

# Steps and Tips for Ministries

## Next Steps

1. **Register** at [www.meettheneed.org](http://www.meettheneed.org) by clicking [Get Started](#) and going through the online set-up process
2. **Design your Solution** - Review numerous options for how Meet The Need can be customized for you depending on your mission and how you want to use Meet The Need:
  - *Recruit and Manage Volunteers* – through Your Web Site and Local Church Sites
  - *Solicit and Track In-Kind Donations* – through Your Web Site and Local Church Sites
  - *Manage Events* – Your own or multi-organization, collaborative events
  - *Shared Case Management* - Track all assistance given to your existing or new families
  - *Running Drives* – Your own or collaborative drives (e.g. toys, food, backpacks)
3. **Online Training** - Video Tutorials are available for every link on your Dashboard on the “i” (Help) button

*Meet The Need can be set up and fully operational at your ministry in just 2 hours.*

*Because you are not loading software, setting up Meet The Need is just 3 quick and easy steps!*

*Choosing what types of needs you want to show on your web site, getting your buttons to show those needs, and building your template to integrate seamlessly with your web site is all done online!*

4. **Then, Communicate!**
  - Tell your volunteers, donors and others involved with your ministry that they can now go to your website to view and sign up to meet your volunteer, in-kind and family needs
  - Ask them to “join” your ministry to get email updates whenever you post new needs
  - Tell your church partners to join Meet The Need so they can share your needs with their members

## Tips

1. Don't mention Meet The Need's name on your site – people shouldn't think they are going out to a separate service. Meet The Need is simply your ministry's system for communicating needs and taking sign-ups.
2. Use large buttons saying “Volunteer Now”, “Most Needed Items”, “Help a Family” or similar action words
3. Put those buttons high up on your home page so users don't have to scroll down
4. Make sure your church partners are showing your needs on their website through Meet The Need
5. Approve those who “join” your ministry through Meet The Need to make sure they get the automatic emails when you post new needs
6. Drive people to your website to get involved (vs. phone calls, emails & forms) - letting people “shop” on your website 24/7 for needs is more convenient for them and takes work off of you
7. Post needs at least once per week

*we are a donation based ministry!*

Contact information: Call 813.527.0222 [info@meettheneed.org](mailto:info@meettheneed.org) [www.meettheneed.org](http://www.meettheneed.org)



**Meet the Need™**  
Letting your light shine