

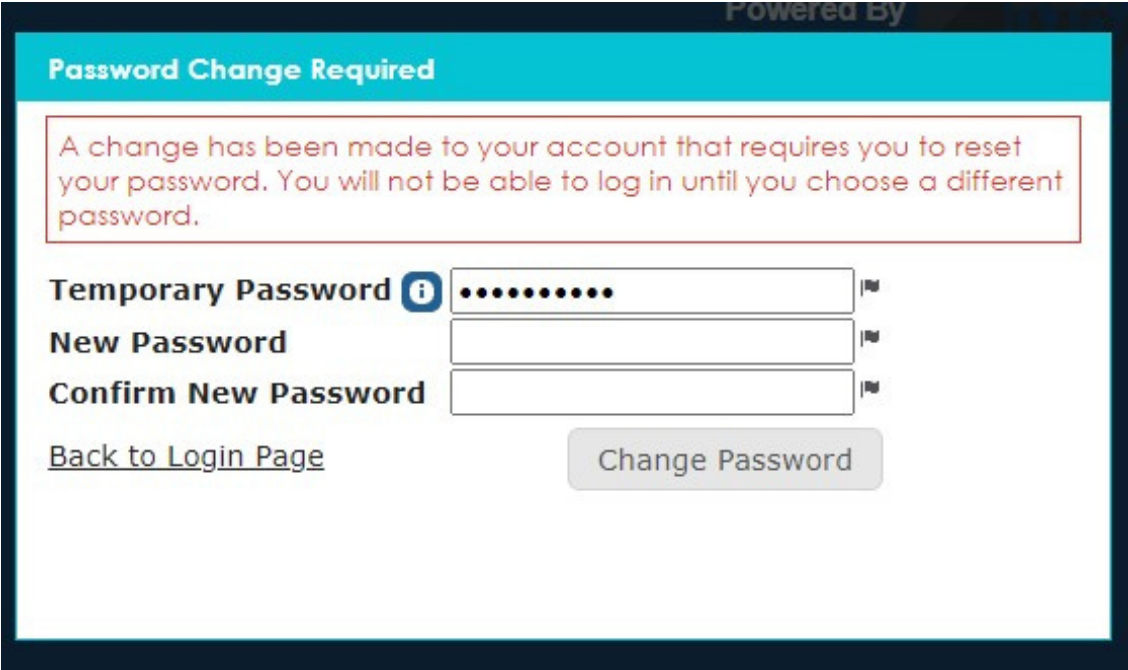
Volunteer Portal Guide: Better Impact

Use this guide to help you sign into the volunteer portal, find upcoming volunteer opportunities, and log your required hours to complete the Compost and Recycling Ambassador program. If you have any questions please email cra@longbeach.gov.

Below are steps to find volunteer opportunities and log your volunteer hours.

Signing in for the first time


1. Go to [MyImpactPage.com](https://app.betterimpact.com/Login/Volunteer) (please note, you will be redirected to this URL: <https://app.betterimpact.com/Login/Volunteer>)
2. Enter your assigned username which will be emailed to you (usernames are NOT case sensitive)
3. Enter your assigned temporary password (Passwords ARE case sensitive)
4. You will be prompted to create a new password because you are accessing your account for the first time



Powered By

Password Change Required

A change has been made to your account that requires you to reset your password. You will not be able to log in until you choose a different password.

Temporary Password 

New Password

Confirm New Password

[Back to Login Page](#)

