

Meals on Wheels

Volunteer Portal Guide

<https://portal.cvillemeals.org/>

Welcome to the Meals on Wheels Portal



Login

[reset password](#)

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Volunteer Portal Dashboard

The current jobs you are signed up for

Your information

Meals on Wheels My Jobs Substitutions Profile **TABS** Logout

Announcements
There are no announcements. Special Announcements

Current list of Subs Needed

Logout Here

Jobs needing subs for the next four upcoming days

Monday, May 16
There are no open substitution requests for this day.

Tuesday, May 17
There are no open substitution requests for this day.

Wednesday, May 18
Route 1 needs a sub.

Thursday, May 19
Route 22 needs a sub.
Route 23 needs a sub.

My Jobs Tab

Meals on Wheels My Jobs Substitutions Profile Logout

Previous month Next month

My Jobs for November, 2022

Job	Type	Date
Route 9	Substitution	Nov. 25, 2022

Request Substitute

Note only one month shown at a time

Profile Tab

Hi,

Username: no_one

Organization:

Address: 704 Rose Hill Dr, Charlottesville, VA 22903, USA

Home Phone:

Cell: 434-293-4364

Work Phone:

Birthdate: Jan. 1, 1900

Join Date: April 14, 2022

If any of this information is incorrect, please contact Meals on Wheels of Charlottesville directly at (434) 293-4364.

You can keep us up-to-date with your current information.

If you are wanting to change your email, please email volunteer@cvillemeals.org with your new email address to add.

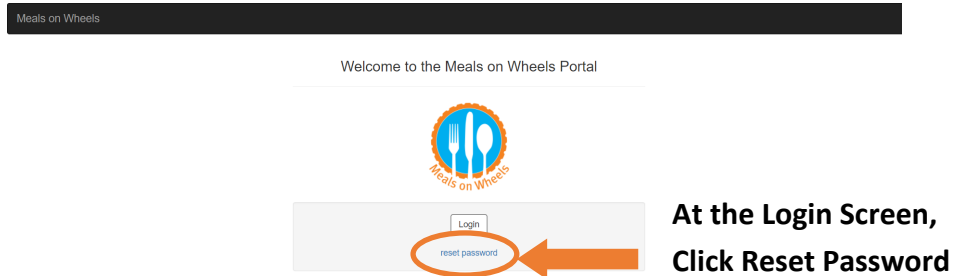
RESET PASSWORD

Meals on Wheels Staff does not have access to your password.

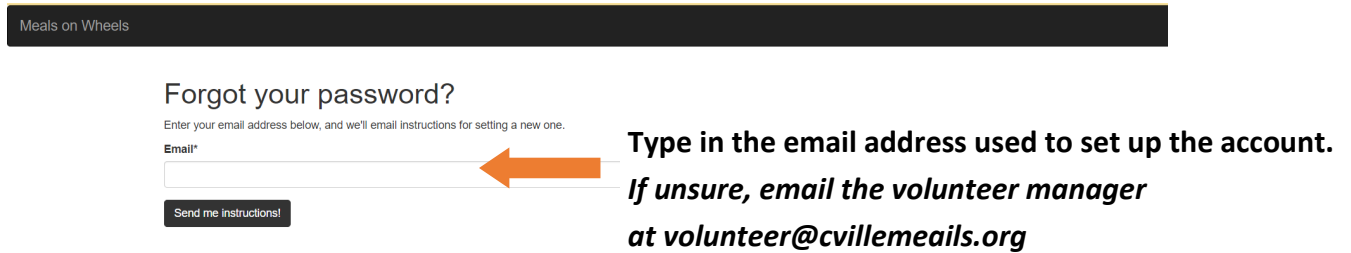
If you do not recall your password, then simply follow these steps to reset.

