



JEWISH FAMILY SERVICE OF SAN DIEGO

HOW TO GUIDE FOR GALAXY DIGITAL *Computer Version*

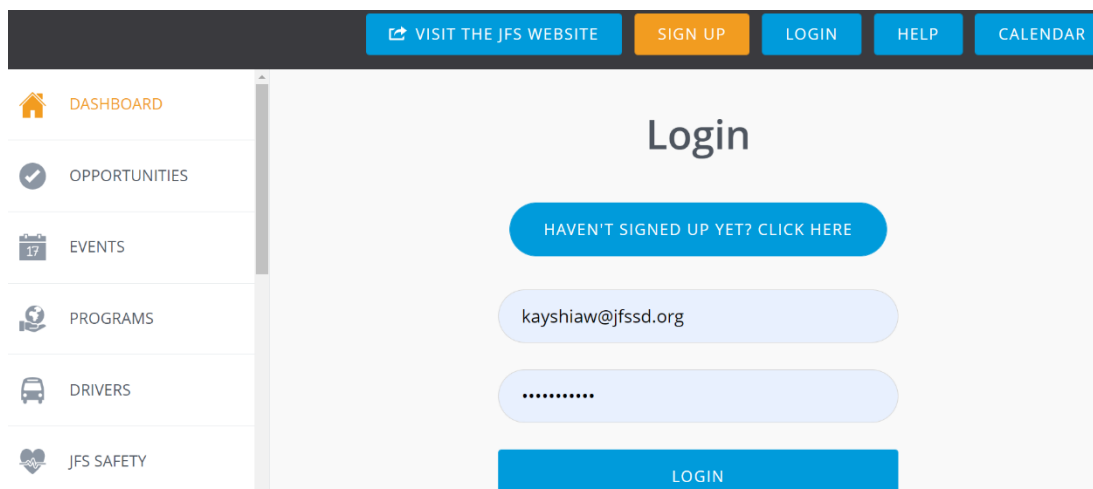
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PART 1

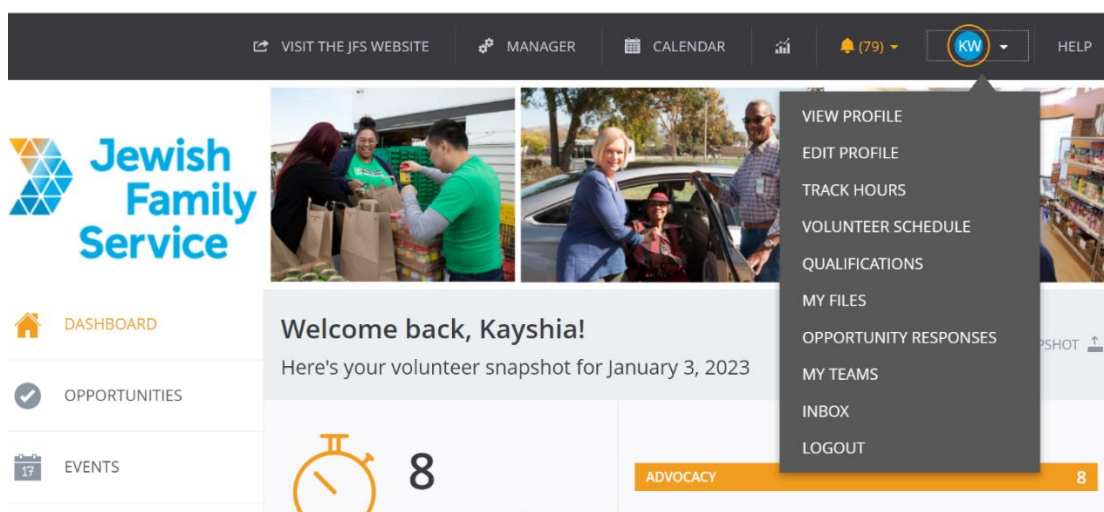
How to log in to Galaxy Digital and change your password:

1. Go to: <https://jfssd.galaxydigital.com/>
2. Login using the following credentials:
 - Username: **(your email)**
 - Password: **(your temporary password)**



The screenshot shows the login page of the Galaxy Digital system. At the top, there is a navigation bar with links: VISIT THE JFS WEBSITE, SIGN UP, LOGIN, HELP, and CALENDAR. On the left, a sidebar menu lists: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, DRIVERS, and JFS SAFETY. The main content area is titled 'Login' and contains a button 'HAVEN'T SIGNED UP YET? CLICK HERE', a text input field with the email 'kayshiaw@jfssd.org', a password input field with masked characters, and a 'LOGIN' button.

3. In the top right corner, you will see your initials which is a drop-down menu to take you to your profile. Click your initials, then click "Edit Your Profile."



The screenshot shows the dashboard of the Galaxy Digital system after a successful login. The top navigation bar includes links: VISIT THE JFS WEBSITE, MANAGER, CALENDAR, a notification bell with 79 alerts, a user profile icon with initials 'KW', and a HELP link. The main content area features the Jewish Family Service logo, a welcome message 'Welcome back, Kayshia!', and a volunteer snapshot for January 3, 2023. A dropdown menu is open from the user profile icon, showing options: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE, QUALIFICATIONS, MY FILES, OPPORTUNITY RESPONSES, MY TEAMS, INBOX, and LOGOUT. The bottom of the dashboard shows a large orange button labeled 'ADVOCACY' and a small '8' in a circle.

