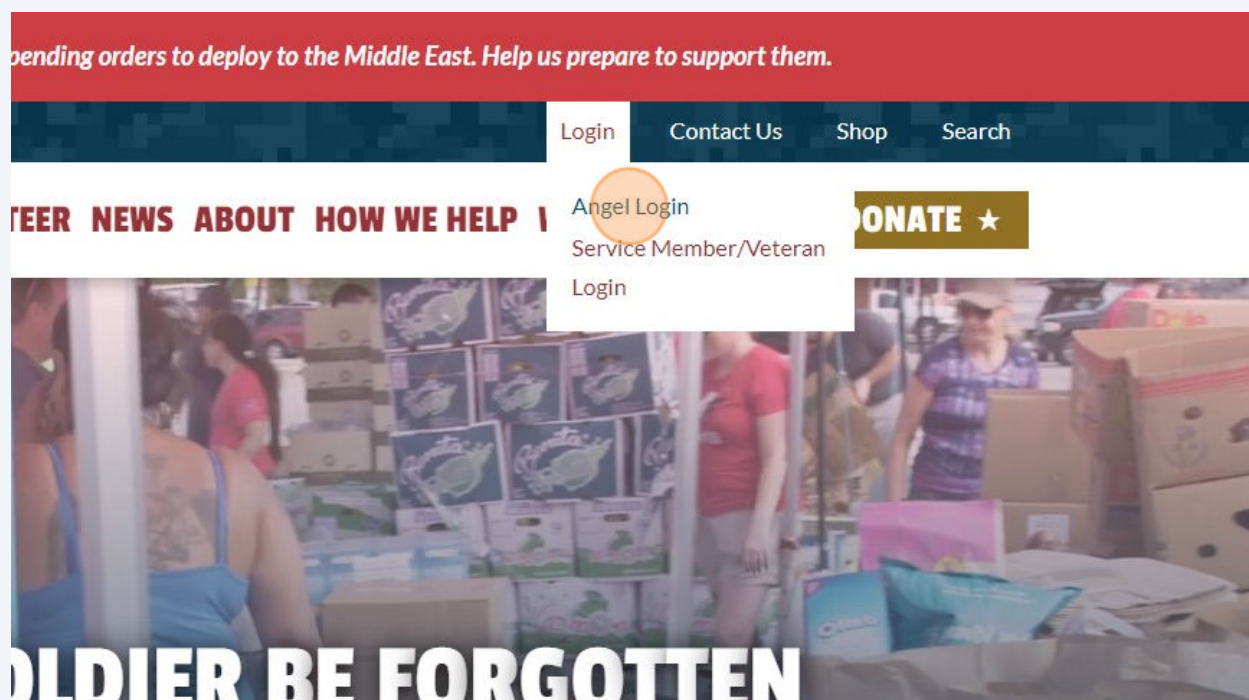


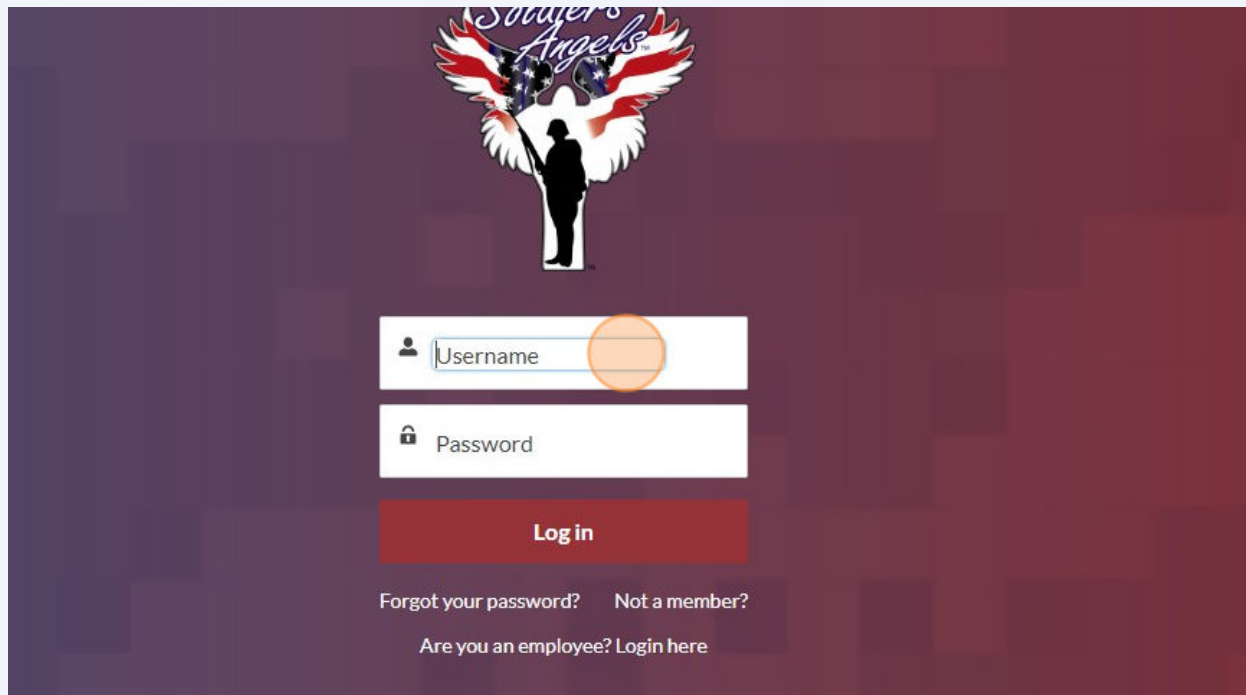
How to Volunteer for Treats For Troops Opportunities

