

2022 SACRAMENTO
POINT-IN-TIME COUNT

OUTREACH GRID CONTRIBUTORS

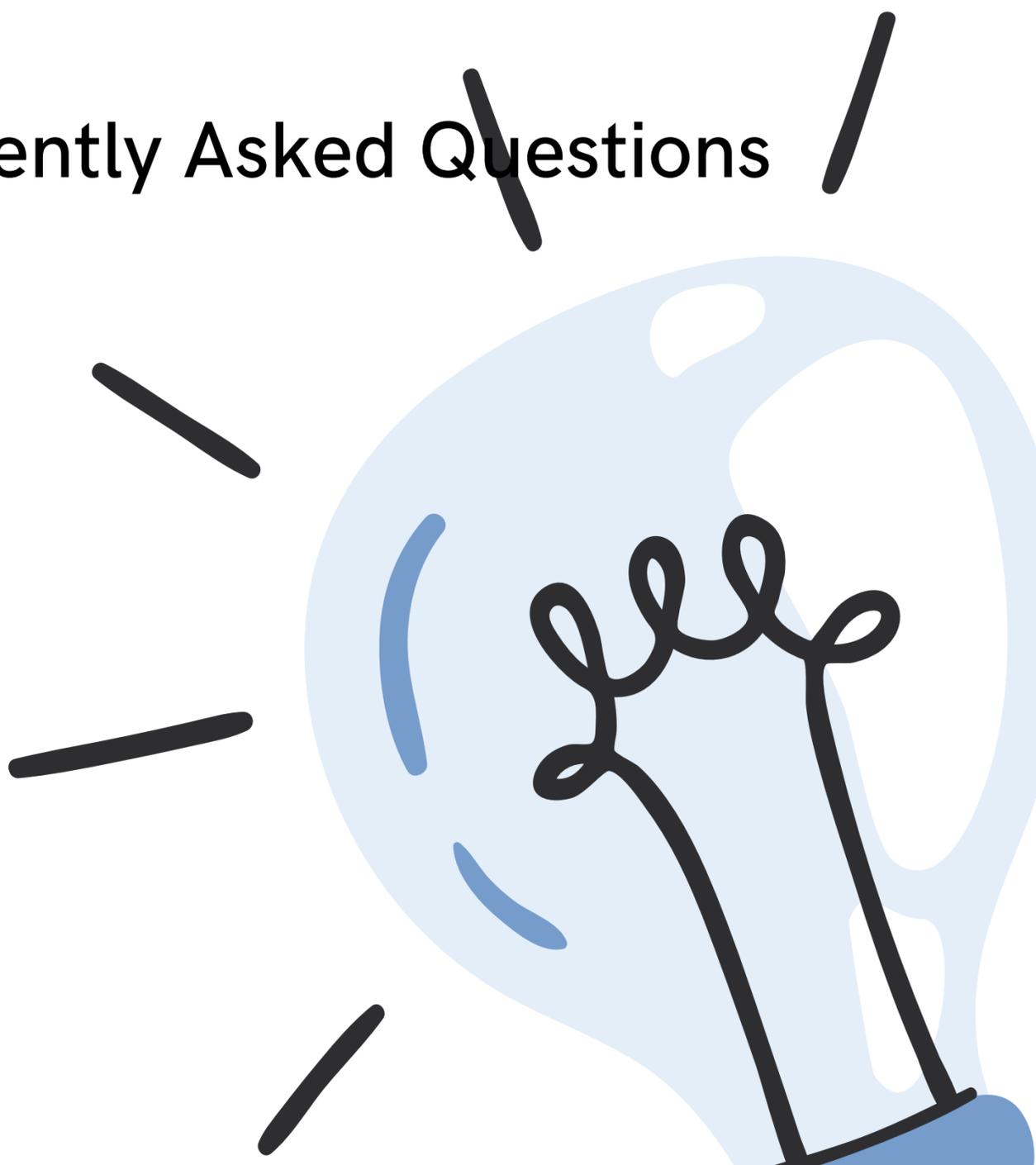
VOLUNTEER HANDBOOK

- WEB APP -



Volunteer Handbook

- Accessing the Web
- Logging In / Signing Up
- Adding Event Code
- Joining Event Team
- Completing Surveys & Subsurveys
- Frequently Asked Questions /



Accessing Contributors Web Portal

Outreach Grid's Contributors
Login Portal is available on phones,
tablets, and laptops.

- Go to your browser and enter:

