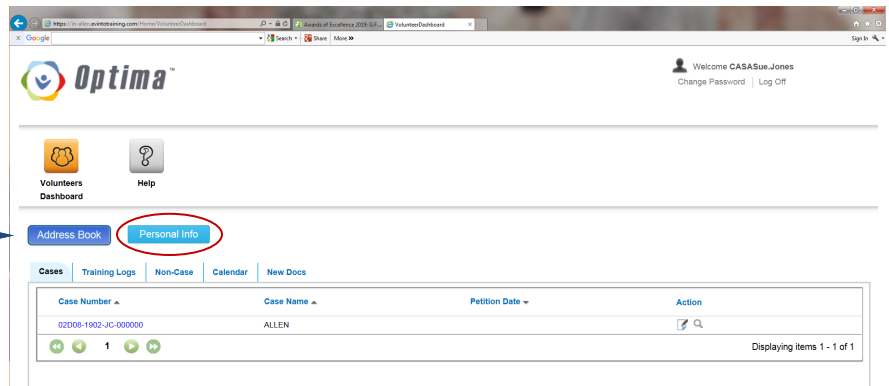
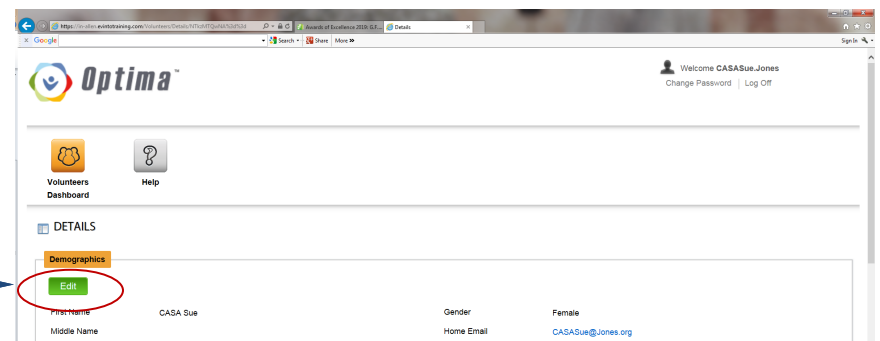


# How to update personal Info in Optima:

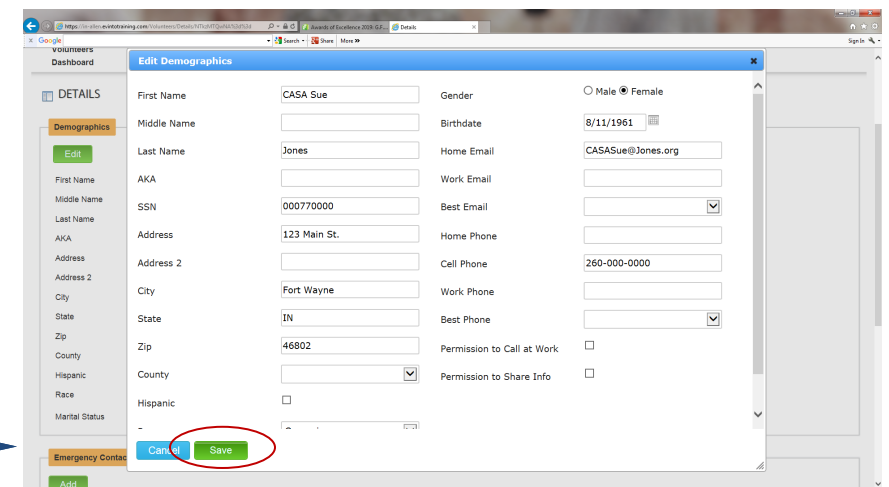
1. Log in to Optima
2. On the "Volunteers Dashboard" click on "Personal Info"



3. Under "Demographics" click on "Edit"



4. A new box will appear -  
"Edit Demographics"  
Make changes then click "Save"



5. On “Volunteers Dashboard” scroll down to “Emergency Contacts” then click “Add”



The screenshot shows the 'Emergency Contacts' section of the Volunteers Dashboard. At the top, there are fields for 'Race' (Caucasian) and 'Marital Status' (Single). Below these is a table with columns: First Name, Last Name, Phone, Phone 2, Email, and Action. The table is currently empty, showing 'No records to display.' and 'Displaying items 0 - 0 of 0'. A red circle highlights the 'Add' button located below the table.

6. A new box will appear -  
“Add Emergency Contact”  
Make changes then click “Create”



The screenshot shows the 'Add Emergency Contact' modal form. It contains fields for 'First Name', 'Last Name', 'Phone', 'Phone 2', 'Relationship', and 'Email'. At the bottom of the form, there are three buttons: 'Cancel', 'Create', and 'Add'. A red circle highlights the 'Create' button.

5. On “Volunteers Dashboard” scroll down to bottom of screen and click “About.” Click “Edit” under any section and add information about yourself that you would like the CASA program to know (e. g. special skills, languages spoken, case preferences)



The screenshot shows the 'About' section of the Volunteers Dashboard. At the top, there are tabs for 'Employment' and 'About'. The 'About' tab is selected and circled in red. Below the tabs, there are several sections: 'General Preferences' with an 'Edit' button, 'Geo Location Preferences' with an 'Add' button, 'Disability Preferences' with an 'Add' button, 'Skills and Interests' with an 'Edit' button, and 'Abuse Type Preferences' with an 'Add' button. Each section contains a table with columns for the specific preference and an 'Action' column. The tables are currently empty, showing 'No records to display.' and 'Displaying items 0 - 0 of 0'.