

Managing your Tahoe Blue Crew in Galaxy Digital

Keep Tahoe Blue's volunteer management system

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Introduction

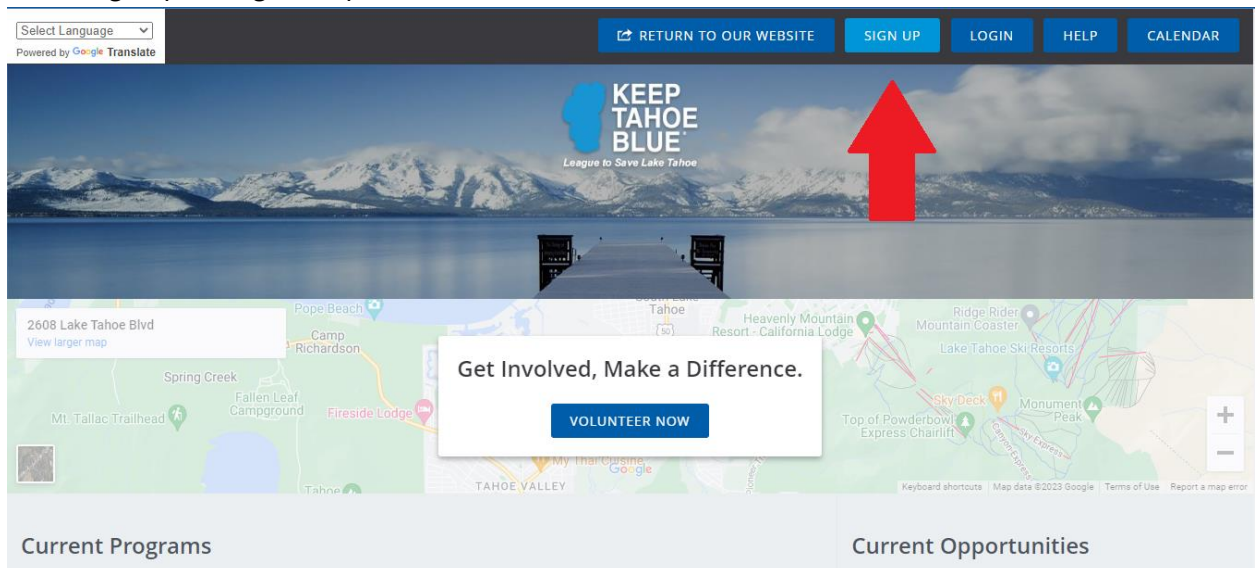
In 2023, the League to Save Lake Tahoe (Keep Tahoe Blue) implemented a new online volunteer management system called Galaxy Digital. This change was made with you, our volunteers, in mind to enhance your experience by simplifying the process of signing waivers, registering for events, and tracking your volunteer hours.

With our new system, you can log into your account, view and sign up for upcoming events, and easily monitor your progress toward achieving a new Core Volunteer status. The platform also allows you to create an online “team” for your Tahoe Blue Crew, making it easier to communicate with one another and track your volunteer hours as a group. We are excited to launch this new system with you because together, we keep Tahoe blue!

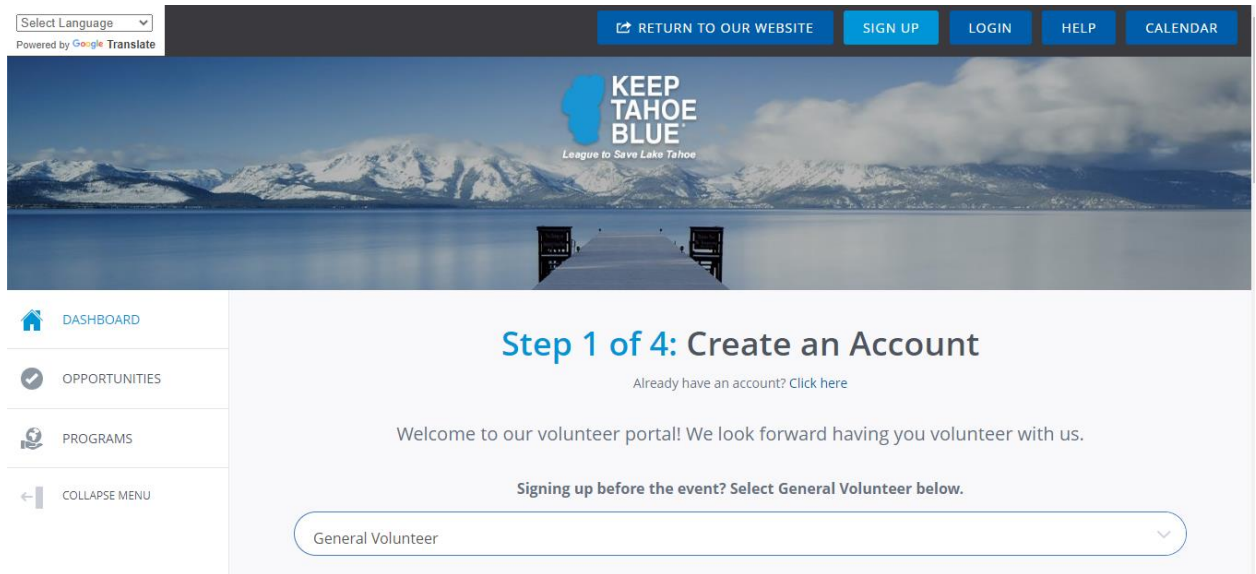
Creating a volunteer account

To create a volunteer account:

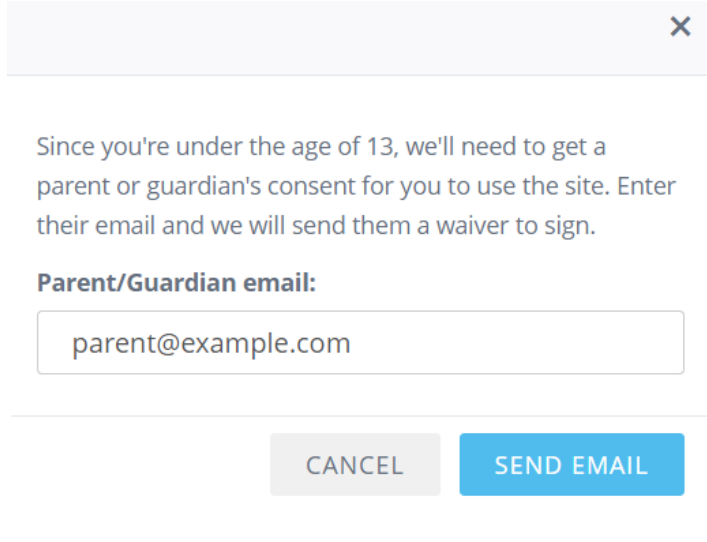
1. Visit volunteer.keeptahoeblue.org.
2. Click “Sign Up” along the top banner.



3. Create an account. Choose “General Volunteer” as your volunteer track. You may sign up using Facebook or your email address.



- If a volunteer is under 13 years of age and has an email address, they will be asked to provide a parent/guardian email address after entering their birthday. An email is sent to the parent/guardian provided address containing an e-sign waiver document.



- If a volunteer is under 13 years of age and does not have an email address, they must have a parent or guardian complete a paper waiver and bring it to the event. Download the waiver at keeptahoeblue.org/tbcwaiver. After the event, Team Leaders will email the waivers to tahoebbluecrew@keeptahoeblue.org.

4. Complete Step 2: Additional Questions. This is so we can get to know you better.

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (1) CT HELP

DASHBOARD

OPPORTUNITIES

PROGRAMS

COLLAPSE MENU

Step 2 of 4: Additional Questions

Are you a full time resident, part time resident or visitor? *

Special accommodations/needs: dietary, disability, etc. *

What email lists would you like to subscribe to: *

Volunteer/event updates

General League/Lake Tahoe News

Organization/affiliation

Unisex T Shirt size

How did you hear about us?

5. Complete Step 3: Select Skills. This will help match you with volunteer opportunities based on your skill sets.

RETURN TO OUR WEBSITE VOLUNTEER ADD HOURS CALENDAR (1) CT HELP

DASHBOARD

OPPORTUNITIES

PROGRAMS

COLLAPSE MENU

Step 3 of 4: Select Skills

What interests, talents, and skills do you have?