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

2 Click "Angel Login"



3 Type in Username and Password



Soldier's Angels

Username

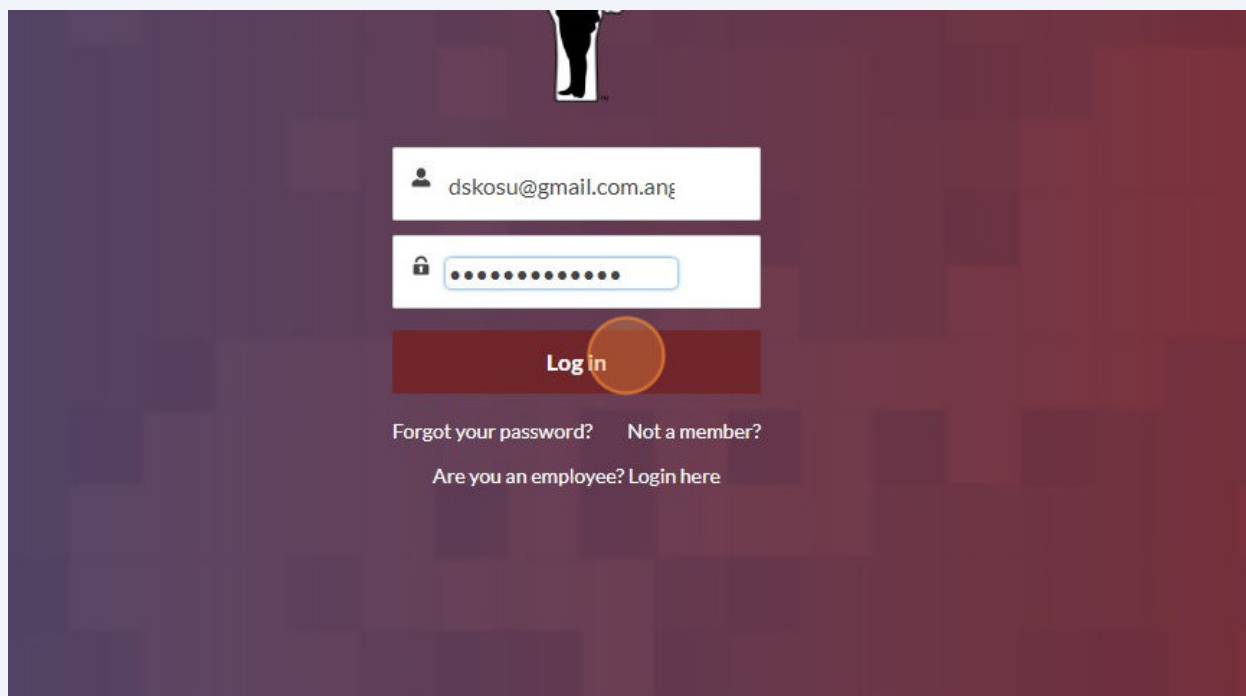
Password

