



## Team Depot Captain

# Volunteer Management System (VMS) Instruction Guide

## Table of Contents

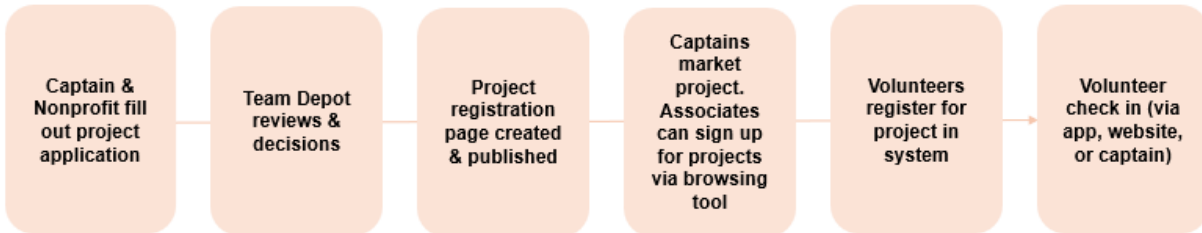
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- [Process Overview](#)
- **Steps to Submit a Project Application**
  - [Site URLs](#)
  - [How to submit a funded project application \(Captain + nonprofit\)](#)
  - [How to submit a volunteer-only project application \(Captain\)](#)
- **Steps to Manage the Registration Page**
  - [How to edit the project registration page details \(e.g., shift times, project Captain, etc.\)](#)
  - [Communication](#)
    - How to invite associates from the Captain portal
    - What emails does the system automatically send out?
    - How to send a custom email to the registered volunteers
  - [Registration](#)
    - Can the associates register themselves for the volunteer project?
    - Can I register an associate on their behalf?
    - How can I see who has signed up for the project?
  - [Project page visibility](#)
    - How do I restrict visibility to the project registration page by location?
    - How do I restrict visibility to the project registration page to only be visible to specific associates?
- [Steps to Check-in on Project Day](#)
  - How do associates check themselves in on project day?
  - How do Captains check registered associates in on their behalf?
  - How do Captains register + check in walk-up (non-registered) associates?



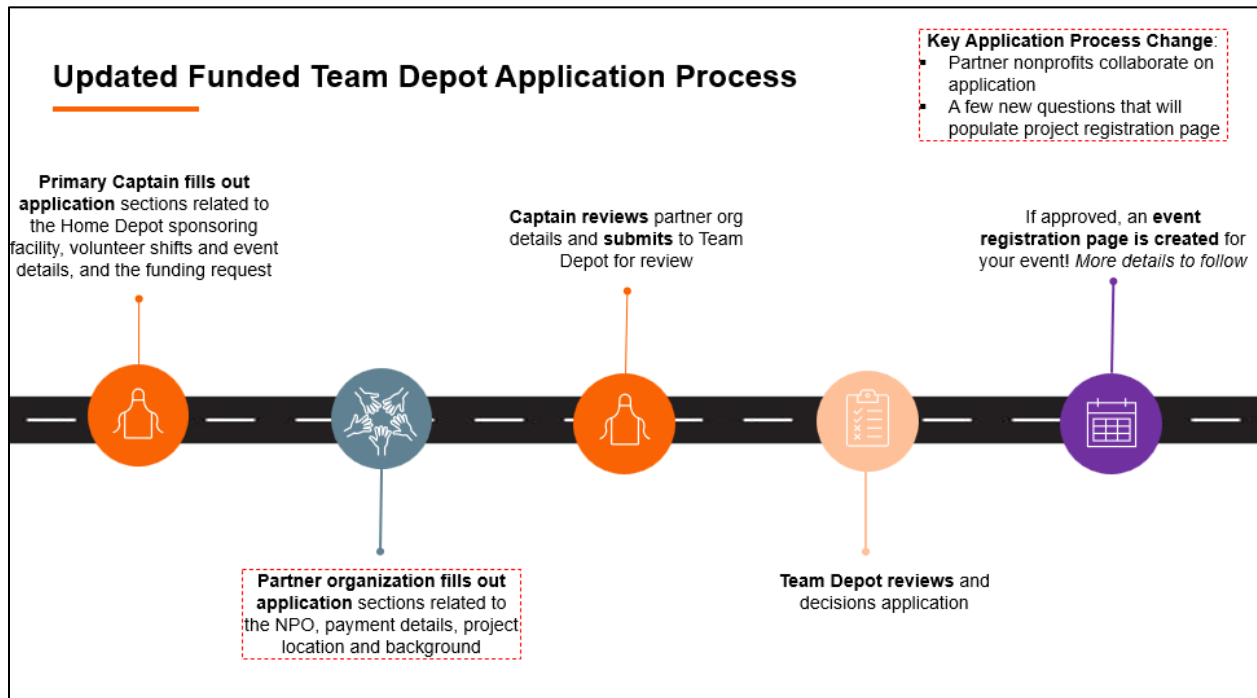
## Process Overview

### General Process Overview



See below for more details on application process

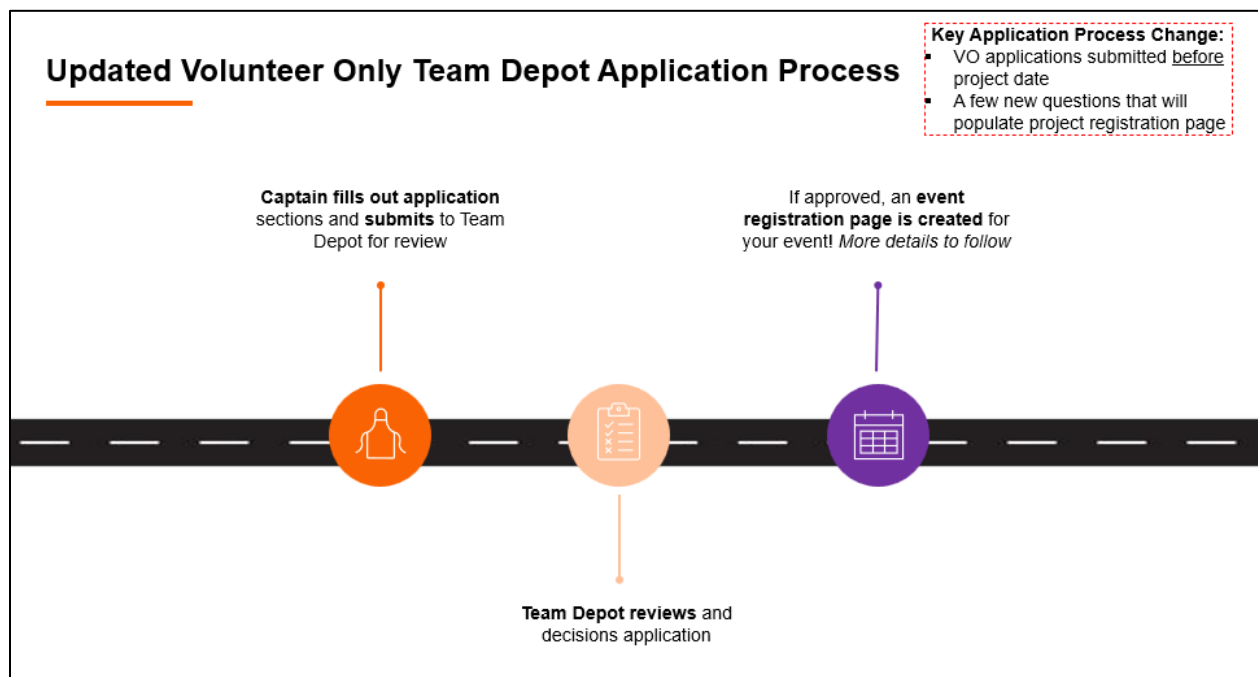
### Funded Project Application Process



- Required documents for funded applications:
  - Captain upload: **Store quote**
  - Nonprofit upload:
    - **Certificate of Liability Insurance (COI)** is required for all funding applications
    - For funding requests greater than \$25,000, the **Board of Directors** listing and most recent **Form 990** are required