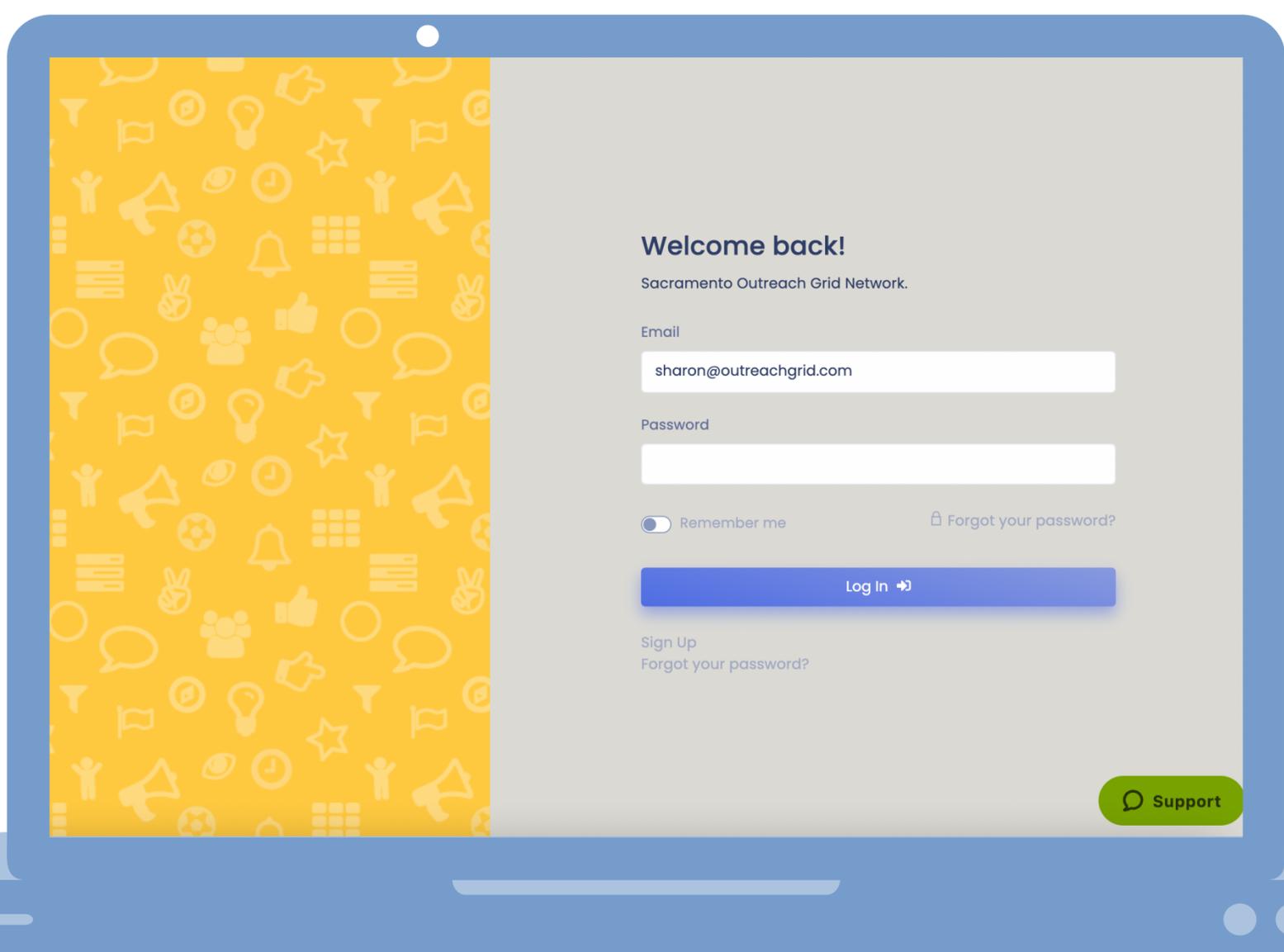
[https://sacramento.outreachgrid.com/
contributors/sign_in](https://sacramento.outreachgrid.com/contributors/sign_in)

Mobile Web:



Logging In / Signing Up

Log in or sign up for a Contributor's account using the Contributor's login portal.