Physical Labor

Science

Certified Scuba Diver

Social Media

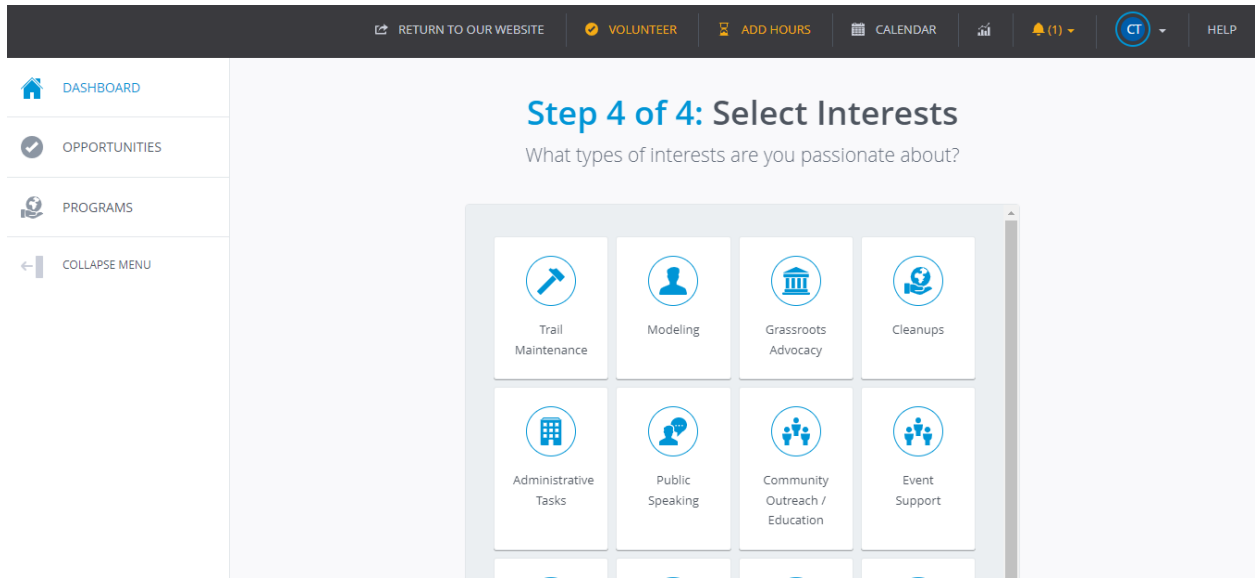
Bilingual

Backcountry Skiing / Snowboarding

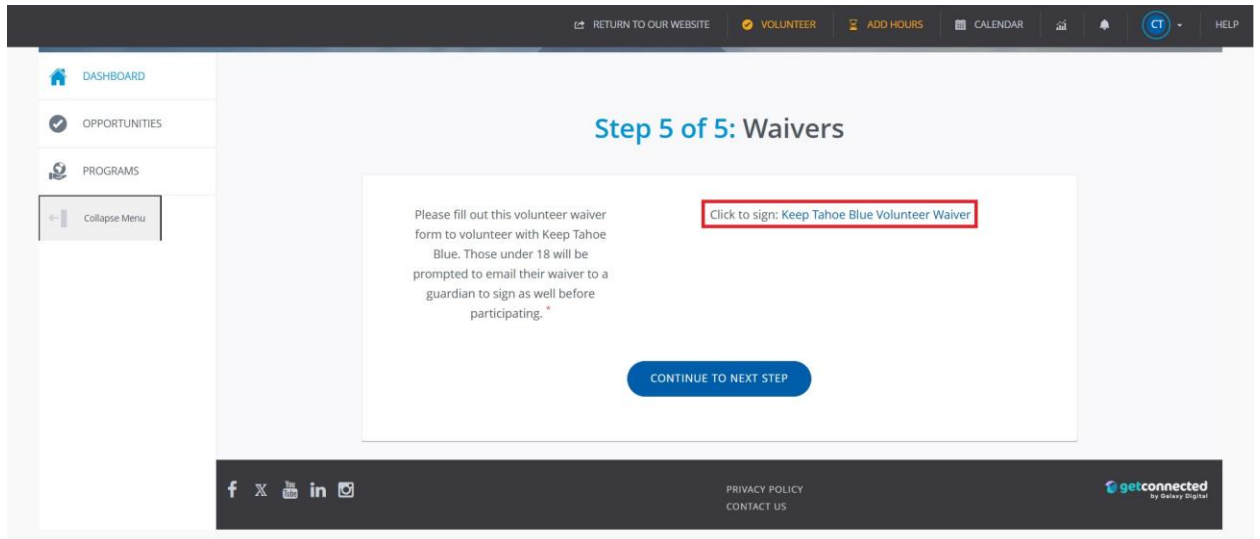
Writing

Kayaking / Paddle Boarding

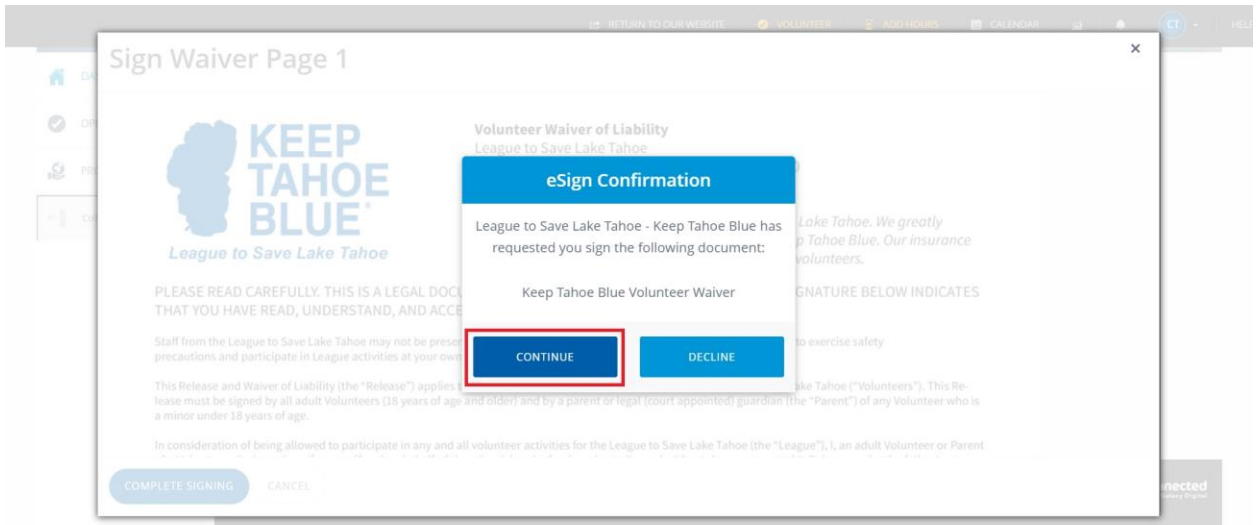
6. Complete Step 4: Select Interests. This will help you match volunteer opportunities based on your interests.



7. Complete Step 5: Waiver. Click the blue text, “Keep Tahoe Blue Volunteer Waiver”.



Click the dark blue “Continue” button.



Read the waiver. Inside the waiver window, scroll down until you reach the “Participant Signature” and “Date Signed” boxes. Click inside each box to sign and date the waiver. Click the blue “Complete Signing” button. Click “Yes” to consent e-signing.

Sign Waiver Page 1

4. MEDICAL TREATMENT. I, on my own behalf or on behalf of my minor child(ren) or ward(s), do hereby release and forever discharge the League from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with the Volunteer's Activities with the League.

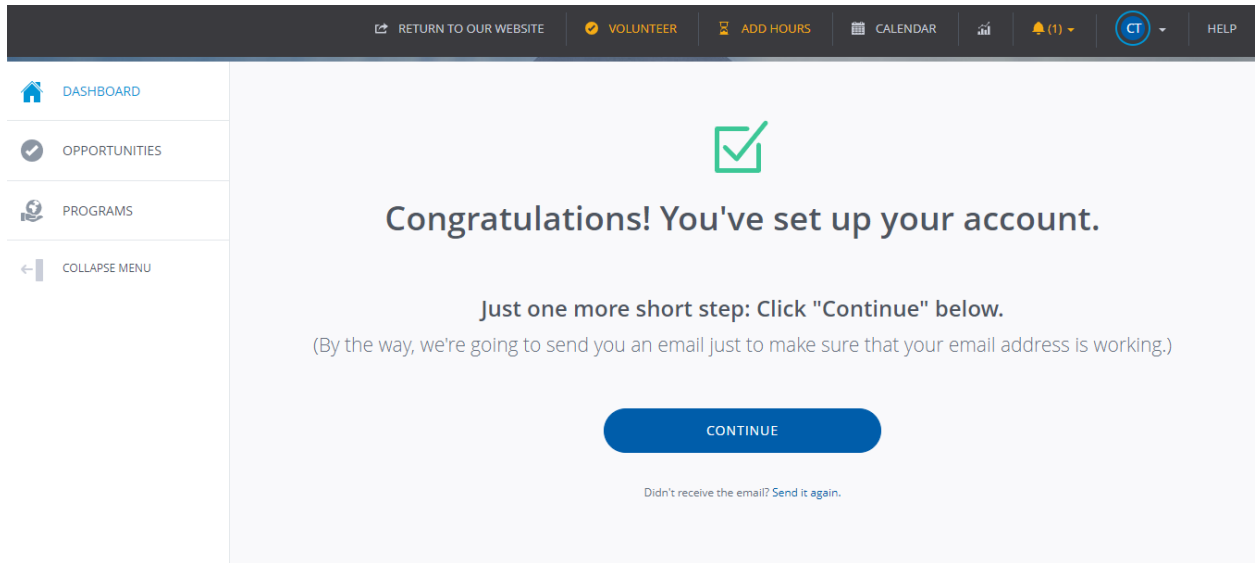
5. INSURANCE. I certify that I have adequate insurance to cover any injury or damage I or my minor child(ren) or ward(s) may suffer or cause to others while participating in any activities and I agree to bear the costs of such injuries or damage. I understand and acknowledge that, except as otherwise agreed to by the League in writing, the League does not carry or maintain health, medical or disability insurance coverage for any Volunteer, and that each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

6. PHOTOGRAPHIC RELEASE. I, as an adult Volunteer, or as the Parent of a minor Volunteer, hereby grant and convey unto the League all rights, title, and interest in any and all photographic images and video or audio recordings made by the League during my or my child(ren)'s or minor ward(s)'s activity with the League, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

7. VENUE. I agree to the sole and exclusive venue of the County of El Dorado, California. I further agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that the substantive law of California shall apply without regard to any conflict of law rules. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portion shall remain in full force and effect.

