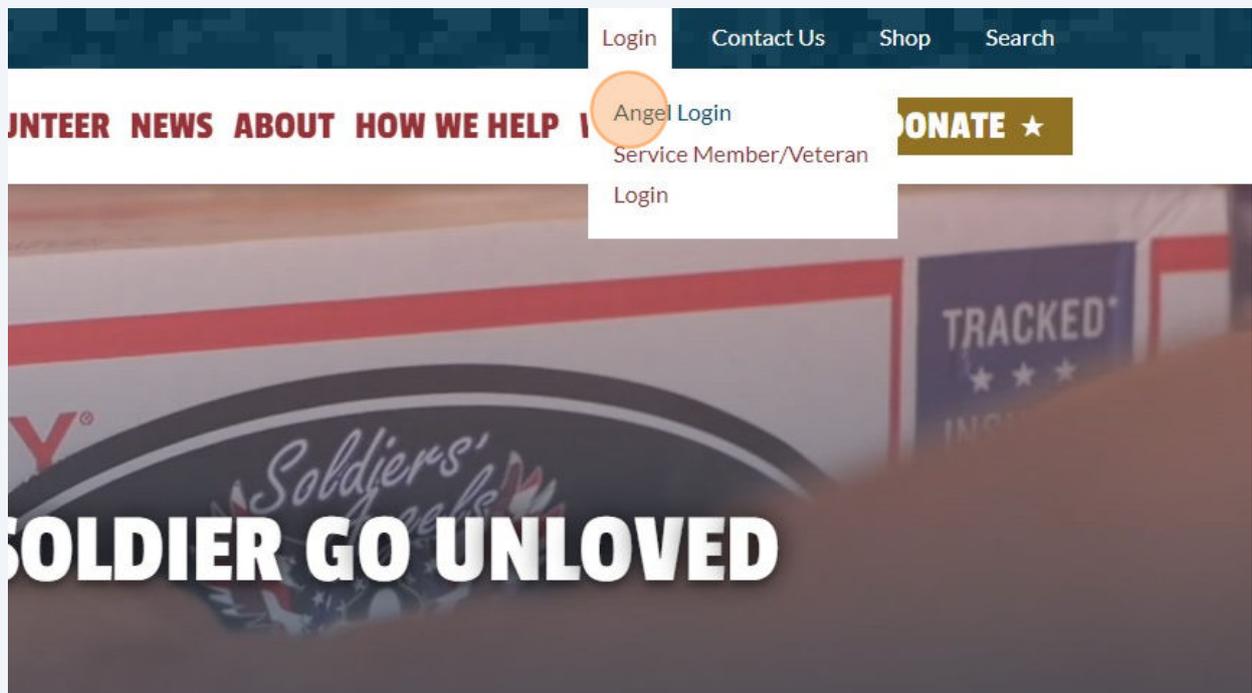


Holiday Stockings

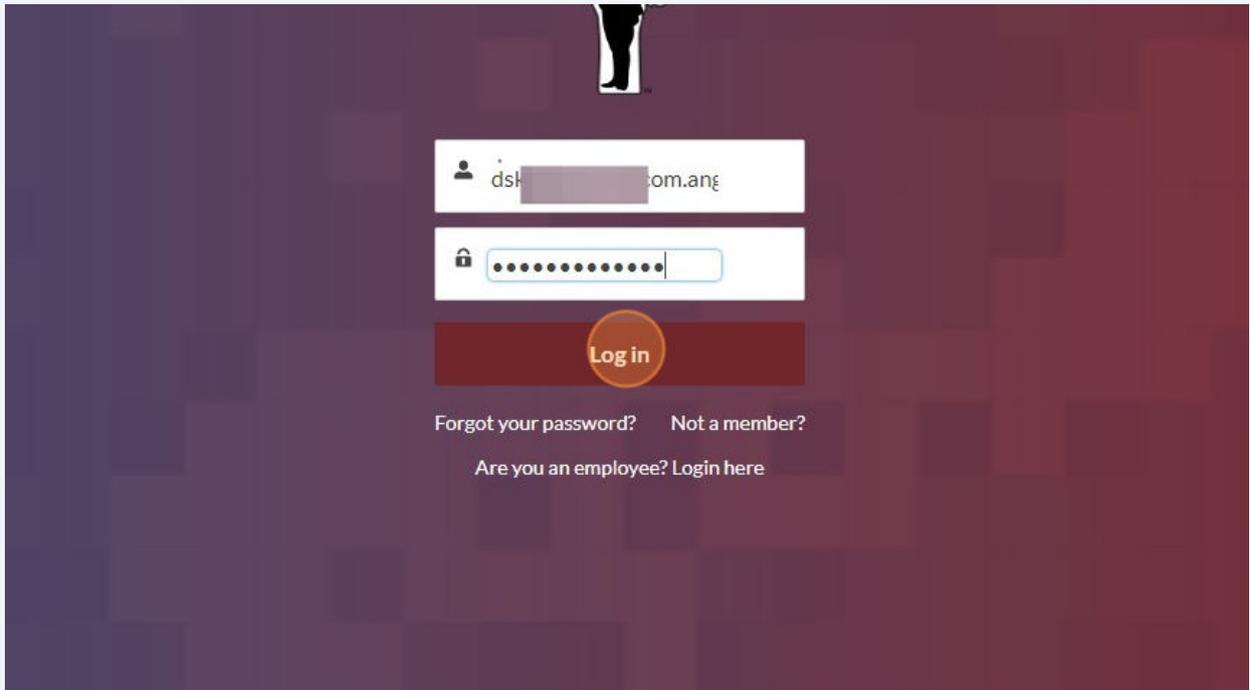
1 Navigate to <https://soldiersangels.org/>