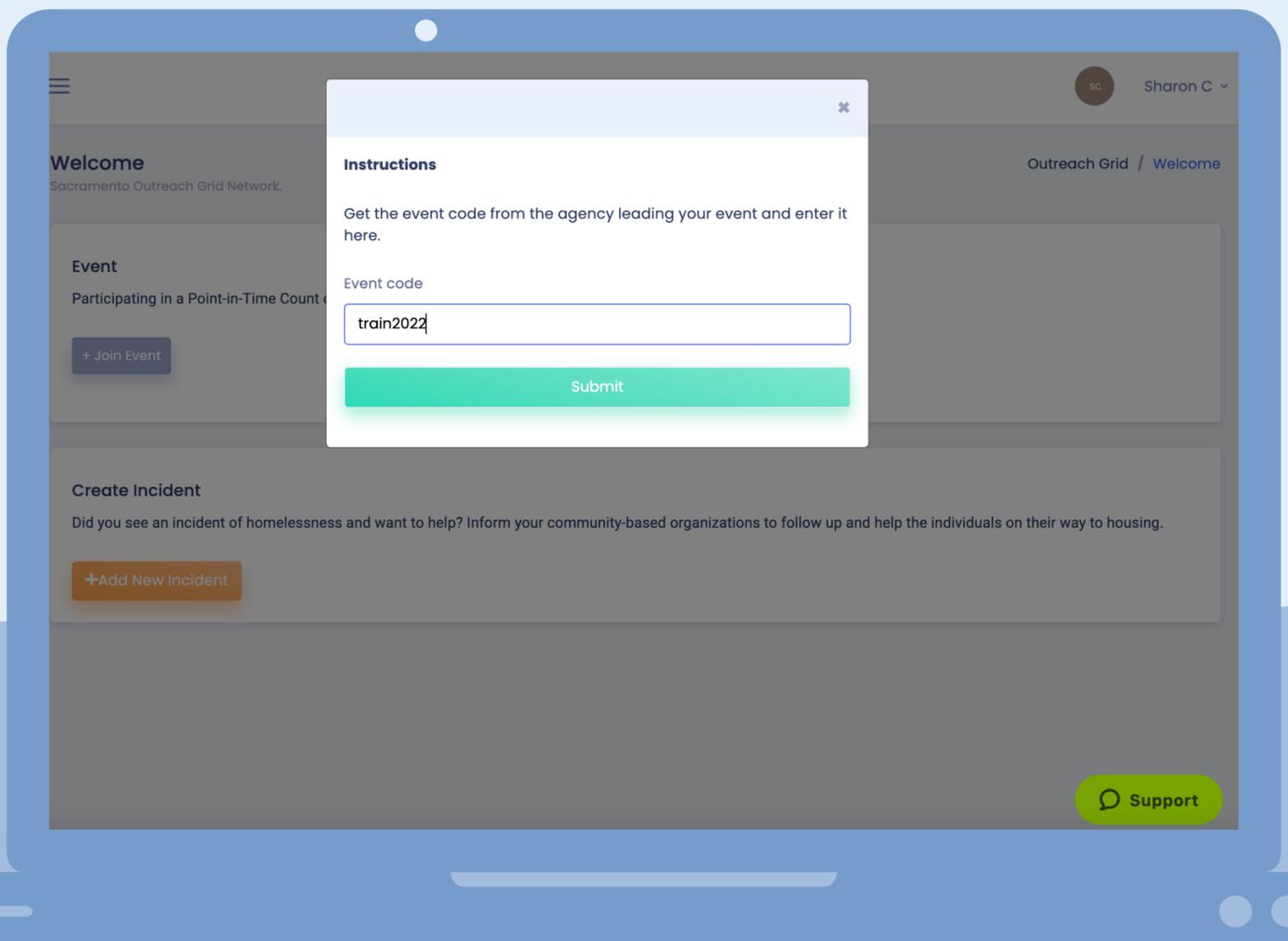


Adding Event Code:

[train2022](#)

Once you've logged into your account, click on "[+ Join Event](#)" to join and gain access to the 2022 Sacramento's Point-In-Time Count Training Event.

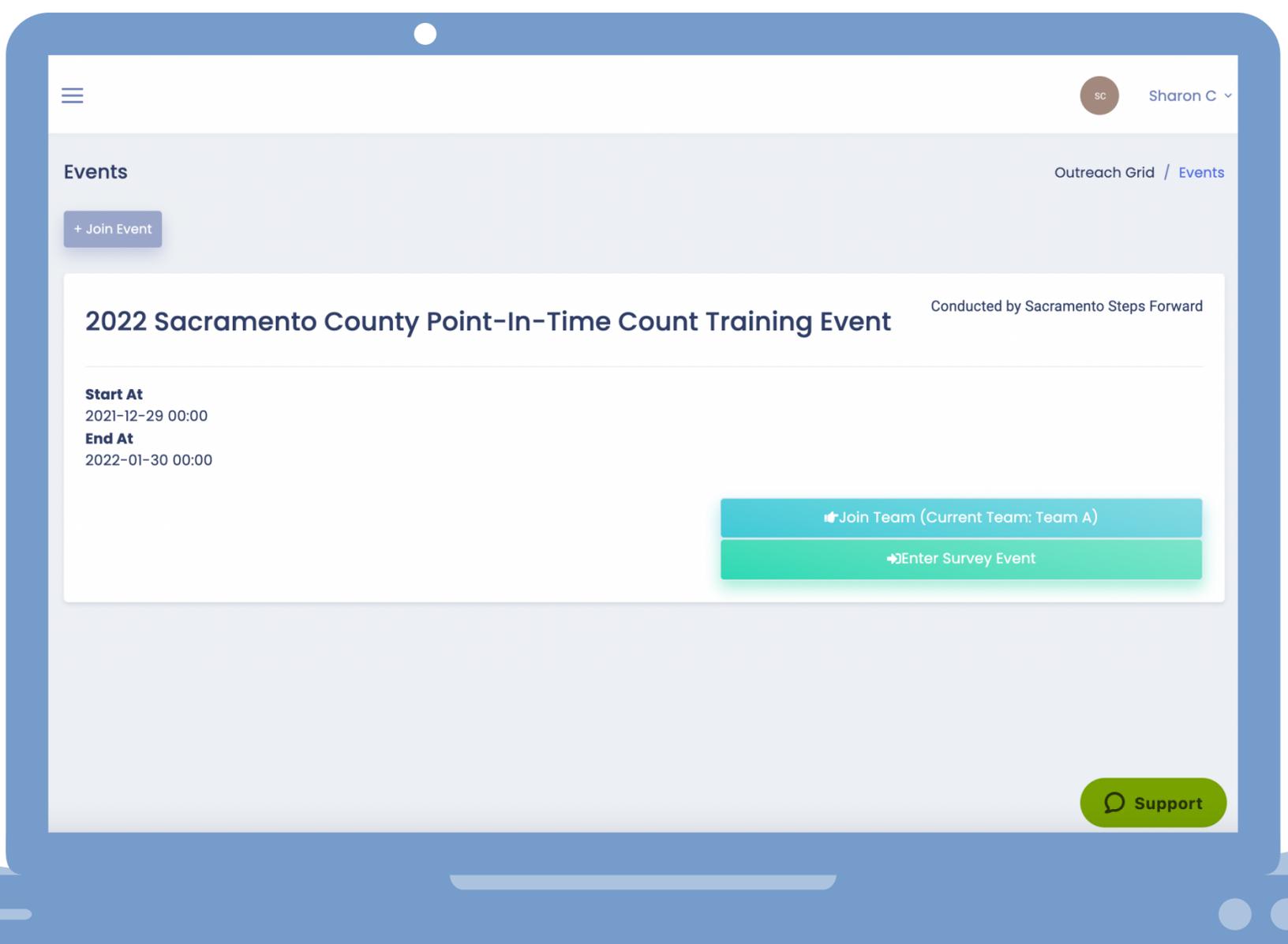
The code for Sacramento's PIT Training Event is: [train2022](#).



Navigating to Events Page

With the navigation bar on the left, click on the **compass** and select "**Events**".