4. On the right-hand column is a section which says, “Change Password.”

- Where it says “Enter Current Password” type **(your temporary password)**.
- Where it says “Enter New Password” type a new password of your choice.
- Then click the blue button just below that which says, “Update Password.” This will save your new password to use for future use.

The screenshot shows a user interface for a dashboard. On the left is a sidebar with navigation links: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, DRIVERS, and JFS SAFETY. The main content area is divided into two columns. The left column contains 'Profile Picture' and 'Basic Information'. The 'Profile Picture' section has a circular placeholder with 'KW' and an 'UPLOAD PHOTO' button. The 'Basic Information' section shows the name 'Kayshia Washin'. The right column contains the 'Change Password' section, which is highlighted with a red box. This section has three input fields: 'Current Password', 'New Password', and 'Repeat New Password'. A blue 'UPDATE PASSWORD' button is at the bottom of this section. A red arrow points to the 'Change Password' section from the right side of the screen.

VISIT THE JFS WEBSITE MANAGER CALENDAR (79) KW HELP

Profile Picture

Upload your picture
Image should be at least 540px by 540px
UPLOAD PHOTO Remove

Basic Information

Name * Kayshia Washin

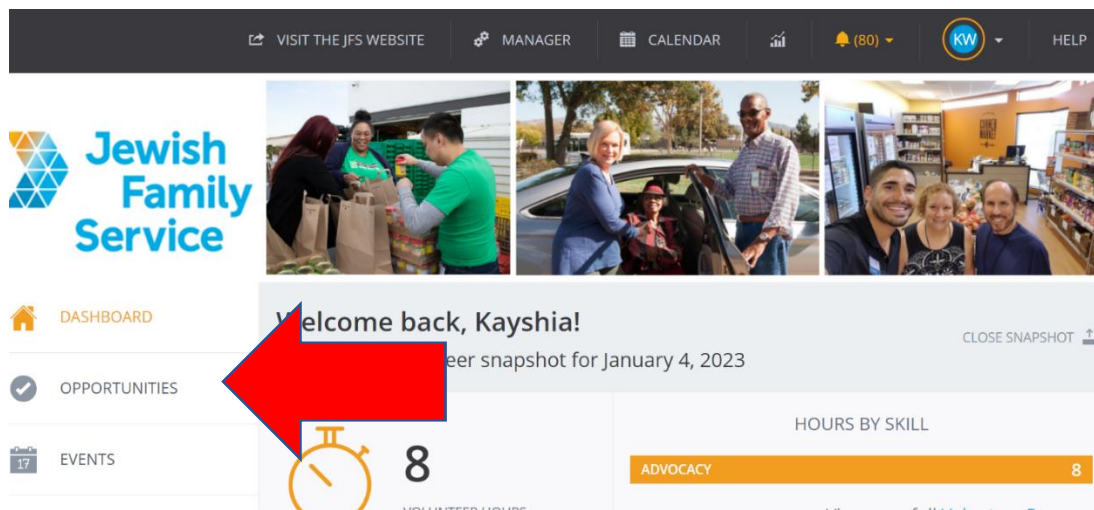
Change Password

Current Password
New Password
Repeat New Password
UPDATE PASSWORD

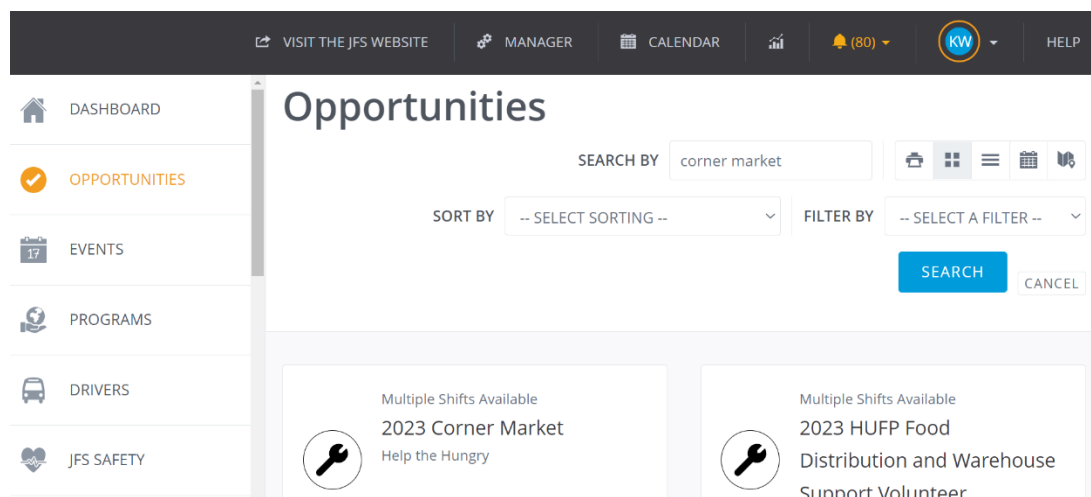
PART 2

How to register for volunteer shifts:

1. After logging in, you can click on the link in the left side column which says “Opportunities” which will open that page.