## Volunteer-only Project Application Process



- No required documents for funded applications for volunteer-only applications

### Site URLs

- **Captain Site:** <https://admin.joindeed.org/> [[admin.joindeed.org](https://admin.joindeed.org/)]
  - Enter your Home Depot email address
    - Note: For those with generic or shared email addresses, please enter this email
  - Click “The Home Depot Foundation Company log in” button
  - Enter your Home Depot username (formerly known as LDAP) and password
- **Associate Site:** [thd.co/volunteer](https://thd.co/volunteer)

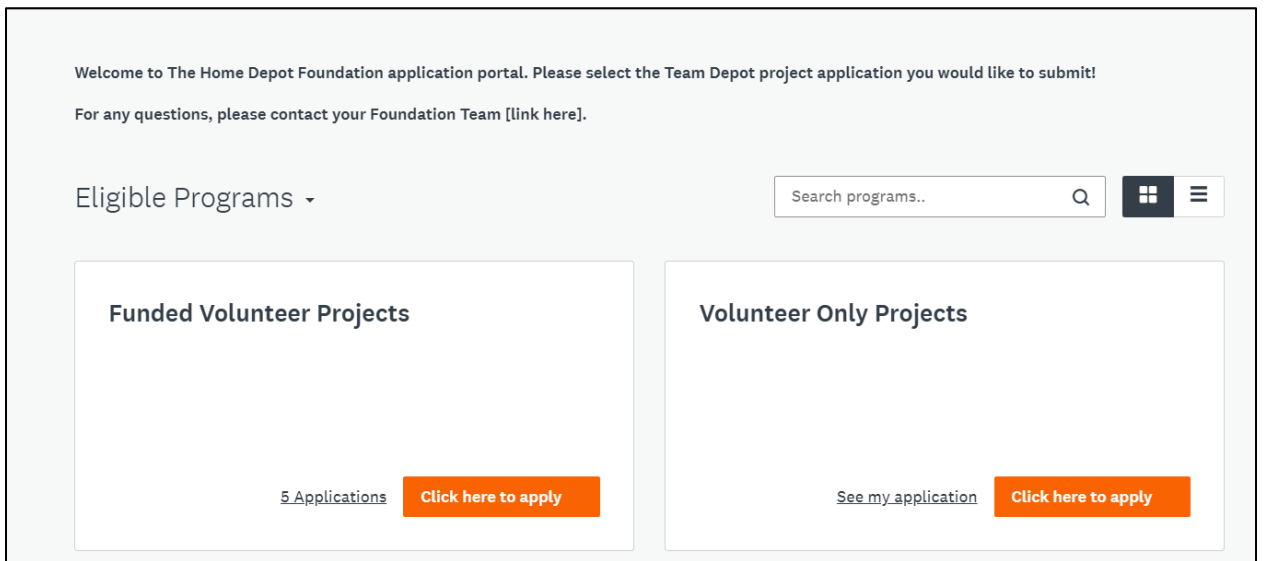


## How to Submit a Funded Application (Captains + Nonprofits)

1. Login to the VMS portal [here](#)
  - a. Enter your Home Depot email address
    - i. Note: For those with shared email addresses, please enter this email
  - b. Click “The Home Depot Foundation Company log in” button
  - c. Enter your Home Depot username (formerly known as LDAP) and password
2. Select the **Access the Team Depot project application portal** button next to “Submit a Team Depot Project Application” at the top of the screen



3. Determine if you are applying for a funded or volunteer-only project and select **Click Here to Apply** under the corresponding title



- a. Note, if you ever navigate to a different screen and want to return to this landing page, select **Programs** in the top menu ribbon
4. Select **Apply**



Funded Volunteer Projects

Please select this application to request funding for your Team Depot volunteer project. A few key callouts & process overview is below:

**Application process overview:**

**5 Applications**

**APPLY**

5. Name your project

- a. Name the project with the location/department and then short project description (e.g., Store 121 - Spring Habitat Build, D26 – Foodbank Day, Culture Team – Trees Atlanta Project, etc.).

6. Select **Eligibility Check**

- a. Please note there is a known ‘screen lag’ of ~ 5 seconds when you click on this (due to the size of the available nonprofit listing). You do **not** need to refresh your screen

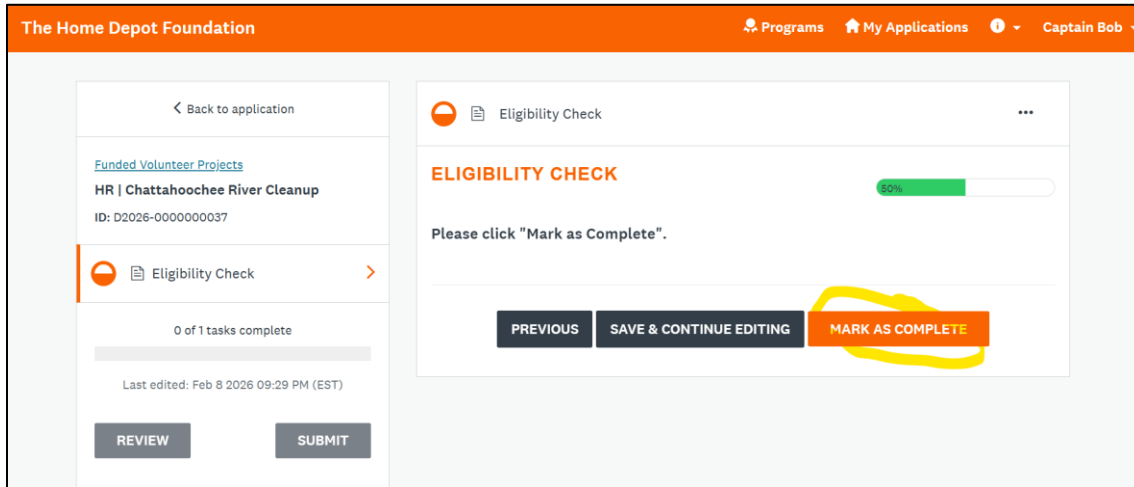
7. Complete the eligibility acknowledgement, select your partner organization, and click **Next**

- a. Note: if someone selects “I disagree”, their application will be declined automatically



8. Click **Mark as Complete**

- a. Note: at the end of each application section, you will be asked to Mark as Complete once you have entered your answers & hit next.