5. Create a new password
6. Click "Change Password"

You are now signed in

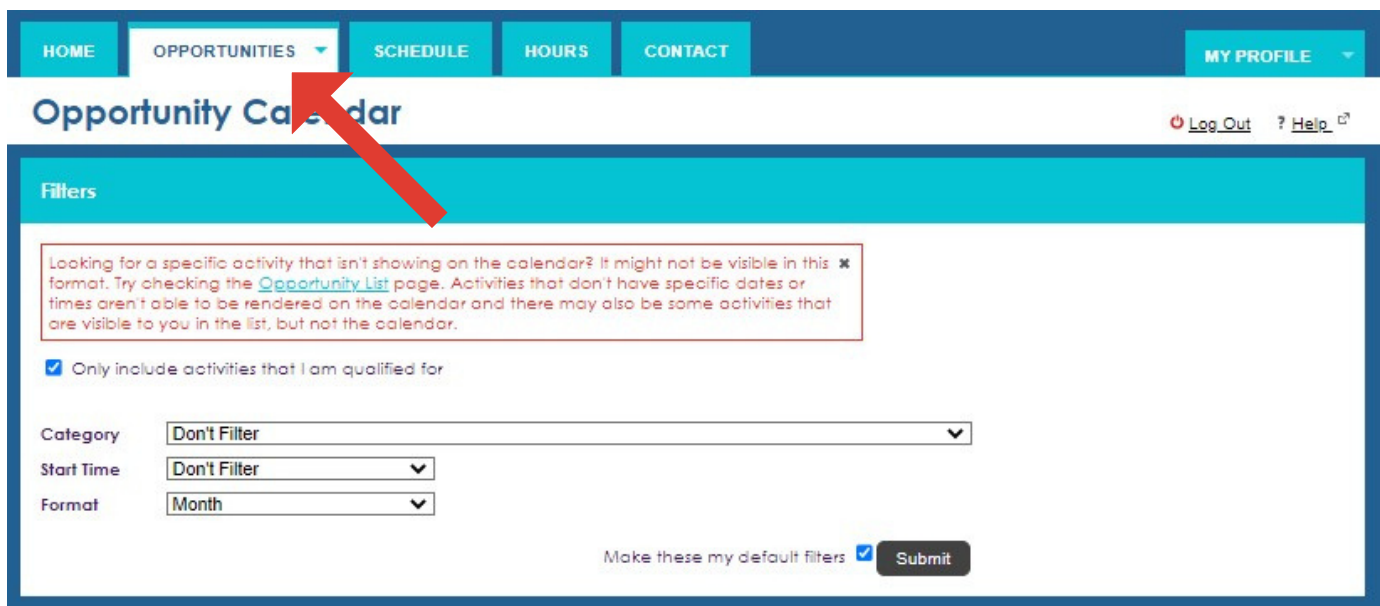
Volunteer Portal Guide continued

Finding volunteer opportunities

IMPORTANT INFORMATION: By signing up for an event in the steps outlined below, you are not scheduled yet. You will receive an email confirmation once you are scheduled for the activity.

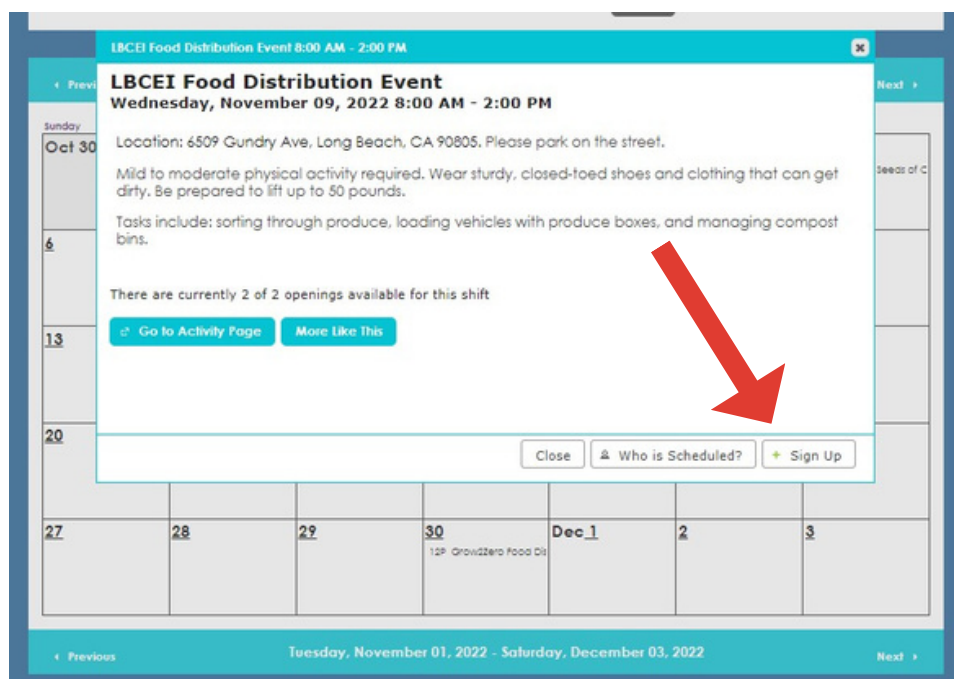
If there is a volunteer activity you would like to do that is not listed, please email cra@longbeach.gov with a description of the activity. We will review it and let you know if it's approved.

1. Click "Opportunities" in the top navigation and select the calendar view



2. Browse the calendar to find an activity that interests you and click the activity to view more information

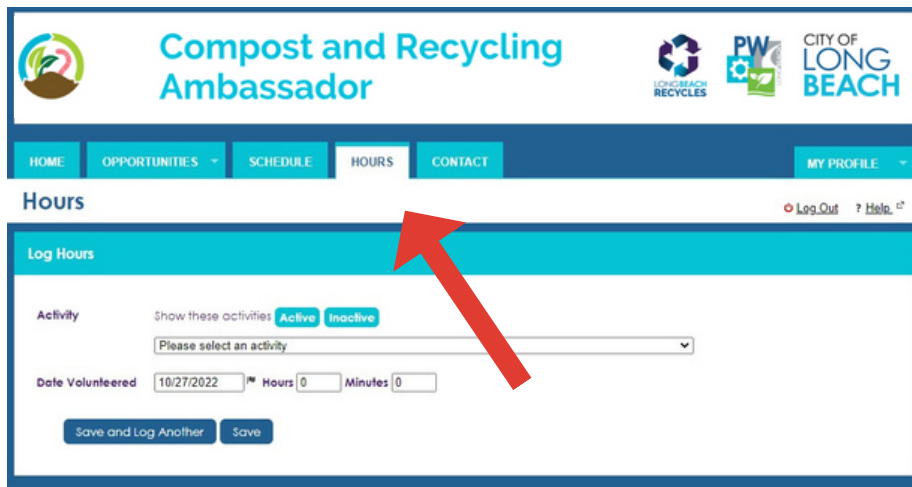
3. Click "+ Sign Up" when you have picked an activity



