VandalSync Create-A-Portal Template

Step 1: First things first, you’ll need to send an email to volunteer@uidaho.edu letting us know that you would like to be a Community Partner. We’ll then be able to send you an invitation to create a VandalSync account through an email that looks like this. Click accept and join and move on to Step 2.

Step 2: You’ll then need to create an account using the same email you received the invitation on.

Get Signed Up

So you want to create an account? Just enter some basic information to get started.
(All fields are required)

- Community
- Partner
- community@partner.com
- ************

- Agree to the Terms of the User Agreement

Create Account

Step 3: You’ve successfully created a Portal! You can continue reading to customize your Portal profile information.

Step 4: In the top right hand corner of the screen, click on the name of your Portal. This will open up a drop-down menu, now click on “My Profile”.

Step 5: Underneath the table on the left-hand side of the page is a button that says “Edit Your Profile.” Click it to change all of your settings from your profile picture to your description that will help students understand what your organization is about. And now you’re done, so get out there and Create an Event using the step-by-step process found here. (Hyperlink to Create-An-Event).