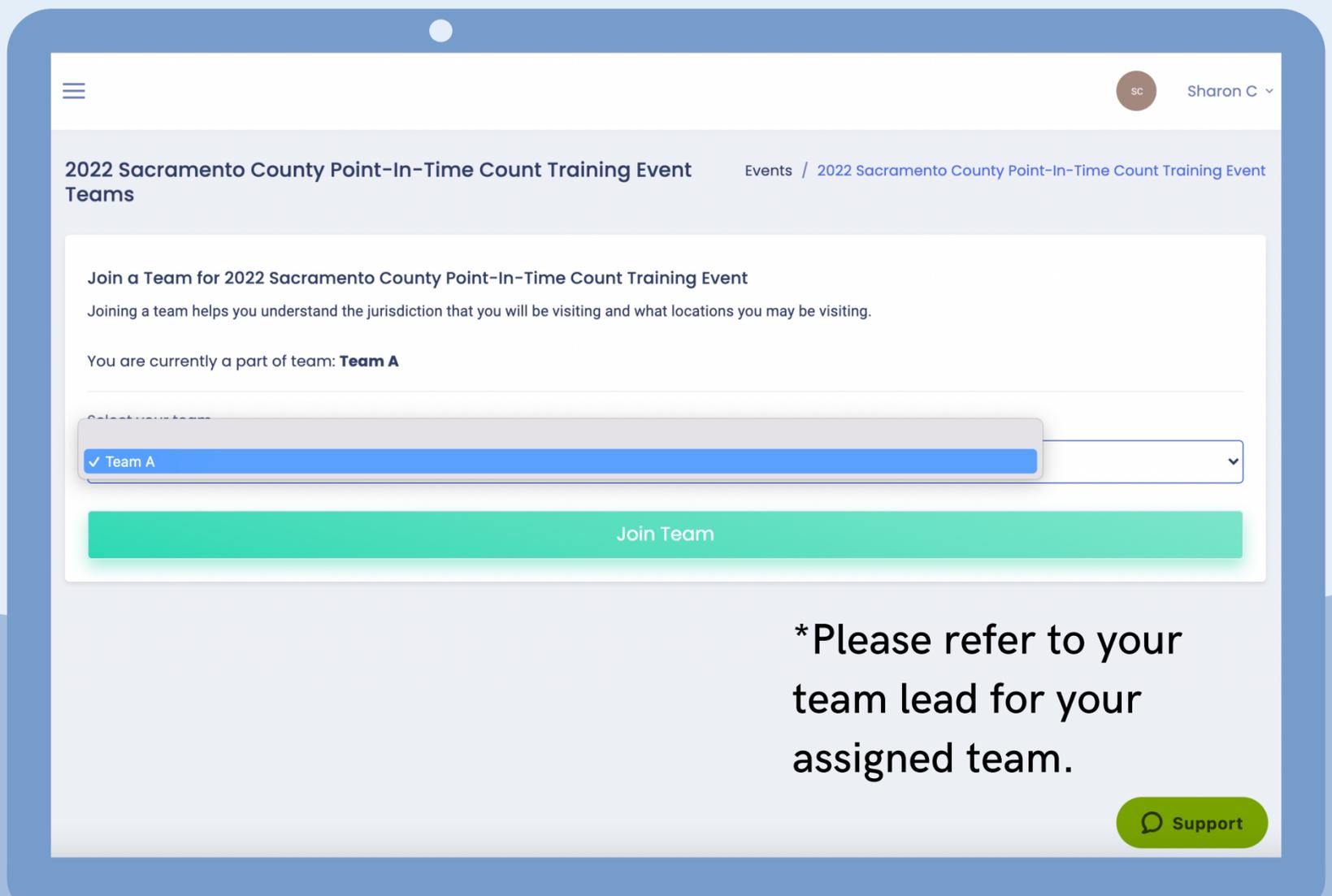
*Please refer to your team lead for the event code for the [Live PIT Event](#).



Joining Your Assigned Event Team

In order to complete surveys on the app, you must join an event team*.

