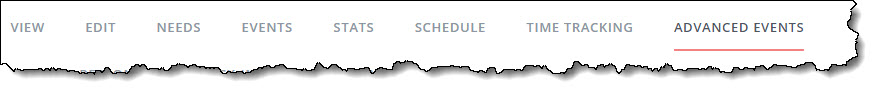
**HOW TO POST YOUR 2020 DAY OF CARING VOLUNTEER OPPORTUNITY**

1. Go to your Agency Management Area and click the **Advanced Events** link.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/36004828457/original/b9TgtHy_lO0OG-YNgx-wHxKq8taTZHhocw.jpg?1523902628)

1. Click the option that corresponds to your volunteer opportunity type: Volunteer Opportunity or Wish List

A computer screen capture

Description automatically generated with medium confidence

1. Answer all applicable and required fields on the **Need Information** page. This page has several sections, listed in the table below.   
   **Note:** Your response may prompt a field for further information. For example, if an event is outdoors, you'll be asked to provide inclement-weather details. All information entered in this section, including additional notes (such as inclement weather plans), will be visible to the volunteer.

|  |  |
| --- | --- |
| **Section of Need Info Page** | **Description/Notes** |
| Basic Information | **Title**, **Interests & Abilities**, **Date**, **Hours**, and **Duration** are required. |
| Volunteer | The only required field in this section is **# of Volunteers**. Enter a specific number (not a range). Optional fields are **Allow Team Registration?**, **Minimum Volunteer Age**, and **Minor Requires Adult?** This information will be shown in the volunteer view. |
| Location | An address is required.  **Note:** If your opportunity is virtual, please add a note in the **Directions** field that this volunteer opportunity can be done in the comfort of their home. |
| Additional Information | Use this section to provide further details about the need: **Outdoors**, **Handicapped-Accessible**, **Family Friendly**, **Tools Required**, **Drinks Provided**, and **Meals Provided**. |
| Contact | This section is provided for the volunteer who may have questions about the event. When a volunteer responds to a need, the automatic notification will go to the agency or program manager--not to the individual entered here (unless, of course, that individual is also an agency or program manager). |
| Description | Type a succinct need description. |

1. Click **Create Need**. Your need will now be listed on your Advanced Events page.

**Note:** The "clock" icon above shows that the need is pending. All advanced-event needs must be activated by site manager before it can be made available to volunteers. You can, however, edit the need once it's been submitted. You can also [clone the need](https://galaxydigital.freshdesk.com/support/solutions/articles/36000040932-participating-in-an-advanced-event-guide-for-agency-managers#cloning_AE_need). After a need has been activated, you can view the number of volunteers who have responded, add new respondents, and reach out to your volunteers.

*Your listing then should be viewable online at:* [*https://volunteersheboygan.galaxydigital.com/aem/general/*](https://volunteersheboygan.galaxydigital.com/aem/general/)

**Questions:**

Email [katelyn@uwofsc.org](mailto:katelyn@uwofsc.org) or [volunteer@uwofsc.org](mailto:volunteer@uwofsc.org)