

#VOLUNTEERLIVEUNITED

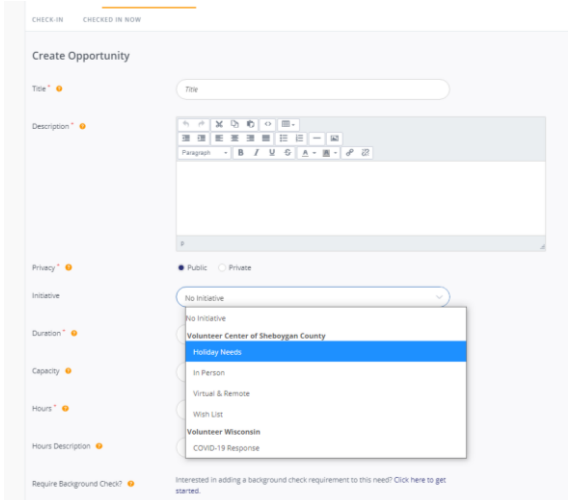


HOW TO POST YOUR VOLUNTEER OPPORTUNITY – 5 STEPS

1. Log in and go to your agency or program management area by clicking the **My Agency** (or **My Program**) button at the top of your screen. If you manage more than one agency, click **My Agencies** (or **My Programs**) and select from the list provided. By default, you will be taken to the **Edit** tab of your manager view.



2. Click **Needs**.
3. Click **Add New Need** to open the **Create Need** form.
4. Complete the fields in the form. Fields are described below.

Field	Description
Title	Enter a need title.
Description	Enter a need description. If training or a background check is required, you can include that information here.
Initiative	Select the initiative with which to associate the need: Holiday Needs 

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Privacy	Select whether to make the need public (available to all site visitors) or private (available only to an assigned user group, or via a private link).
Duration	Select a duration. Options are Ongoing , Runs Until , Happens On , Multi-date , Custom Shifts , and Recurring Shifts .
Capacity	If applicable, enter the number of volunteer slots available for this need.
Require Background Check?	Follow the instructions on your screen if you want to require background checks through this need using Sterling Volunteers .
Allow Team Registration?	Indicate whether you do not want to allow team registrations, you do want to allow team registrations, or you want to allow <i>only</i> team registrations. When searching needs, users can filter needs by which opportunities accept (or don't accept) team registrations.
Minimum/Maximum Age	Select the minimum/maximum volunteer age accepted for this need.
Family Friendly?	Indicate whether the need environment is family-friendly. Volunteers can search specifically for family-friendly needs.
Outdoors?	If you select Yes to indicate an outdoor need, you will have the opportunity to provide inclement weather plans. Volunteers viewing this need will see this information in the Details area at the bottom of the need-information page.
Attributes	If you want additional details to stand out from the description above, include them here. Each detail (attribute) must be 200 characters or fewer. Attributes appear in the Details section at the bottom of the need-information page.
Additional Notification Recipients	To have certain people copied on all responses to this need, turn this option On and type each recipient's email address on a separate line. Recipients will also be notified when volunteers unregister from the need. An additional notification recipient is not required to have a Connect account.
Waiver	<p>If a waiver is added, a volunteer must indicate that he or she agrees to it before they can complete their need response. Click Choose File to select the waiver to upload. Acceptable file formats are .doc, .docx, and .pdf.</p> <p>Notes: (1) If a volunteer has not responded to the need and wishes to check in to the need using the Volunteer Check-in tool, the waiver (if one has been added) will be required for check-in. (2) Some sites may override the word "waiver" with a different term.</p>

5. Click **Create Need**.

*Thank you for all you do!
We hope this helps spread the word for how individuals and families can get involved
with your agency and continuing your mission!*

Questions? Email volunteer@uwofsc.org.