Log in

[Forgot your password?](#) [Not a member?](#)

[Are you an employee? Login here](#)

4 Click "Log in"



Soldier's Angels

dskosu@gmail.com

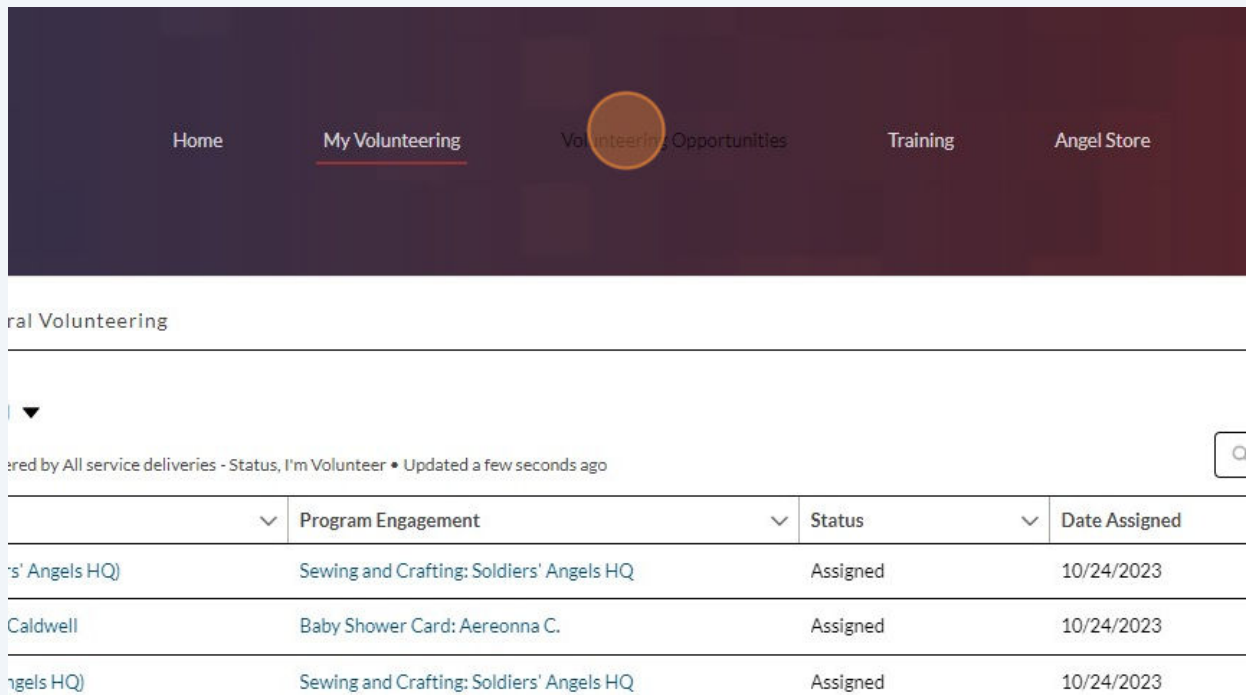
.....