9. Your first completed section is now displayed. Scroll down and click the right arrow to move to the next section (or select the next section on the left side of the screen)

10. Complete each of the sections labeled "Team Captain"



[← Back to application](#)

[Funded Volunteer Projects](#)

**HR | Chattahoochee River Cleanup**

ID: D2026-0000000037

Eligibility Check

[Team Captain: Introduction & Application Instructions](#) >

Team Captain: Participating Captain & Facility Details

Team Captain: Project Details

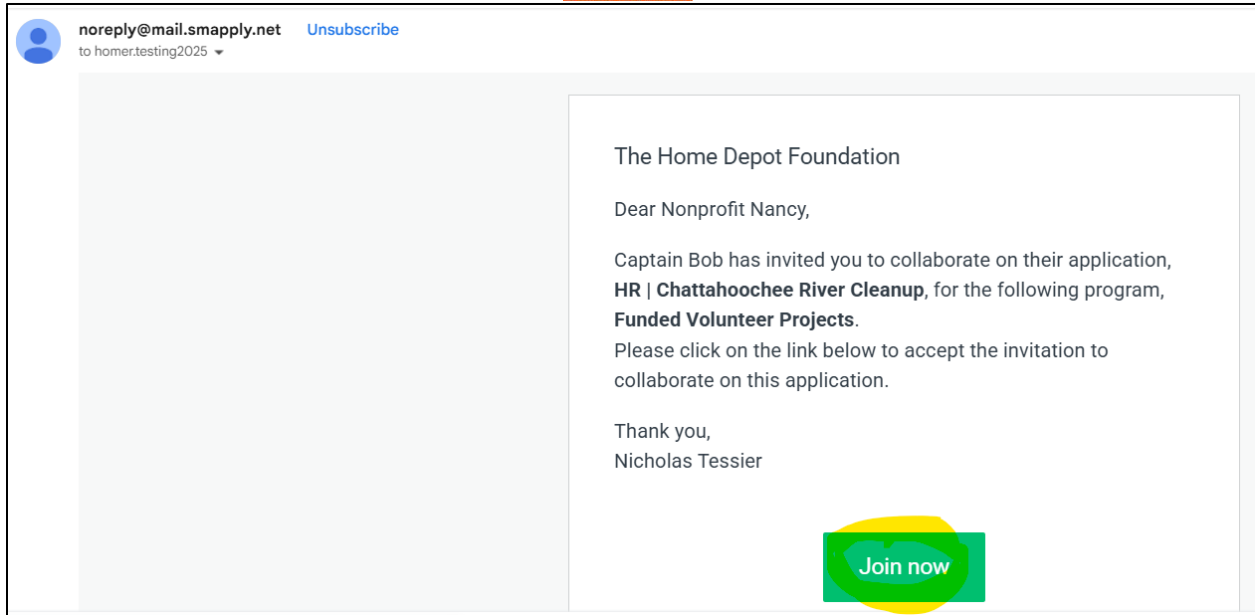
Team Captain: Volunteer & Funding Details

Team Captain: Document Upload

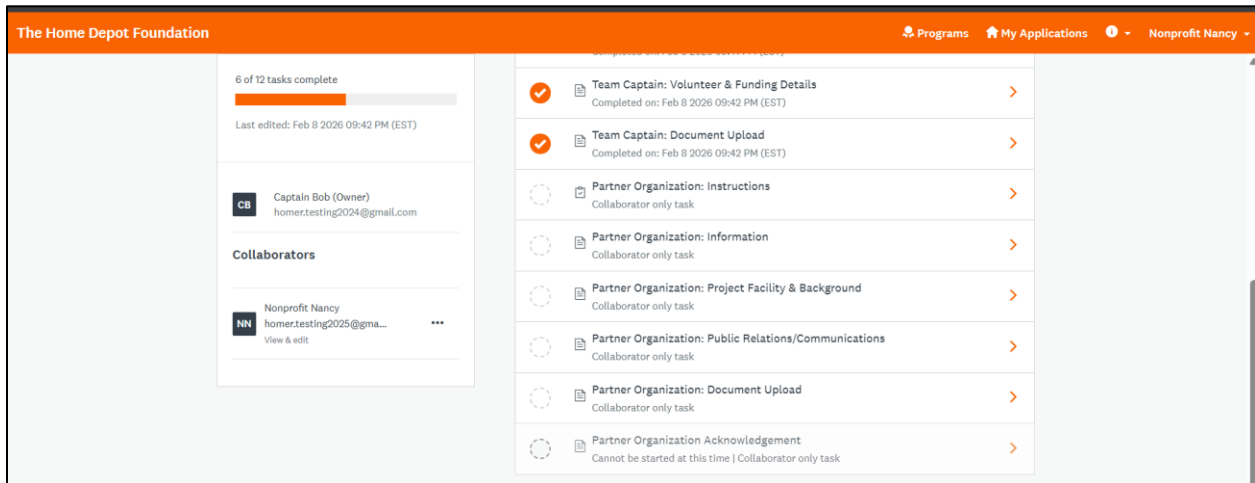
1 of 6 tasks complete

Last edited: Feb 8 2026 09:30 PM (EST)

11. For funded project applications, ensure you've added your primary partner organization (nonprofit) contact as a collaborator to the application to allow them to complete their portion of the application.
  - a. Select "Back to application" in the top left corner and then **Add Collaborator**. Here, please enter the name and email address of your primary contact at your Partner Organization. This will trigger an email to them inviting them to collaborate on this application with you.
  - b. Reminder - if you are requesting more than \$25,000 in funding, please ensure the authorized partner organization signer has been added as a collaborator in addition to your primary partner organization contact (if they are different people).
12. The partner organization will receive an email inviting them to the application. They must click **Join Now** from the email to gain access to the application.