1 Go to www.portal.cvillemeals.org

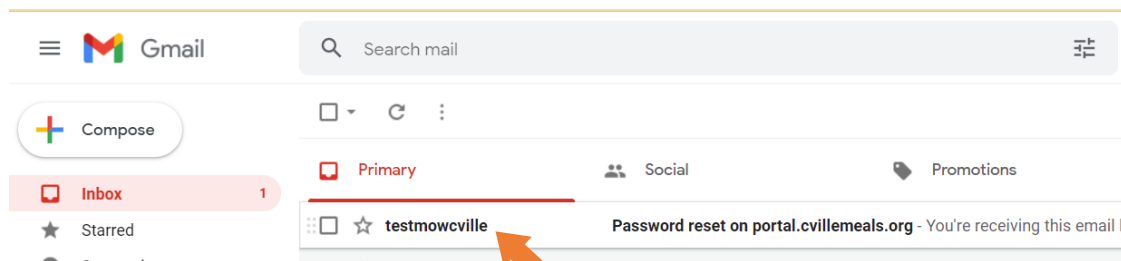
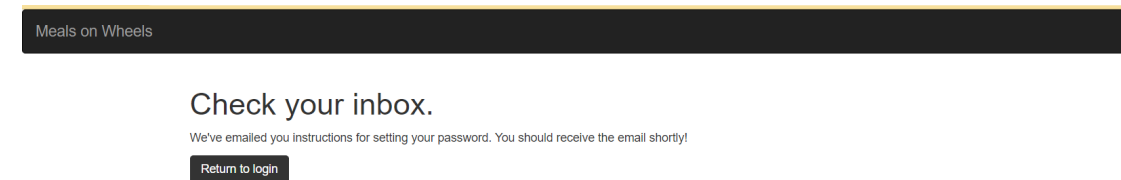
or visit our website at www.cvillemeals.org and look under the 'Take Action' tab for portal link



2



3

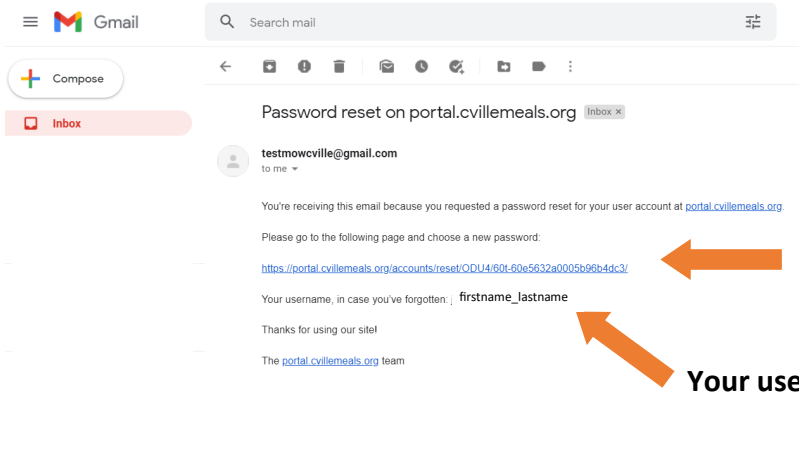


Check your email account's Inbox.

It also may be sent to your spam/junk folder.

It is from 'testmowcville' with 'Password reset' in subject line.

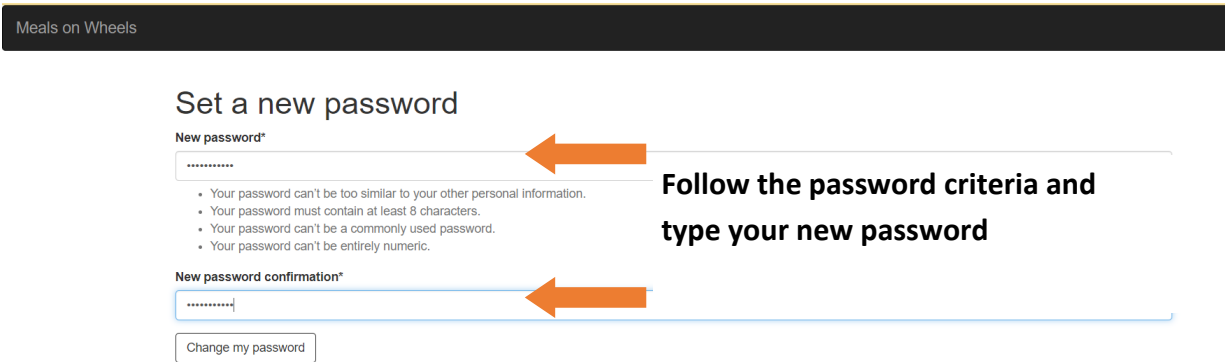
4



Open the email and click on the link provide to reset your password.

