

Creating volunteer opportunities

Help Benevity users support your cause with their time and talents by creating Volunteer Opportunities.

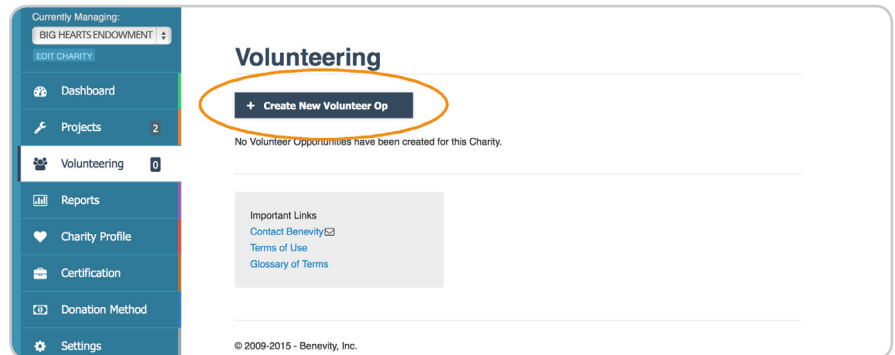
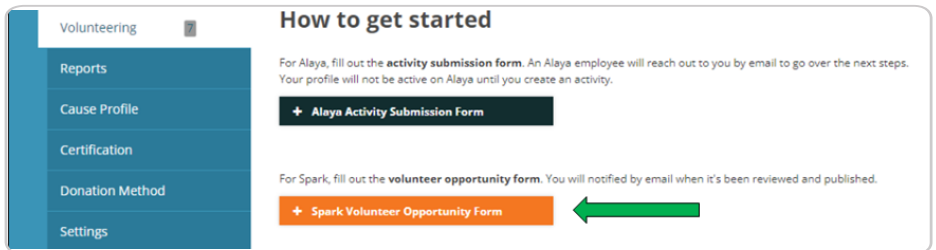
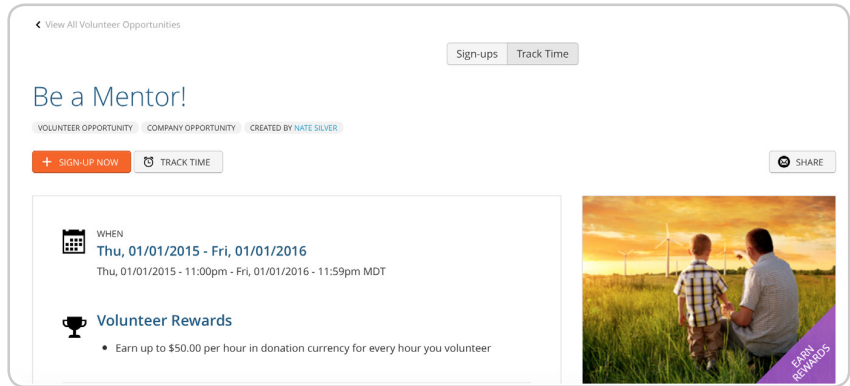
When people search for Volunteering Opportunities through their Benevity-powered giving site, they find relevant events based on their location, as well as their personal skills & interests. By regularly creating and publishing Volunteer Opportunities, you'll enable people interested in supporting your organization to sign-up and take part in your events.

Creating Volunteer Opportunities helps more people find, connect with and support your organization.

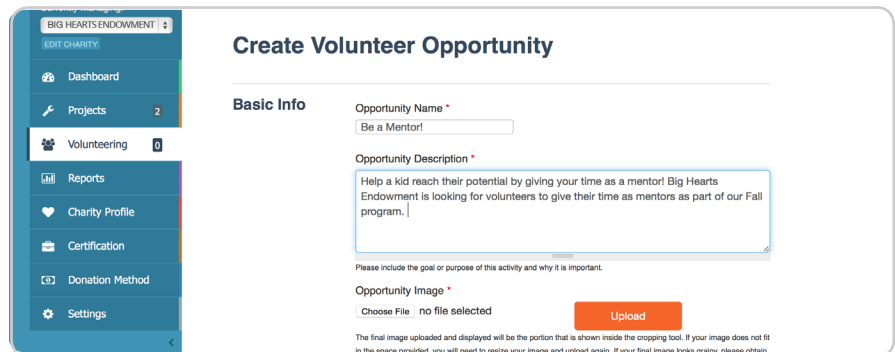
- A** **Sign in** to the *Benevity Causes Portal* and click **“Volunteering”** in the left navigation of your *Dashboard page*.