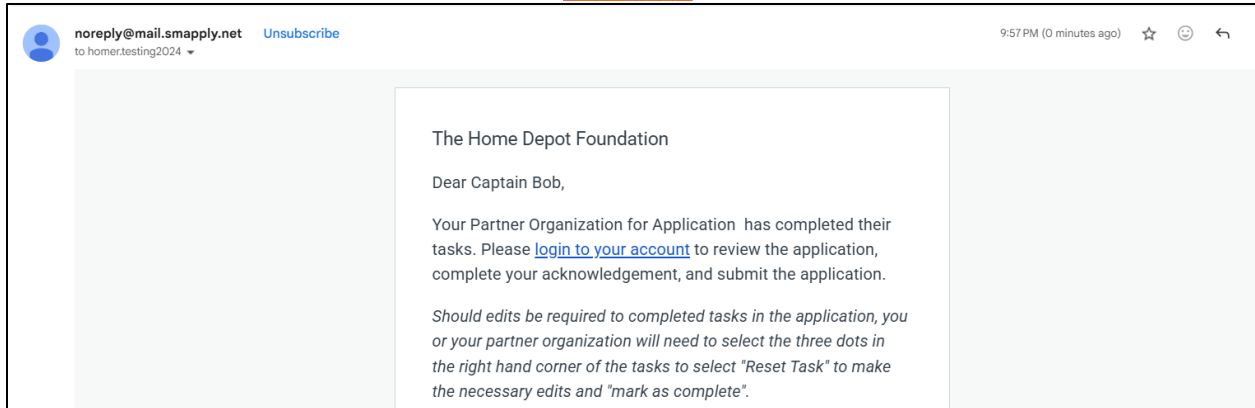


13. The partner organization will complete each of their relevant sections, labeled “Partner Organization”

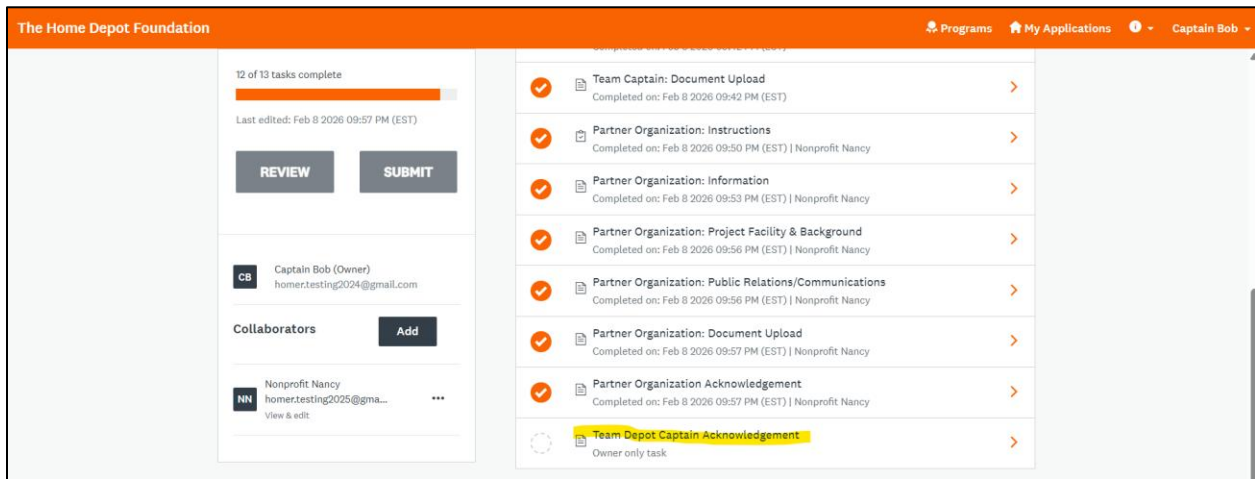


14. Once the partner organization completes their sections, the Captain will receive an email notification to go back in, review the partner’s inputs, and submit the application

- Note that emails will come from “noreply@mail.smapply.net”. See an example email below



15. The Captain can log back in, review the partner organization inputs for alignment, and complete their acknowledgement



16. The last step is to click **Submit**



The Home Depot Foundation Programs My Applications Captain Bob

HR | Chattahoochee River Cleanup ID: D2026-0000000037

Information

- Partner Organization: Project Facility & Background
- Partner Organization: Public Relations/Communications
- Partner Organization: Document Upload
- Partner Organization: Acknowledgement
- Team Depot Captain Acknowledgement

13 of 13 tasks complete

Last edited: Feb 8 2026 10:00 PM (EST)

### TEAM DEPOT CAPTAIN: ACKNOWLEDGEMENT

By checking the box below, you agree that the information in the application is complete and accurate

Responses Selected:

I agree that the information in the application is complete and accurate

**Note to captain:**

*This is the end of the application! Once you mark this acknowledgement page as complete, please ensure you click the "Submit" button to submit the application to the Team Depot grant team for review.*

*Please note that all prior Team Depot Captain and Partner Organization application sections must be "marked as complete" in order to submit your application. You will receive an email notifying you once the application is submitted.*

17. The Captain, Captain's leader, partner organization contact, and any other emails added for visibility will receive an email confirming submission. Everyone will also receive a second email with Team Depot's review decision.

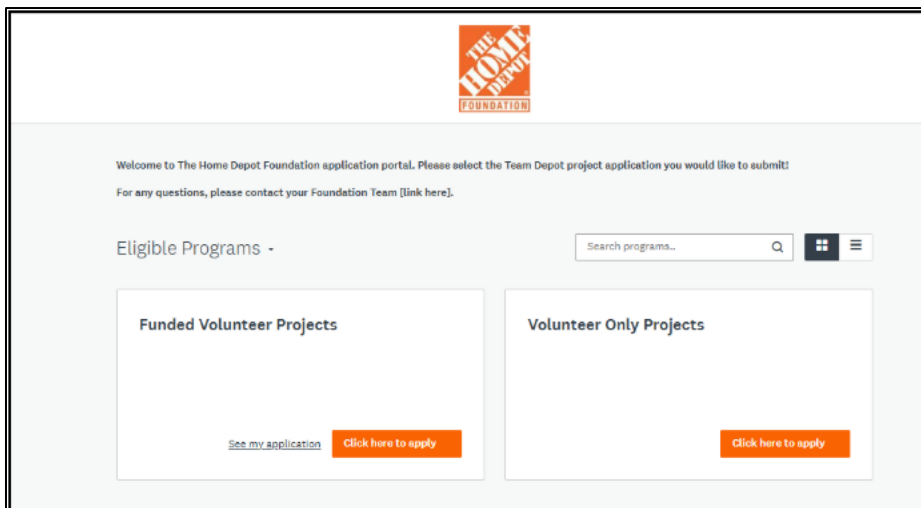


## How to Submit a Volunteer-Only (no funding) Application (Captains)

1. Login to the VMS portal [here](#)
  - a. Enter your Home Depot email address
    - i. Note: For those with shared email addresses, please enter this email
  - b. Click “The Home Depot Foundation Company log in” button
  - c. Enter your Home Depot username (formerly known as LDAP) and password
2. Select the **Access the Team Depot project application portal** button next to “Submit a Team Depot Project Application” at the top of the screen



3. Determine if you are applying for a funded or volunteer-only project and select **Click Here to Apply** under the corresponding title



- a. Note, if you ever navigate to a different screen and want to return to this landing page, select **Programs** in the top menu ribbon
4. Select **Apply**



Volunteer Only Projects

Please select this application to submit a Team Depot volunteer only project. A few key callouts & process overview is below:

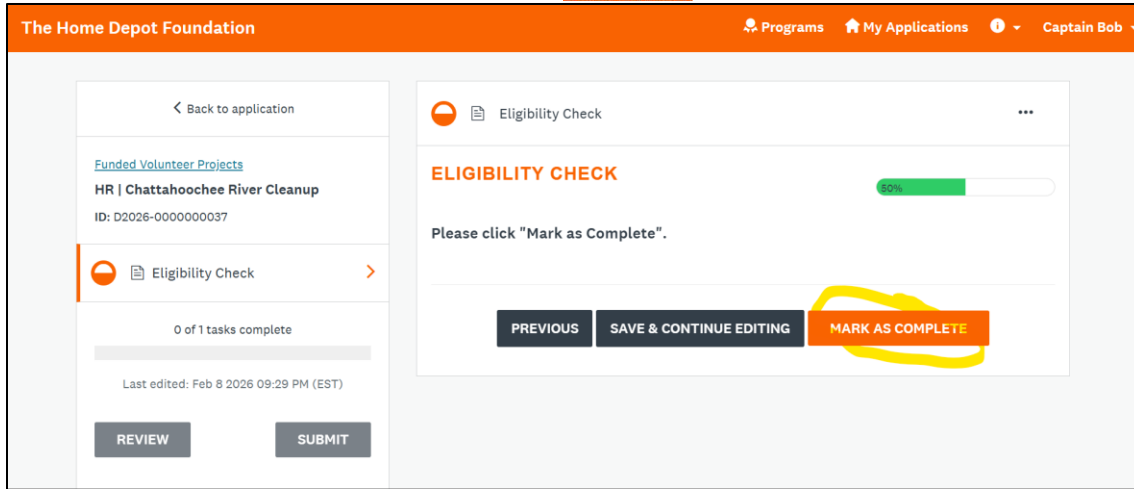
[See my application](#)