2 Click "Angel Login" to log into your profile or create a profile IF you do not already have one.



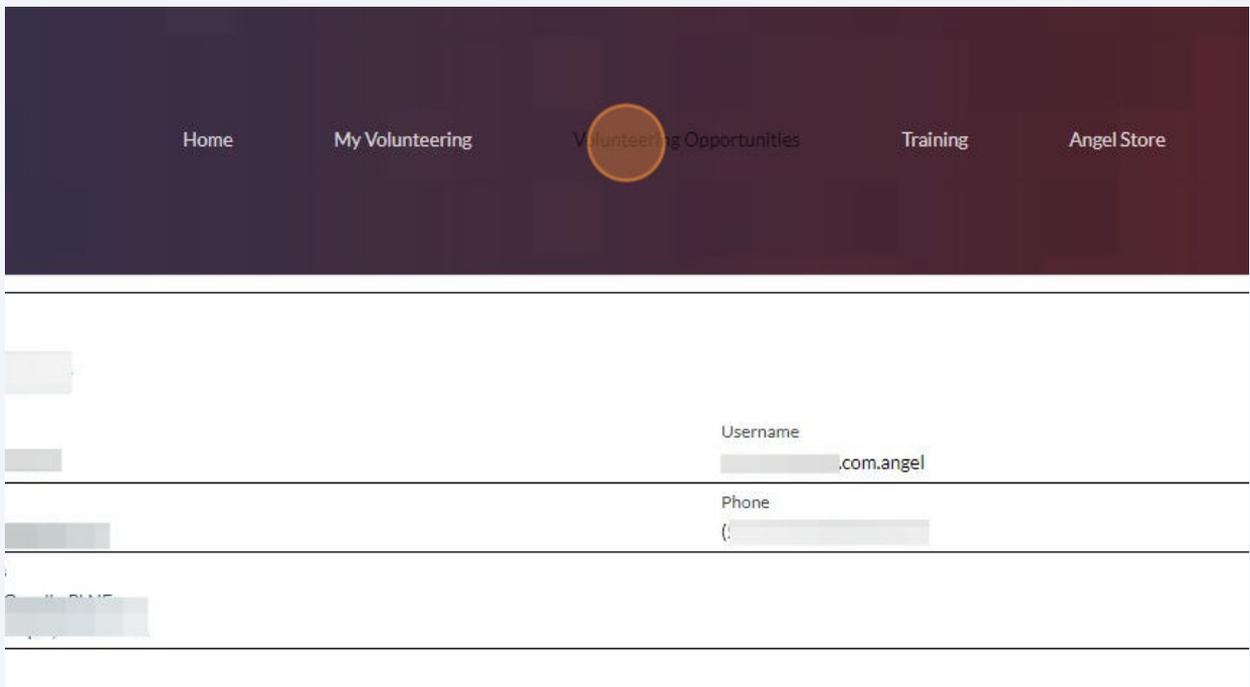
3

If you already have a profile with us enter in Username and Password and Click "Log in". If you do not have a profile with us Click "Not a member?" and set up a new profile.

