

CHEZUBA

WELCOME
TO THE WORLD OF ONLINE
VOLUNTEERING

ORGANIZATION
QUICK START GUIDE

HOW IT WORKS?



CHEZUBA

1

**CREATE YOUR
PROFILE**



2

**UPLOAD
PROJECT**



3

**SELECT
VOLUNTEER**



4

**GET THE WORK
DONE**



1

HOW TO START?



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SIGN UP

Go to

<https://app.chezuba.net/User/RegisterNGO>



VERIFY YOUR EMAIL

Go to your inbox to click on verification link



UPDATE YOUR PROFILE

- *Mission statement*
- *Website OR Social Media Profile*

2

HOW TO UPLOAD A PROJECT?



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LOGIN

Go to <https://app.chezuba.net/User/Login>



ADD PROJECT

Fill all the fields in the form

Follow our template or contact our Project Specialist



PUBLISH PROJECT

Wait up to 2 days until we review your draft

You will receive email notification once your project is published



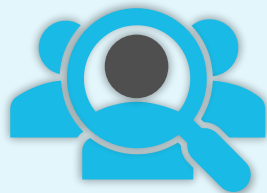
LOGIN

Go to your profile, select the project with a new application



REVIEW

Review the applicants profile and resume and Application answers



SELECT YOUR VOLUNTEER

Make the right choice based on your project and approve one volunteer



GET MATCHED

Once approved volunteer confirms, you can contact him/her to start working on your project.



COMMUNICATE REGULARLY

It's essential to keep volunteer engaged and communicate about progress of their work regularly.



CONFIRM COMPLETION

After completion provide feedback about your volunteer so they can receive a Certificate.

CONTACT US ANYTIME



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PROJECTS RELATED QUESTIONS

projects@chezuba.net



APPLICATIONS RELATED QUESTIONS

contact@chezuba.net