Participant Signature **Date Signed**

8. Congratulations! You've set up your account! Click "Continue" to navigate to your Volunteer Dashboard.

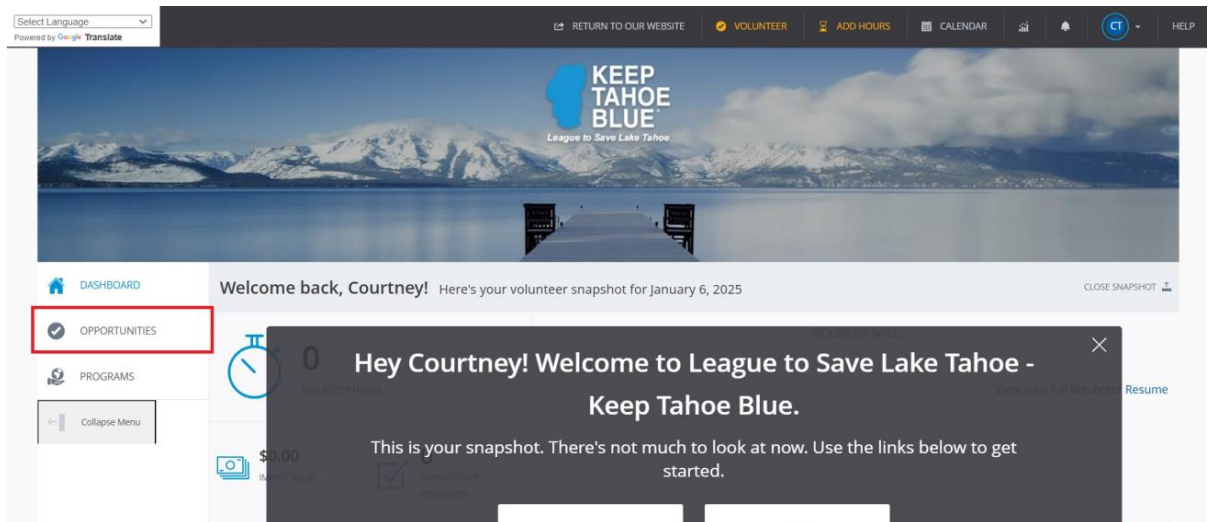


Signing Up for Tahoe Blue Crew Cleanups

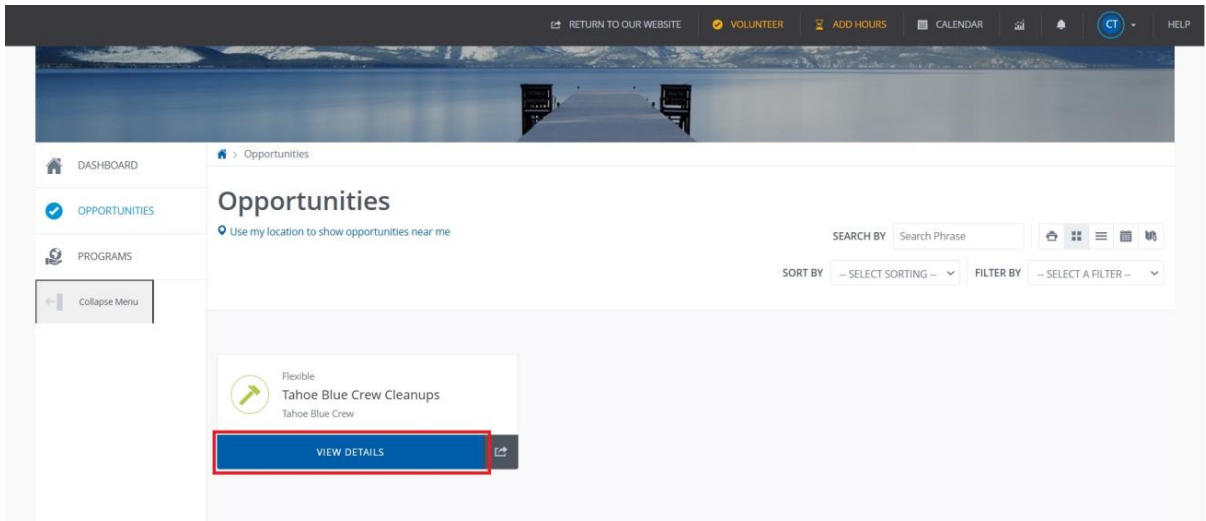
Once you've created an account, you will need to sign up for the Tahoe Blue Crew Cleanups Opportunity.

To sign up:

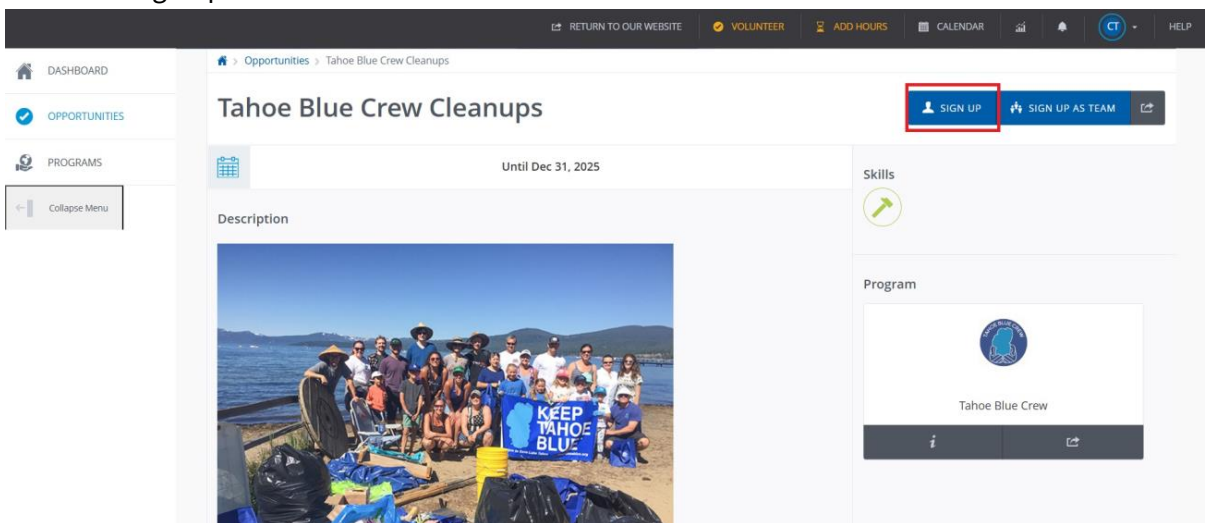
1. Sign into your account at volunteer.keeptahoeblue.org.
2. Click on the "Opportunities" button on the left side of your screen.



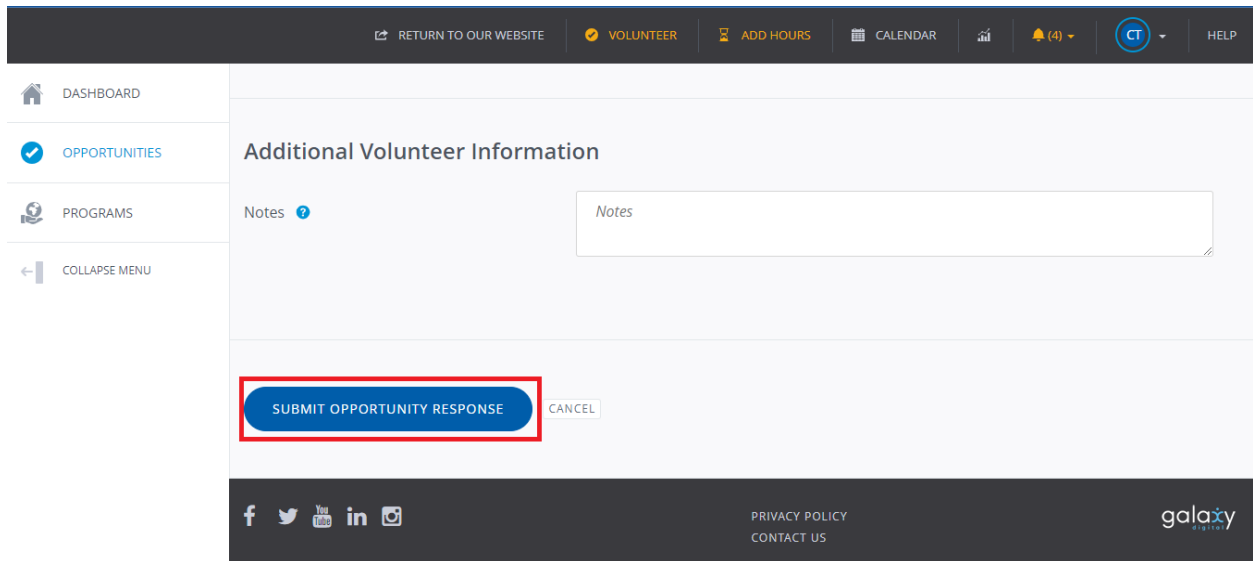
3. Choose an Opportunity and click “View Details”. Select “View Details” for “Tahoe Blue Crew Cleanups”.