Log in

[Forgot your password?](#) [Not a member?](#)

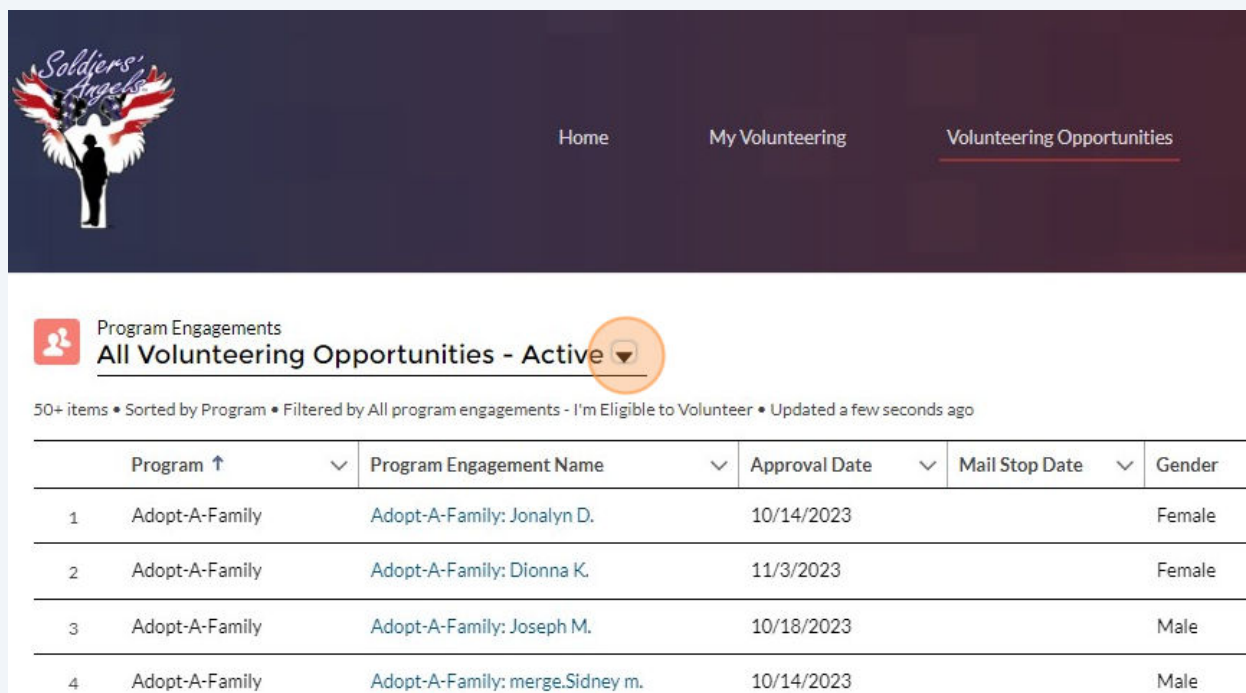
[Are you an employee? Login here](#)

5 Click "Volunteering Opportunities"



Program Engagement	Status	Date Assigned
Sewing and Crafting: Soldiers' Angels HQ	Assigned	10/24/2023
Baby Shower Card: Aereonna C.	Assigned	10/24/2023
Sewing and Crafting: Soldiers' Angels HQ	Assigned	10/24/2023

6 Click "Select a List View: Program Engagements"



Program	Program Engagement Name	Approval Date	Mail Stop Date	Gender
Adopt-A-Family	Adopt-A-Family: Jonalyn D.	10/14/2023		Female
Adopt-A-Family	Adopt-A-Family: Dionna K.	11/3/2023		Female
Adopt-A-Family	Adopt-A-Family: Joseph M.	10/18/2023		Male
Adopt-A-Family	Adopt-A-Family: merge.Sidney m.	10/14/2023		Male

