

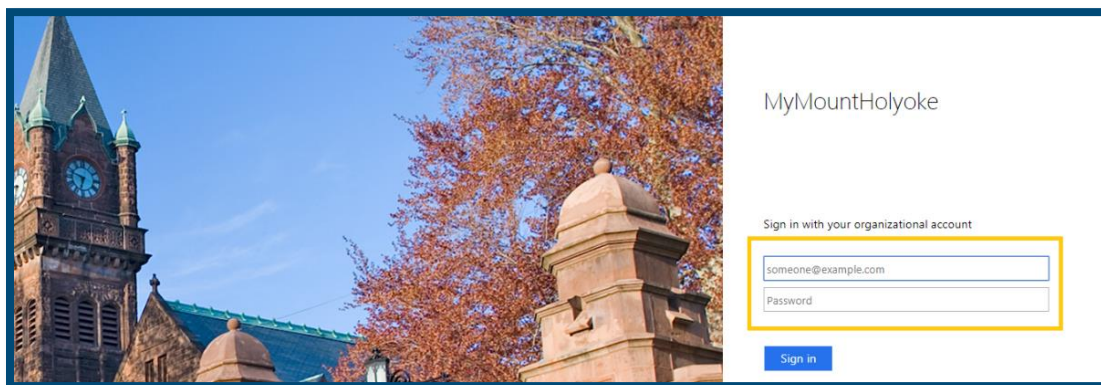
Mount Holyoke Fund

Volunteer Hub Instructions

The [Volunteer Hub](#) is a terrific resource for all of your classmates' giving and contact information. These reports are refreshed on a nightly basis. This document provides you with step by step instructions on how to navigate the valuable tools and reports located on the website. Below is the link to access the Volunteer Hub.

Volunteer Hub: my.mtholyoke.edu

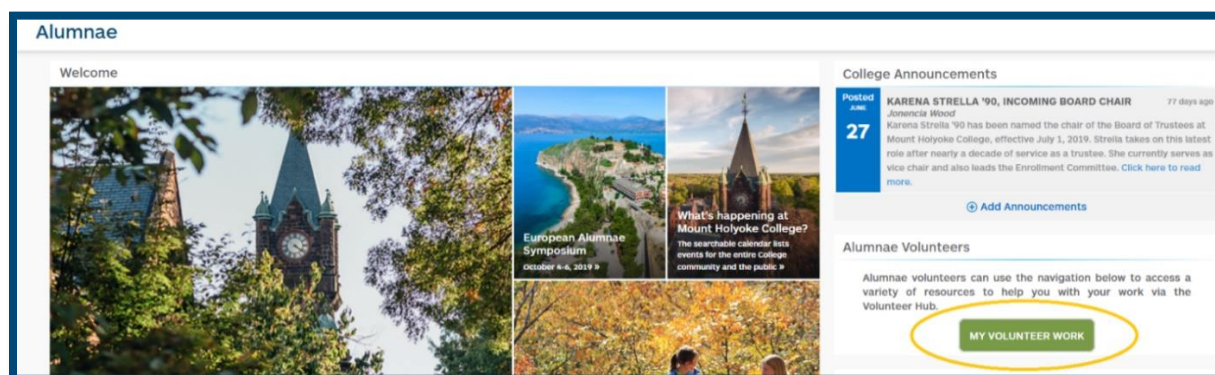
You will start on the login page:



