



Uplift Community Alliance Website Tips

ABOUT THE WEBSITE

- A security certificate protects our organization's website.
- We keep no personal financial information on our website. Once you enter the payment portal, you are in PayPal.
- Our website is built on a Drupal platform which is much less likely to be compromised than more commonly used platforms.
- The website requires credentials to log in. If you have any problems using the website, please contact the Technology Chair.

LOGGING INTO THE MEMBER AREA:

- Web address: ulcautah.org
- Username: your last name and first name initial (no spaces) or your email address
- Password:
 - (You can reset your password in your directory profile or contact the Technology Chair to have your password reset for you.)

Q & A (Also shown in the side menu as FAQ)

- The Q & A page contains a variety of information: committee meeting schedules, organizational chart, Uplift Associates' interactive work schedule, "how-to" videos and handouts, and much more. If you lose these written directions, you'll find them in the Q & A section.

DIRECTORY

- Bring up your directory entry by entering either your first or last name in the search bar.
- Click on "View Profile."
- To change your contact information, click on "Edit," enter the new information, then click on "Save" when finished.
- To change your photo, click on "Remove" to the right of the current photo. Then, click on "Upload" and select a portrait (headshot) photo of yourself that shows just your face. Please be sure the photo you choose fits in the picture box on the screen. If not, reduce the size of the photo and try again. If you need help, please send your photo to the Technology Chair and we'll enter it for you.
- After making any changes, click on "Save" at the bottom of the screen.
- Your volunteer hours submissions and your event orders can also be accessed from your directory profile.

REPORTING HOURS

- Reporting volunteer hours is a very important part of your membership and it's easy to do on our website. Please refer to the new member "Reporting Hours" handout for more detailed information about reporting your volunteer hours.
- Once you have submitted an online hours report by logging into the member area, you may "View Your Previous Submissions" to see when to determine a new start date for the next submission.
- The online hours reports are sent directly to the Hours Chair.

CORPORATE DOCUMENTS

- Our organization's bylaws, policies, standing rules, job descriptions, key financial documents, and more can be found in this section.

USING THE CALENDAR

- The calendar is regularly updated to show meetings and other important events. If you are confused about the date or time of a meeting, please check the online calendar.

PAYING DUES

- Making payments online for dues or events goes through PayPal, and you can choose to use your PayPal account or a debit or credit card. Choosing to conduct the payment as a "guest" makes the process easier if you want to use a debit or credit card.

UPLIFT THRIFT™ SHOP SCHEDULING

- Once you have made arrangements with the Uplift Thrift Chair or manager, Abby Robinson, to work in the shop, you will be given a Volgistics account that is accessed through our website or mobile app.
- Clicking on the "Thrift Shop Scheduling" icon on the member dashboard will take you to the Volgistics login page.
- Your Volgistics username is your email address, which may **not** be the same as your website username.
- Uplift Thrift workers will train you on the scheduling process.
- You may also schedule your Uplift Thrift shifts from the VicNet mobile app that's available on the Apple and Google Play Stores.



RESERVATIONS

- Some event emails include registration links that take you to the website reservation page.
- Sign in as a member to have your order appear in your online member profile.
- Follow the steps on the following page:

Holiday Luncheon

Social: 11:30 a.m. Luncheon: 12:00 noon
RESERVATION DEADLINE: DECEMBER 1, 2023

Attendee Name
[Add To Cart](#)

Select to see orders in your profile

Holiday Luncheon added to your cart.

Checkout Option

On the cart's "PayPal Checkout" page, you will be given the option to pay with debit or credit card.

CONFIRM BLOCK BUILDER

Already A Member?

Please sign in to connect order to your account.

[Sign And Checkout](#)

Guest Checkout

Proceed without an account.

[Checkout As A Guest](#)

3.