**APPLY**

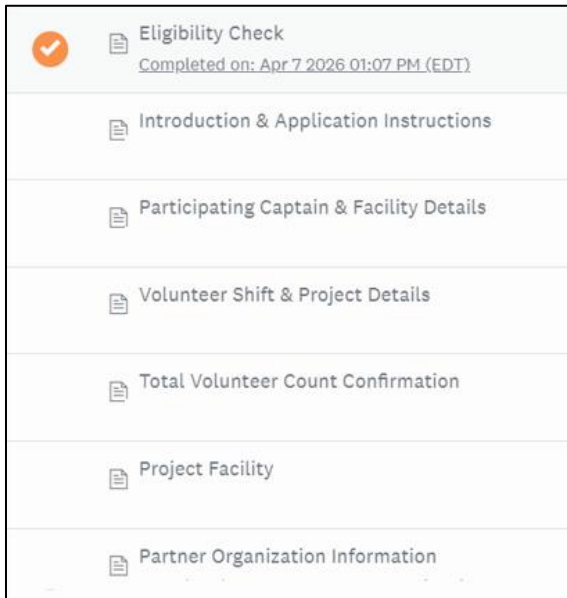
5. Name your project
  - a. Name the project with the location/department and then short project description (e.g., Store 121 - Spring Habitat Build, D26 – Foodbank Day, Culture Team – Trees Atlanta Project, etc.).
6. Select **Eligibility Check**

The screenshot shows the application interface for The Home Depot Foundation. The header includes the logo and navigation links for Programs, My Applications, and the user profile (Captain Bob). The main content area displays a project titled "HR | Chattahoochee River Cleanup" with ID: D2026-0000000037. Below the project title, there are tabs for "APPLICATION" and "ACTIVITY". Under the "Your tasks" section, a task titled "Eligibility Check" is highlighted in yellow, indicating it is the current step. The task is labeled as "Owner only task". On the left side, there is a sidebar with a progress indicator "0 of 1 tasks complete", a "REVIEW" button, a "SUBMIT" button, and a section for the user "Captain Bob (Owner)" with an "Add collaborator" button.

7. Complete the eligibility acknowledgement, select your partner organization, and click **Next**
  - a. Note: if someone selects “I disagree”, their application will be declined automatically
8. Click **Mark as Complete**
  - a. Note: at the end of each application section, you will be asked to Mark as Complete once you have entered your answers & hit next.



9. Your first completed section is now displayed. Scroll down and click the right arrow to move to the next section (or select the next section on the left side of the screen)
10. Complete all sections



- a. Note: Captains will not invite partner organizations to edit a volunteer-only application, but the primary partner org contact will receive a copy of the submission email for visibility
11. Once all your sections are complete, the last step is to click **Submit**





12. The Captain, Captain's leader, partner organization contact, and any other emails added for visibility will receive an email confirming submission. Everyone will also receive a second email with Team Depot's review decision.



## Managing the project registration page (Captain)

### How to edit the project registration page details

1. Navigate to <https://admin.joindeed.org/> [admin.joindeed.org] and login
  - a. Enter your Home Depot email address
    - i. Note: For those with shared email addresses, please enter this email
  - b. Click “The Home Depot Foundation Company log in” button
  - c. Enter your Home Depot username (formerly known as LDAP) and password
2. Select **Manage Deeds** from the left-hand menu

The screenshot shows the 'Manage Deeds' interface. On the left, a sidebar menu has 'Manage Deeds' highlighted. The main content area displays a list of volunteer events under the 'Deeds' header. The first event is 'Cleaning' in New York, scheduled for April 18, 2026, from Saturday to Monday. It shows a progress bar for 1/10 shifts needed and is in a 'Published' state. The second event is 'Painting the dog shelter' in Paws of War, scheduled for April 2026.

3. Find your event – either scroll the page, or utilize the filters + search function

This screenshot shows the same 'Manage Deeds' interface, but with a search filter applied. The filter 'culture' is entered in the search bar, and the 'Upcoming' filter tab is selected. The search results show the 'Culture Team - Valentines Cards for Elders' event in Atlanta, scheduled for Friday, February 06, 2026, from 11:00 AM to 11:00 PM. It shows a progress bar for 0/32 shifts needed and is in a 'Completed' state. The URL at the bottom of the page is <https://admin.joindeed.org/communities>.



- a. Note – Selecting the “Created by me” button will automatically filter to only projects you have an approved application for
4. Click on the event and view the details. To edit, click **Edit Details**

Store 121 | Trees Atlanta Day 🔒

[Duplicate Deed](#) [Remove Deed](#) [View in App](#) [Edit Details](#)

**Status: Published**  
Attending volunteers will be notified of any changes to important deed details.

Organized by: Trees Atlanta Inc

Point of Contact: Captain Bob  
homertesting\_mgr@yahoo.com  
+1 346 203 0233

Location: 4058 Whitewater Creek Rd NW, Atlanta 30327

Duration: Tuesday February 10, 2026, 8:00 AM - 12:00 PM (UTC-05:00) America/New York

Environment | Seniors | Health | Sustainability | Consumption

#13 Climate Action | #12 Responsible Consumption and Production | #7 Affordable and Clean Energy

#6 Clean Water and Sanitation | #3 Good Health and Well-Being

[View Description](#)

Needed Shifts

- a. Note: there are some sections available in the “Edit Details” page that are not relevant to Team Depot. Please bypass these. Any necessary field has been auto-populated for you from the project application
5. When you are done editing, click **Submit** at the bottom of the page

**16 Review**

Take time to review the information you entered. The deed can be set to pending or published only when all mandatory sections have been filled correctly.

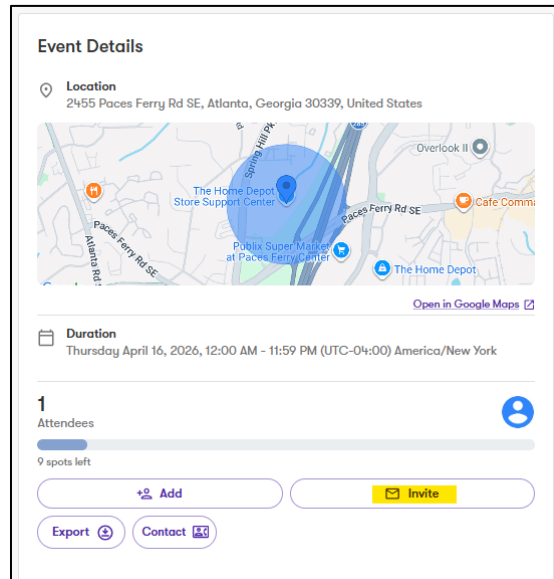
Publishing status:  
PUBLISHING STATUS:  
Published

[Submit](#)

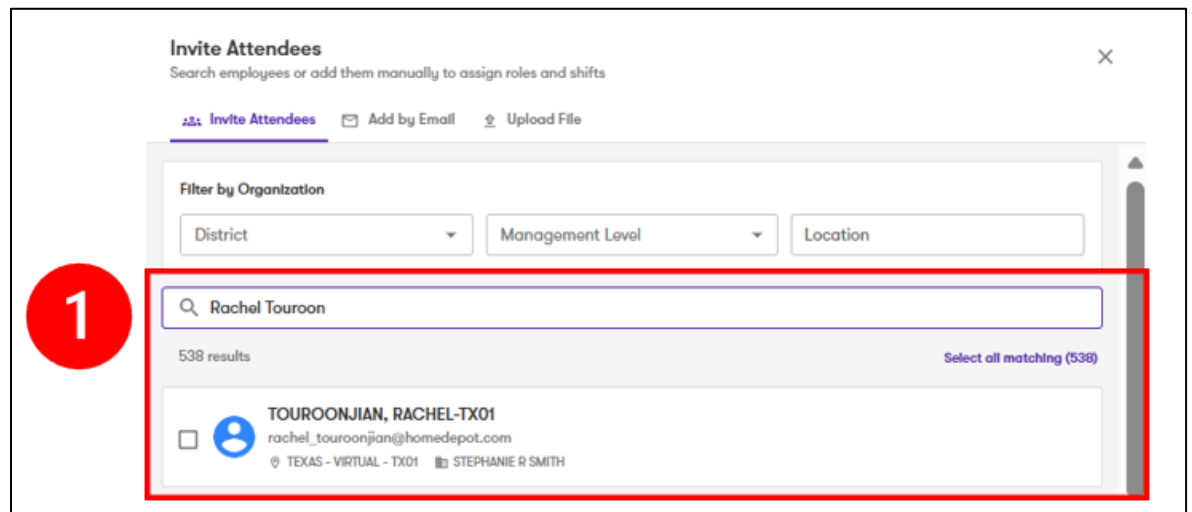


## Communication

- How to invite associates from the Captain portal
  - Once you have navigated to the event page in the Captain portal, click the **Invite** button in the bottom right corner