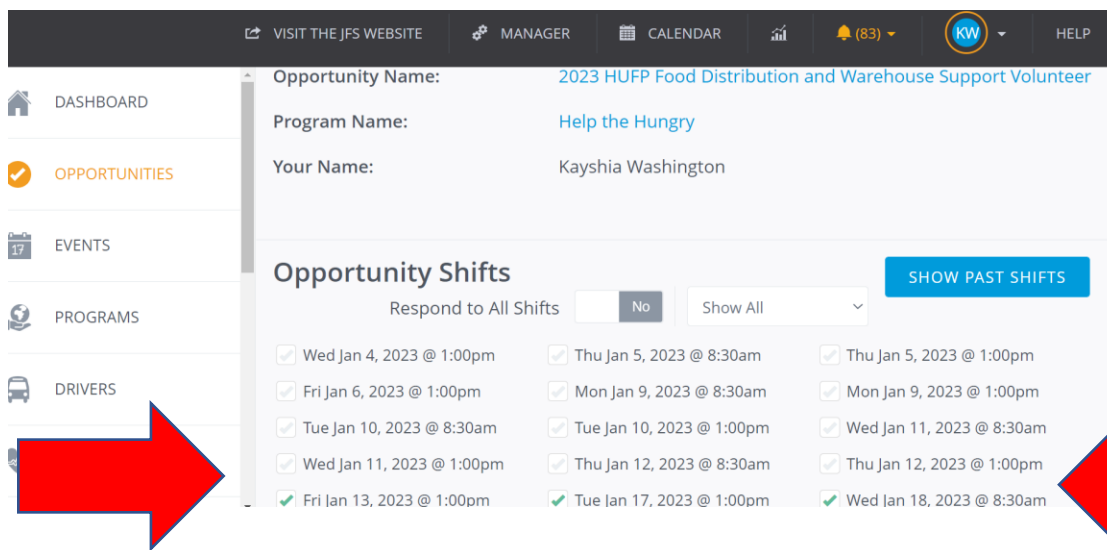
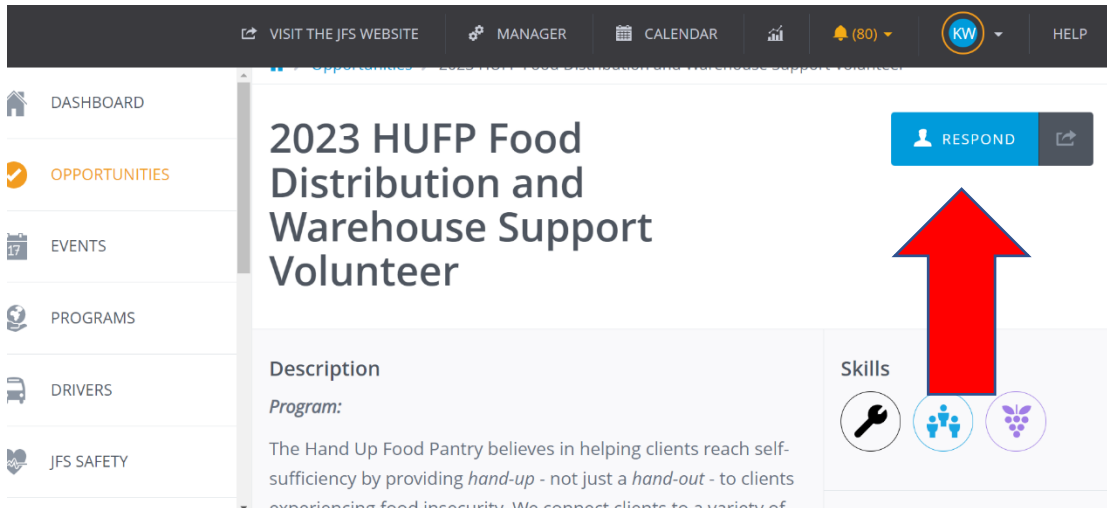