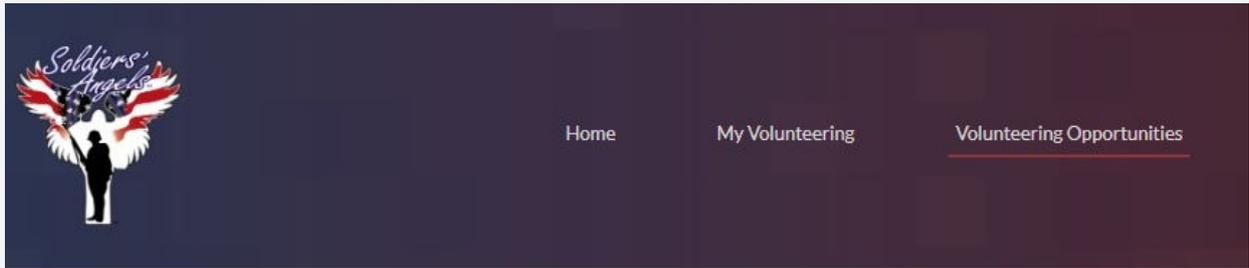


4

Once, you have logged into your profile, or created a profile, Click "Volunteering Opportunities" to see what is available.



5 Click "Select a List View: Program Engagements"



Program Engagements
All Volunteering Opportunities - Active

50+ items • Sorted by Program • Filtered by All program engagements - I'm Eligible to Volunteer • Updated a few seconds ago

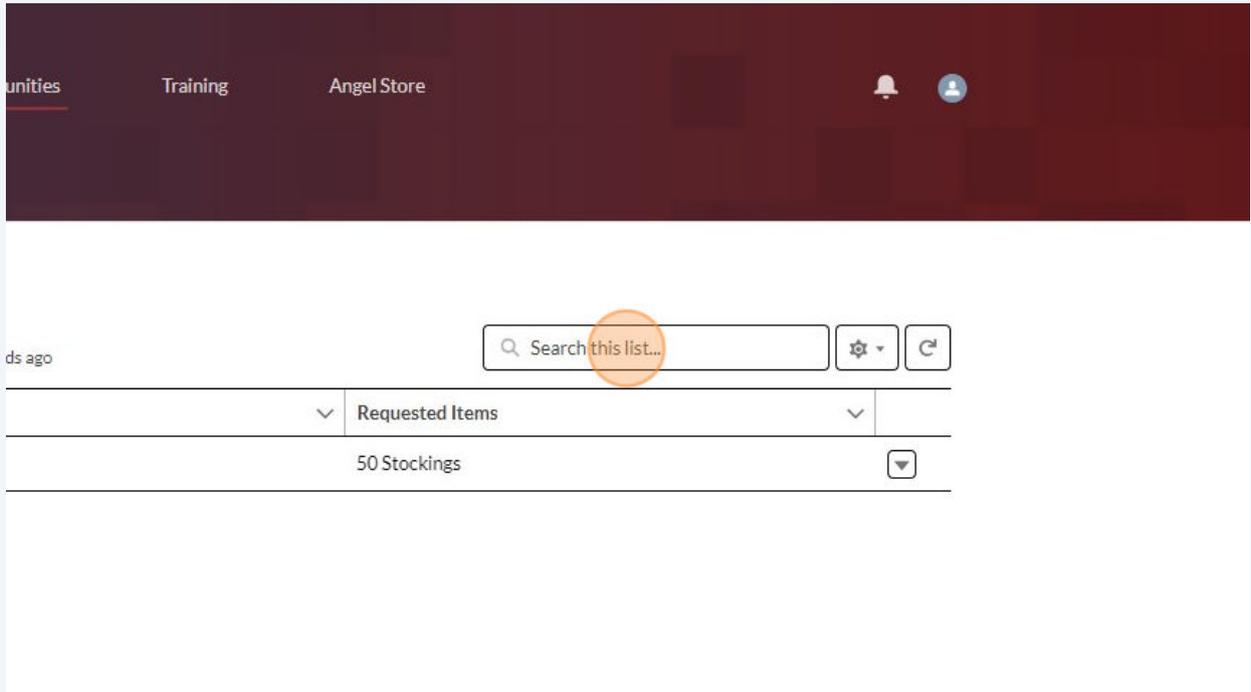
	Program ↑	Program Engagement Name	Approval Date	Mail Stop Da...	Gender
1	Adopt-A-Family	Adopt-A-Family:	11/6/2023		Female
2	Adopt-A-Family	Adopt-A-Family:	10/31/2023		Female
3	Adopt-A-Family	Adopt-A-Family:	10/18/2023		Male
4	Adopt-A-Family	Adopt-A-Family:	11/6/2023		Female

