Welcome to Engagenet!

A User’s Guide
Community Partner Edition
This guide will take you through the steps for registering your organization as a partner through engage and post opportunities that students can look at when deciding where to serve in the community.

There are screenshots of the page you should be on throughout this guide. Please use these screenshots to help you if you get confused.

If you have any questions, please feel free to email engagenet@american.edu or call 202.885.7378. We will answer your questions and get back to you as soon as possible.
What is Engagenet?

EngageNet is an online application system that allows the Center for Community Engagement & Service staff to track student involvement, program performance, partner requests, and faculty involvement. There are three user portals Student, Partner and Faculty. Each portal allows applicants and other participants to track requirements and include self-service tools such as the message center, FAQ and profile manager.

Benefits for the Partner

The Partner Portal enables individuals and organizations to view students profile, track requirements, and communicate to CCES staff through a centralized message center.
Part One: Creating a Profile

The following slides will go through the process of creating a profile.
1. Go to the Engagenet Page at American University.

- You can access Engagenet from the main CCES Website. [PROVIDE LINK]
- Here is the link for the partner side of the portal: http://cces2.eresources.ws/partner/

Tip: Make sure that you are in the partner portal and not the portals for students/faculty.
2. On the left side of the page, there is a link to register under the “First Time User?”. Clicking on that link will take you to the registration page.

Tip: After you have created your profile, you can come back reset your password at any time using the other links on the left.
You will be taken to the registration page. You will have to fill out the following information. Anything with a red asterisk is required, but fill out as much as you can. It is important to be as clear and concise as possible.

Some things to keep in mind:

While you are filling out the form, there may be some questions/information that you have questions about. Please keep these tips in mind for certain areas of information.

- Address (There is also a second line if necessary for building numbers and any other pertinent information).
- Ward (For non-D.C. organizations, Wards are different sections of the city)
- Organization Email: This email can be the general email for the organization or for volunteer inquiries. You can also wait and place this email in the section for contacting the organization.
- Main Contact/Name: This person should be the contact for volunteers and potential groups at the organization.
- What is the Organization’s Mission: This is an important part of the application. The mission or main objective of your organization can be pasted into here. It’s important this identifies your cause and goals so students can see how their values may relate to yours in terms of both content/issue and method.
4.

Once you complete and submit the registration form, you should receive an email confirming the creation of your account. If you do not receive this email, you should have it resent to you using the link that can be found on the left column of the entrance to the partner portal (this is below the location where you found the link to register your organization).

When you receive the confirmation email, you will be able to login using the email and password combination that you entered during registration and will be able to post opportunities!

How do you post an opportunity you ask? Well…
Part Two: Posting Opportunities

Now that you have a profile, your organization can post opportunities to get AU students and faculty involved.

Tip: Everyone will be able to see the opportunity list, so when you post an opportunity you can also share that link with your networks!
1. Log On

After you log on to engagenet, you will see this homepage for the partner portal. On this page you can view/sort opportunities by semester or approval status and also search the opportunities for keywords.

Tip:
If you offer similar opportunities over multiple semesters, you can “clone” or recreate the details of the opportunities by choosing the “clone” function in the Action Column. You can also edit/delete opportunities in this column.

If you want to register a new opportunity, go to the bottom of the page where you will be redirected to start the process.
Before you are able to create an opportunity, you will need to review and acknowledge the terms/conditions for doing so. Once you have checked the box agreeing to the conditions, you can click continue.
3. Opportunity Name

This is what can draw students into learning more and applying. Make sure the name is clear & concise!

Note: This information is required on the form.
4. Time Commitment

The choices provided should represent the type of opportunity this is according to time so that groups or individuals including students, faculty, and clubs can see opportunities related to time frames they may need/want.

**One Time**: One time service is service that often happens one day for a chunk of time.

**Ongoing Direct Service**: This service is something that happens often and may require volunteers to commit time each week or month.

**Projects**: These opportunities are more indirect and often deal with capacity building or the needs of your organization as a non-profit. Think social media, designing a marketing plan, or conducting needs assessments. A good audience of these projects are our CB Classes. You can find current and past CB Classes Here: bit.ly/CBCourses

After you choose the time commitment, you will be able to enter more details in a box that will appear. You can place certain dates and specifics related to time there.

Note: This information is required on the form.
5. Area of Work

Please choose the issue/subject area that the opportunity addresses/may fall under. You can choose as many as are applicable, but please only choose those that are relevant.

Tip: Checking these can help “tag” your opportunities so that students who are interested in the issue areas of your organization can find you and apply!

Note: This information is required on the form.
6. Number of Volunteers Needed

You will be able to choose more than one. Depending on the type of group/number of people needed for your event/opportunity/project, you may choose a different combination. If you only want a group, then you have two options. However, if the opportunity requires a lot of people you may want to look at both a mix of individuals and groups. Individuals may want to serve on their own (outside of a club/fraternity) and would want to be part of a larger event, but groups including clubs and student organizations are always looking for service to give back to the D.C. area and building teamwork between their members.

Note: This information is required on the form.
7. Describing the Project

This box allows you to describe the project/opportunity including what the goals are, where it will be located, special items or supplies students may need to bring, along with other skills that you are looking for in a volunteer for this project. If you are unsure of what to include, you can check out the help bubble which will provide you with some of the specifics. The more detailed you can be, the more students will know what the opportunity is about and if they might be interested.

Tip: This description can really be written like a job description so include all of the tasks and skills you would want a volunteer to have.
8. Languages

If your opportunity requires a knowledge of certain languages other than English, you will be able to check any that apply and also choose the level of fluency that would be required. If you have a language preference but not a requirement, please use the description box (see previous step #7) to mention that as part of the project rather than this section.
For this part of the form, you can choose either to use the contact you provided on the registration by simply checking “Copy from Partner Registration” which automatically will fill in the information you input OR you can also enter the name of specific person who may be in charge of the event. In any case, the individual who is the primary contact should be the person students should contact and someone who will be available to respond.
10. Instructions on How to Apply

While not required, this portion of the application can help you receive information from volunteers that you need (such as cover letters/résumés. Make sure you are specific and include how students should apply to be a part of the opportunity (email, phone, morse code, etc.) What steps should they take?

Tip: You may want to include if students will need to go through extra steps in order to volunteer. This can include fingerprinting, TB tests, background checks, or any other measure your organization uses for your volunteers. This gives students time to complete these tasks and get a headstart.
11. Super-Tip: Cloning an Opportunity

Each Semester you are going to have to renew your opportunities through the EngageNet System. If your organization often offers the same types of position from semester to semester, the cloning option make a copy of an opportunity and allows you to edit/alter any of the pertinent information that may shift. This is also a super useful tool when you have similar opportunities that may only differ slight (i.e. on days, time commitment) so that you can use a lot of the same language! You can find the clone option on your personal EngageNet homepage under the “Action” Column.
Congratulations! You’ve just posted an opportunity!

The opportunity will be reviewed and approved on our end. You will receive a notification when your opportunity has been approved. You can also always check the status of an opportunity on your home page.

Questions?
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