

The RWC App is a tech-based solution that community sponsors and volunteers can use to track completed activities, case notes, and in-kind and financial donations. By using the App, you communicate information to group members, group leaders, and local and national resettlement staff, contributing to coordinated refugee welcome and support.

1

You will receive an invitation email when your local resettlement agency matches you with a refugee individual or family. Open the invitation e-mail from sender [invites@microsoft.com](mailto:invites@microsoft.com) with subject: "CWS invited you to access applications within their organization." Within the email, click on "Accept invitation" to access the App.

2

If prompted, enter your sign-in and password. You may be asked to provide a verification code sent to your email. Read the permission requested by CWS and click "Accept."

3

Click "Log In" in the upper right corner of your screen. Read the CWS Terms of Use and then click "Accept" to confirm. Click "Register" and then enter your contact and demographic information.

4

You are now ready to start using the App. Within the App, you can add any activity you completed by clicking "Add an activity." Follow the prompts to add the activity and enter case note documentation, providing the who, what, when, and where of the completed activity. The App will prompt you to enter other relevant information such as time spent, date, interpretation, mileage, and any in-kind or financial donations.

5

After you have entered all required information, click "Submit" on the Review page. If the "Submit" button is not present on the Review page, you are missing some information. The activity entry navigation bar at the top of the screen will indicate where information is missing. You can use the "previous" button and enter the missing information.

6

In addition to submitting your activities and donations, sponsors can also view their group's progress by clicking "View Activities" on the welcome screen. Group leaders can access the "Group Leader Report."

RWC is here to help.

Email [ta@refugeewelcome.org](mailto:ta@refugeewelcome.org) with questions or suggestions.



**Refugee Welcome  
Collective**