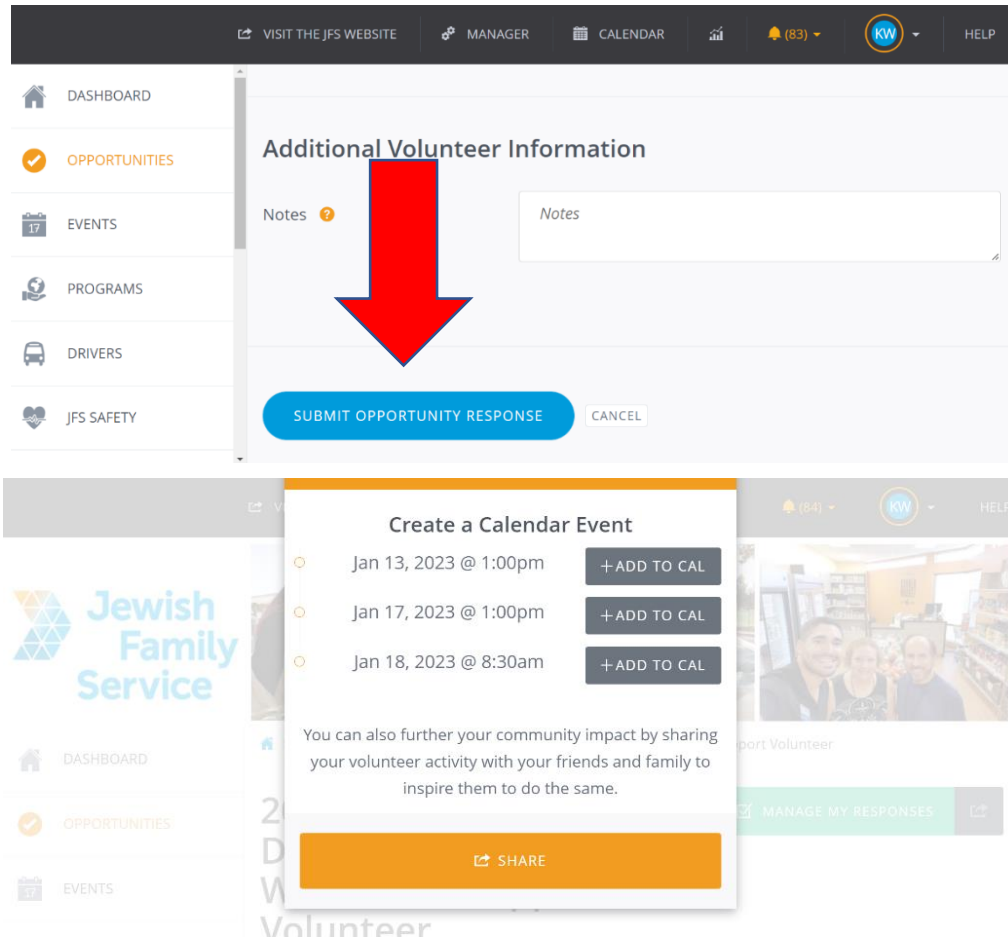
2. To the right of the word “Opportunities” in the middle of the page will be search and filter options.
 - You can type in the search box “Kitchen” or “Corner Market” or any terms if you are looking for something specific.
 - Or you can filter to just Nutrition roles by clicking “Filter By” then “Program.” In the new box underneath that, choose “Help the Hungry” and click the Search button. This will show you only Nutrition roles.



3. Once you are in the role you wish to sign up for, you can click on “Respond” or “Manage Responses” to choose the day(s) and time(s) you prefer. To do this:

- Click the check box next to the shifts you would like to register for.
- Scroll down and click the box next to “I have read and agree to the volunteer waiver”.
- Click the blue “Submit Opportunity Response” button.





4. You will receive an automatic email confirmation of your scheduled shift, as well as a reminder email one day before your shift.

Thank You for Your Interest



JFS Volunteer Engagement <no-reply@galaxydigital.com>
To Kayshia Washington



1:39 PM

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[Unsubscribe](#)

[Get more add-ins](#)

Hi, Kayshia!

Thank you for your interest in volunteering. We appreciate your desire to give back to your community in a meaningful way. Here's some information about the need you've volunteered for:

Agency: Help the Hungry

Need Title: 2023 HUF Food Distribution and Warehouse Support Volunteer

Date and Time: Jan 13, 2023 @ 1:00pm

Jan 17, 2023 @ 1:00pm

Jan 18, 2023 @ 8:30am

If you need to access the information for this volunteer opportunity again, just click [here](#).

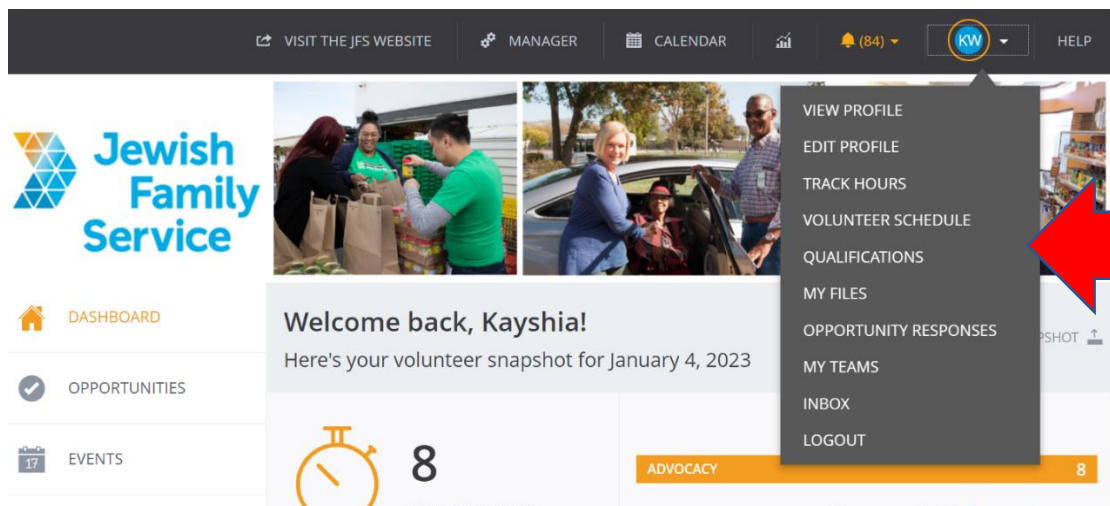
At this time, we are asking that anyone who is in the high-risk category or has experienced any symptoms related to [COVID-19](#) in the last 14 days to stay home to protect the health and safety of our community. If this applies to you, we kindly ask you to send us an email to cancel your shift.