4. Click the “Sign Up” button.



- 5.
6. Click “Submit Opportunity Response”.

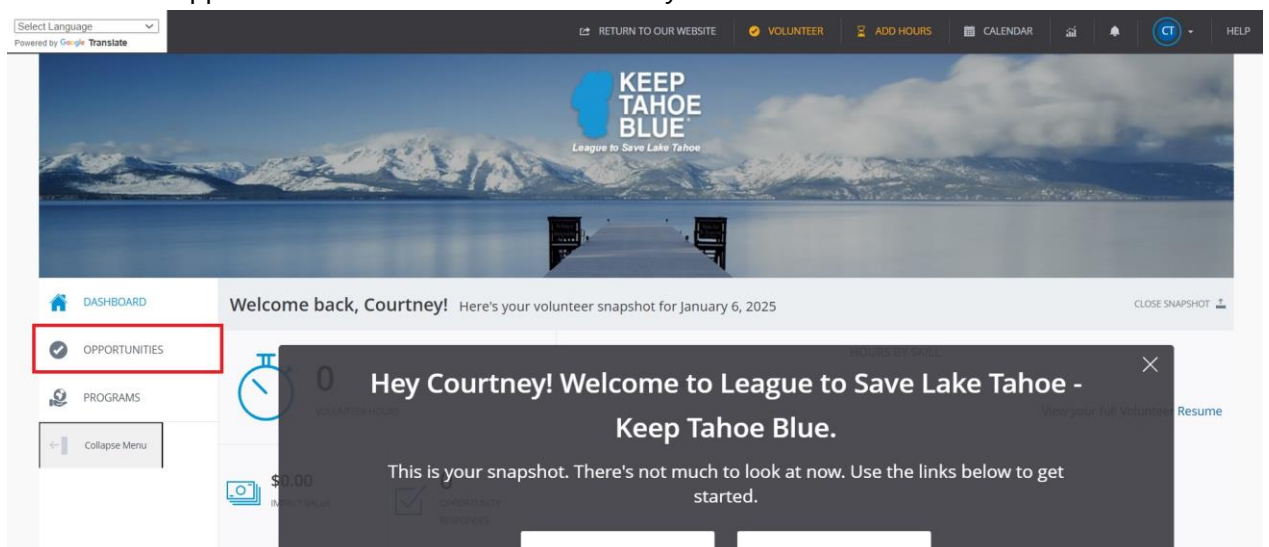


Completing an annual waiver

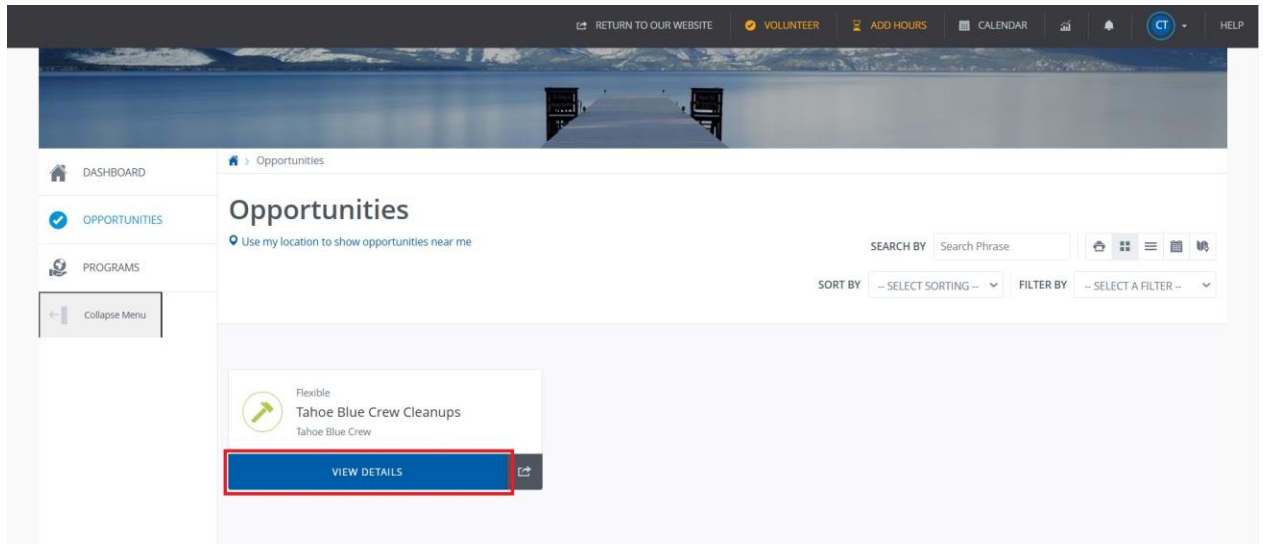
One requirement to be a Keep Tahoe Blue volunteer is to complete an annual Release of Liability Volunteer Waiver. You will receive an email on **December 31** reminding you to complete your new waiver. It is important to read the waiver to understand the risks associated with volunteering and release of liability. You must have a current signed waiver on file to volunteer for events and participate in Keep Tahoe Blue's volunteer programs and earn volunteer hours with our organization.

To fill out the annual waiver:

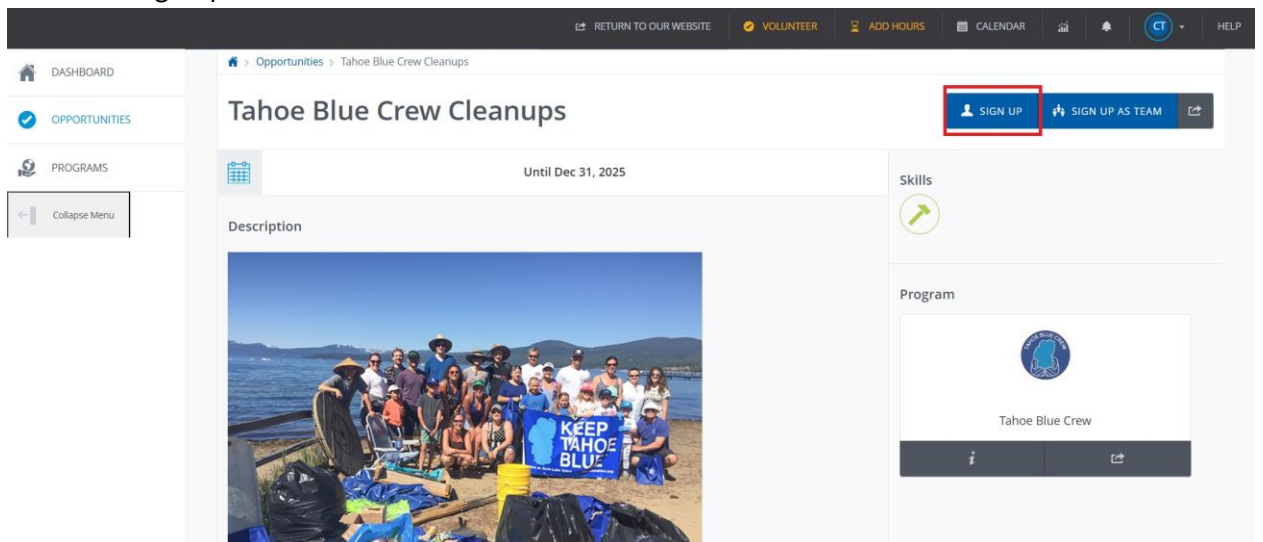
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2. Click on the "Opportunities" button on the left side of your screen.