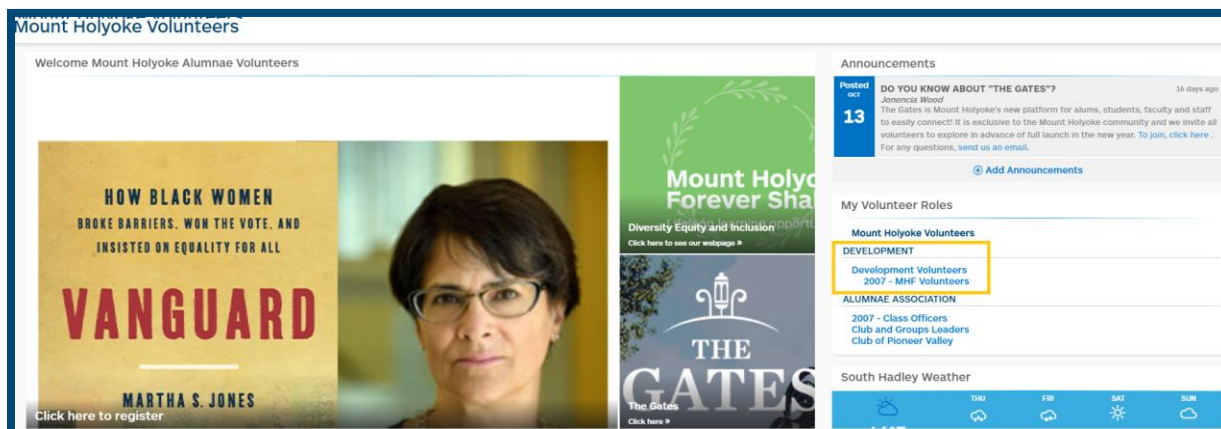
Type your assigned **User ID** and self-selected password.

If you do not know your User ID or password, or need help logging in, please contact **Theresa O'Banner**: tobanner@mtholyoke.edu / (800) 642-2636.

Click on the *My Volunteer Work* button to access your Mount Holyoke Volunteer reports.



From the *Mount Holyoke Volunteer* page you can choose to go to the *Development Volunteer* page, or go to your *class volunteer* page.



Development Volunteers Page

This page shows the Mount Holyoke Fund fundraising totals to date and provides important links, tools and resources for your volunteer work. The page also contains the MHF Class Totals and Comparison Report.

MHF Class Totals and Comparisons Report

CLASS	GOAL\$	CASH\$	PLEDGE BALANCE\$	AMOS\$	TOTAL\$	#SOL	DONORS	PARTICIPATION GOAL	ACTUAL PARTICIPATION	ACTUAL DONORS NEEDED TO REACH PART GOAL	#LYB	LYBS\$
Parents	\$275,000	\$9,173	\$0	\$150	\$9,323	3,207	23	0	1	0	426	\$18,751
MHMA	\$0	\$700	\$0	\$0	\$700	440	4	0	1	0	42	\$10,407
MHFP	\$22,000	\$2,885	\$0	\$0	\$2,885	957	22	15	2	122	118	\$20,303
2020	\$5,000	\$20	\$0	\$0	\$20	434	1	40	0	379	170	\$23,571
2019	\$5,000	\$546	\$0	\$0	\$546	552	14	15	3	69	63	\$2,750
2018	\$7,000	\$1,377	\$0	\$0	\$1,377	549	16	18	3	83	82	\$3,319
2017	\$10,000	\$227	\$0	\$0	\$227	509	12	20	2	90	96	\$4,044
2016	\$10,000	\$577	\$0	\$0	\$577	505	15	20	3	86	81	\$7,262
2015	\$15,000	\$1,048	\$0	\$0	\$1,048	583	16	21	3	106	114	\$5,420
2014	\$7,000	\$528	\$25	\$0	\$553	559	11	15	2	73	69	\$5,190
2013	\$10,000	\$3,270	\$0	\$0	\$3,270	552	12	15	2	71	65	\$2,581
2012	\$10,000	\$1,254	\$0	\$0	\$1,254	529	20	18	4	68	68	\$4,764
2011	\$15,000	\$1,286	\$0	\$70	\$1,356	514	20	23	4	98	87	\$6,716
2010	\$15,000	\$1,048	\$0	\$0	\$1,048	548	21	20	4	89	105	\$12,077
2009	\$15,000	\$935	\$0	\$0	\$935	508	11	20	2	91	110	\$7,059
2008	\$10,000	\$914	\$0	\$0	\$914	516	14	15	3	60	60	\$5,519
2007	\$10,000	\$1,955	\$0	\$0	\$1,955	474	14	15	3	67	63	\$4,904

This report contains a list of all classes with the dollars raised, participation goals and progress to date for the current fiscal year.

- Above the report on the left-hand side, you will see three buttons for [Excel](#), [PDF](#) and [Print](#) which will allow you to download the report.
- You can sort the report by clicking on the arrow at the top of any column heading.

The Development Document Library

View examples of appeals, training materials and more. You can navigate to different materials by clicking on the name of the folder or document. To return to a different section of the library, you can click on the folder name in the navigation text at the top of the section.

