



# Hospice Society

## OF CAMROSE AND DISTRICT

## MY IMPACT

Learning to Use the *Better Impact* App

### Abstract

This manual will provide guidance in using the app, “Better Impact” for tracking your volunteer hours, communicating with the volunteer coordinator, and scheduling client meetings.

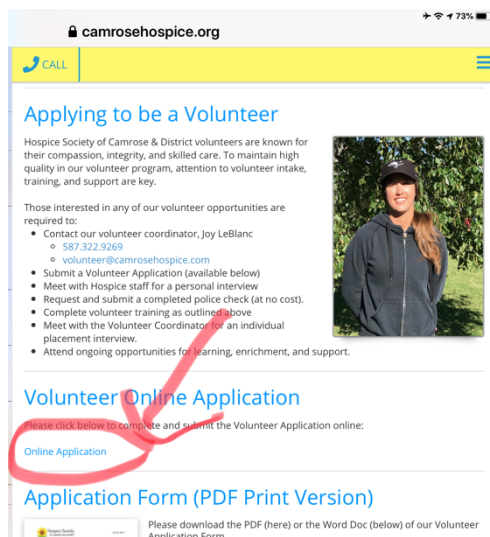
Download the “My Impact” app to your device

The volunteer coordinator will schedule a training session with you to teach the use of the program

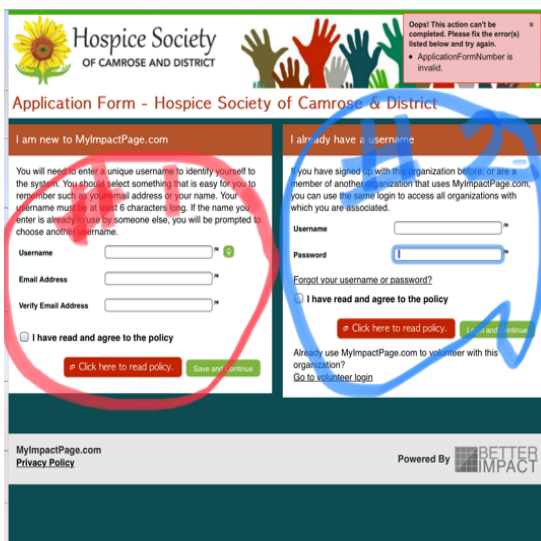
# Getting Started in My Impact



1. Open camrosehospice.org
2. Press "I Want to Be Volunteer"



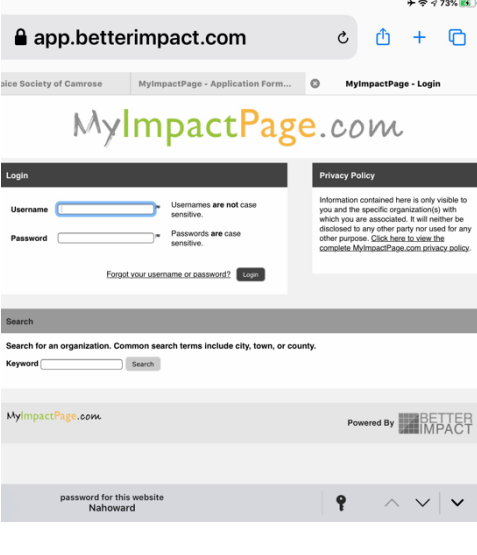
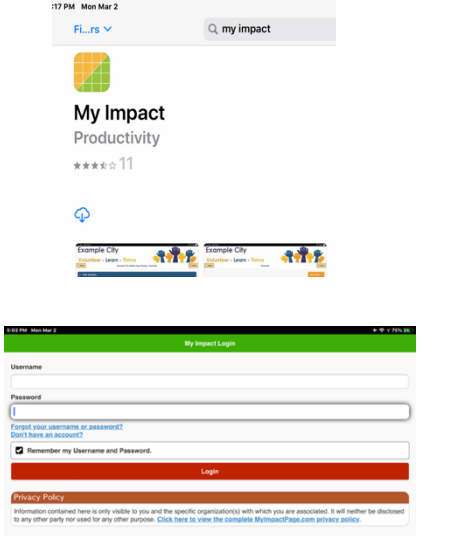
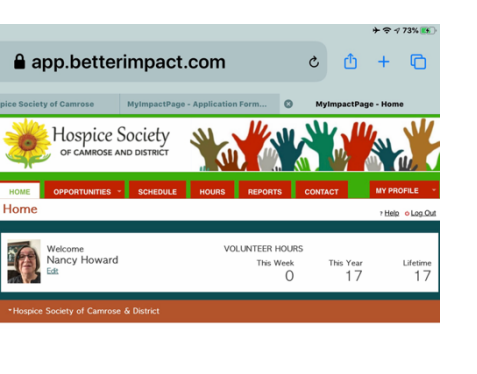