7 Click "Treats For Troops Opportunities - Active"

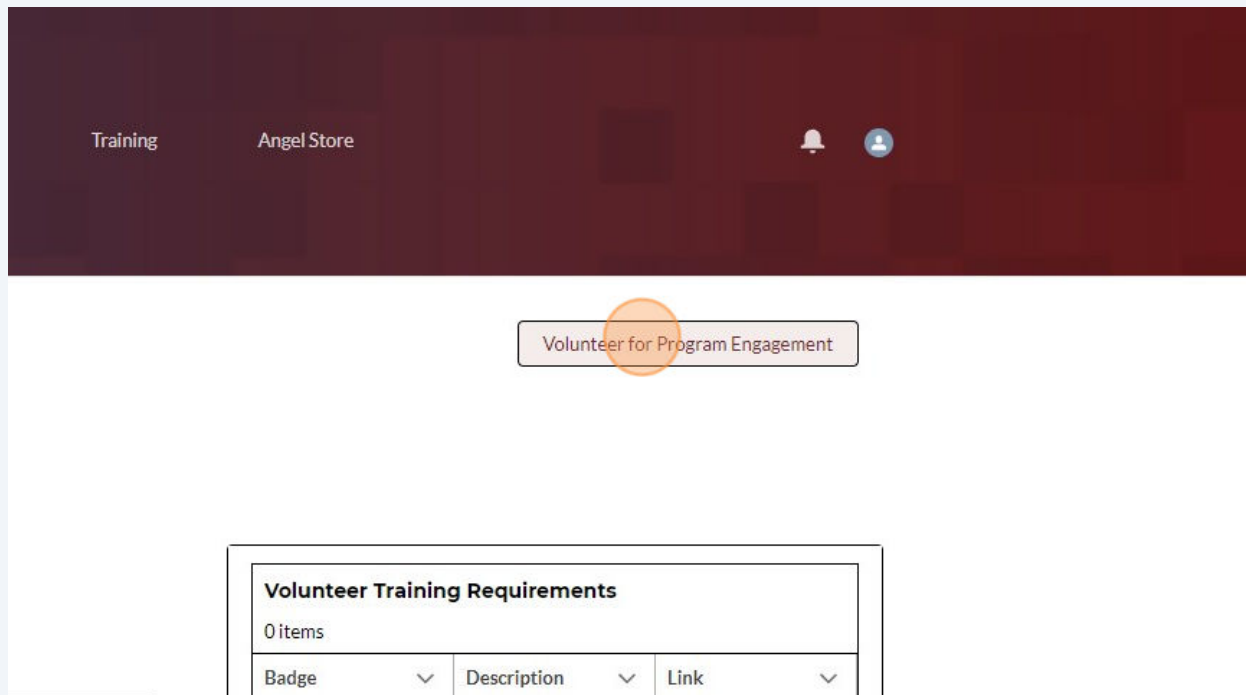
3	Baking Opportunities - Active		
4	Chaplain Opportunities - Active		
5	Deployed Adoption Opportunities - Active		
6	Holiday Stockings Opportunities - Active		
7	Letter Writing Opportunities - Active		
	Recently Viewed		
8	Treats For Troops Opportunities - Active		
9	Women of Valor Opportunities - Active		
10	ALL OTHER LISTS		
11	Adopt-A-Family	Adopt-A-Family: Melissa T.	10/16/2023
12	Adopt-A-Family	Adopt-A-Family: Usitai T.	10/22/2023
13	Adopt-A-Family	Adopt-A-Family: Reyna H.	10/26/2023 2/29/20
14	Adopt-A-Family	Adopt-A-Family: Sajataflori P.	10/22/2023

