

H I R T A H E L P S



HIRTA
Helps

GET CONNECTED SITE:
PARTNER AGENCIES GUIDE

Signing up as an Agency



Verify eligibility

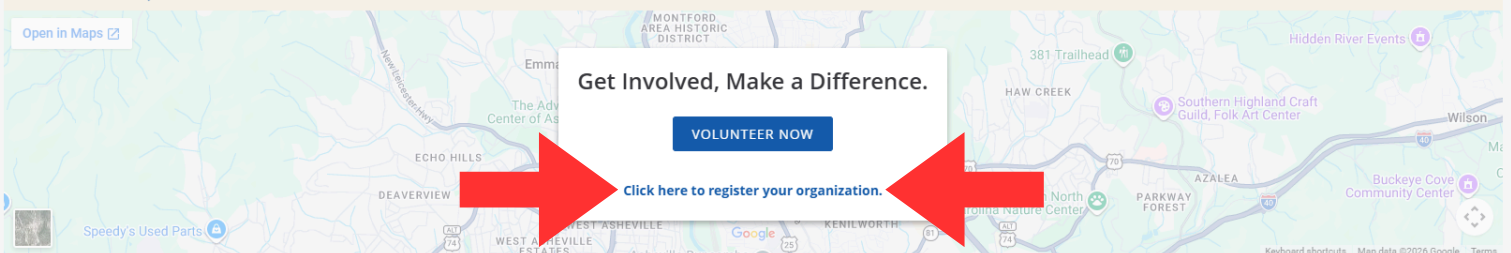
Ensure your organization is eligible to use the website: [HIRTA Helps](#)



H I R T A H E L P S



A COMMUNITY VOLUNTEER RESOURCE



Click here to register your organization



- If you do not have a GetConnected account already, it will prompt you to create one.
- If you have a GetConnected account, whether for the HIRTA Helps website or another website, you will log into it.

Sign Up Your Agency

Once your request is reviewed, you will receive an email with instructions on how to manage your profile.



Fill out all requested information for your agency and then click “request account”



HIRTA Helps staff must approve your agency before you go on.

My Agency



Once your agency has been approved, you’ll be able to access the “my agency” tab at the top right hand of your screen. From there, you’ll be able to edit the agency’s profile, post opportunities and events, view the hours your volunteers have logged, view the schedule of your opportunities, and you can even set up the check-in kiosk and see who is logged in if you wanted.

To get the most out of being a partner agency, check out the guide Get Connected has for Agency Managers!

Opportunity Creating

When you create an opportunity, you must include the following information per our grant requirements



- Basic volunteer duties
- Who will be served
 - how will they benefit from the service
- What volunteer skills are needed