You can register for one shift or multiple and can always come back and add more or remove some later!

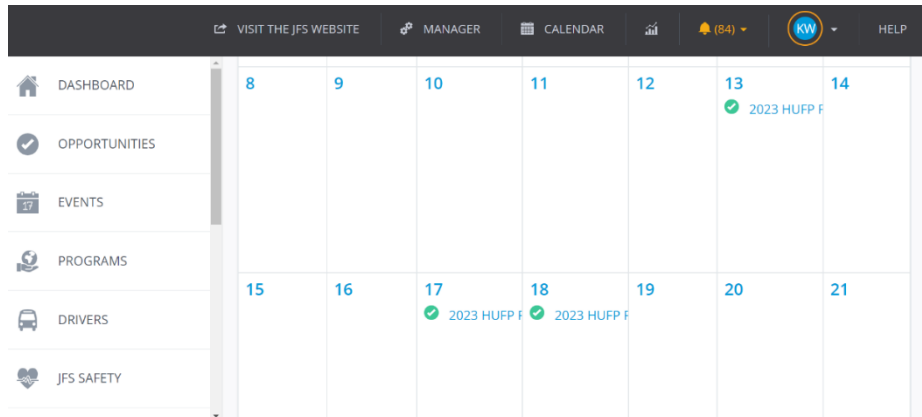
PART 3

To view your scheduled volunteer shifts:

1. When you are logged into Galaxy Digital and on your Dashboard/Home page, you will see your initials in the top right corner. This is a drop-down menu. Click on the letters or the small arrow next to them.
2. On the drop-down menu, you will see an option called “Volunteer Schedule.” Click this item.



3. It will show you your schedule in calendar format, with your shifts listed in blue. You can click on the shift for more information and can move between calendar months using the arrows.