When creating a volunteer opportunity for Kohl's associates, use the **Spark Volunteer Opportunity Form**

Click **Create New Volunteer Opportunity**.



- B** Complete the form provided by filling in the fields with information about your event.



Basic Info

- Give your Opportunity a Name.
- Add an Opportunity Description that briefly explains the event, what people will be doing, and why it matters. Keep it short and sweet.
- Upload an Opportunity Image. This will appear on the Opportunity details page, and in search results. Choose a photograph, illustration or logo that grabs people's attention and gets them excited to take part.

Location

- If your Opportunity has no specific location, you can check the This Opportunity has no location box. Otherwise, use these fields to provide information about where the volunteering will take place.
- Add the Location Name – choose something descriptive and easy to understand.
- Fill in the Address.
- Add additional information, such as directions, in the Location Notes field.

Date and Time

- Use the fields provided to set the Event Date, and start & end times. Note that the default time zone is based on your location – you can edit this by clicking the link provided.
- Add additional information for volunteers in the Date/Time Notes field.

Volunteer Shift(s) Information

- You have the option to break your event into separate Shifts here. Fill in the Start and End times for your shift, then click Add another item to create additional shifts.

Contact Information

- Use these fields to provide contact information that people or companies can reach out to for more information about the Opportunity.

Skills & Interests

- Adding Skills & Interests tags helps people find your Opportunity in their searches.
- Click the Drop Down menu, select a relevant Tag, and click Add.
- Add all the relevant Tags that best describe the Interests your Opportunity will appeal to, and the Skills that will be helpful at the event.

Dates are recorded in the timezone: **America/Denver**. You can configure your default time zone in your [Account](#).

Event Date *

Date	Time
<input type="text" value="Mar 31 2015"/>	<input type="text" value="09:00am"/>
<small>E.g., Mar 31 2015</small>	<small>E.g., 02:15pm</small>

End Date and Time *

Date	Time
<input type="text" value="Apr 10 2015"/>	<input type="text" value="05:15pm"/>
<small>E.g., Mar 31 2015</small>	<small>E.g., 02:15pm</small>

Date/Time Notes

The Center opens at 9 every morning. We have morning and afternoon shifts available each day.

You will be notified by email when volunteers sign up.

Shift Name *

Shift Start and End Date/Time

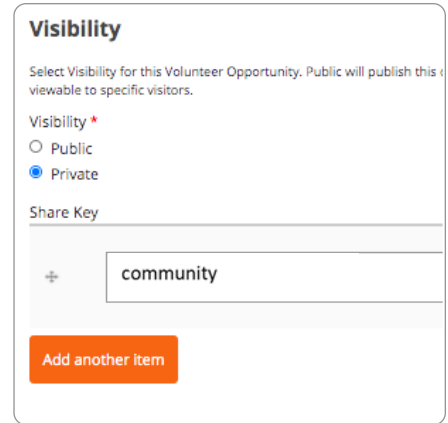
Date	Time
<input type="text" value="Mar 31 2015"/>	<input type="text" value="09:00am"/>
<small>E.g., Mar 31 2015</small>	<small>E.g., 02:15pm</small>

C **Visibility** – *Creating private Volunteer Opportunities for partners and companies*

You have the option to create Volunteer Opportunities for particular companies or partners. A Benevity client company may want to support your organization as part of a campaign or event. You can create a private opportunity for people using their program to find and participate in. Here's how it works:

- Under “Visibility”, select “Private”.
- You will be asked to enter a unique code called a Share Key. This Share Key will be created and provided by the program administrator at the Benevity client company you are creating the opportunity for. The Kohl's Share Key is **community**.
- Once this Private opportunity is completed and published, only employees of the company who provided you the Share Key will be able to find, sign-up and track time.

When creating volunteer opportunities for Kohl's, the Visibility section should resemble that pictured to the right.



The Share Key acts as a password and is case sensitive. Ensure "community" is spelled correctly, there are no extra characters or spaces, and all characters are lower case.

- D** Use the Published checkbox to set the status of your Opportunity. Once it's Published, it will appear as part of your Charity Profile, and in search results for donors and volunteers. You can uncheck the box to save an Unpublished draft of your Opportunity that will only be visible to you.

- E** Review the information you've entered and when you're satisfied, click Save.



We're Here to Help

Any questions? Email us at causes@benevity.org and we'll give you a hand.

Find us here

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