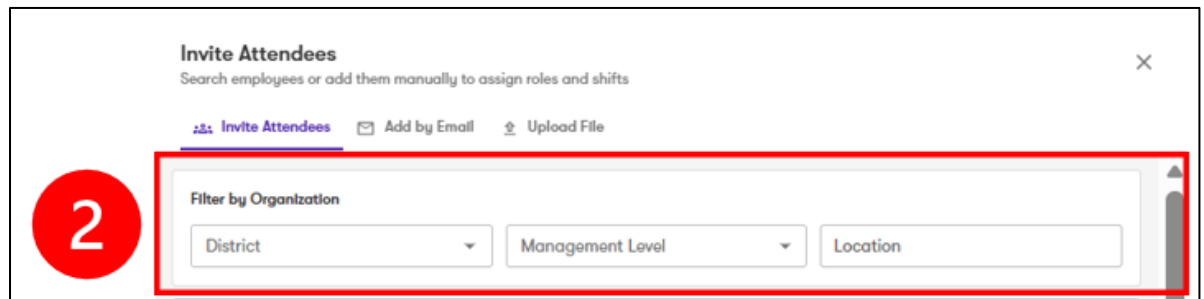
- There are a few ways you can invite associates:
  - Option 1 – type in an individual name and select them from the drop down list. For people with the same first and last name, double check their location to select the right person! Then, click the box next to their name to “select” them.



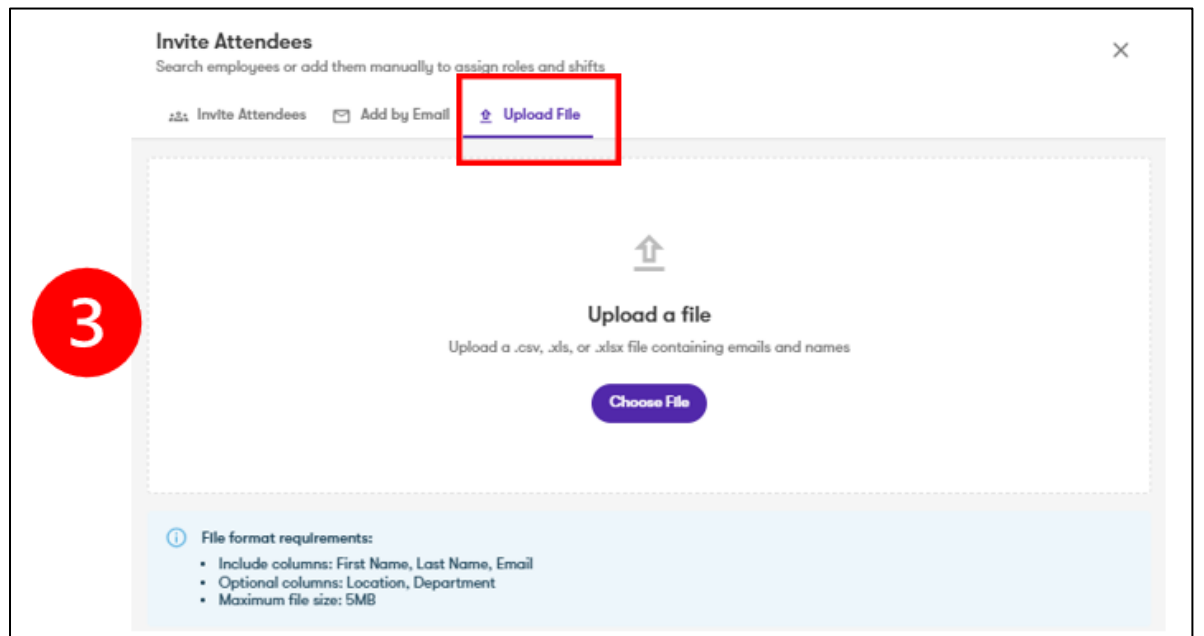
- Option 2 – select a group of people you wish to invite. Select a store district, Management Level 3 (generally, SVP level), or a specific location.



- **CAUTION!** Please note, by selecting a group, you will be sending an email invitation out to every person in this group.



- Option 3- upload a file of specific associates you wish to invite. You must include at least three columns – First Name, Last Name, and Email.



- Scroll down, select the 'role' you want to invite them to, and click **Invite Attendees**
- What emails does the system automatically send out?  
*Reminder that emails will only be sent to associates who have a THD email address or who have added a personal email address to their profile*
  - Project registration confirmation email
  - Project registration cancellation email (if applicable)
  - Project details update email (if Captain edits project details)
  - Project reminder – 24 hours
- How to send a custom email to the registered volunteers
  - From the **Manage Deeds** tab, navigate to your project page and select **Contact**



The screenshot shows a Google Maps event page. At the top, there is a map showing the location of the event at the National Construction Law Center, near Chick-fil-A. Below the map is a link to "Open in Google Maps". The event details are as follows:

- Duration:** Tuesday April 28, 2026, 1:21 PM - 11:59 PM (UTC-04:00) America/New York
- Attendees:** 1 attendee, with a progress bar and "9 spots left".
- Buttons:** "Add", "Invite", "Export", and "Contact".

- Draft your email into the window below that pops up. Leave anything in brackets (e.g., [Volunteer Name]) as is and the system will populate this.
- Note: only associates who have a dedicated Home Depot email address or have added an email to their profile will receive this message

The screenshot shows an email draft window titled "Email attendees". The email content is as follows:

**FROM (NAME):** Paws of War  
**FROM (EMAIL):** primarystore@homedepot.com

**SUBJECT:** Important Info: "Painting the dog shelter Friday February 06, 11:30 AM"

**MESSAGE:**

Paragraph [B I @ :: = ] ↶ ↷

Hi {{VOLUNTEER\_NAME}},

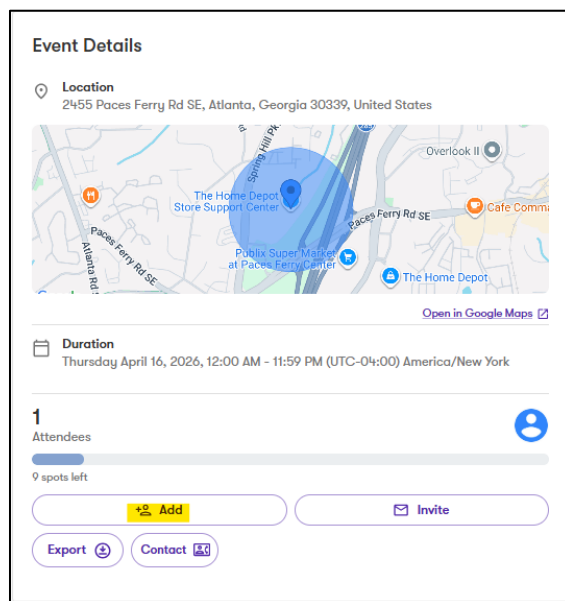
Thank you,  
Paws of War

\* You will receive a copy in your inbox.  
\* If you're informing of the cancellation of this Deed, make sure to click the "Cancel Deed" button to prevent additional volunteers from signing up.