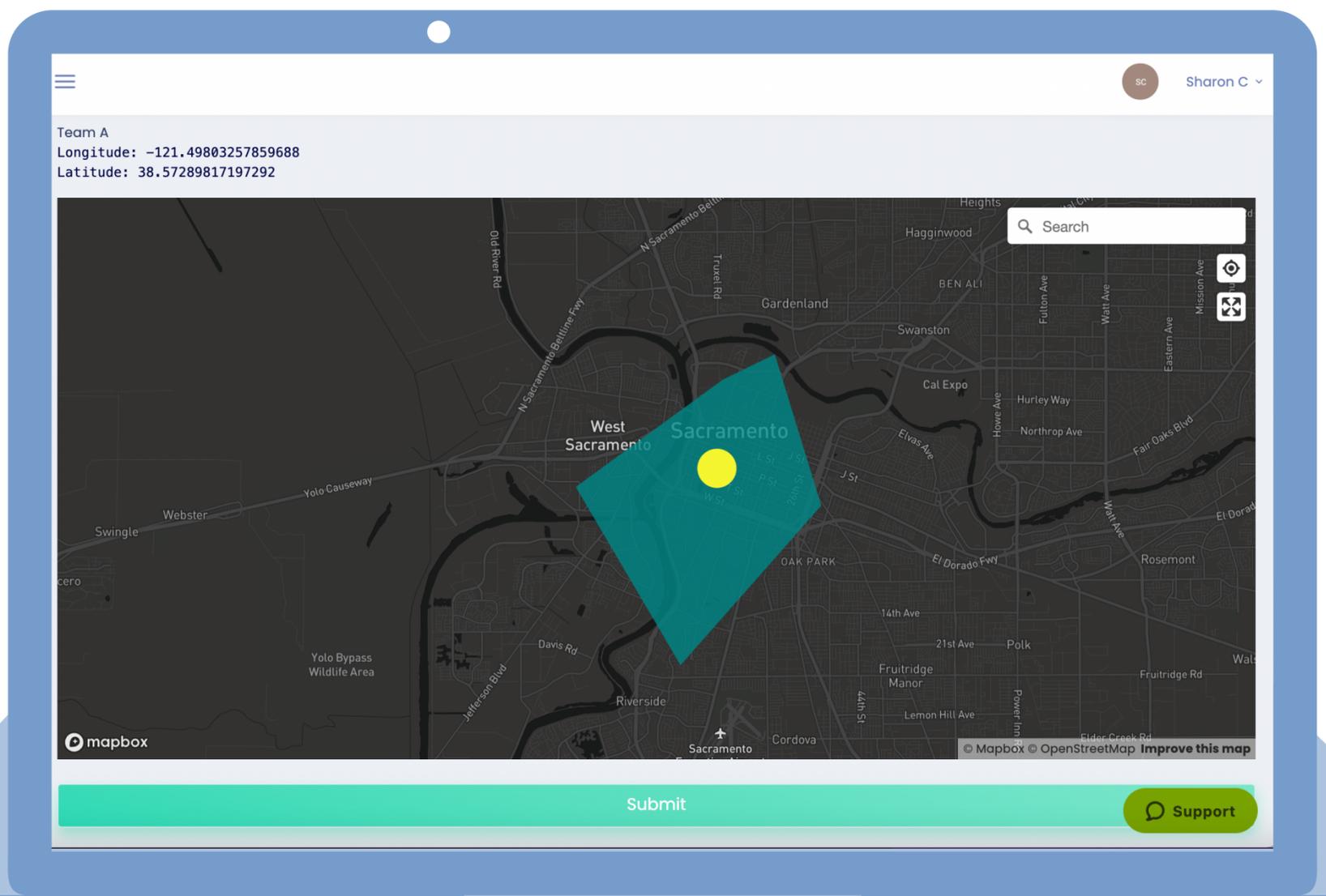
To join an event team, navigate to your newly joined event and select "[Join Team.](#)"



Completing Surveys and Subsurveys

Start collecting surveys as you encounter folks throughout the night.

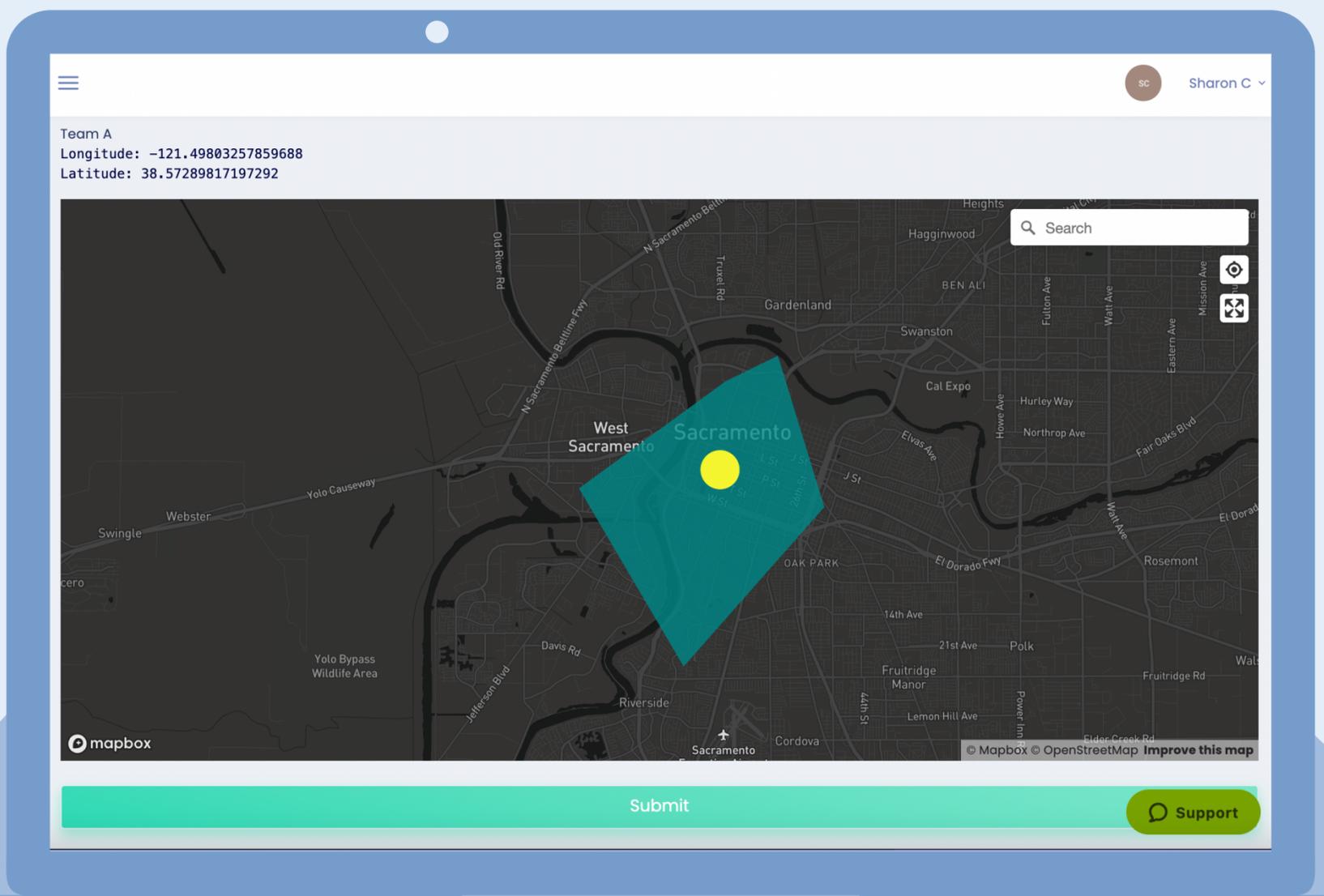
Click on "[Enter Survey Event](#)" to start logging the location of where the survey interaction is taking place.