6 Click "Holiday Stockings Opportunities - Active"



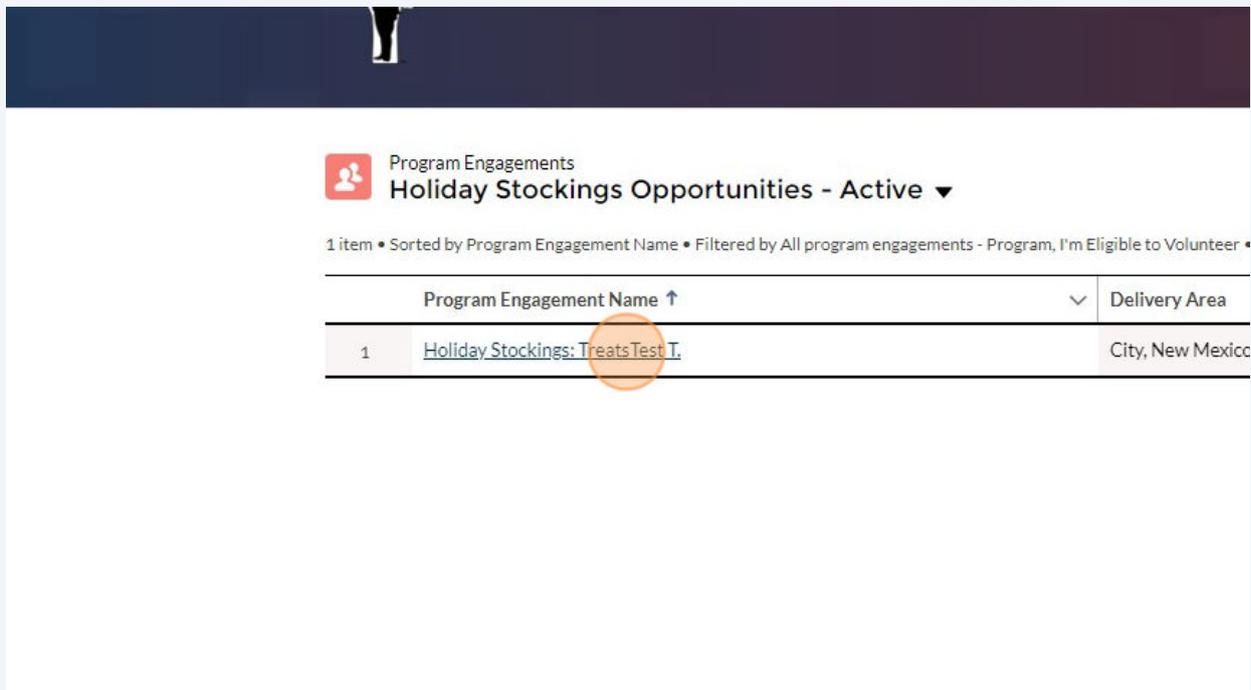
7

You can filter by state if you would like to: Click the "Search this list..." field and enter in New Mexico. Then it will filter by that state.