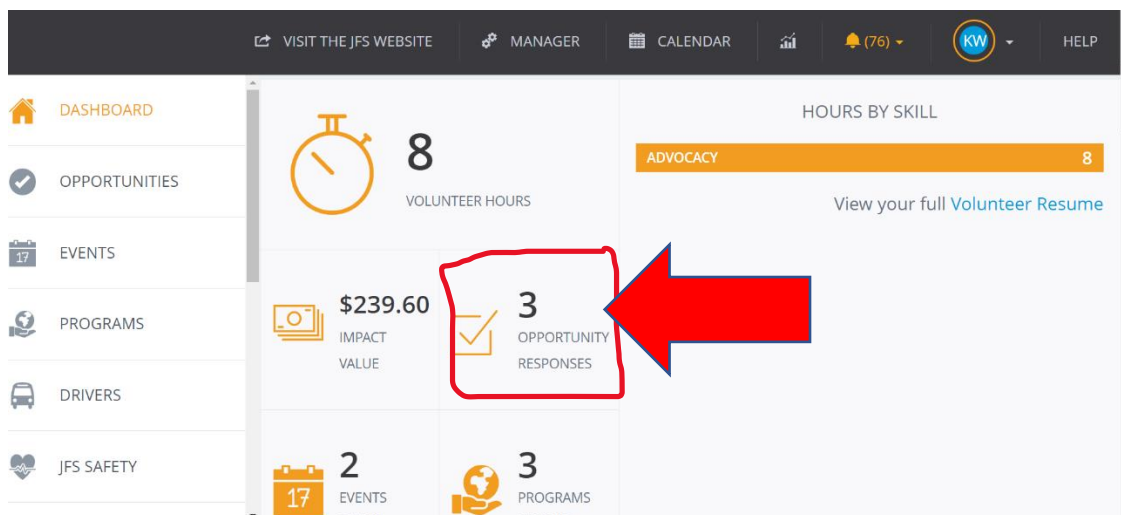


4. You can return to your Dashboard/Home page at any time by clicking on the word “Dashboard” on the left-hand menu.

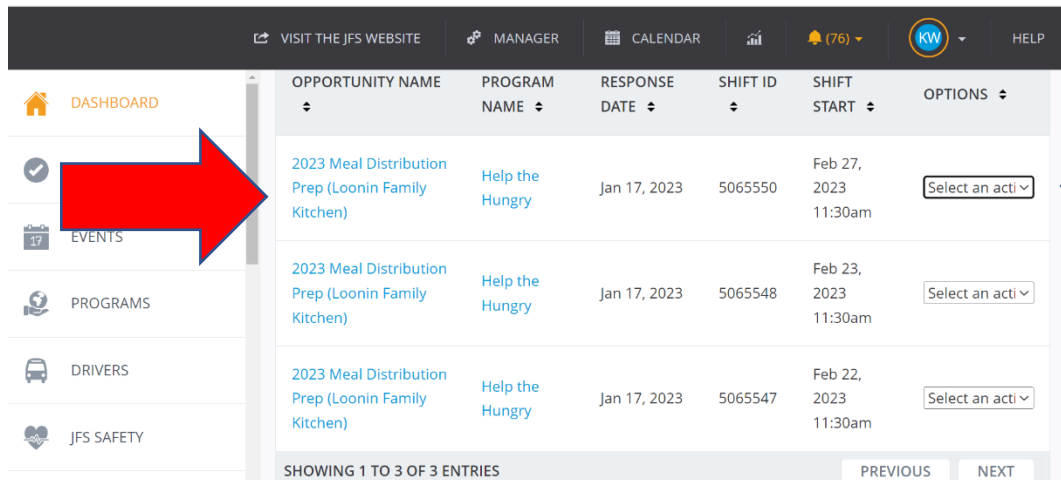
PART 4

How to remove or change your shifts:

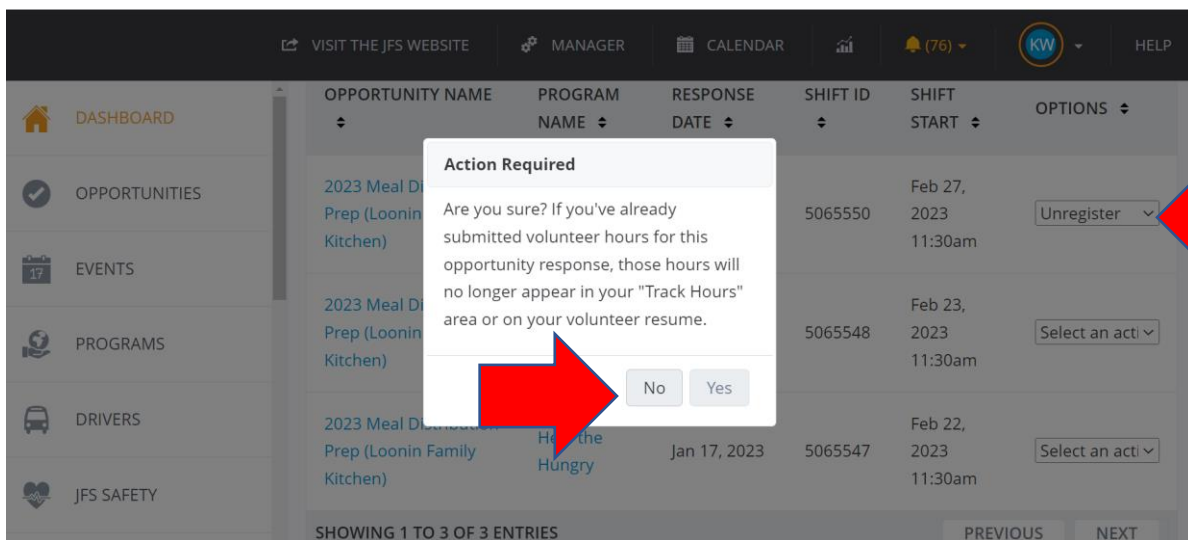
So you have signed up for some volunteer shifts and realized you are not able to make these. Below is how you can remove or change your volunteer shift.



1. When you click on the “Opportunity Responses” button, you will be able to see all the shifts you have signed up for.



2. You realized February 27, 2023 you need to attend a workshop at your job that you can not reschedule. You can unregister for your February 27th shift by clicking on the drop down box and click on unregister.



3. Once you have clicked on unregister in the drop down box, you will receive a confirmation asking if this is the action you would like to take. You can click on yes or no depending on your situation.

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
2023 Meal Distribution Prep (Loonin Family Kitchen)	Help the Hungry	Jan 17, 2023	5065548	Feb 23, 2023 11:30am	Select an act
2023 Meal Distribution Prep (Loonin Family Kitchen)	Help the Hungry	Jan 17, 2023	5065547	Feb 22, 2023 11:30am	Select an act

SHOWING 1 TO 2 OF 2 ENTRIES

PREVIOUS NEXT

- Once you have canceled your shift, you will be notified your shift was canceled. You will scroll towards the bottom of the page where you will see the shifts you signed up for. If you just need to reschedule your shift on February 23, 2023 from 11:30 a.m. to the 9:00 a.m. shift, you will click on the “Edit” button in the drop down box.

Edit Response

Opportunity Lookup

Opportunity: 2023 Meal Distribution Prep (Loonin Family Kitchen) (ID: 753762)
[clear](#)

Shift Lookup

Feb 23, 2023 at 9:00am until Feb 23, 2023 at 11:00am

User Lookup

- You will receive an response box. You will click on the “Shift Lookup” button to make changes to your shift. Once you have selected the day and time that works best you, you can click on submit and your new shift will show up.