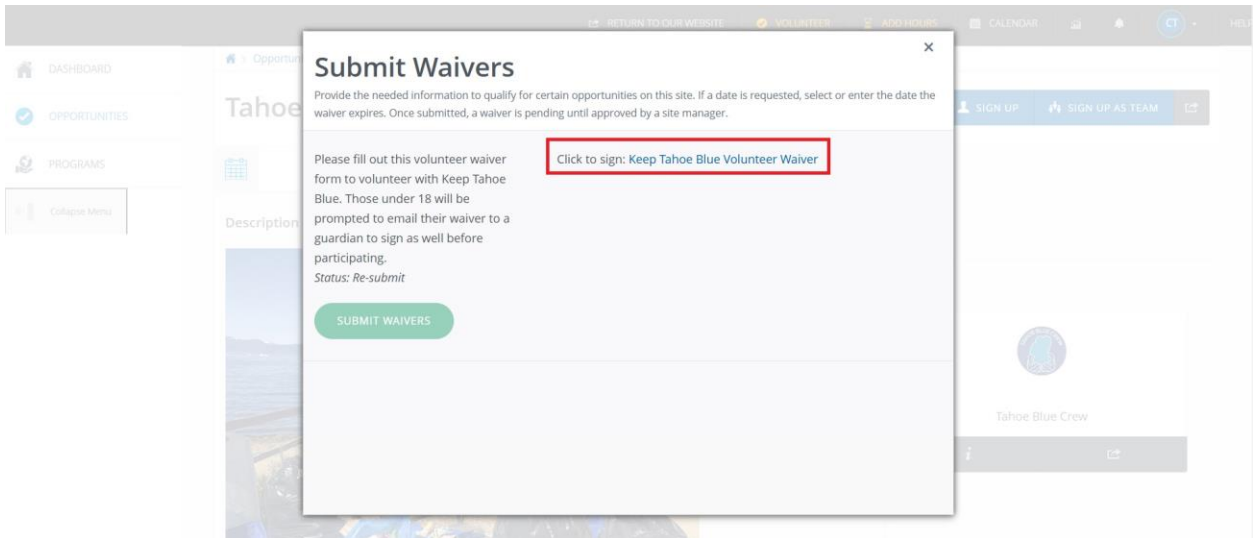
3. Choose an Opportunity and click “View Details”. Select “View Details” for “Tahoe Blue Crew Cleanups”.



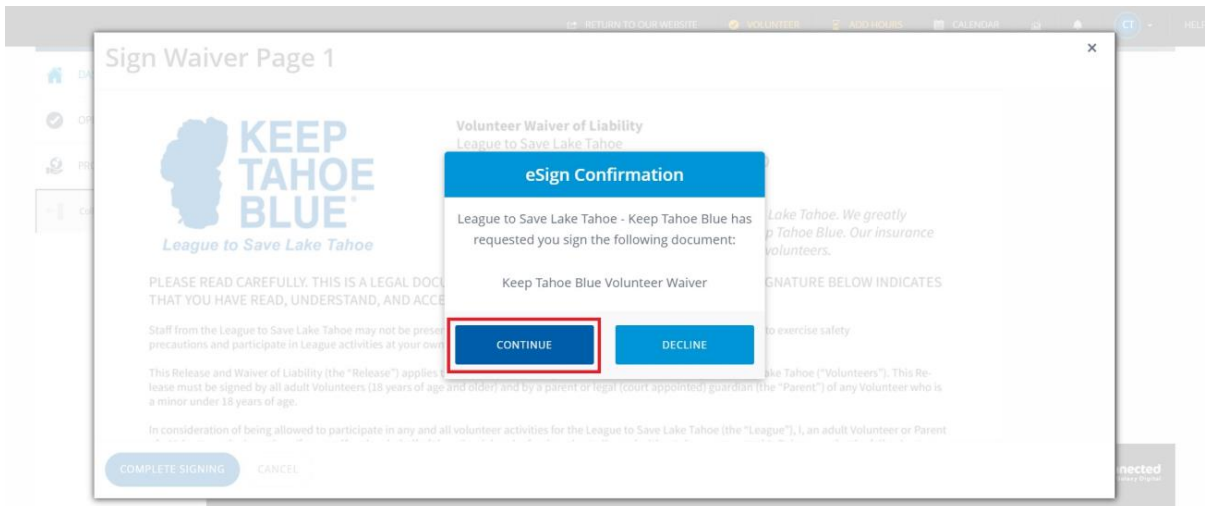
4. Click the “Sign Up” button.



5. Click the blue text, “Keep Tahoe Blue Volunteer Waiver”.



6. Click the dark blue “Continue” button.



Read the waiver. Inside the waiver window, scroll down until you reach the “Participant Signature” and “Date Signed” boxes. Click inside each box to sign and date the waiver. Click the blue “Complete Signing” button. Click “Yes” to consent e-signing.

Sign Waiver Page 1



4. MEDICAL TREATMENT. I, on my own behalf or on behalf of my minor child(ren) or ward(s), do hereby release and forever discharge the League from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with the Volunteer's Activities with the League.

5. INSURANCE. I certify that I have adequate insurance to cover any injury or damage I or my minor child(ren) or ward(s) may suffer or cause to others while participating in any activities and I agree to bear the costs of such injuries or damage. I understand and acknowledge that, except as otherwise agreed to by the League in writing, the League does not carry or maintain health, medical or disability insurance coverage for any Volunteer, and that each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

6. PHOTOGRAPHIC RELEASE. I, as an adult Volunteer, or as the Parent of a minor Volunteer, hereby grant and convey unto the League all rights, title, and interest in any and all photographic images and video or audio recordings made by the League during my or my child(ren)'s or minor ward(s)'s activity with the League, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

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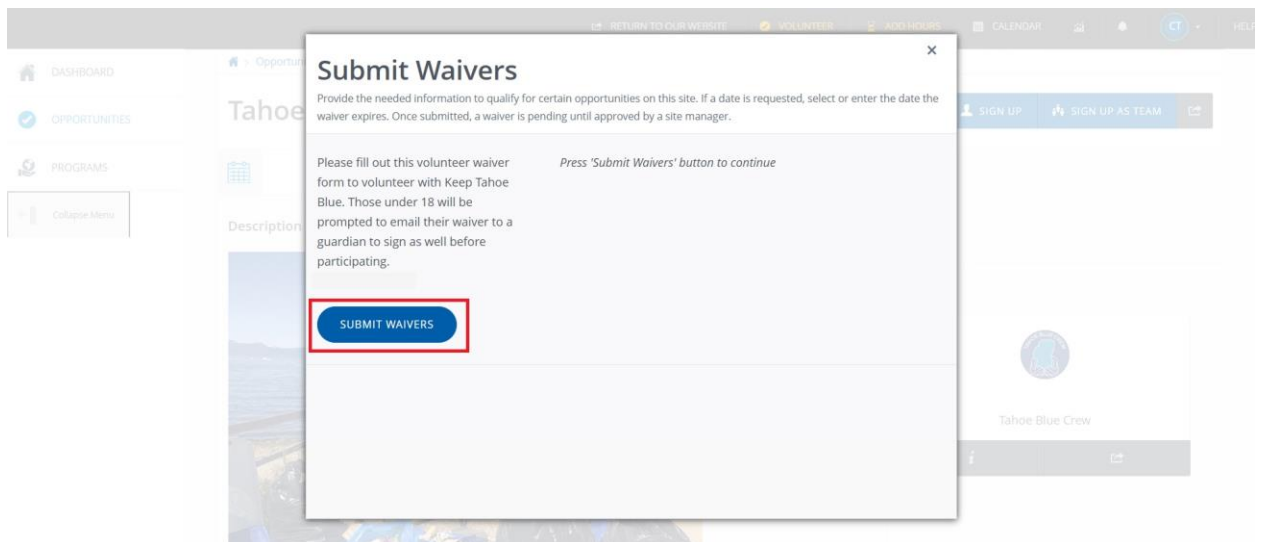
Participant Signature

SIGNATURE DATE

COMPLETE SIGNING

CANCEL

- Click the "Submit Waiver" button.



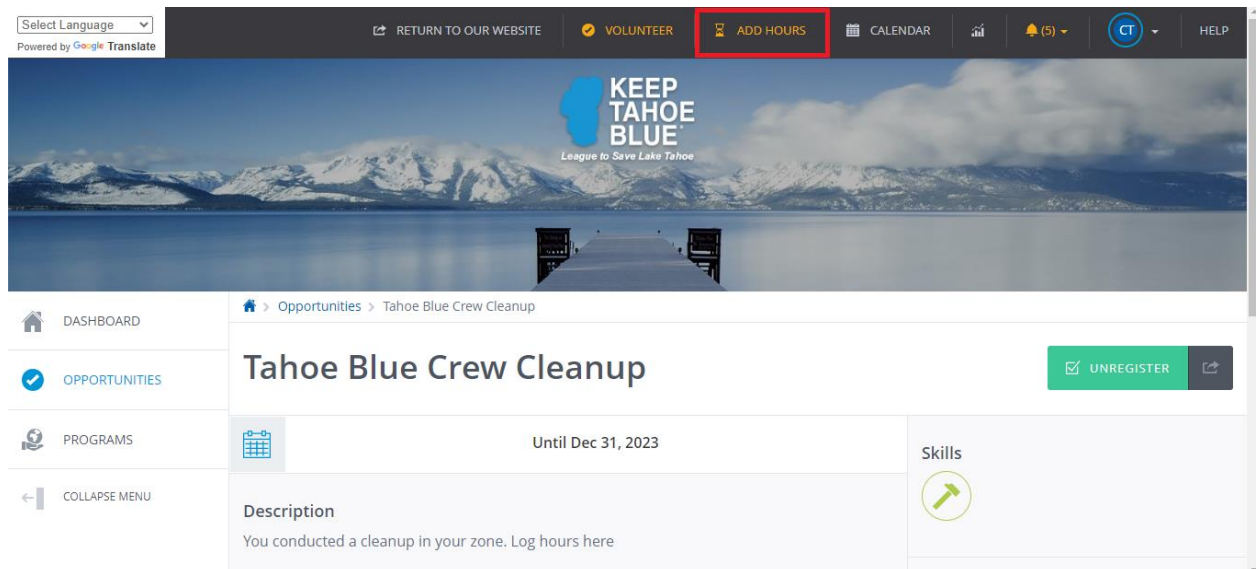
- Congratulations! Your annual volunteer waiver has been submitted.

