What is the Middlebury Volunteer Portal (MVP)?

- The Middlebury Volunteer Portal is a site designed to make it easier for our volunteers to
  - Find their classmates and assign them
  - Contact those assignments
  - Solicit / thank those assignments
- It replaces our previous site, *Agents in Action*
  - It offers superior functionality
    - Assignments for Alumni Class Agents are automatic
    - Easier viewing of historical giving information for classmates
    - Tracks gifts and notifies when classmates have made a gift
    - Built-in e-mail templates to ask, remind, thank
    - Log in / lost password no longer requires the Helpdesk
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.

Middlebury Volunteer Portal is the site, Give Campus is the third party vendor, so you’ll see their branding sometimes.

2a. You can also opt to sign in with your Facebook account, whichever you’re more comfortable with.
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 left and the number of days left in the fiscal year to the right.

Here you can see our dummy account has three assignments, none of which have given.

Here are the overall stats for this volunteer’s class.

501 selectable classmates
8 total donors
578 total non-donors

$0 total $ pledged
$510 total $ raised
If we want to add more classmates as assignments, we go to **SEARCH CONSTITUENTS** on the right hand side menu.
We can search for a specific classmate here or scroll through below.

We can use advanced search and search by activity, location, etc.

If a classmate is selectable, you will see this button.

If a classmate is NOT selectable you will see this.

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

There are a variety of reasons a classmate would be unelectable, including but not limited to:

- They’ve already given
- They’ve asked not to be contacted about giving
- They’ve been assigned to someone else
If you click on a classmate’s name you’ll get a limited view into their profile.

You will only see children if they are also Middlebury Alum or currently attending.

If you decide to assign this classmate to your self just click the ASSIGN TO ME button in the upper right
Back on our dashboard we now have our classmates assigned to us.

You can either click here to complete a quick contact action.

Or view their full record here.
If you opt 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 green buttons or write your own and hit send.
Contact notes track communications you’ve had with this classmate. It can be as simple as ‘Reached out to Debbie via e-mail to ask for reunion gift’ to writing a brief recap of a detailed conversation you’ve had with this person.
You can also select NOTIFICATIONS to see the recent activities of your assignments.
MESSAGING can be used between class volunteers to communicate in the system.
You can set TASKS for yourself and keep track of them here, and when completed you can check them off.
In NOTES you can see a full list of all the notes you’ve made about your assignments.
This EMAIL area functions just like the email option on the individual profile, but with the option of sending to multiple users.
Here we will be putting useful materials to help you stay informed and up to date on Middlebury.
Thank you for all your hard work!

Please be in touch with questions and comments at SupportMiddlebury@middlebury.edu

Thank You!