

# Switchboard Quick Start Guide

## Objective

This guide walks you through the essentials to start using Switchboard immediately. If you've already identified a need in your ministry, follow these steps to connect with skilled virtual volunteers and expand your impact.

## Step 1: Set Up Your Switchboard Account

1. Go to [globalswitchboard.io/gco-signup](https://globalswitchboard.io/gco-signup) and create an account.
2. Fill out your profile with a brief description of your ministry and location. (Follow security best practices.)
3. Upload a profile picture (optional but helps build trust).

## Step 2: Find Help For Your First Need

1. Browse the volunteer skills catalog and find the category of the help you need.
2. Select the skills required (e.g., administration, graphic design, translation).
3. Describe your need or the issue you need help addressing.
4. Submit your request and Switchboard will handle the rest, matching you to a volunteer.

## Step 3: Engage With Interested Volunteers

1. Check your Switchboard dashboard for responses. (You'll also receive an email notification each time someone connects with you.)
2. Respond promptly and schedule a one-hour introductory call if needed.
3. Confirm a clear next step (trial period, task assignment, or follow-up).

***You're now using Switchboard to multiply your impact!***

Now that you've gotten started, maximize the impact of Switchboard by taking two additional steps:

## Step 4: Share Your Request With Your Network

1. Identify key contacts who may know potential volunteers.
2. Share your Switchboard request link with your ministry network. ([Click here](#) a guide to accessing and sharing your link.)

## Step 5: Build and Maintain Your Virtual Team

1. Onboard volunteers with clear expectations and communication guidelines.
2. Keep them engaged by providing updates and feedback.

*As new needs arise, repeat the process to expand your team.*

Additional tools can help you get the help you need:



SAGE  
Analysis  
Tool



Request  
Builder

*Identifying and  
Communicating Needs*



Network  
Mapping  
Worksheet



Comprehensive  
Communication  
Guide



Ready-to-  
Share  
Resources

*Sharing Your Requests*

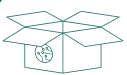


One-Hour  
Call  
Guide



Team  
Integration  
Guide

*Team Building*



Access more tools and a  
guide for using them in the  
Ministry Expansion Kit!