Completing Surveys and Subsurveys

After clicking on "Enter Survey Event", you'll be taken to a map that shows your highlighted team zone.

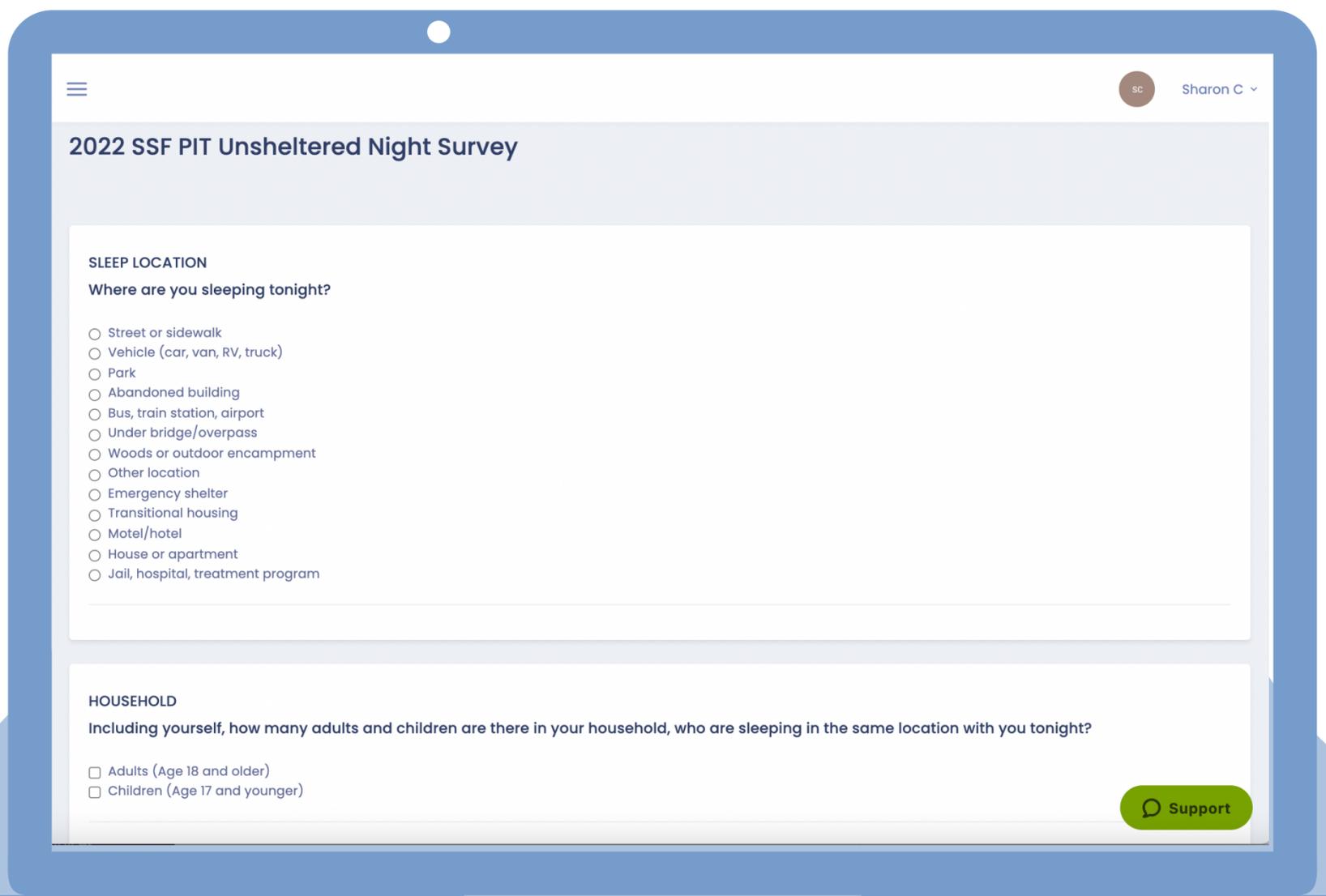
Tap the "[Find My Location](#)" icon on the map to capture the location of your device.



Completing Surveys and Subsurveys

Once you've logged your location, select the appropriate survey to start surveying.

This is the main survey for the main head of household.