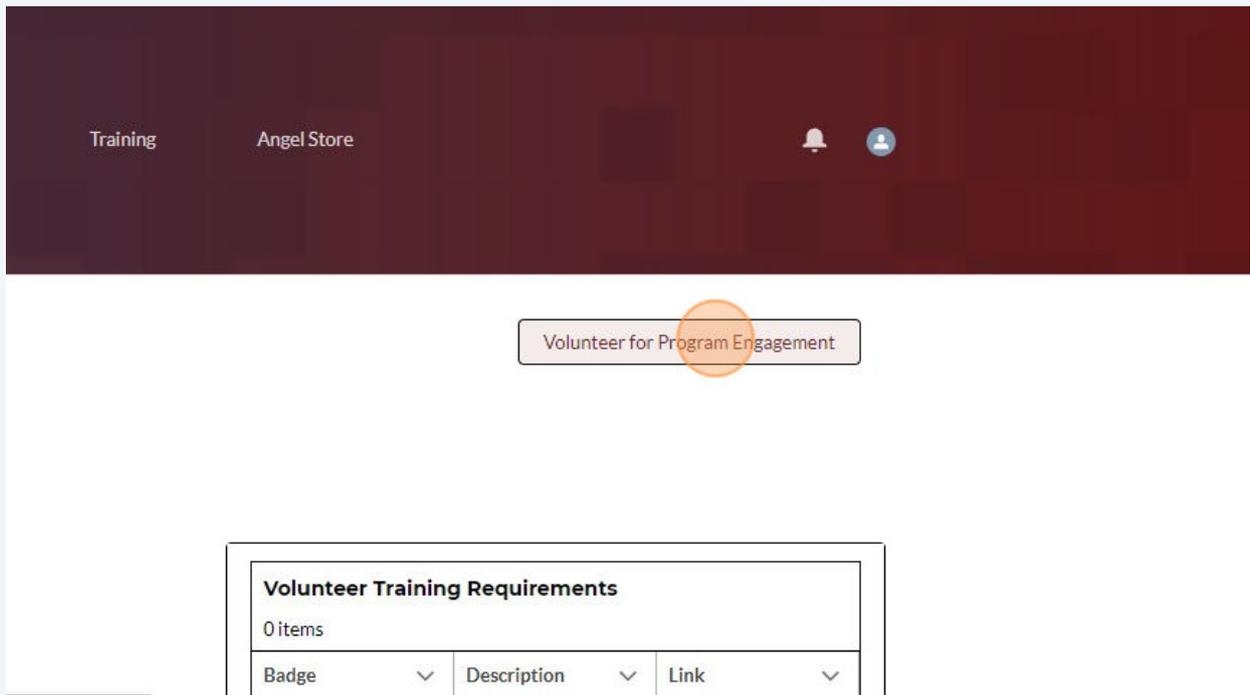


8

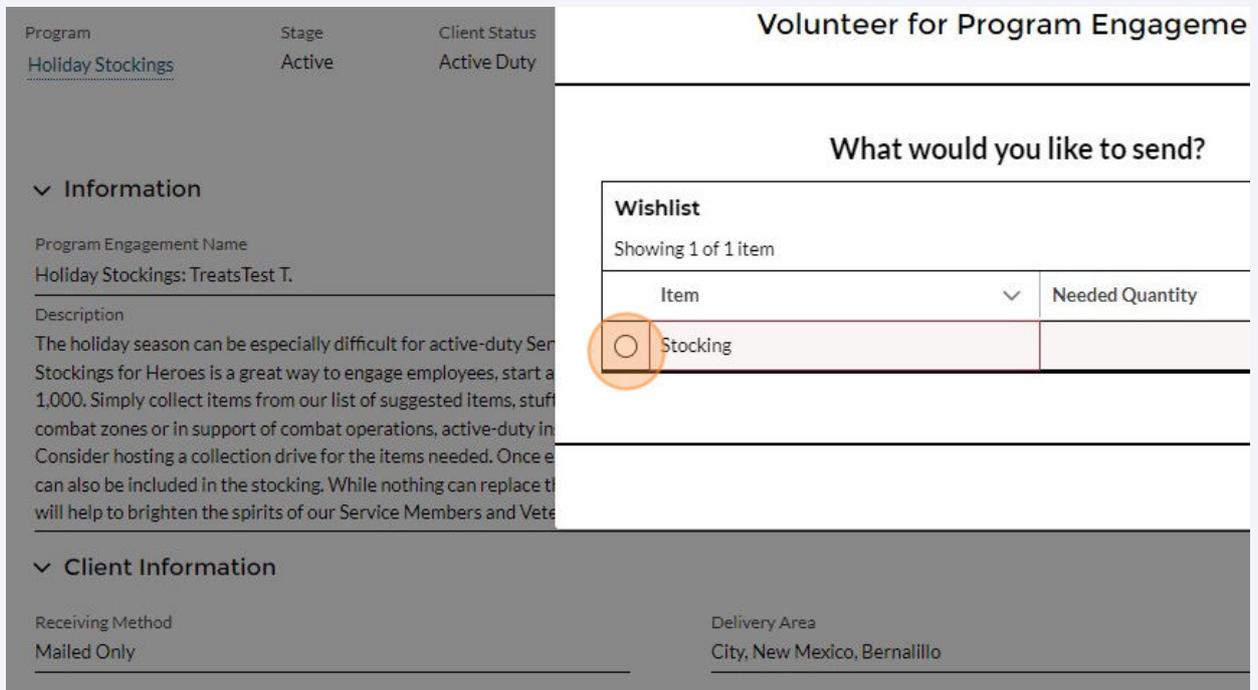
When you find someone you would like to ship your stockings to click "Holiday Stockings: TreatsTest T." (this is just an example, you will see first name and last initial of the recipient)