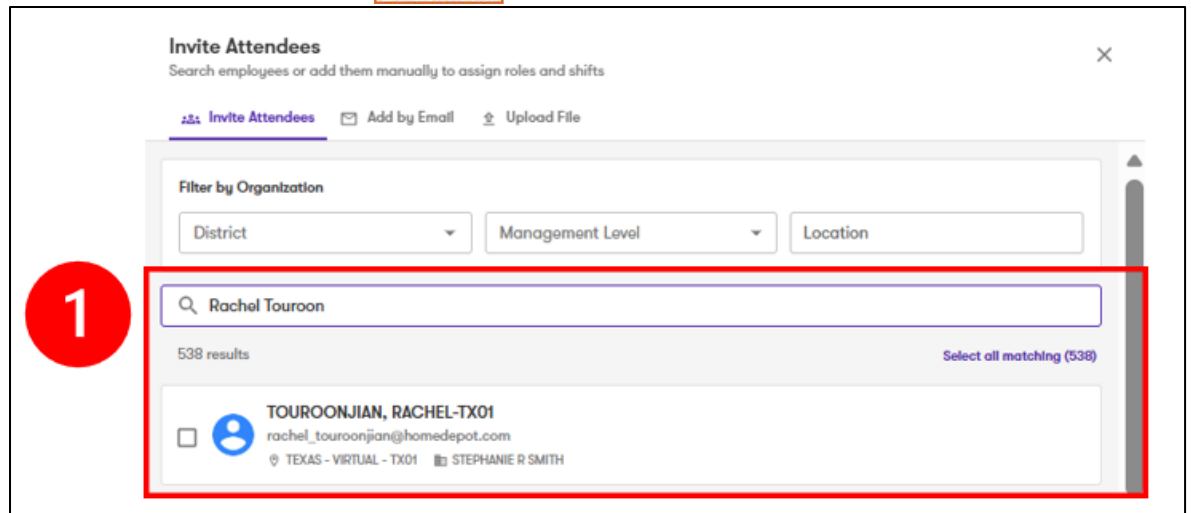


## Registration

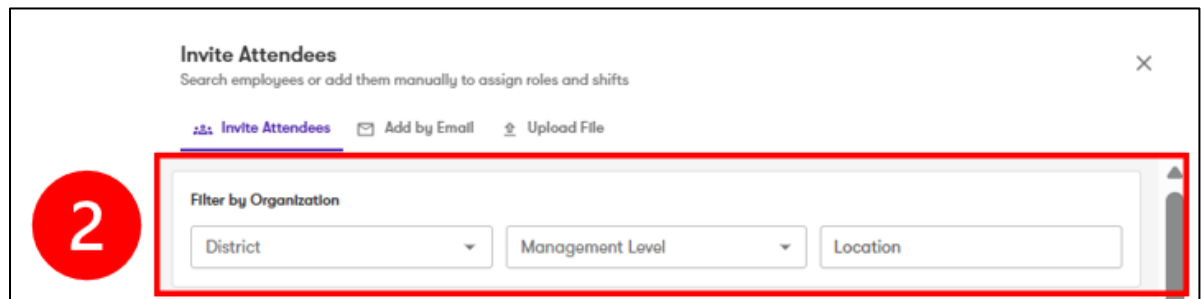
- Can the associates register themselves for the volunteer project?
  - Yes! They should login to [thd.com/volunteer](http://thd.com/volunteer) with their Home Depot username (formerly known as LDAP) and password
  - Navigate to the project they are interested in
  - Click “sign up for shifts”, complete the Team Depot waiver, and confirm their desired volunteer shift
- Can I register an associate on their behalf?
  - Yes, you can ‘add’ or register them to the volunteer event via your Captain portal!  
Note – this will only send them a confirmation email if they have an email on file
  - Once you have navigated to the project page in the Captain portal, click the **Add** button in the bottom right corner



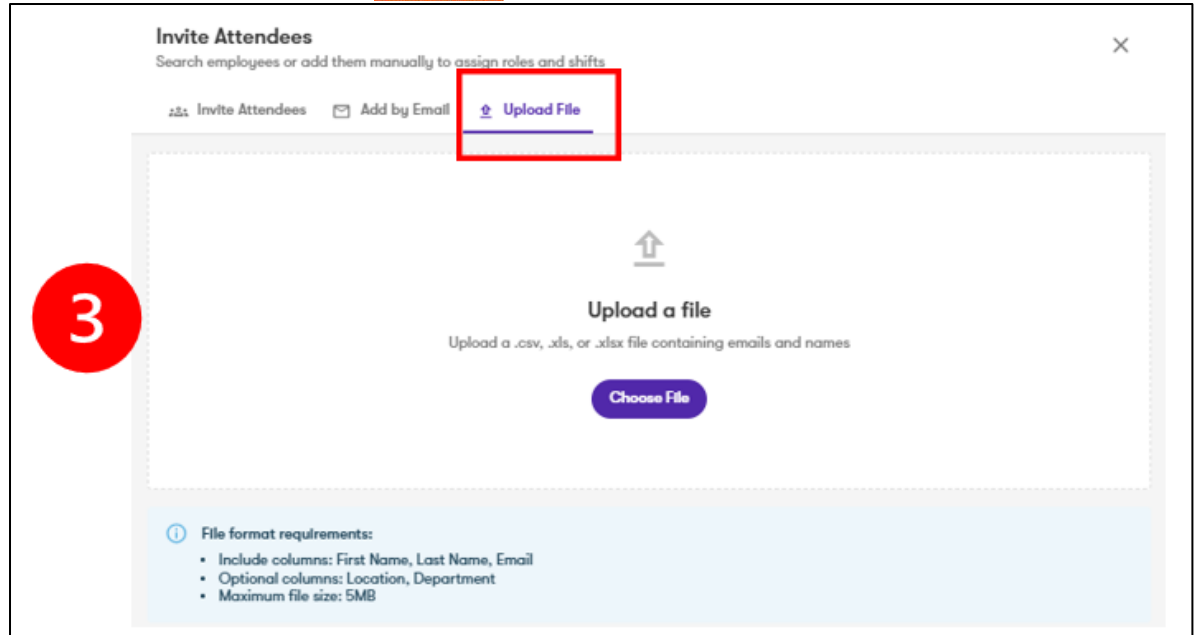
- There are a few ways you can add associates:
  - Option 1 – type in an individual name and select them from the drop down list. For people with the same first and last name, double check their location to select the right person! Then, click the box next to their name to “select” them.