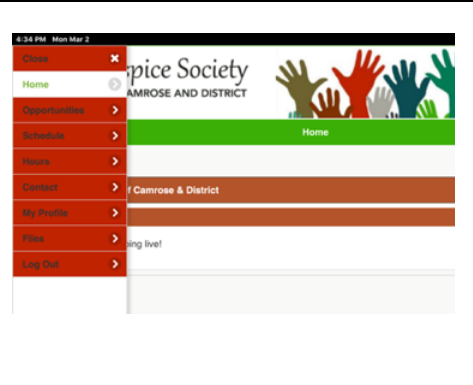
3. Scroll down until you see Volunteer Online application
4. Press on Online Application



5. At this point you have a choice. If you volunteer at St.Mary's as well as Hospice and know your username and password for recording your hours choose #2.

If you don't know your St.Mary's logon or don't volunteer for them, choose # 1.

6. From this point on you will be answering questions about where you live etc. We are asking you to do this for 2 reasons:
  - a. It updates your information for Hospice
  - b. It is faster for you to enter your own information. Thank you for helping us in this way.

Look on computer	Look on phone or tablet with app	Notes
		<p>On computers type myimpactpage.com Into any search engine (Explore, google, safari)</p> <p>On phones or tablets go to the app store and download My Impact. When you click on the My Impact Icon the login screen appears.</p> <p>In both cases you will enter the username and password you setup earlier.</p>
		<p>Once you login the screens will look like this.</p>
		<p>Notice the computer has tabs across middle of screen. On mobiles you need to choose menu to see the same choices. They are Home, Opportunities, Schedule, Hours, Reports, Contact, and My Profile.</p> <p>The first page you see is called HOME. If you get lost, choose the HOME tab</p>

app.betterimpact.com

Bookmarks

Search Bookmarks

Favorites

ViewPoint on OnePlace.com

AHS WEBMAIL

Lapp login

The Bethany Group Camrose...

Opportunity Calendar

Filters

Calendar view: Monday, March 2, 2020 - Saturday, April 4, 2020

Activity list:

- Administration - Computer Support (04/03/20 - 04/03/20)
- Attendance at Educational Events (04/03/20 - 04/03/20)
- Spring symposium (04/03/20 - 04/03/20)
- General (04/03/20 - 04/03/20)

Hospice Society of Camrose

Search by Day

Filter Activities

Attendance at Educational Events

Spring symposium (1)

General

Baking (1)

Training

Hospice Weekend Intensive Ca... (3)

Hospice Weekend Intensive W... (3)

Module:Facilitators (1)

Opportunities are activities that you as a volunteer could request to be part of. It might be education or a position that the Volunteer Coordinator needs to fill.

On the computer you can choose to see in a calendar format or as a list. On mobile devices it is just a list.

You can filter the activities to narrow down the choices. At present there are lots of activities because we are waiting to reassign them to the person(s) who are currently doing them.