[VISIT THE JFS WEBSITE](#)
[MANAGER](#)
[CALENDAR](#)

(77)

KW

[HELP](#)

DASHBOARD

OPPORTUNITIES

EVENTS

PROGRAMS

DRIVERS

JFS SAFETY

Volunteer Responses

Table Filter

OPPORTUNITY NAME	PROGRAM NAME	RESPONSE DATE	SHIFT ID	SHIFT START	OPTIONS
2023 Meal Distribution Prep (Loonin Family Kitchen)	Help the Hungry	Jan 17, 2023	5065505	Feb 23, 2023 9:00am	
2023 Meal Distribution Prep (Loonin Family Kitchen)	Help the Hungry	Jan 17, 2023	5065547	Feb 22, 2023 11:30am	Select an acti

SHOWING 1 TO 2 OF 2 ENTRIES

PREVIOUS

NEXT

PART 5

How to log your volunteer hours:

Galaxy Digital Website: <https://jfssd.galaxydigital.com/user/login/>

[VISIT THE JFS WEBSITE](#)
[SIGN UP](#)
[LOGIN](#)
[HELP](#)
[CALENDAR](#)

DASHBOARD

OPPORTUNITIES

EVENTS

PROGRAMS

DRIVERS

JFS SAFETY

Login

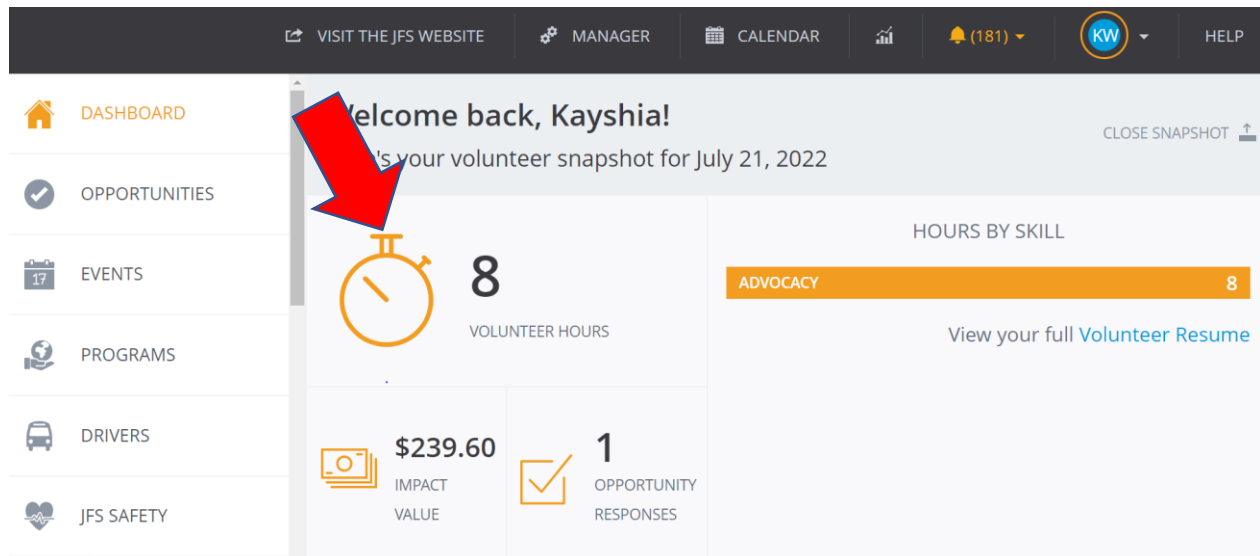
HAVEN'T SIGNED UP YET? CLICK HERE

kayshiaw@jfssd.org

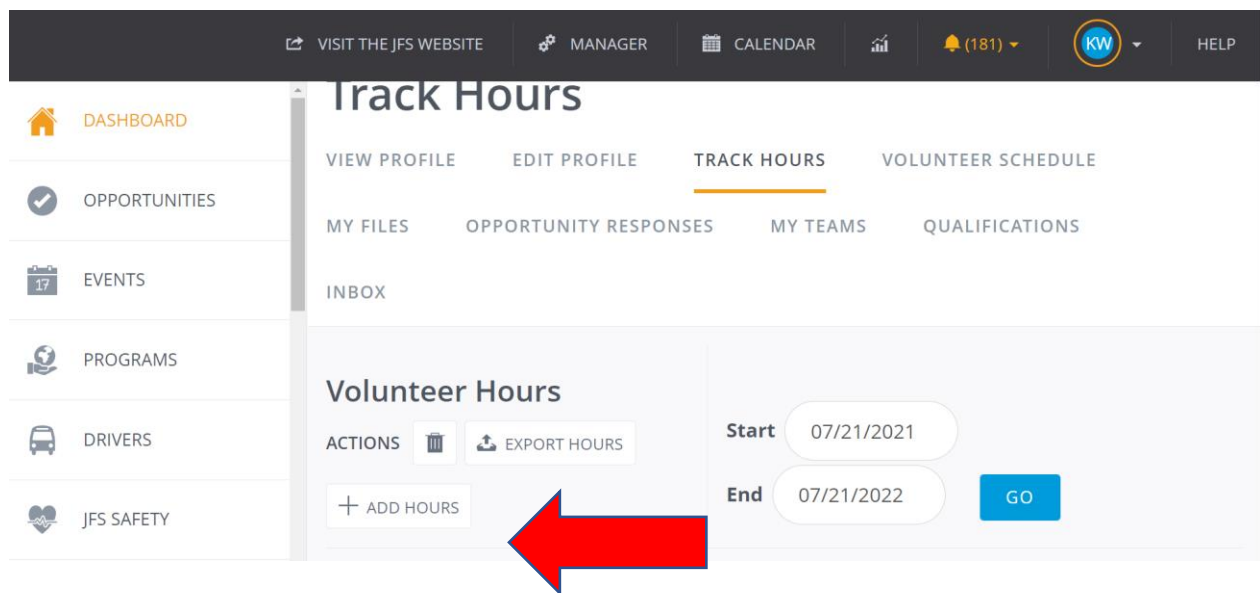
.....