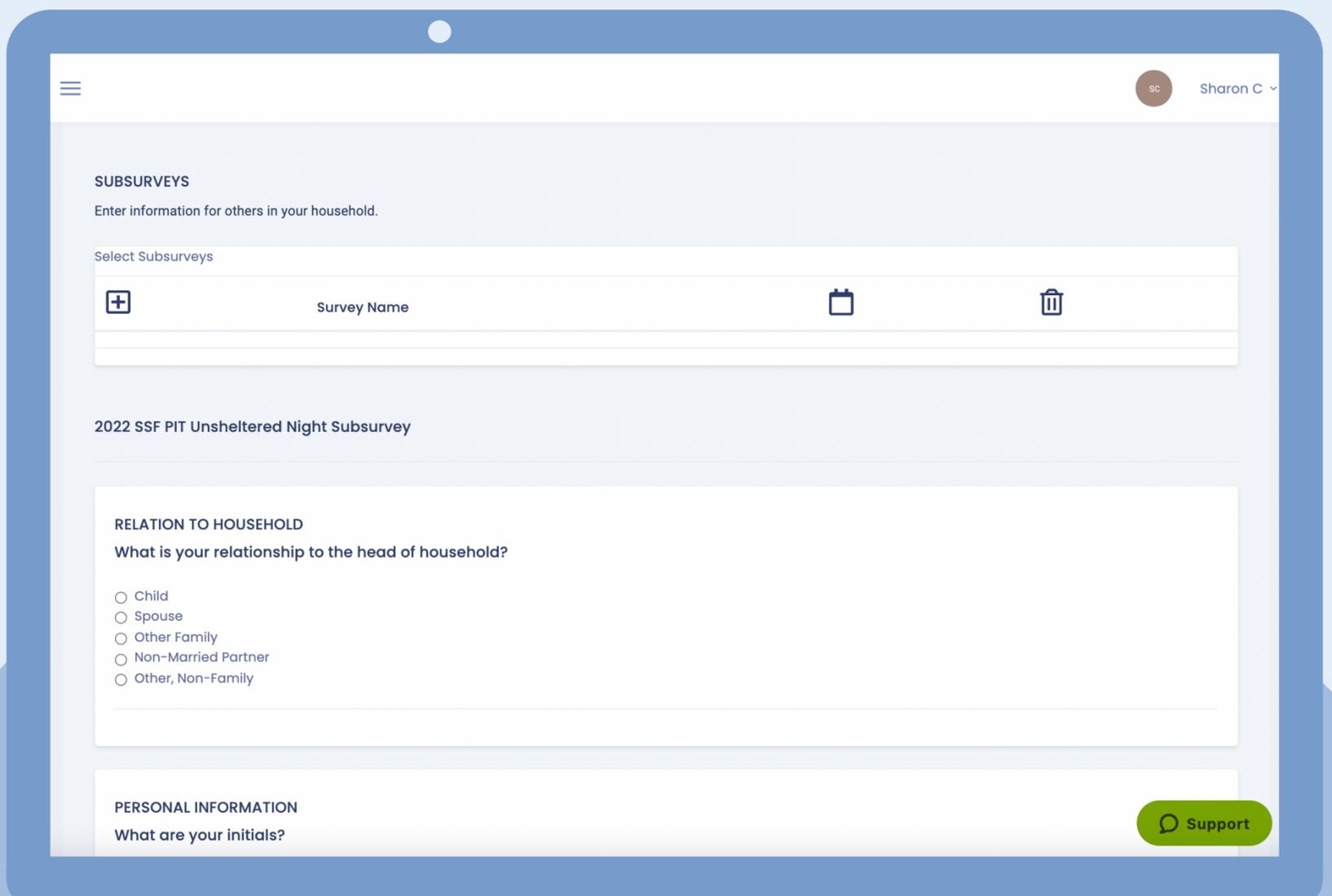


The screenshot shows a survey interface on a laptop screen. At the top right, there is a user profile icon with the initials 'SC' and the name 'Sharon C'. The survey title is '2022 SSF PIT Unsheltered Night Survey'. The first section is titled 'SLEEP LOCATION' and asks 'Where are you sleeping tonight?'. It contains a list of 14 radio button options: Street or sidewalk, Vehicle (car, van, RV, truck), Park, Abandoned building, Bus, train station, airport, Under bridge/overpass, Woods or outdoor encampment, Other location, Emergency shelter, Transitional housing, Motel/hotel, House or apartment, and Jail, hospital, treatment program. The second section is titled 'HOUSEHOLD' and asks 'Including yourself, how many adults and children are there in your household, who are sleeping in the same location with you tonight?'. It contains two checkbox options: 'Adults (Age 18 and older)' and 'Children (Age 17 and younger)'. A green 'Support' button is located at the bottom right of the survey form.

Completing Surveys and Subsurveys

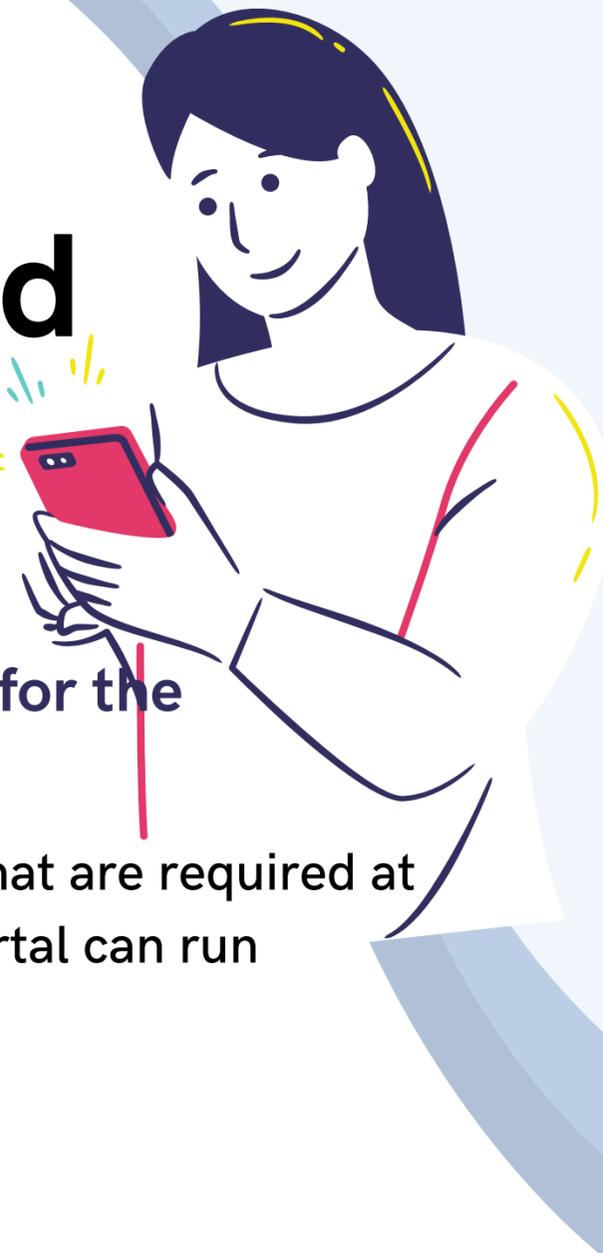
Before submitting the main survey, complete the subsurvey for any additional household members (if applicable).