Volunteer Portal Guide continued

Logging hours

1. Go to the "Hours" tab in the top navigation



The screenshot shows the top navigation bar with tabs for HOME, OPPORTUNITIES, SCHEDULE, HOURS, and CONTACT. The 'HOURS' tab is selected. Below the navigation bar, the 'Hours' section is visible, with a red arrow pointing to the 'Log Hours' button. The 'Log Hours' section includes a dropdown menu for 'Activity', a date field for 'Date Volunteered' (10/27/2022), and input fields for 'Hours' (0) and 'Minutes' (0). There are also buttons for 'Save and Log Another' and 'Save'.

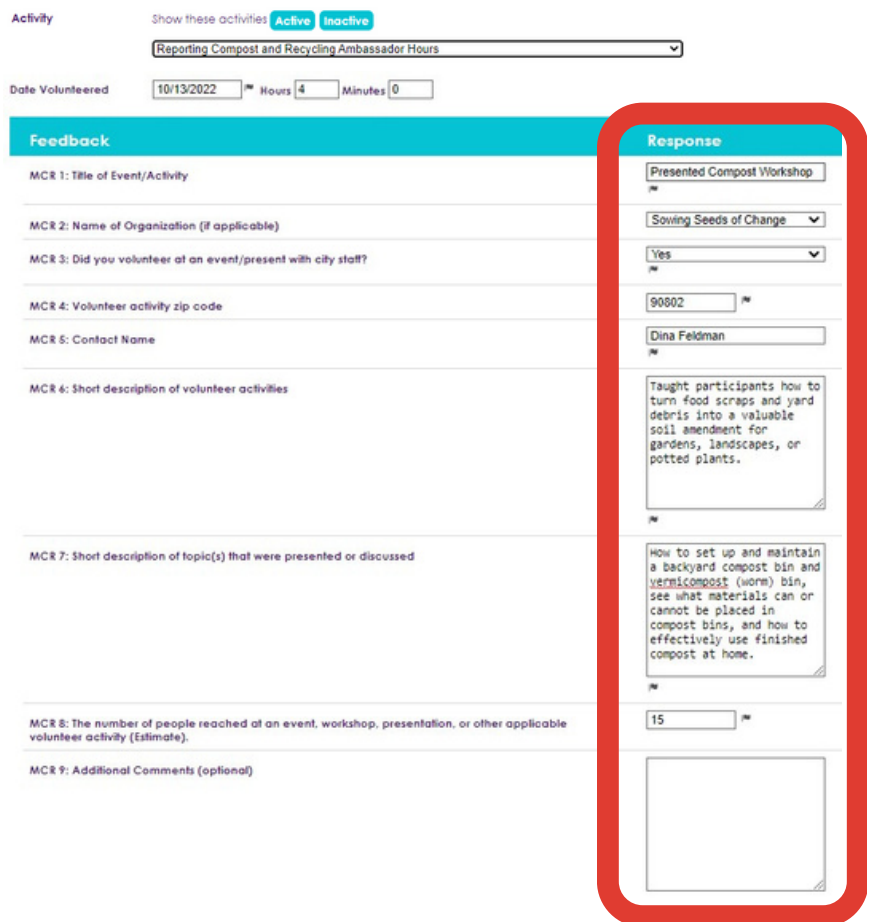
2. From the "Activity" dropdown, select "Reporting Compost and Recycling Ambassador Hours"

3. Select the date you volunteered

4. Enter the number of hours you volunteered (Include travel and prep)

5. Fill out all the relevant/required fields in the "Feedback" section

6. Click "Save" or "Save and Log Another" if you have more than one activity to log



The screenshot shows the 'Feedback' section of the logging hours form. The 'Response' section is highlighted with a red box. The 'Response' section includes a dropdown menu for 'Activity' (Reporting Compost and Recycling Ambassador Hours), a date field for 'Date Volunteered' (10/13/2022), and input fields for 'Hours' (4) and 'Minutes' (0). The 'Response' section includes a dropdown menu for 'Presented Compost Workshop' (Sowing Seeds of Change), a dropdown menu for 'Yes', a text field for '90802', a text field for 'Dina Feldman', a text area for 'Taught participants how to turn food scraps and yard debris into a valuable soil amendment for gardens, landscapes, or potted plants.', a text area for 'How to set up and maintain a backyard compost bin and vermicompost (worm) bin, see what materials can or cannot be placed in compost bins, and how to effectively use finished compost at home.', a text field for '15', and a text area for 'Additional Comments (optional)'.

*We recommend logging hours shortly after you complete them so they are fresh in your mind.

Once you have completed these steps and submit the form, your hours are sent to the program coordinator to track and review.

Have questions or need more information email cra@longbeach.gov