8 When you find an opportunity you would like to take click on the Program Engagement Name.

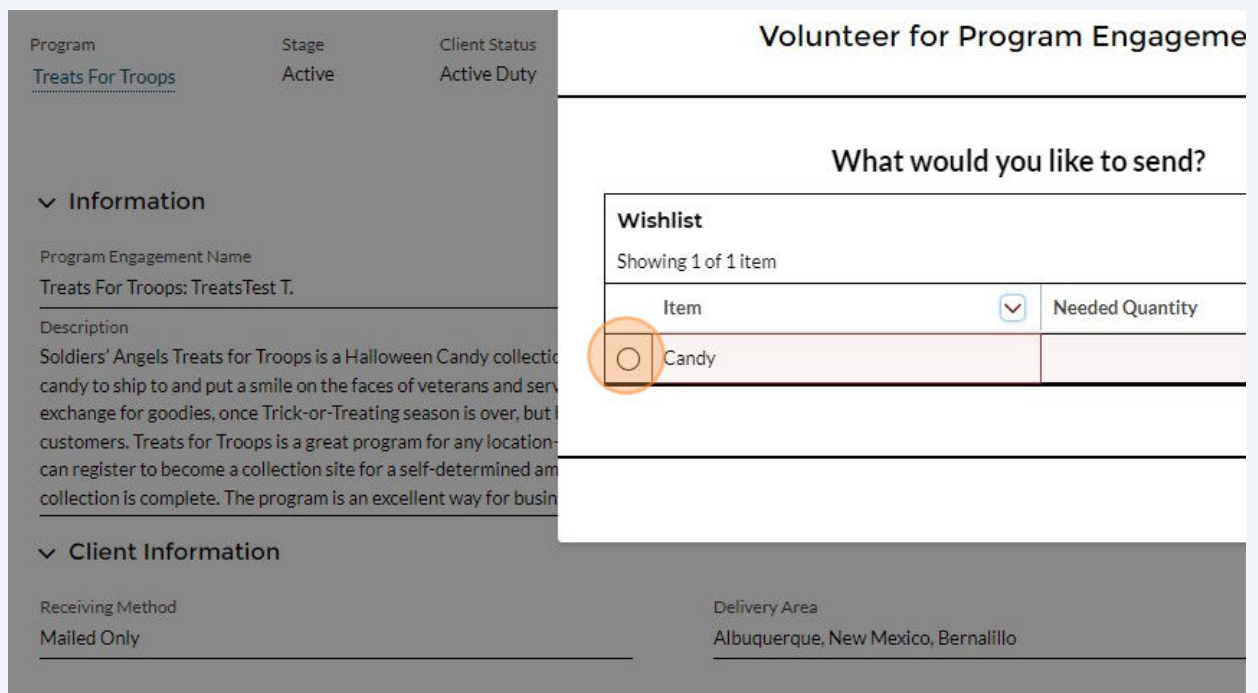
			
 Program Engagements			
Treats For Troops Opportunities - Active ▼			
1 item • Sorted by Program Engagement Name • Filtered by All program engagements - Program, I'm Eligible to Volunteer			
	Program Engagement Name ↑	Home City	Home State
1	Treats For Troops: TreatsTest T.	City	State

TIP: You are not looking for your name in this list. The list you see here are the names of the POCs for our recipient locations. Once you volunteer for one of them following this guide, you'll be able to see their contact info and shipping address.

9 To Select this opportunity Click "Volunteer for Program Engagement"



10 Click on the circle next to "Candy"



11 Enter in how many pounds you would like to send.

Treats For Troops

Active

Active Duty

Information

Program Engagement Name

Treats For Troops: TreatsTest T.

Description

Soldiers' Angels Treats for Troops is a Halloween Candy collection site for veterans and service members. The program is a great way for businesses to show their support for the military and to help veterans and service members and their families. The program is a great way for businesses to show their support for the military and to help veterans and service members and their families. The program is a great way for businesses to show their support for the military and to help veterans and service members and their families.

Client Information

Receiving Method

Mailed Only

Delivery Area

Albuquerque, New Mexico, Bernalillo

What would you like to send?

Wishlist

Showing 1 of 1 item • 1 item selected

Item	Needed Quantity
☒ Candy	

* How many of this item do you plan on sending?

1

12 Click No

What would you like to send?

Wishlist

Showing 1 of 1 item • 1 item selected

Item	Needed Quantity
☒ Candy	100

* How many of this item do you plan on sending?

25

* Would you like to add another item?

☐ Yes

☒ No

Next

Delivery Area

Albuquerque, New Mexico, Bernalillo

Wishlist Item

Candy

13 Click "Next"

n • 1 item selected

	Needed Quantity
	100

How do you plan on sending?

Would you like to add another item?