LOGIN

1. Once you log in you will be on your dashboard. Click on the stopwatch to add your volunteer hours.



2. Click on "Add Hours" or scroll to the bottom of the page.



3. Select your volunteer “Opportunity” and “Shift” on left-hand side in the dropdown boxes. Your hours will automatically populate. If you left your shift early or if you stayed later during your shift, you could change the “Hours Worked” on the right-hand side.

VISIT THE JFS WEBSITE MANAGER CALENDAR (182) KW HELP

Hour Type

Are these hours in reference to an opportunity you responded to on this site?

☒ Yes

Opportunity

Shift

Program Name: Help the Hungry
Response Date: Jul 22, 2022

Hour Details

Date Worked

Hours Worked

Miles Traveled

DASHBOARD
OPPORTUNITIES
EVENTS
PROGRAMS
DRIVERS
JFS SAFETY

4. Scroll down to the bottom of the screen and click on the blue ‘Submit Hour Entry’ button.

VISIT THE JFS WEBSITE MANAGER CALENDAR (182) KW HELP

Q. Hours Category

SUBMIT HOUR ENTRY CLEAR FORM

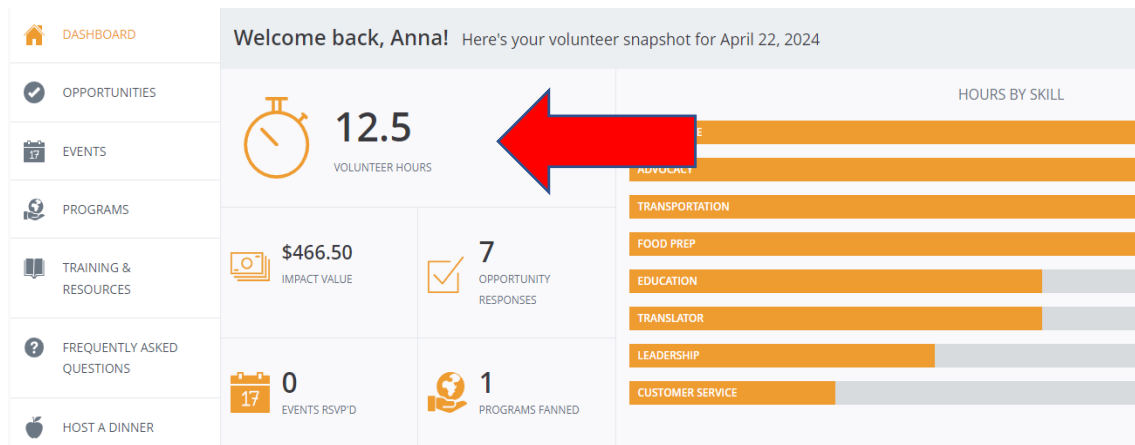
f YouTube in Instagram
PRIVACY POLICY CONTACT US
galaxy

DASHBOARD
OPPORTUNITIES
EVENTS
PROGRAMS
DRIVERS
JFS SAFETY

PART 6

How to view your volunteer hours:

1. On your dashboard/home page, click on the “Volunteer Hours” button with the stopwatch.



2. Once on the “Track Hours” page, you can view all the volunteer hours that you have completed. First, you will need to select a date range within which to view your hours.

The 'Volunteer Hours' page shows a date range filter from 04/22/2023 to 04/22/2024, with a red arrow pointing to the 'GO' button. Below the filter is a table of volunteer hours. A red arrow points to the 'TOTALS' row at the bottom of the table.

	DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
☒	Oct 5, 2023	Meal Distribution Prep (Loonin Family Kitchen) Nutrition Assistance		1.00	0	☒
☒	Sep 5, 2023	2023 Corner Market Nutrition Assistance		2.50	0	☒
TOTALS				3.5	0	

3. Enter the start date into the “Start” field, and the end date under the “End” field, and then click the blue “Go” button. This will populate all of your volunteer hours between those dates. You can also view the total number of hours complete in this date range at the bottom.