PARENTS QUICK REFERENCE GUIDE TO MVP
https://www.colby.edu/mvp/

The Mule Volunteer Portal (MVP) is your primary source for information about your assigned families; an easy way to make notes during or after calls both for your own reference and to report back to our office, and; a tool to track giving among your assigned families and thank you notes that you write.

Below is a brief instructional summary of the revised MVP. Please review carefully and contact Jlynn (jfrazier@colby.edu) or Matt (mmullen@colby.edu) with any questions.

Logging In
Your email address is your login for MVP. You may choose to only use one account, but you will each receive the email. If you share the same email, you will receive one email (only one parent name will appear, but should be used for either parent making calls).

You will receive an automatically generated email to each email address with information to set up your account or log in to your existing account. After your account is already set up, each parent with a unique personal email address can access MVP by visiting www.colby.edu/mvp/login.cfm. You can add this link to your favorites for easy access. Enter your username (your email), password and click on “Login.”

Welcome/Home Page
This page will appear each time you log in to MVP. Note that for parent couples who share one email address, only one spouse’s full name is listed but that the information applies to and can be accessed equally by both parents.
- To the left of the screen, you will see your login under which there is a link to view your giving information.
- To the right of the screen are “Quick Links” to instructional help, Colby Fund staff contacts, or to make a gift.
- Summary report of the Colby Fund for Parents.
- “My Assignments” tab –Click here to proceed to your calling list

Parent Assignments Summary
After clicking “My Assignments” on the home page, this page lists four options or tabs. The parent names listed are:

IMPORTANT NOTE: As a volunteer parent solicitor, you are considered an “agent” in MVP. Therefore, whenever “agent” is specified, it is referring to you (or other volunteers) as a parent solicitor.

1. Non-Donor
   a. Here you will view all your assignments that have NOT yet made a gift to the Colby Fund for Parents.
   b. The parent name, Agent (parent solicitor) assigned, and Gift Statuses are displayed here. (See below for Key to Gift Status.)

2. Donor
   a. Here you will view all your assignments that have made a gift to the Colby Fund for Parents.
   b. The parent name, Agent, Gift Status, Pledge/Gift Date and Thanked check box are displayed. Check this box when you have written the donor a thank you.

3. Thanked
   a. This tab is for your own records. You can keep track of who you have thanked here. The Colby Fund office does not do anything with this tab; it is strictly for your own records.

4. All (This tab provides a view of all your assigned families.)
These tabs allow you to track your assignments through the solicitation process. All assigned families start as nondonors. When they make their gift, their record will move to the donor tab. As they are thanked and you check the box, their record will move to the thanked tab. As your prospects move from nondonors to donors to thanked you are able to move them along and track their progress. The goal is to have moved all your prospects to the thanked column.

Once you select a tab, you have the ability to drill down for more information. For example, when you are in the nondonor tab you will notice that your assignments names are in blue. Once you click on their name you will be taken to a new page with four new tabs. This page is titled Parent Detail.

**Parent Detail as of (login date)**
This page lists four options or “tabs.”

1. **Biographical**
   a. Here you will find name, spouse, salutation, email, mailing address, phone numbers, and the name and selected information about their Colby student.

2. **Giving**
   a. Here you will find giving information such as Ask amount, Employer Match, current year giving and pledges, matching gift totals and six years of historical giving. If one of your assignments also makes a Capital gift to Colby, there will be a Y for yes in the Capital/Endowment Donor column. You will never see a dollar amount here, just a Y for yes or N for no.

3. **Report Results (how you communicate with Jynn and Matt)**
   a. This is the one place where you report back to Jynn and Matt in the Parent Office. The top section allows for you to indicate if a parent makes a commitment and suggests the gift amount they plan to make.
   b. Non gift/ Pledge Result. When you make your outreach (sent an email, left a message) you can select the radio button and submit to us. You can select “Other” and report back about your calls or provide any additional information that you think would be helpful about your contact (could be an email exchange, call summary, a new email of phone number, etc). These are notes or updates you want Jynn and Matt to know about. Once you enter the information in the box, click the submit button to send your information to the Parent Office.

4. **Agent Notes**
   a. This section is for your own notes about outreach and your attempts to reach parents. These notes are not sent to our office.

**IMPORTANT NOTE:** USE THE REPORT RESULTS TAB FOR REPORTING BACK RESULTS FROM YOUR OUTREACH to Parent Office.

For your convenience, information in each tab can be printed by selecting the Printable Version to the right.

*Tip: Place a weekly “MVP Check” reminder in whatever system you use for calendaring from December through May. This can facilitate a timely thank you to a new parent gift.*

**Thank you for volunteering your time!**