Logging Your Volunteer Hours

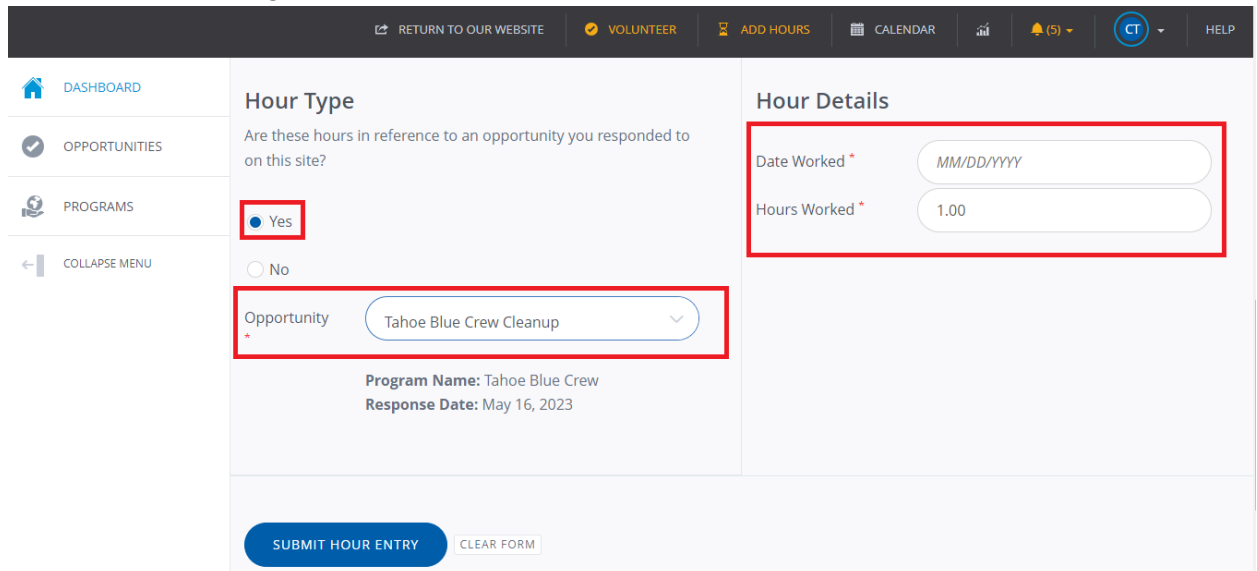
After you have completed your Tahoe Blue Crew cleanup, there are two ways to log hours: individually or for your team. If you are a crew of 1-2 people, we recommend logging and submitting your hours individually. If you are a business or larger crew, you can log and submit your hours as a team. Please note, only Team Leaders have access to adding hours for their team members.

Logging your volunteer hours as an individual

1. Select “Add Hours” at the top of the screen.



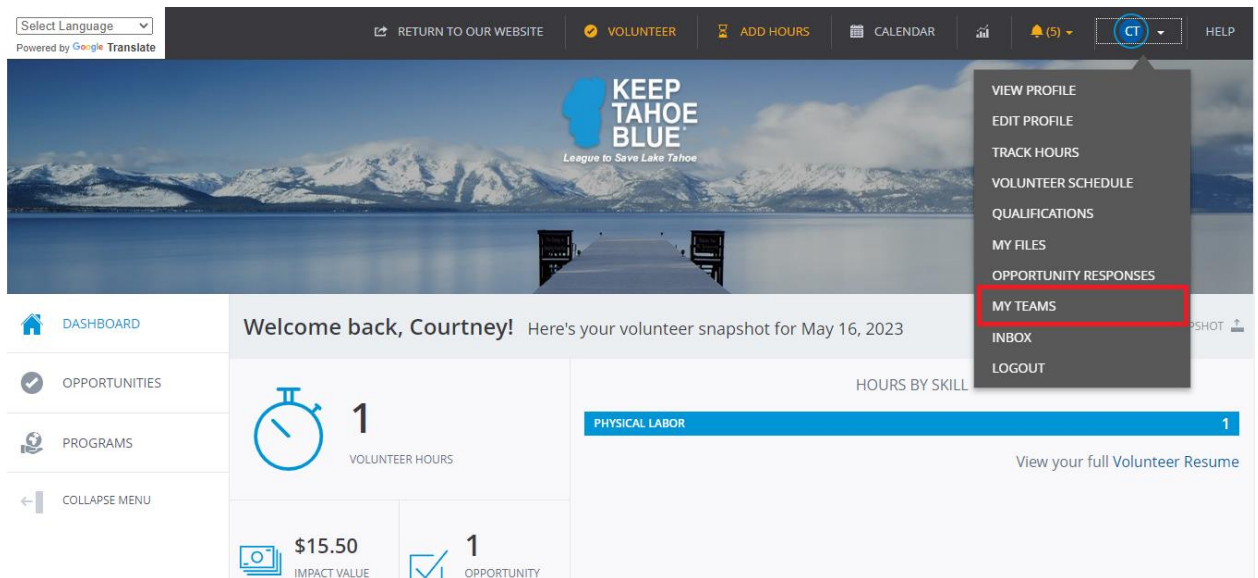
2. Add Hours. For “Hour Type,” select “yes” that these hours are in reference to an opportunity you responded to on this site and select “Tahoe Blue Crew Cleanup” as the opportunity. To the right, add the “date worked” and “hours worked”. Click the blue “Submit Hour Entry” button at the bottom. Please include all time worked (this may include setup/breakdown time or time spent entering data for Team Leaders).



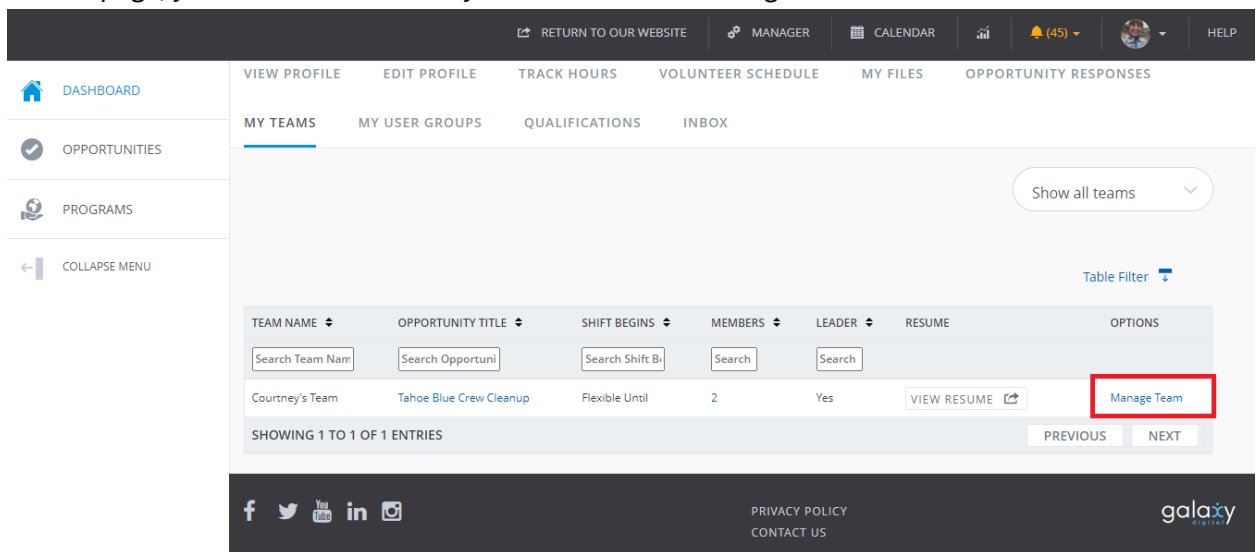
3. You successfully submitted your hours for approval.

Logging your volunteer hours as a team

1. To add hours for your team, click the profile bubble dropdown and select “My Teams”.



2. On this page, you will be able to view your Teams. Click “Manage Teams”.



3. From here, you have two options.
Option 1: You can click the hourglass icon next to the name of each individual and add the date of your cleanup and hours worked. This option is best if your crew members worked

different lengths of time.

