The Volunteer Hub is a terrific resource for all of your classmates’ giving and contact information. These reports are refreshed on a nightly basis. This document will provide you with step by step instructions on how to navigate the valuable tools and reports located on the website. Below is the link to access the Volunteer Hub.

**Volunteer Hub:** [my.mtholyoke.edu](http://my.mtholyoke.edu)

You will start on the login page:

Type your assigned **User ID** and self-selected password.

If you do not know your User ID or password, or need help logging in, please contact Theresa O’Banner: tobanner@mtholyoke.edu / (800) 642-2636.

Click on the **My Volunteer Work** button to access your Mount Holyoke Volunteer reports.

From the **Mount Holyoke Volunteer** page you can choose to go to the **Advancement Volunteer** pages, or go to your **class volunteer** pages.
This page shows the Mount Holyoke Fund fundraising totals to date and provides important links, tools and resources for your volunteer work. The page also contains the **MHF Class Totals and Comparisons Report**.

**MHF Class Totals and Comparisons**: Contains a list of all classes with their FY20 dollars raised, participation goals and progress to date.
- Scroll up and down to find stats for your class.
- Above the report on the left-hand side, you will see three buttons for Excel, PDF and Print.
- Sort the report by clicking on the arrow at the top of any column heading.

**NEW**: The Advancement Document Library provides additional resources.
Your Class MHF Volunteer Page

This page shows your class goals and fundraising to date, in both graph and chart form. You will also see class-specific announcements, a class discussion board, and tools and resources

Classmate Table: Provides contact and giving information for all of your assigned classmates in spreadsheet form.

- Using the green Show/Hide Columns button you can personalize what information you see in your report. Click on any of the boxes and the appropriate information will appear in the report below. When done selecting which columns you want to see, click again on the show hide button to minimize the list.
- Sort the report by clicking on the arrow at the top of any column heading.
- Download this information as an Excel spreadsheet by clicking the Excel icon on the top right hand corner of the table.
- Click the plus sign next to each name for more detailed information about giving history and contact history.
NEW: You can use the Hub to send messages to more than one Classmate!
Using the boxes on the left of the classmates table, you can select which classmates you want to receive your message. You can also use the box in the top row to select all of your classmates. (If you select all, a message will appear at the top of the screen.)

Once you check the box next to at least one classmate, you will see icons above the classmate table that allow you to:
- **Red Checklist**: Add Contact note.
- **Yellow Envelope**: Write a customizable email.
- **Green A**: Edit and send a prepared “Ask” email.
- **Blue Happy Face**: Edit and send a prepared “Thank you” email.

Each classmate’s name is a live hyperlink. Click on a name to view the Profile Report which displays more in-depth information for each of your assigned classmates.

NEW: You can use the search bar to easily filter your classmate table.

Filter Options:
- **“NOAF”**: Displays classmates who have not made a MHF gift yet this fiscal year.
- **“LYBUNT”**: Displays classmates who made a Mount Holyoke Fund gift in the previous fiscal year, but have not yet made a MHF gift yet this fiscal year (e.g. in FY20, the LYBUNT filter will show classmates who last made a gift during FY19).
- **“SYBUNT”**: Displays classmates who last made a Mount Holyoke Fund gift before the previous fiscal year, but have not yet made a MHF gift this fiscal year (e.g. in FY20, the SYBUNT filter will show classmates who last made a gift between FY18 and FY14).
- **“Never”**: Displays classmates who have never made a gift to any designation, inside or outside of the MHF.
- **“Agent”**: Displays all MHF volunteers in your class.