Hospice Society of Camrose and District

HOME OPPORTUNITIES SCHEDULE HOURS REPORTS CONTACT MY PROFILE

Schedule

Filters

From: 02/03/2020 To: 02/05/2020

Activity: Administration - Computer Support

Monthly Calendar Schedule

Paper Size: Letter (11" x 8.5")

Start Date: 01/03/2020

Volunteer Schedule: Howard, Nancy March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Hospice Society of Camrose and District

Schedule

Previous Week Next Week

Your schedule is empty for Monday, March 2, 2020 to Monday, March 9, 2020

Unscheduled

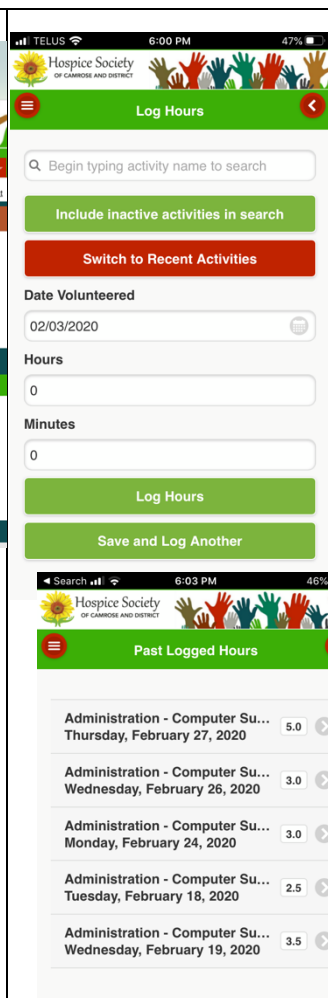
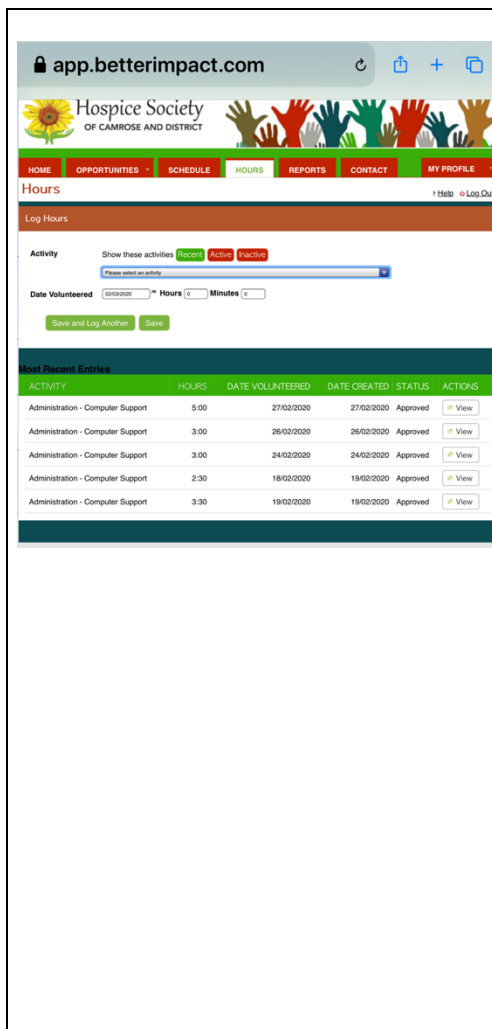
Administration - Computer Support (Any time)

Subscribe to Schedule Reminders

## Schedules

This will see any activity that has a definite date and time associated with it. It also lists all the unscheduled activities which you have committed to fulfill.

In the computer form you can see it in a calendar format. Once all activities are assigned, this is the area you can check to see your commitments.