Click on "[+Add Subsurvey.](#)" to save completed subsurveys.



The screenshot shows a web application interface for completing subsurveys. At the top right, there is a user profile icon with the initials 'SC' and the name 'Sharon C'. Below this, the section is titled 'SUBSURVEYS' with the instruction 'Enter information for others in your household.' A 'Select Subsurveys' section contains a table with a header row: a plus icon, 'Survey Name', a calendar icon, and a trash icon. Below the table, there is a section for '2022 SSF PIT Unsheltered Night Subsurvey'. This section includes a 'RELATION TO HOUSEHOLD' question: 'What is your relationship to the head of household?' with radio button options: 'Child', 'Spouse', 'Other Family', 'Non-Married Partner', and 'Other, Non-Family'. At the bottom, there is a 'PERSONAL INFORMATION' section with the question 'What are your initials?'. A green 'Support' button is located in the bottom right corner of the form area.

Frequently Asked Questions (FAQ)



What are the recommended browsers for the Contributor's Portal?

Here is a list of the recommended browsers that are required at a minimum to ensure that the Contributor Portal can run smoothly.

- [Mozilla Firefox](#)
- [Google Chrome](#)

We don't recommend using Microsoft Edge or Safari.

How do I reset my password?

Volunteers can reset their passwords at:

<https://sacramento.outreachgrid.com/contributors/password/new>

Is there an offline mode for the Contributors Portal website?

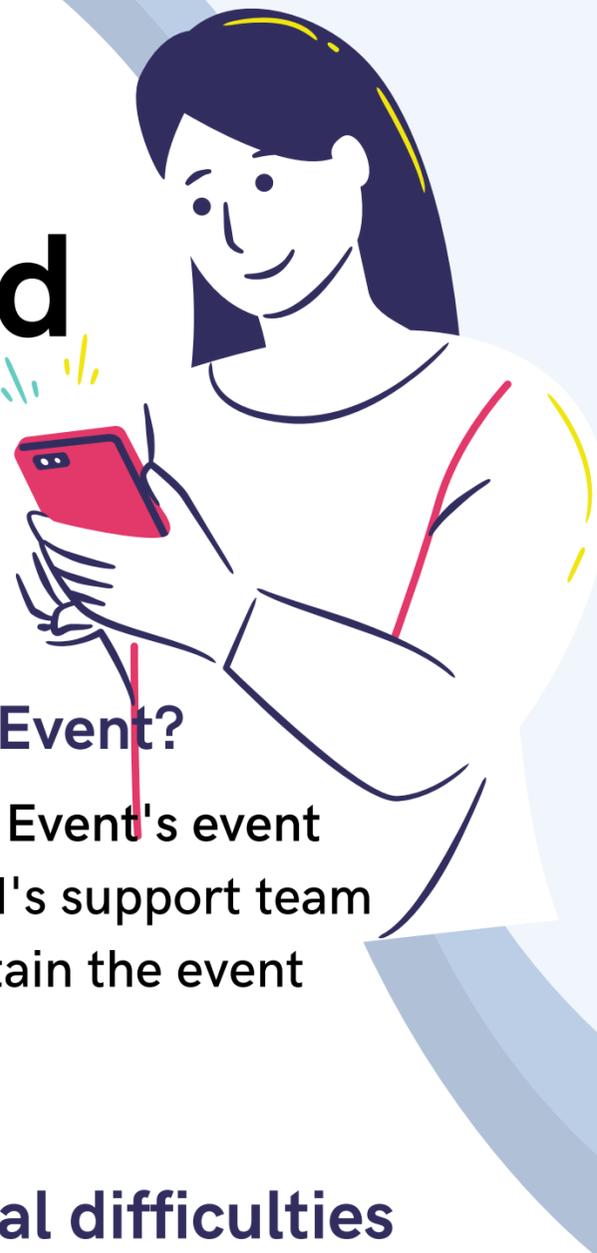
No. You must have WiFi and/or be connected to a hotspot to log encounters and complete surveys.

Can I use the Training Event for the day of the actual PIT Count?

No. The Training Event is meant for training purposes and test submissions only. The event is dedicated for you to become more familiar with the app prior to the day of the count.

Please use the Live PIT Event for actual survey collection.

Frequently Asked Questions (FAQ)



What's the event code for the Live PIT Event?

Please refer to your team lead for the Live PIT Event's event code. You can also reach out to Outreach Grid's support team on the day of the PIT via email or phone to obtain the event code.

If you are experiencing any technical difficulties or have other questions, please reach out to:
(949) 346-8098 or **support@outreachgrid.com**.

**Not all heroes wear
capies.**



**Thank you for participating
in Sacramento's 2022 Point-
In-Time Count!**