☐ Yes

☒ No

Next

City Area

Albuquerque, New Mexico, Bernalillo

Wishlist Item	Needed Quantity
Candy	100

View All

14 Click "Finish"

Volunteer for Program Engagement

Registered as a Volunteer for this Engagement!

Be sure to review and update your record once you have finished support using the **My Volunteering** tab and finding the record!

Finish

Communities and support the military.

City Area

Albuquerque, New Mexico, Bernalillo

Wishlist Item	Needed Quantity
Candy	100

View All

15

Click "My Volunteering" to see the information about the opportunity you just signed up for.

Home My Volunteering Volunteering Opportunities Training

Program Engagement
Treats For Troops: TreatsTest T.

Troops	Stage	Client Status	Start Date	End Date
	Active	Active Duty	11/3/2023	

Engagement Name
Troops: TreatsTest T.

Program
Treats For Troops

16

Click "Candy (25 for TreatsTest TroopsTest)"

Service Deliveries
My Active Volunteering ▼

4 items • Sorted by Service Delivery Name • Filtered by All service deliveries - Status, I'm Volunteer • Updated a few seconds ago

	Service Delivery Name ↑	Program Engagement
1	Baby Pacifier Clips (14 for Soldiers' Angels HQ)	Sewing and Crafting: Soldiers'
2	Baby Shower Card for Aereonna Caldwell	Baby Shower Card: Aereonna
3	Candy (25 for TreatsTest TroopsTest)	Treats For Troops: TreatsTest T
4	Fidget Blankets (1 for Soldiers' Angels HQ)	Sewing and Crafting: Soldiers'

17 You will see contact and mailing information for your donation.

▼ Information

Service Delivery Name

Candy (25 for TreatsTest TroopsTest)

Program Engagemer

Treats For Troops:

Report By Date

12/31/2023

Close Date

12/1/2023

Additional Information

Primary Contact's Name: TreatsTest TroopsTest

Primary Contact's Phone: 1234561234

Primary Contact's Email: admin@soldiersangels.org

Delivery Contact's Name: TreatsTest TroopsTest

Delivery Contact's Phone: 1234561234

Delivery Contact's Email: admin@soldiersangels.org

Location: TreatsForTroops

18 Once you have sent your donation in you will need to report your support under the Volunteer Reporting by clicking the pencil icon.

Ibuquerque, New Mexico 87111 Bernalillo



Status

Assigned

Total Cost of Support ⓘ

Quantity Sent

0

19

Click the "Date Supported" field.

, Albuquerque, New Mexico 87111 Bernalillo

	Status
	Assigned
	Total Cost of Support 1
	Quantity Sent
	0
Cancel	Save

20

Click the "Hours Volunteered" field.

Albuquerque, New Mexico 87111 Bernalillo

Status	Assigned
Total Cost of Support	
Quantity Sent	0
<button>Cancel</button>	<button>Save</button>

21 Under Status you will change it from Assigned to Completed.

illo

↩

📅

Cancel

Save

Status

Assigned

Total Cost of Support ⓘ

Quantity Sent

0

22 Click the "Total Cost of SupportInclude goods and shipping cost." field.

illo

↩

📅

Cancel

Save

Status

Completed

Total Cost of Support ⓘ

|

Quantity Sent

0

23 Enter the number of pounds that you sent.

nalillo

	Status
	Completed
	Total Cost of Support ⓘ
	15.00
	Quantity Sent
	0

Cancel Save

24 Click the "Tracking Number(s)" field and enter in your shipping tracking information.

	Status
	Completed
	Total Cost of Support ⓘ
	\$15.00
	Quantity Sent
	25

12 B I U S

Cancel Save

25 Click "Save"

The screenshot shows a form with several input fields and a 'Save' button. The 'Status' field is highlighted in yellow and contains the text 'Completed'. The 'Total Cost of Support' field is also highlighted in yellow and contains the text '\$15.00'. The 'Quantity Sent' field is highlighted in yellow and contains the text '25'. Below the form is a rich text editor with a toolbar containing icons for bold, italic, underline, link, and other text formatting options. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with an orange circle.

26 And "Log Out"