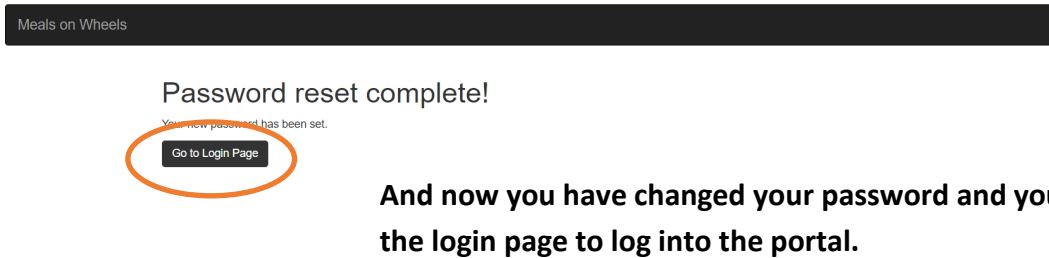
Your username is listed here.

5

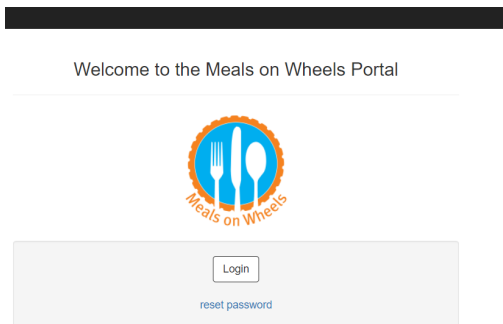


Follow the password criteria and type your new password

6



And now you have changed your password and you can return to the login page to log into the portal.



SIGNING UP TO VOLUNTEER

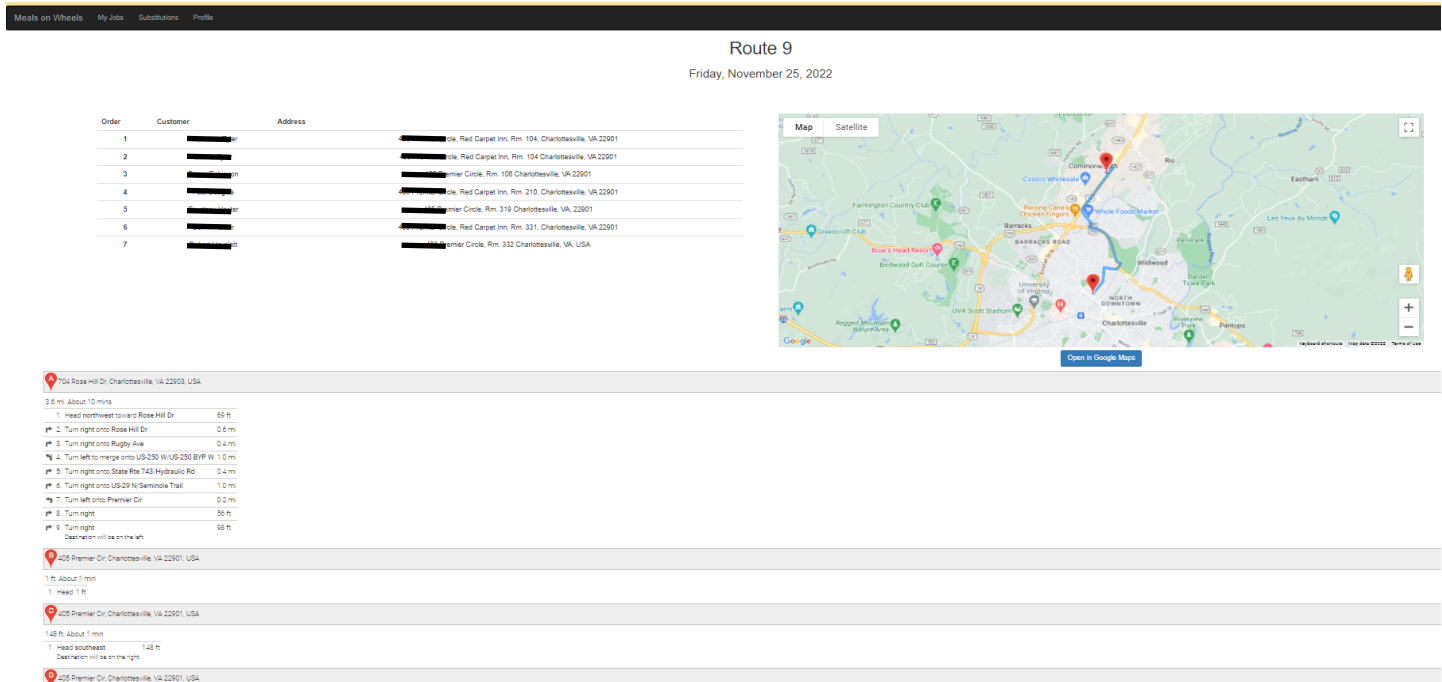
1 Click on Substitution Tab to see all open jobs by date