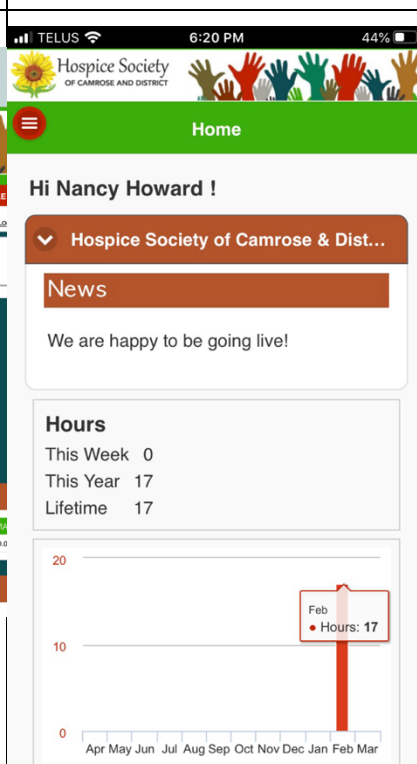
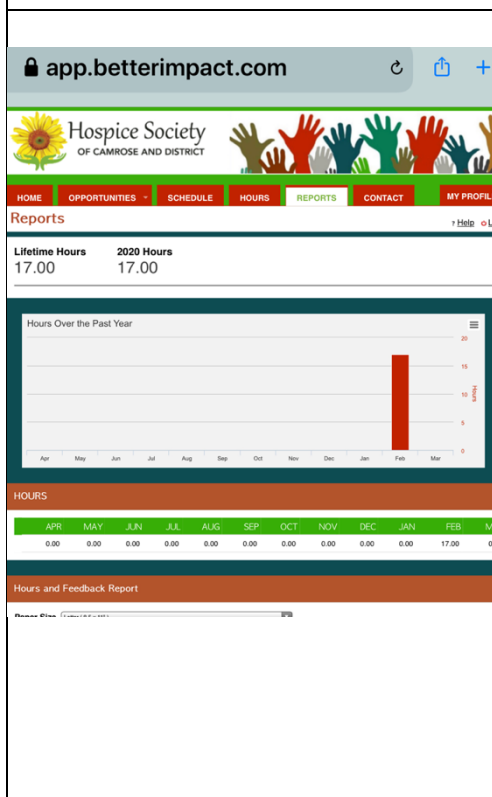


## Hours

This is the area you will choose after each activity you complete. You will choose the activity by name and record the hours and minutes that you just completed.

Recording your recorded time will be displayed to the Volunteer Coordinator for approval. This keeps the coordinator aware of all the hard work you are doing on a daily basis.

You can also review your previous hours logged in case you can't remember if you recorded the hours.



## Reports

On the computer you see your lifetime hours and 2020 hours when the report tab is chosen.

In the mobile apps the same information is shown Home Screen.

Note – lifetime hours at present are only your 2020 hours recorded in My Impact.

Hopefully we can pickup the Jan & Feb hours for our current volunteers. We had to start somewhere.

## Contact

On computer, it opens to an email screen which will go to the Volunteer Coordinator.

On the app it opens a screen with phone numbers, etc.

If you choose green bar (Send Email) the lower screen opens. The arrow at right of To box allows you to choose Joy.P

## My Profile

This is the area that is used to keep all your personal information up to date.

Any time your address changes, you can change is in Contact Information.

We love it if you would Update your Photo.

Privacy settings allow you to control what other Volunteers can see about you when you share activities.

Goals allow you to set a target for your volunteer hours.

General interest or the kinds of activities you enjoy and would be willing to do.

Qualifications are things which must be in place before taken certain assignments. You can change these if they are blank, but will not go into effect without the Volunteer Coordinator approval.

		<p>Training is a work in progress. In the future some on line training will be available.</p> <p>Timeclock QR Code not used.</p> <p>Additional Information contains permissions regarding electronic communication</p>
		<p>Files</p> <p>At present there are no files available.</p> <p>Watch for things like a list of books that are available in the library and other materiel that might be of interest.</p>
		<p>Log out</p> <p>When you are done with the program you should logout. If you share a computer you should not let it remember your password.</p>