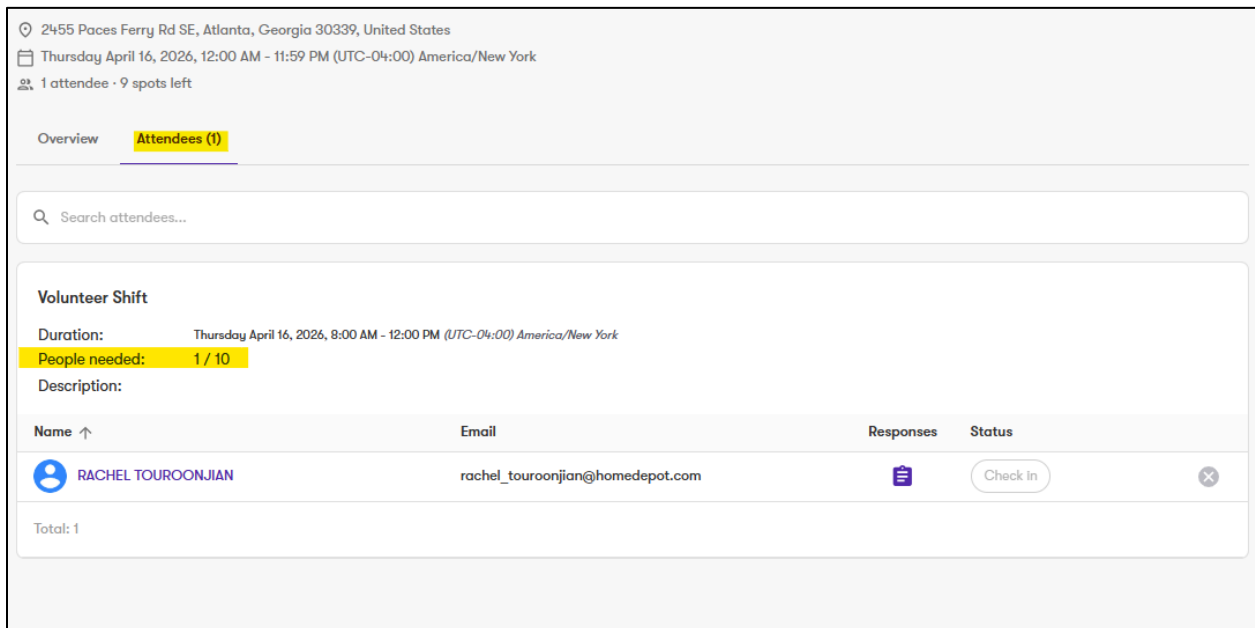
- Option 2 – select a group of people you wish to add. Select a store district, Management Level 3 (generally, SVP level), or a specific location.
  - **CAUTION!** Please note, by selecting a group, you will be registering every person in this group for this event (indicating they are attending the project). There is no way to reverse a ‘bulk add’, so please use this function with caution.



- Option 3- upload a file of specific associates you wish to add. You must include at least three columns – First Name, Last Name, and Email.



- Scroll down, select the 'role' you want to invite them to, and click **Add Attendees**
- How can I see who has signed up for the project?
  - Once you have navigated to the project page in the Captain portal, click the **Attendees** tab in the top left corner
  - In this screen, you can see who has registered for your project, along with how many open spots you have left



### Project registration page visibility

- How do I restrict visibility to the project registration page by location?



- From the **Manage Deeds** tab, navigate to your project page and select **Edit Details**

- Under the project address, find the text box labeled “If this event should be available only to users from a specific location, select the location here:”

- Type in the location number or name you want to limit visibility to and click the box next to the correct location

- **IMPORTANT NOTE:** by selecting this location(s), no one with a different work location in Workday (HR system) will be able to see this project. Ensure you have considered all possible attendees’ Workday work locations (e.g., district managers are not normally tied to a store location).
- Select **Submit** at the bottom of the page to apply changes

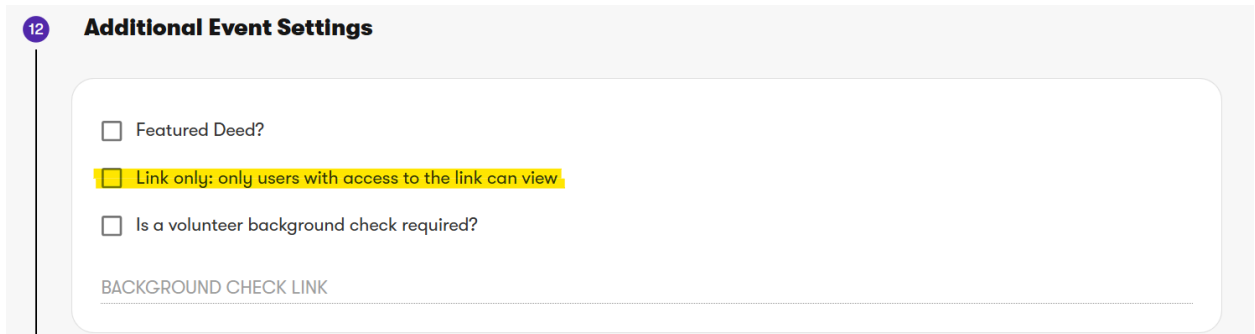


- How do I restrict visibility to the project registration page to only be visible to specific associates?

- From the **Manage Deeds** tab, navigate to your project page and select **Edit Details**



- Scroll to section #12 and select “Link only: only users with access to the link can view”



- Scroll to section #12 and select “Link only: only users with access to the link can view”
- Select **Submit** at the bottom of the page to apply changes



- Click **View in App** and send this project page URL to associates to you want to view the project
- IMPORTANT NOTE:** by turning this on, no one will be able to search for the project in the associate portal. The only way associates will be able to find the project page is by clicking on the shared link

### Steps to Check-in on Project Day

- How do associates check themselves in on project day?
  - Open [thd.co/volunteer](http://thd.co/volunteer) in your web browser or mobile app and click the blue “Check In” banner at the bottom of your screen
  - Additional notes:



- The associate may have to enable location services to check in on their phone
- Geofencing ensures volunteer is within valid project address radius and will not allow check in until it recognizes the associate is within this radius
- How do Captains check registered associates in on their behalf?
  - Navigate to the project page in the Captain portal and click the **Attendees** tab in the top left corner
  - From here, you can click **Check In** next to anyone that is present at the project

Overview **Attendees (9)**

Search attendees...

**General Volunteer**  
Duration: Thursday February 26, 2026, 3:30 PM - 5:30 PM (UTC-05:00) America/New York  
People needed: 9 / 10  
Description:

Name ↑	Email	Status	Hours
GEORGE CREIGHTON		Checked in	
GIDEON KERR		<b>Check in</b>	
JANINA MAJERCZYK		Check In	
JOE WIMBERLEY	joe_wimberley@homedepot.com	Checked in	
JOHN CRUZ		Check In	
MATTHEW RICE		Check In	
Rachel Fuller	rachel_fuller@homedepot.com	Check In	
STEPHEN DIAZ		Check In	
TERESA PETERSON-SPOONHOLTZ		Check In	

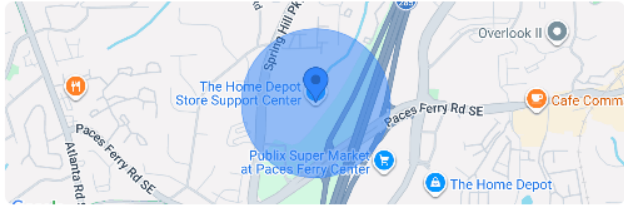
Total: 9

- How do Captains register + check in walk-up (non-registered) associates?
  - Once you have navigated to the project page in the Captain portal, click the **Add** button in the bottom right corner




**Event Details**

**Location**  
2455 Paces Ferry Rd SE, Atlanta, Georgia 30339, United States



[Open in Google Maps](#)

**Duration**  
Thursday February 26, 2026, 3:15 PM - 11:59 PM (UTC-05:00) America/New York

**9** Attendees 

1 spots left · 1 invited

[+2 Add](#)

[Export](#) [Contact](#)

- Then search for their name, select the correct associate (a purple checkmark will appear next to their name), select the applicable 'role' you want to sign them up for, and click **Add Attendees**
- Note – once the project has started in the system associates will not be able to sign themselves up. Only a Captain can add someone to the project after the start time has passed