Open Jobs

Job	Date	
Route 1	May 18, 2022	Fill Substitution
Route 23	May 19, 2022	Fill Substitution
Route 22	May 19, 2022	Fill Substitution
Route 10	May 20, 2022	Fill Substitution
Route 30	May 20, 2022	Fill Substitution
Route 32	May 20, 2022	Fill Substitution
Route 32	May 23, 2022	Fill Substitution
Scottsville Shuttle	May 23, 2022	Fill Substitution
Route 17	May 23, 2022	Fill Substitution
Route 23	May 23, 2022	Fill Substitution
Route 7	May 23, 2022	Fill Substitution

2 Click on the Route to see specific details about that route for that day. It will list all clients, addresses, a map of the stops and a turn-by-turn list of instructions.



Route 9
Friday, November 25, 2022

Order	Customer	Address
1	[REDACTED]	[REDACTED] 104, Charlottesville, VA 22901
2	[REDACTED]	[REDACTED] 104, Charlottesville, VA 22901
3	[REDACTED]	[REDACTED] 108, Charlottesville, VA 22901
4	[REDACTED]	[REDACTED] 210, Charlottesville, VA 22901
5	[REDACTED]	[REDACTED] 319, Charlottesville, VA 22901
6	[REDACTED]	[REDACTED] 331, Charlottesville, VA 22901
7	[REDACTED]	[REDACTED] 332, Charlottesville, VA USA

Map Satellite

Open in Google Maps

704 Rose Hill Dr, Charlottesville, VA 22903, USA
3.6 mi, About 10 mins
1. Head northwest toward Rose Hill Dr 59 ft
2. Turn right onto Rose Hill Dr 0.6 mi
3. Turn right onto Rugby Ave 0.4 mi
4. Turn left to merge onto US-250 W/US-250 BYP W 1.0 mi
5. Turn right onto State Rte 743 Hydraulic Rd 0.4 mi
6. Turn right onto US-29 N/Seminole Trail 1.0 mi
7. Turn left onto Premier Cir 0.2 mi
8. Turn right 89 ft
9. Turn right 99 ft
Destination will be on the left

405 Premier Cir, Charlottesville, VA 22901, USA
1 ft, About 1 min
1. Head 1 ft

405 Premier Cir, Charlottesville, VA 22901, USA
148 ft, About 1 min
1. Head southeast 148 ft
Destination will be on the right

405 Premier Cir, Charlottesville, VA 22901, USA

Please note that the route sheet provided with the meals to deliver does NOT include this map or turn-by-turn instructions. The route sheet only list the names and addresses of the clients. You may print this ahead of time should you wish to have a map and tun-by-turn instructions for the route.

3 Once you chose the route you would like to sub for, click 'Fill Substitution'

Meals on Wheels My Jobs Substitutions Profile

Open Jobs

Job	Date	
Route 1	May 18, 2022	<input type="button" value="Fill Substitution"/>
Route 23	May 19, 2022	<input type="button" value="Fill Substitution"/>
Route 22	May 19, 2022	<input type="button" value="Fill Substitution"/>

4

portal.cvillemeals.org says
Are you sure you want to take this job?

