Cedarlinked – What Is It and How Do I Enter my Personal Information?

The CedarLinked database (called Serving on your screen) provides an opportunity for you to share information about your skills, interests and availability for volunteering in a wide variety of roles at Cedar Lane. Team Leaders and other members will submit a form indicating volunteer opportunities and specific information about what skills are needed, what skills will be taught if necessary, and responsibilities. A designated volunteer will search for members whose profiles match the opportunity, using the information you have provided, and will provide your contact information to the person seeking volunteers. You can then choose to participate or not, depending on your interest and availability at the time.
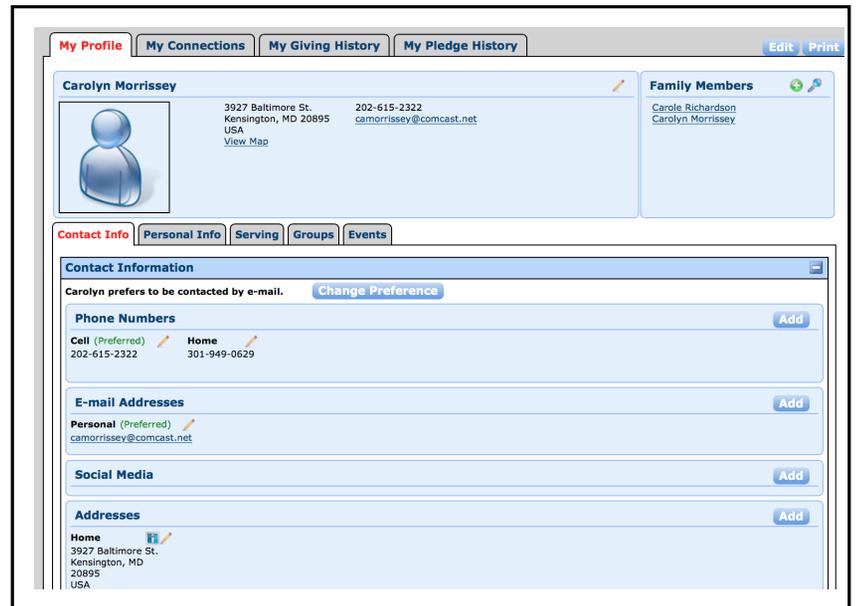
We hope that all members choose to share their time and talent with our community, but we know that individual circumstances vary greatly. Some might have an hour to give, while others may be available and interested once a week. Some may indicate skills they have, but not interested in using them in their volunteer work. We would still like to know them, as we may, for example, have a youth interested in a career in a particular area who you might be willing to talk with briefly. You may also be interested in areas where you do not currently have skills, but would like to learn.

We know that there are many abilities and skills not listed here. We have chosen those that are most likely to be needed in volunteering at Cedar Lane. We will also ask you to indicate your current/past professions elsewhere, so we will get more information about your skills and abilities there. The Interests sections are intended to be broad, not a list of each group currently active at Cedar Lane. Our goal is to get information that will help us now and in the future, as teams and activities may change over time.

To access the database, type https://secure.accessacs.com/access/memberlogin.aspx?sn=142271 in your browser's address line. If you have trouble with CedarLinked, you can send an email to Cedarlinked@cedarlane.org explaining the problem.

How to Enter Your Information

1. If you haven't used the Cedar Lane database yet, or you need a reminder about what to do, see the How to Access the Cedar Lane Database handout, then proceed to step 2.

2. Go to the address above and log in to your account.

3. The screen on the right will usually appear. If it doesn't, move your cursor to the top and hover over the button that says HOME. You will see three choices; click on My Profile. That will bring you to the screen pictured.

4. Click on the middle tab labeled Serving. The screen on the right will appear.

5. Fill in the days and times you are available to volunteer. The information you can enter using the grid is limited; feel free to write more details in the box labeled Notes. This same question will appear on various screens. You only have to answer it once.

6. The bottom box on the page is labeled **Attributes**. To enter the information for each screen, click on the pencil.

7. Click on the pencil to the right of **Abilities**. Indicate the areas where you feel you are trained, experienced or skilled by clicking the box in front of the item. Remember: you do not need to indicate days or times again on this screen. When you finish, click on the SAVE button at the bottom of the screen. You will automatically be returned to the top screen on the right.

8. The three choices that begin with **Interests** are for you to indicate what areas **might** be of interest to you for volunteering now or in the future. *You are NOT indicating that you agree to any volunteer role on these screens; you will always have a choice.* The top right box shows a sample screen (Nurture Community). You can return to these screens and change your interests at any time.

9. Using the directions in item 8 above, check the appropriate boxes on each of the three Interests screens.

10. The **Availability** tab lets us know if you are interested in one-time or ongoing opportunities and other preferences. You can check as many boxes as apply here. (For example, if interested in one-time and ongoing opportunities so you would check both boxes.)

11. Ignore the **Qualifications** tab. It is built into the program and cannot be removed from this screen.