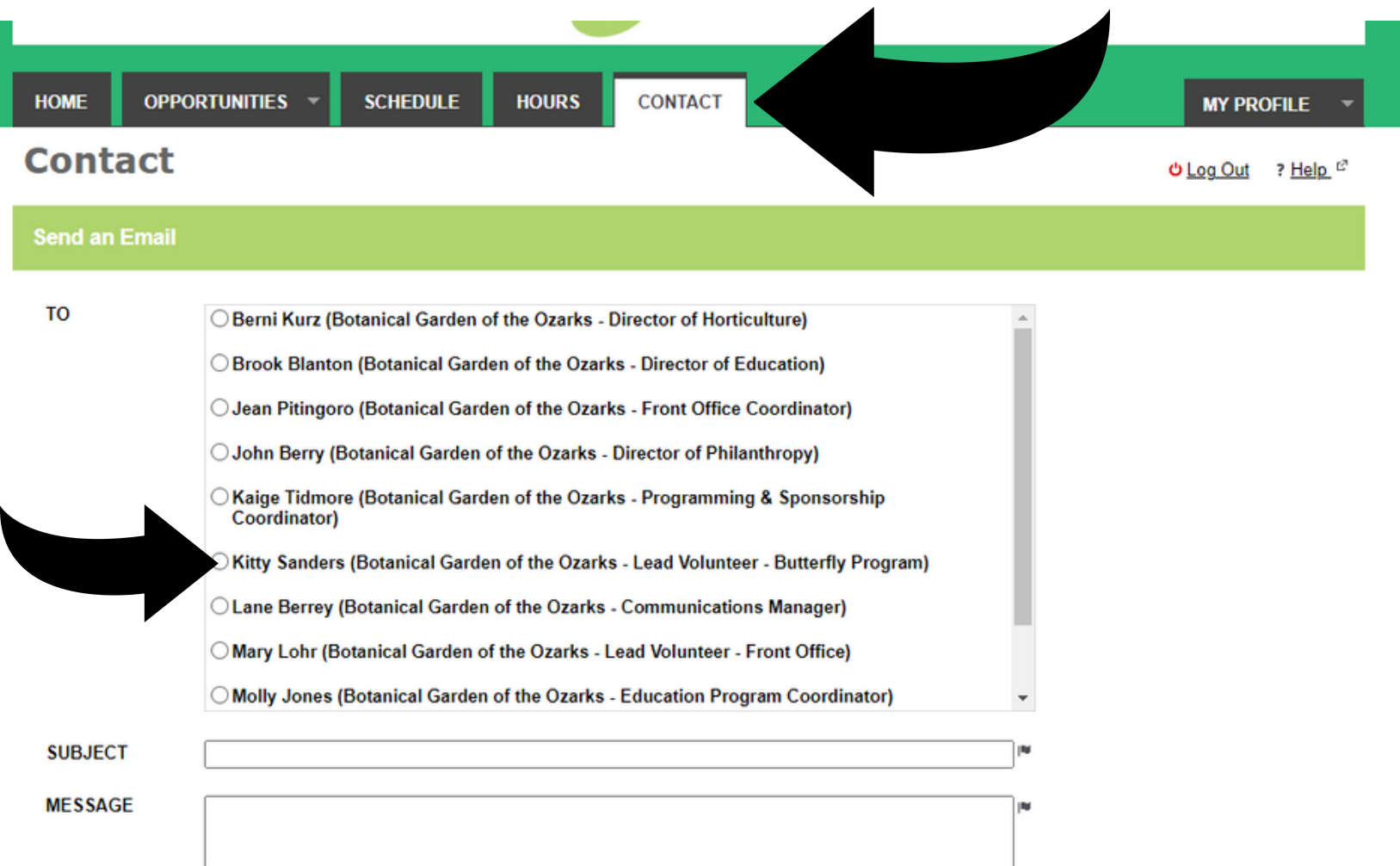
Date Volunteered 11/09/2023 PM Hours 0 Minutes 0

Save and Log Another Save

Get the My Impact app Site Map Powered By BETTER IMPACT

How to Email BGO Staff Members:

1. Click on Contact tab
2. Select Staff Member to Email
3. Compose Email
4. Click "Send Email"



The screenshot shows the 'Contact' page of the Botanical Garden of the Ozarks (BGO) website. A large black arrow points to the 'CONTACT' tab in the top navigation bar. Below the navigation bar, the 'Contact' title is displayed. To the right of the title are links for 'Log Out' and 'Help'. A green bar with the text 'Send an Email' is positioned below the title. The 'TO' field contains a list of staff members, each with a radio button. A black arrow points to the radio button next to 'Kitty Sanders'. Below the 'TO' field are input fields for 'SUBJECT' and 'MESSAGE'.

HOME OPPORTUNITIES SCHEDULE HOURS **CONTACT** MY PROFILE

Contact [Log Out](#) [Help](#)

Send an Email

TO

- ☐ Berni Kurz (Botanical Garden of the Ozarks - Director of Horticulture)
- ☐ Brook Blanton (Botanical Garden of the Ozarks - Director of Education)
- ☐ Jean Pitingoro (Botanical Garden of the Ozarks - Front Office Coordinator)
- ☐ John Berry (Botanical Garden of the Ozarks - Director of Philanthropy)
- ☐ Kaige Tidmore (Botanical Garden of the Ozarks - Programming & Sponsorship Coordinator)
- ☒ Kitty Sanders (Botanical Garden of the Ozarks - Lead Volunteer - Butterfly Program)
- ☐ Lane Berrey (Botanical Garden of the Ozarks - Communications Manager)
- ☐ Mary Lohr (Botanical Garden of the Ozarks - Lead Volunteer - Front Office)
- ☐ Molly Jones (Botanical Garden of the Ozarks - Education Program Coordinator)

SUBJECT

MESSAGE

How to Download the My Impact App on Your Smartphone:

Iphone:

1. Go to the “App Store” on your phone.
2. Search for “My Impact”.
3. Click the “Get” button.

Android:

1. Go to the “Play Store” on your phone.
2. Search for “My Impact”
3. Click the “Install” button.