Team Members

Opportunity: Tahoe Blue Crew Cleanup
Team: Example Crew - Flexible Until Dec 31, 2023

Reserved Slots: 0 [UPDATE] [ADD TEAM MEMBER]

[+ ADD DEFAULT HOURS] [EMAIL MEMBERS] [COPY JOIN LINK] [COPY RESUME LINK]

<input checked="" type="checkbox"/>	EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/>	example1@keeptahoeblue.org			Example	One	<input checked="" type="checkbox"/> [clock] [pencil] [X]	<input type="checkbox"/>
<input checked="" type="checkbox"/>	example2@keeptahoeblue.org			Example	Two	[clock] [pencil] [X]	<input checked="" type="checkbox"/>

[UNREGISTER TEAM]

Option 2: Check the box next to each name and click the white “+ Add Default Hours” button. This will add 1 hour to each volunteer with a checked box. This method is great if you have many crew members attend a cleanup for 1 hour.

Team Members

Opportunity: Tahoe Blue Crew Cleanup
Team: Example Crew - Flexible Until Dec 31, 2023

Reserved Slots: 0 [UPDATE] [ADD TEAM MEMBER]

[+ ADD DEFAULT HOURS] [EMAIL MEMBERS] [COPY JOIN LINK] [COPY RESUME LINK]

<input checked="" type="checkbox"/>	EMAIL	MOBILE	PHONE	FIRST	LAST	OPTIONS	LEADER
<input checked="" type="checkbox"/>	example1@keeptahoeblue.org			Example	One	[clock] [pencil] [X]	<input type="checkbox"/>
<input checked="" type="checkbox"/>	example2@keeptahoeblue.org			Example	Two	[clock] [pencil] [X]	<input checked="" type="checkbox"/>

[UNREGISTER TEAM]





If your cleanup was for more/less than one hour or on a different day, you can edit the hours below by clicking the pencil icon next to each name.

RETURN TO OUR WEBSITE MANAGER CALENDAR (52) CT HELP

DASHBOARD OPPORTUNITIES PROGRAMS COLLAPSE MENU

Team Hours

Table Filter

USER	EMAIL	DATE START	HOURS	STATUS	OPTIONS
Example One	example1@keptahoebblue.org	May 16, 2023	1.00	Approved	 
Example Two	example2@keptahoebblue.org	May 16, 2023	1.00	Approved	 

SHOWING 1 TO 2 OF 2 ENTRIES PREVIOUS NEXT

You can then edit the date and hours worked for the cleanup and submit the hour entry. Please include all time worked (this may include setup/take down time or time spent entering data for Crew Leaders).

Edit Hours

Response Details

User: Example One

Opportunity: Tahoe Blue Crew Cleanup (ID: 796254)

Hour Details

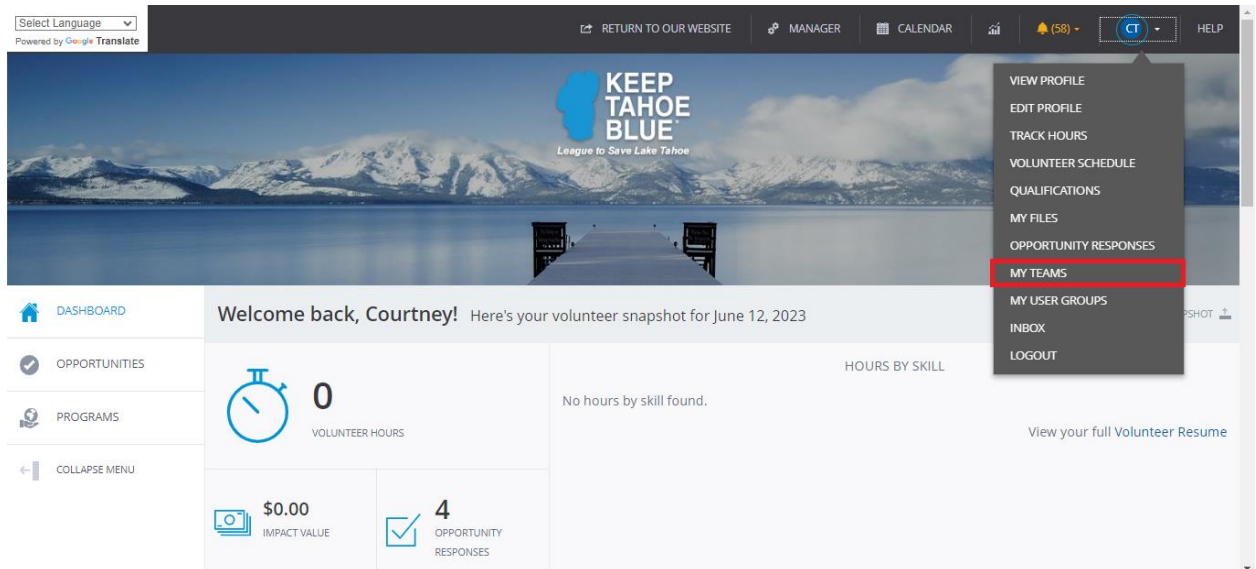
Date Worked *

Hours Worked *

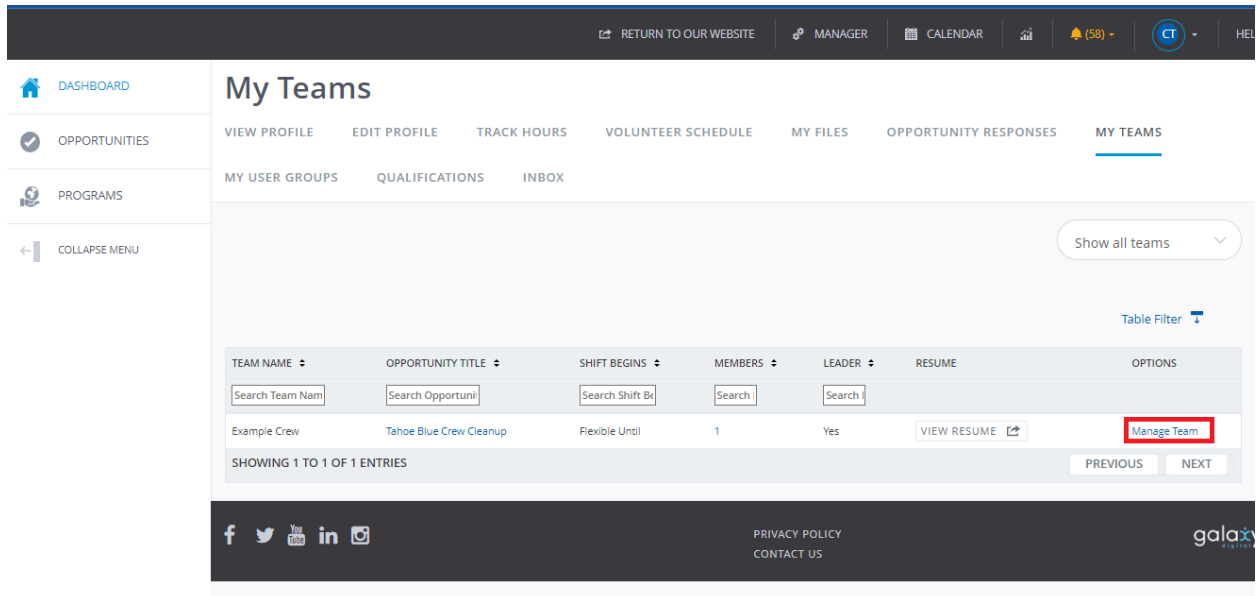
Adding New Members to Your Team

A Team has been created for you and your Tahoe Blue Crew. Now, you would like to add additional members to your Team. Please note, only Team Leaders have access to adding new team members.

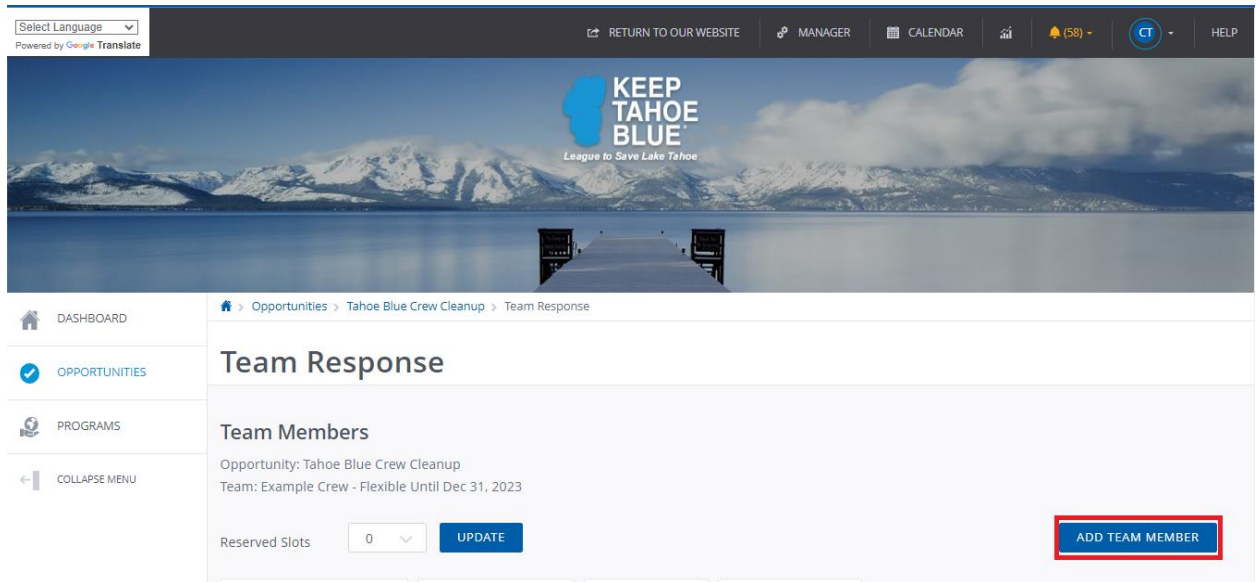
1. Click on your profile bubble with your initials at the top of your screen to view the dropdown menu and select “My Teams”.