9 Click "Volunteer for Program Engagement"



10 Click the circle next to stocking.



11

Enter the number of stockings you are going to be sending, do not worry if they are requesting 50 and you are sending 5 other donors will be able to select and send the additional 45 needed.

The screenshot shows a web form titled "Holiday Stockings" with tabs for "Active" and "Active Duty". The form includes an "Information" section with a description and a "Client Information" section with fields for "Receiving Method" and "Delivery Area". A "Wishlist" overlay is positioned on the right, titled "What would you like to send?". It shows "Showing 1 of 1 item • 1 item selected" and a table with columns "Item" and "Needed Quantity". The table contains one row: "Stocking" with a quantity of 50. Below the table is a form field for "How many of this item do you plan on sending?" with an orange circle highlighting the input area.

12

Click No.

This screenshot shows the "Wishlist" overlay from the previous step. The "Item" column now shows "Stocking" with a quantity of 50. Below the table, there are two form fields: "How many of this item do you plan on sending?" with the value "5" and "Would you like to add another item?" with radio buttons for "Yes" and "No". The "No" radio button is selected and highlighted with an orange circle. A "Next" button is visible at the bottom right of the overlay.

13 Click "Next"

Item Selected

Needed Quantity
50

do you plan on sending?

Would you like to add another item?

Yes

No

Next

Wishlists (1)

Wishlist Item	Needed Quantity
Stocking	50

View All

14 Click "Finish"

Volunteer for Program Engagement

Registered as a Volunteer for this Engagement!

Return to review and update your record once you have finished sign up using the My Volunteering tab and finding the record!

Finish

Wishlists (1)

Wishlist Item	Needed Quantity
Stocking	50

View All

15 Click "My Volunteering" to see the contact information.

The screenshot shows a navigation bar with four items: Home, My Volunteering (highlighted with an orange circle), Volunteering Opportunities, and Training. Below the navigation bar, there is a section titled "Program Engagement" with a sub-header "Holiday Stockings: TreatsTest T.". A table follows with the following data:

	Stage	Client Status	Start Date	End Date
Holiday Stockings	Active	Active Duty	11/7/2023	

Below the table, there is a section titled "Program Engagement" with a sub-header "Holiday Stockings: TreatsTest T.". A table follows with the following data:

Program Engagement Name	Program
Holiday Stockings: TreatsTest T.	Holiday Stockings

