

Day of Action 2026 – Volunteer Team Leader Guide
Thank you for joining us for Day of Action - 2026

1. Find Your Project

- Go to Volunteer North Idaho (VNI)
- Click Day of Action Spotlight (left sidebar)
- Select your Day of Action project
- Copy the project link (you'll need it)

2. Start as a Team

- Click Respond as a TEAM
- Sign the click waiver
- After signing, return to the project and click Respond as a TEAM again

3. Create Your Team

- Click Create a Team
- Name your team:
- Organization Name – Day of Action 2026
- Add yourself as Team Leader

4. Add Team Members

- Team members must sign the waiver before you can add them

- Send them the project link and have them:
 - Click Respond as a TEAM
 - Sign the waiver

Tip:

You can reserve the number of spots your team needs on the project before all waivers are signed. This holds your team's spots until you add names.

5. After Waivers Are Signed

- Add team members by email
- VNI automatically emails them:
 - Shift details
 - Location
 - Your contact info

Volunteer Hours

- The nonprofit will check in volunteers and log hours in VNI
- Hours appear on volunteer profiles
- UWNI and the nonprofit can provide volunteer hour reports upon request



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