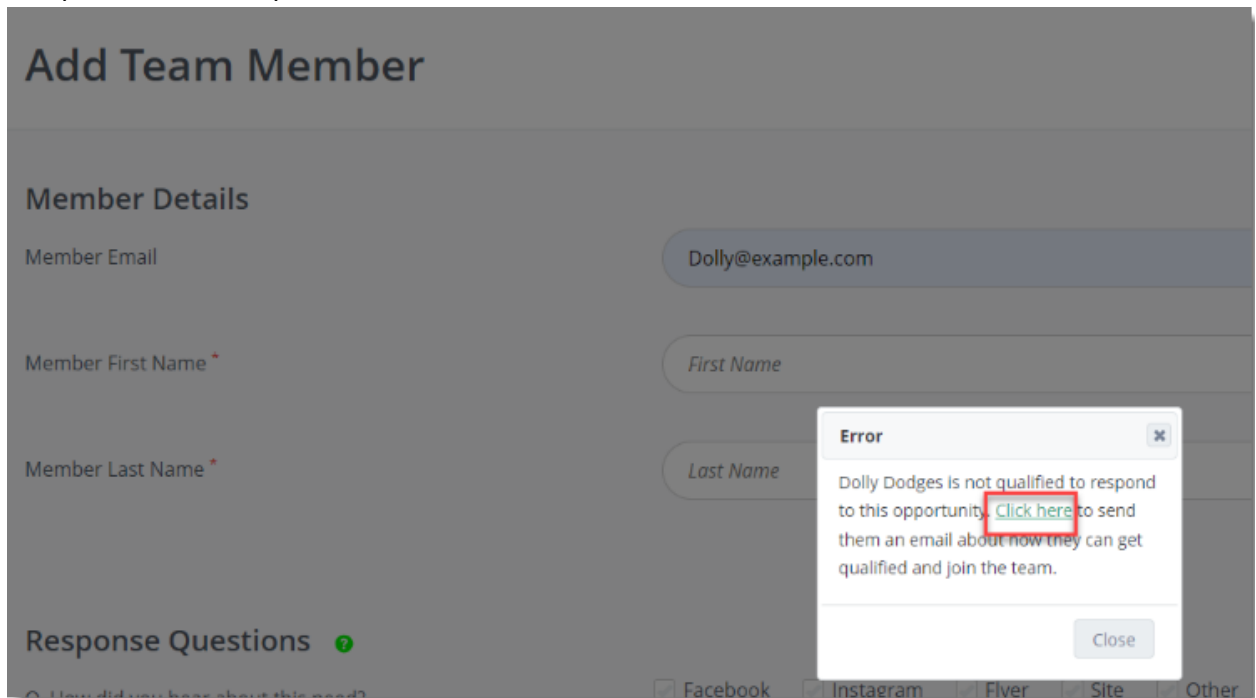
2. Select “Manage Team”.



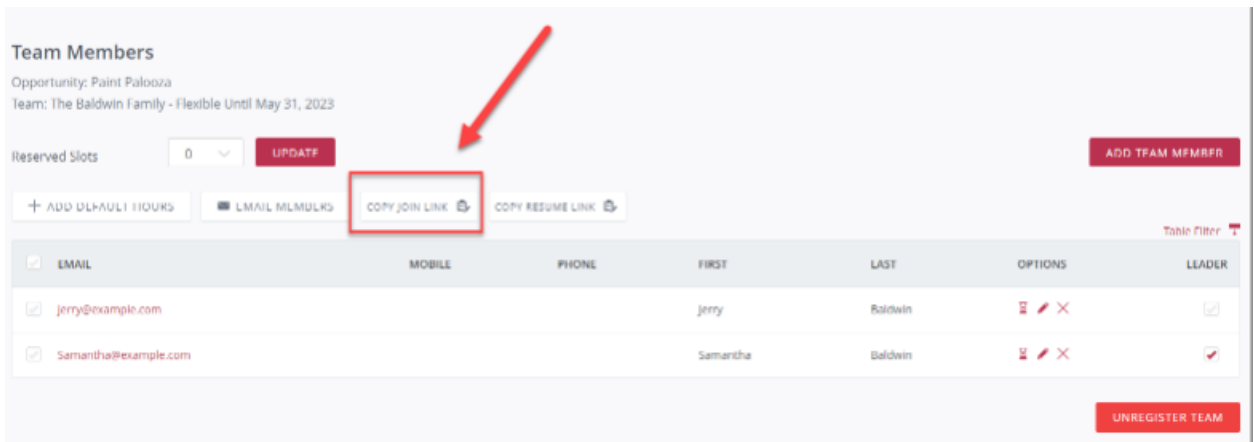
3. Select “Add Team Member”.



4. Start by typing in the Team Member’s email. A warning will pop up if the Team Member isn't registered on the site or has not completed the waiver qualification. The warning instructs you to “click here” to send the Team Member an email to either get registered on the site or complete the waiver qualification.



A join link can also be shared with volunteers to join your Team.

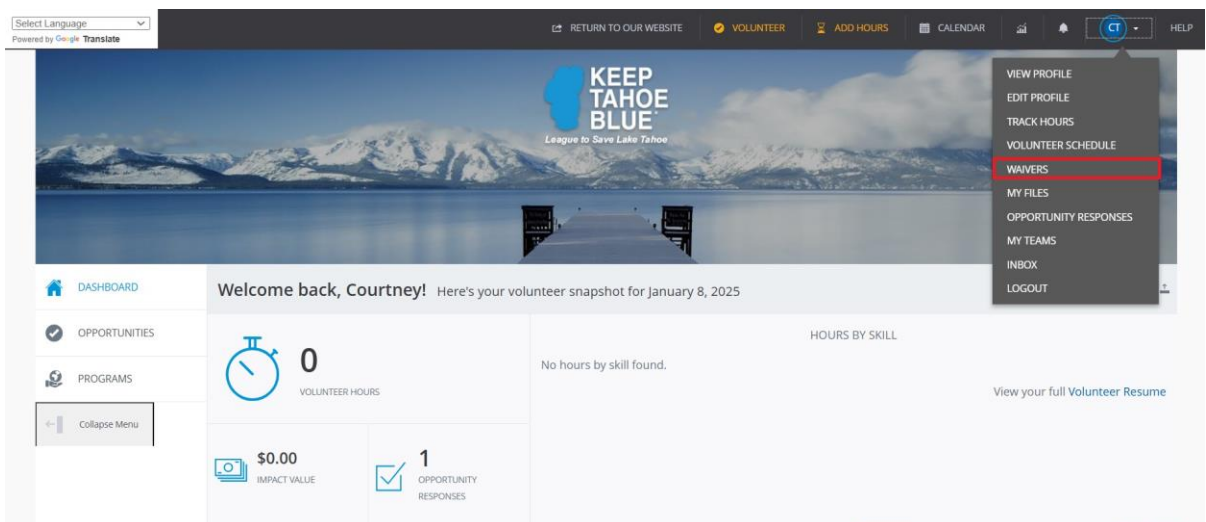


Congratulations! You have now created an account and Tahoe Blue Crew Team! We hope that you have a wonderful cleanup.

How Do I Know if my Crew Members have Completed the Annual Waiver?

Volunteers should show their Tahoe Blue Crew Leader their completed waiver when checking in for their cleanup on site. To do so:

1. Sign into your account at volunteer.keeptahoeblue.org.
2. Click on your profile bubble with your initials at the top of your screen to view the dropdown menu and select “Waivers”.



3. Scroll down. You can see the “Date Added” and “Date Expires” here. You can also select “View Waiver”.

- DASHBOARD
- OPPORTUNITIES
- PROGRAMS
- Collapse Menu

INBOX

Incomplete Waivers

You may need to meet certain waivers or sign a waiver in order to view or sign up to opportunities.
 You don't have any waivers to fill out right now.

Complete Waivers

SITE	TITLE	QUESTION	RESPONSE	DATE ADDED	DATE EXPIRES	STATUS	OPTIONS
League to Save Lake Tahoe - Keep Tahoe Blue	Volunteer Waiver	Please fill out this volunteer waiver form to volunteer with Keep Tahoe Blue. Those under 18 will be prompted to email their waiver to a guardian to sign as well before participating.	VIEW WAIVER	Jan 8, 2025	Dec 31, 2025	Qualified	