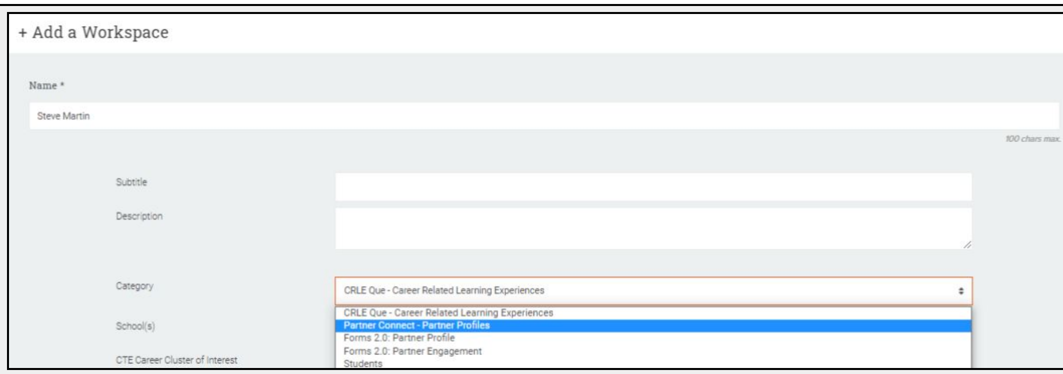
Quick Reference Guide

Manual Entry of Partner Volunteer Information

In Partner Connect you may have a need to manually add a partner volunteer to the platform. By utilizing the Add a Workspace function you can easily add that partner volunteer workspace and complete available demographic and organization information. This guide will walk you through the steps to complete this process.

Insert Process Title for process detailed below (e.g. Changing Your Password)		
Step 1	From your Partner Connect dashboard screen navigate to the Tools menu and select Add a Workspace.	
Step 2	The Add a Workspace window will open and you can select Partner Connect - Partner Profiles from the pull down menu, enter the name of the partner volunteer up in the workspace name text box then complete as much of the information in the boxes as you have. Click Add Workspace when you've completed these elements of the profile. Once the View Workspace pop-up appears select that to navigate to the profile to complete the information.	
		
Step 3	On the partner volunteer profile workspace the Profile/Forms tab contains additional options to add organization information, involvement preferences, and contact information. Try to complete as much of this as possible.	

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