Middlebury Annual Giving: Middlebury Volunteer Portal Walkthrough
What is the Middlebury Volunteer Portal (MVP)?

A digital platform that offers a one-stop resource for class agents. MVP is designed to make it easier for our volunteers to:
- Find their classmates and add them to their assignment list
- Contact those assignments
- Solicit and thank those assignments

MVP replaces our previous site, Agents in Action and offers superior functionality by offering:
- Easier viewing of historical giving information for classmates
- Gift tracking and notifications when classmates make a gift
- Built-in email templates to ask, remind, and thank
- Integration with Give Campus crowdfunding during campaigns like the MiddWinter Challenge, Race to Reunion, etc.
What do I need to do to get started?

1. Go to go.Middlebury.edu/MVP (once you sign up, you’ll go to the same URL to log in)

2. You’ll need to create an account by clicking SIGN UP

2a. You can also opt to sign in with your Facebook account, if the email is the same as the address on file with Middlebury Volunteer Portal is the site, Give Campus is the third-party vendor, so you’ll sometimes see their branding
Put in your name (first and last), your preferred email, and create a password.

Select Middlebury College from this drop-down menu.

Then, click the “Sign up” button.
This is your personal dashboard, it’s the first thing you’ll see when you log in.

Up top you’ll see your name on the far left and the number of days left in the fiscal year to the right.

Here you can see our dummy account, Thomas Mann, has four assignments, none of whom have given.
If you want to add more classmates to your assignments list, go to **SEARCH CONSTITUENTS** on the left-hand menu.
You can search here for a specific classmate or scroll through the list below.

You can click the “Advanced Search” box to search by activity, location, etc.

If a classmate is available to be added to your list, you will see “Assign to Me.”

If a classmate is NOT available, you will see “Unselectable.”

If you want to see more info on a classmate, click on the name.

A classmate might be “Unselectable” for a variety of reasons that include, but aren’t limited to:

- Giving status (they have already given)
- Personal request (they do not want to be contacted about giving)
- Assignment status (they are assigned to another agent)
If you click on a classmate’s name, you’ll get a limited view into the classmate’s profile. You will only see children or spouse information listed if they are also Middlebury Alumni or current students. If you decide to assign this classmate to yourself, click the “Assign to Me” button in the upper left.
To get back on your dashboard, click on “My Assignments.” Any new selections will be listed on the list of classmates assigned to you.

You can click on the “carrot” to open a menu of quick contact actions, like “Send Email” or “Add Note.”

Another option is clicking here to access their full record.
To complete a quick action, you’ll see a limited view of their profile where you can
• Send an email
• Add a contact note
• Or call them (if you have a call service like Skype on your computer)
You can either choose a template from the buttons or write your own message and hit send.
If you just want to add a contact note just select the note type (there are four options) and hit save.

Contact notes track communications you’ve had with this classmate. It can be as simple as ‘Reach out to Debbie via e-mail to ask for Reunion gift’ or inserting a brief recap of a detailed conversation you’ve had with this person.
THANK YOU!

Saying thank you is the most important step in this process.

We thank you for your dedication to this work and our commitment to make Middlebury accessible to students regardless of their financial need.

We also know that you will be sure to thank your classmates for their contributions to Middlebury and their engagement with their alma mater.

IMPORTANT NOTE:

Give Campus will send a message when a gift arrives. PLEASE check you junk/clutter folder.

Volunteers report that those emails often end up classified as junk/clutter and require you to provide permission for them to be delivered to your email Inbox.
Contact us for a walk-through if you run into any issues.

You’re always welcome to be in touch with questions and comments at support@middlebury.edu

Thank You!