Click 'OK' to confirm

Route 9		<input type="button" value="Fill Substitution"/>
Cold Packer (9 AM - 10 AM)		<input type="button" value="Fill Substitution"/>
Route 10		<input type="button" value="Fill Substitution"/>
Cold Packer (9 AM - 10 AM)	Sept. 5, 2022	<input type="button" value="Fill Substitution"/>
Route 22	Sept. 26, 2022	<input type="button" value="Fill Substitution"/>
Cold Packer (9 AM - 10 AM)	Oct. 14, 2022	<input type="button" value="Fill Substitution"/>

5

Click on 'My Jobs' tab to see all jobs you are assigned to.
NOTE: The month tab at top right. You can only view one month at a time.

Meals on Wheels **My Jobs** Substitutions Profile Logout

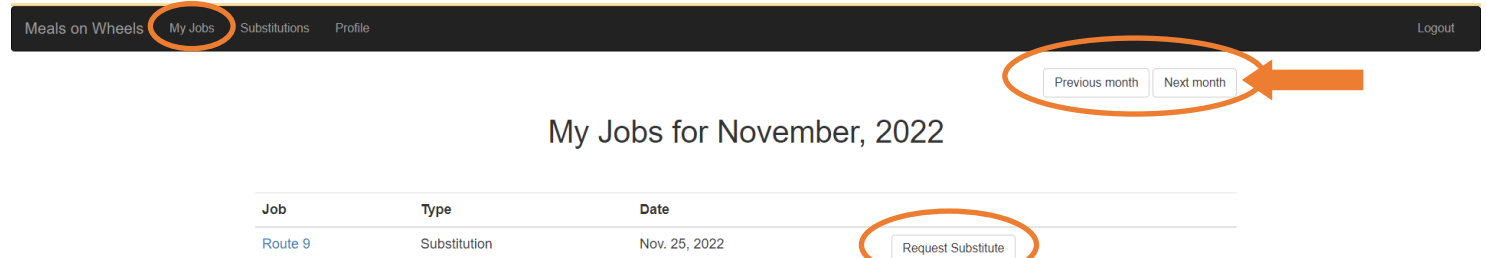
Previous month Next month

My Jobs for November, 2022

Job	Type	Date	
Route 9	Substitution	Nov. 25, 2022	<input type="button" value="Request Substitute"/>

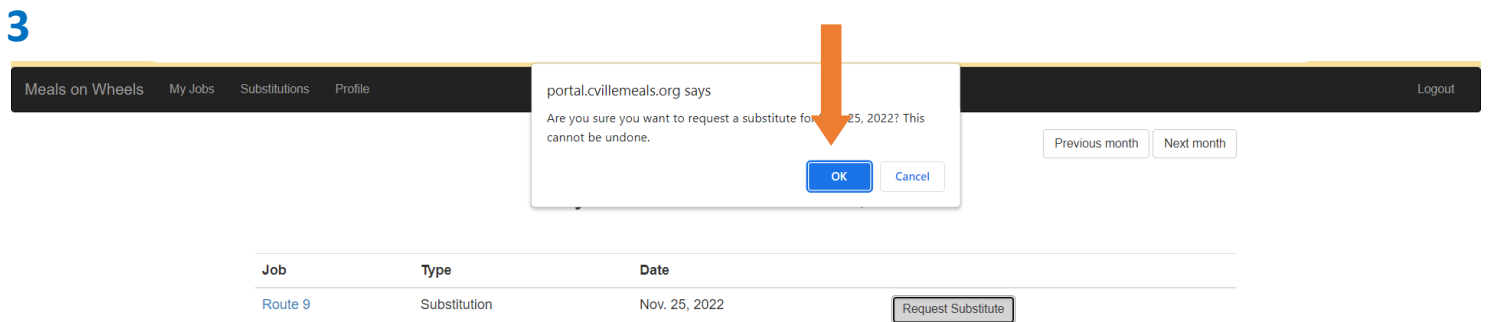
REQUESTING A SUB

- 1** Click on 'My Jobs' tab to see all jobs you are assigned to.
NOTE: The month tab at top right. You can only view one month at a time.



- 2** Click on 'Request Substitute'

Click 'OK' and done!



- 4** Click on 'My Jobs' tab and go to correct month to verify that no longer there.