Your Class MHF Volunteer Page

This page shows your class goals and fundraising to date, in both graph and chart form. You will also see class-specific announcements, a class discussion board and tools and resources

2007 - MHF Volunteers

Class Of 2007 Goals And Progress

2007 Class Goal

2007 Participation Goal

CLASS DOLLAR GOAL	\$10,000	CLASS PARTICIPATION GOAL	15%
CASH RECEIVED	\$3,355	SOLICITABLE CLASSMATES	476
PLEDGE BALANCES	0	DONORS	14
ANTICIPATED MATCHES	\$0	PARTICIPATION	3%
CLASS TOTAL	\$3,355	DONORS NEEDED	57

Announcements

Posted OCT 14 **SAMPLE APPEALS IN DOCUMENT LIBRARY** 14 days ago
Karen Couture
 Check the Advancement Document Library, located on the [Advancement Volunteers](#) page (below the Class Totals and Comparison Report) to see samples of MHF appeals.

Posted OCT 14 **HUB POPULATED WITH FY20 DATA** 14 days ago
Karen Couture
 FY21 data is now visible in the Hub! As we upload and test data, you may see some errors during this testing phase.

[Add Announcements](#)

My Volunteer Roles

- [Mount Holyoke Volunteers](#)
- DEVELOPMENT
 - [Development Volunteers](#)
 - 2007 - MHF Volunteers**
- ALUMNAE ASSOCIATION
 - [2007 - Class Officers](#)
 - [Club and Groups Leaders](#)
 - [Club of Pioneer Valley](#)

Classmate Table

Provides contact and giving information for all of your assigned classmates in spreadsheet form.

Class Of 2007 Classmates

[DOWNLOAD REPORT TO MICROSOFT EXCEL](#)

Hide/Show Column	ASSIGNMENT	ASK AMOUNT	MHF 2019-20	MHF20 PLEDGE BALANCE	OTHER GIFTS 2019-20	MHF 2018-19	OTHER GIFTS 2018-19	LAUREL CHAIN SOCIETY	LAST MHF GIFT DATE
<input type="checkbox"/>	+ Markarian, Audrey		\$350	\$25	\$0	\$0	Anon	\$0 Yes	08/15/2019
<input type="checkbox"/>	+ Markarian, Rebecca		\$350	\$25	\$0	\$0	\$302	\$0 Yes	08/15/2019

- Use the green **Show/Hide Columns** button to personalize what information you see in your report. Click on any of the boxes and the appropriate information will appear in the report below. When done selecting which columns you want to see, click again on the show/hide button to minimize the list.
- Sort the report by clicking on the arrow at the top of any column heading.
- Download this information as an Excel spreadsheet by clicking the Excel icon on the top right hand corner of the table.
- Click the plus sign next to each name for more detailed information about [giving history](#) and [contact history](#).

Class Of 2007 Classmates

[DOWNLOAD REPORT TO MICROSOFT EXCEL](#)

Hide/Show Column	ASSIGNMENT	ASK AMOUNT	MHF 2019-20	MHF20 PLEDGE BALANCE	OTHER GIFTS 2019-20	MHF 2018-19	OTHER GIFTS 2018-19	LAUREL CHAIN SOCIETY	LAST MHF GIFT DATE
<input type="checkbox"/>	+ Markarian, Audrey		\$350	\$25	\$0	\$0	Anon	\$0 Yes	08/15/2019
<input type="checkbox"/>	+ Markarian, Rebecca		\$350	\$25	\$0	\$0	\$302	\$0 Yes	08/15/2019

Gift History **Contact History**

DATE	TYPE	AMOUNT	SUSTAINING	DESTINATION
MHF 2019-2020 GIFTS				
08/15/2019 Gift		\$13	Yes	Wherever Mount Holyoke Needs It Most
07/15/2019 Gift		\$13	Yes	Wherever Mount Holyoke Needs It Most