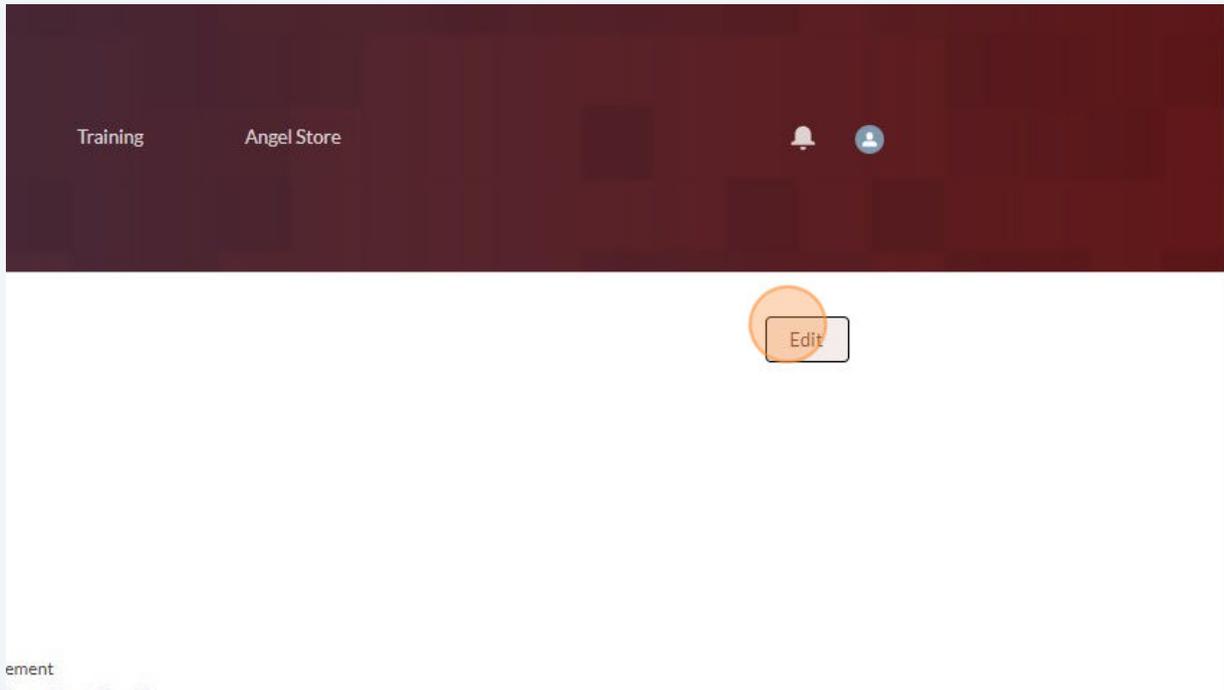
16 Click "Stocking (5 for TreatsTest TroopsTest)" (this is just an example, you will see first and last name of the recipient)

The screenshot shows a section titled "My Active Volunteering" with a dropdown arrow. Below the title, there is a summary: "4 items • Sorted by Service Delivery Name • Filtered by All service deliveries - Status, I'm Volunteer • Updated a few se". A table follows with the following data:

	Service Delivery Name ↑	Program Engagement
1	Baby Pacifier Clips (14 [redacted])	Sewing and Crafting: [redacted]
2	Baby Shower Card for [redacted]	Baby Shower Card: A [redacted]
3	Fidget Blankets (1 for Soldiers' Angels HQ)	Sewing and Crafting: Soldier
4	Stocking (5 for TreatsTest TroopsTest)	Holiday Stockings: TreatsTes

17

Once you have sent your stockings you will need to report your support. Under the My Volunteering Tab, Stockings(5 for TreatsTest TroopsTest) (this is just an example, you will see first and last name of the recipient) Click "Edit"



18

Click the "Date Supported" field and enter your date of support.

A screenshot of a web form titled 'Volunteer Reporting'. The form is set against a light gray background. At the top, it displays 'Address: 123 Address, City, New Mexico 87109 Bernalillo'. Below this are several fields: 'Receiving Method: Mailed Only', 'Accepts Pallets: No', and 'Lift Gate Required: No'. The 'Volunteer Reporting' section contains several input fields: 'Date Supported' (with a calendar icon and an orange circle highlighting the field), 'Hours Volunteered', 'Quantity Pledged' (with the value '5'), 'Tracking Number(s)', 'Status' (a dropdown menu showing 'Assigned'), 'Total Cost of Support' (with an information icon), and 'Quantity Sent' (with the value '0'). At the bottom, there is a 'Notes' field.

19 Click "Assigned" and change that to "Completed"

Address: 123 Address, City, New Mexico 87109 Bernalillo

Receiving Method: Mailed Only

Accepts Pallets: No

Lift Gate Required: No

Volunteer Reporting

Date Supported: 11/8/2023

Status: Assigned

Hours Volunteered:

Total Cost of Support:

Quantity Pledged: 5

Quantity Sent: 0

Tracking Number(s):

Notes:

20 Enter in the number of volunteer hours you did, the total cost of your support, number of stockings you sent and the shipping tracking numbers.

Accepts Pallets: No

Lift Gate Required: No

Volunteer Reporting

Date Supported: 11/8/2023

Status: Completed

Hours Volunteered:

Total Cost of Support:

Quantity Pledged: 5

Quantity Sent: 0

Tracking Number(s):

Notes:

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[Link] [Image] [Text]

21 Click "Save"



22 Click this image to log out.