Remove old orders

Title	Option	Attendee Name	Price	Quantity	Remove
Holiday Luncheon	Holiday Luncheon	Barbara Engen	\$40.00	<input type="text" value="1"/>	Remove

Subtotal \$40.00
Total \$40.00

[Update Cart](#)

[PayPal Checkout](#)

Click here if you've made any changes to your cart. (Added reservations, removed orders, etc.)

4.

Log in to your PayPal account - Work - Microsoft Edge
https://www.paypal.com/checkoutnow?sessionID=uid_8dbe18d72c_mje6m...

Pay with PayPal
Enter your email address to get started.

[Forgot email?](#)

[Next](#)

or

[Pay with Debit or Credit Card](#)

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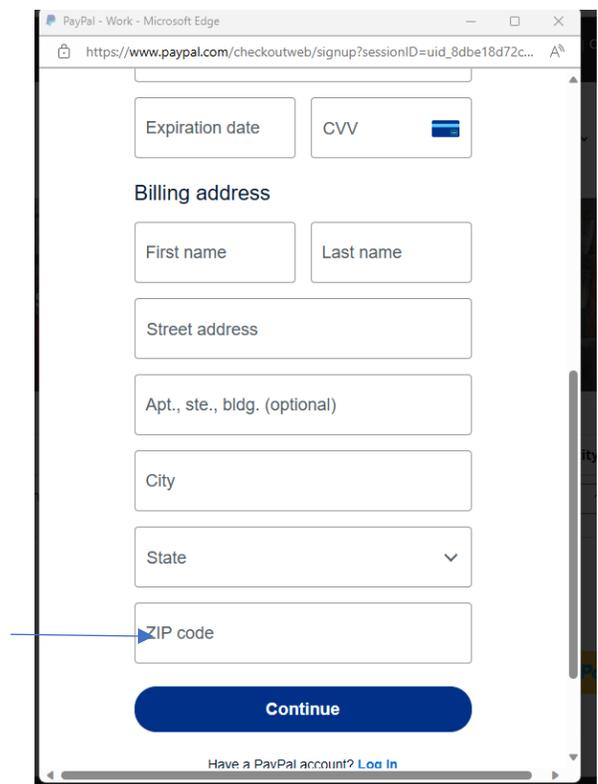
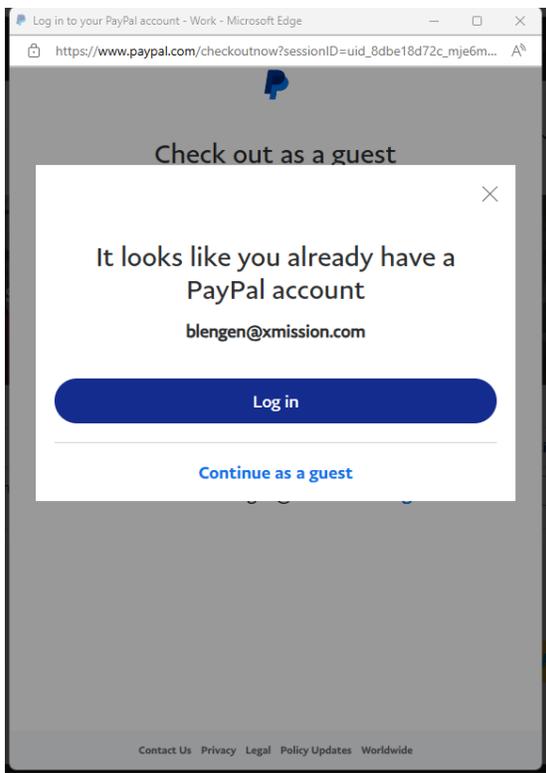
Log in to your PayPal account - Work - Microsoft Edge
https://www.paypal.com/checkoutnow?sessionID=uid_8dbe18d72c_mje6m...

Check out as a guest
Enjoy the ease and security of PayPal even if you don't have an account. Enter your email to get started.

[Continue to Payment](#)

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NEED MORE HELP?

- For website support or questions, please contact Technology Chair Ann Staples 732-742-9270 or staplespop@gmail.com .