OTHER 2019-2020 GIFTS

DATE	TYPE	AMOUNT	DESCRIPTION	DESTINATION
No data available in table				

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Class Of 2007 Classmates

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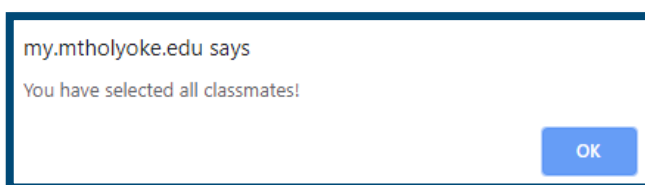
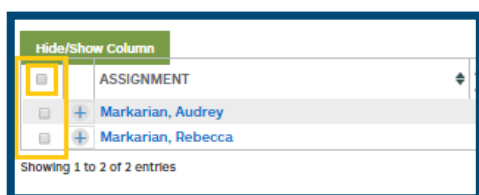
Hide/Show Column	ASSIGNMENT	ASK AMOUNT	MHF 2019-20	MHF20 PLEDGE BALANCE	OTHER GIFTS 2019-20	MHF 2018-19	OTHER GIFTS 2018-19	LAUREL CHAIN SOCIETY	LAST MHF GIFT DATE
<input type="checkbox"/>	Markarian, Audrey	\$350	\$25	\$0	\$0	Anon	\$0	Yes	08/15/2019

Gift History **Contact History**

DATE	CONTACT TYPE	SUBJECT	NOTE	ENTERED BY
09/12/2019	Email	Test Email	Can you let me know if you get this?	Markarian, Rebecca
09/12/2019	Email	Thank you for your support of Mount Holyoke!	Hi Super Sphinx!! Thank you so much for your rece..	Markarian, Rebecca
09/12/2019	Email	Maximize your impact	Hey Me, I hope you are doing well and enjoying t..	Markarian, Rebecca

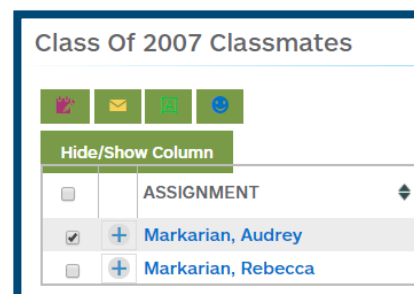
You can use the Hub to send messages to more than one classmate!

Using the boxes on the left of the classmates table, you can select which classmates you want to receive your message. If you select more than one classmate, your email will be sent as a blind carbon copy so your classmates will not know who else is receiving the message. You can also use the box in the top row to select all of your classmates. (If you select all, a message will appear at the top of the screen.)



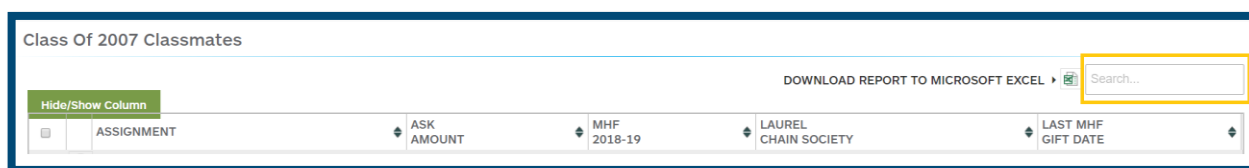
Once you check the box next to at least one classmate, you will see icons above the classmate table that provide different options.

- **Red Checklist:** Add a contact note.
- **Yellow Envelope:** Write a customizable email.
- **Green A:** Edit and send a prepared “Ask” email.
- **Blue Happy Face:** Edit and send a prepared “Thank you” email.



Each classmate’s name is a live hyperlink. Click on a name to view the **Profile Report** which displays more in-depth information for each of your assigned classmates.

You can use the search bar to easily filter your classmate table.



Filter Options:

- **“NOAF”:** Displays classmates who have not made a MHF gift yet this fiscal year (No Annual Fund).
- **“LYBUNT”:** Displays classmates who made a Mount Holyoke Fund gift *in the previous fiscal year*, but have not yet made a MHF gift yet this fiscal year (e.g. in FY22, the LYBUNT filter will show classmates who last made a gift during FY21).
- **“SYBUNT”:** Displays classmates who last made a Mount Holyoke Fund gift *before the previous fiscal year*, but have not yet made a MHF gift this fiscal year (e.g. in FY22, the SYBUNT filter will show classmates who last made a gift between FY20 and FY16).
- **“Never”:** Displays classmates who have never made a gift to Mount Holyoke, inside or outside of the MHF.
- **“Agent”:** Displays all MHF volunteers in your class.