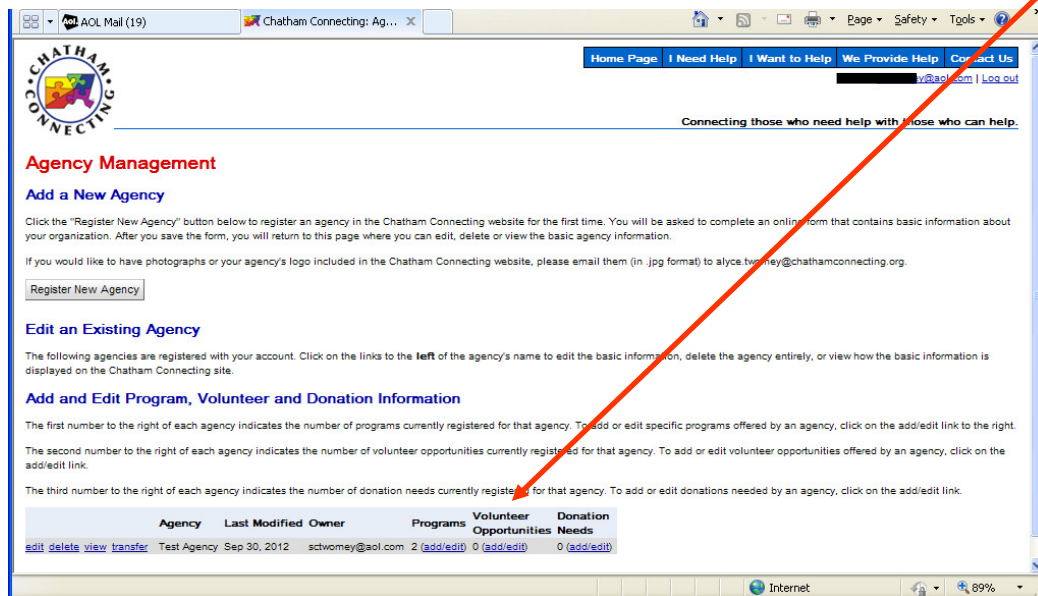


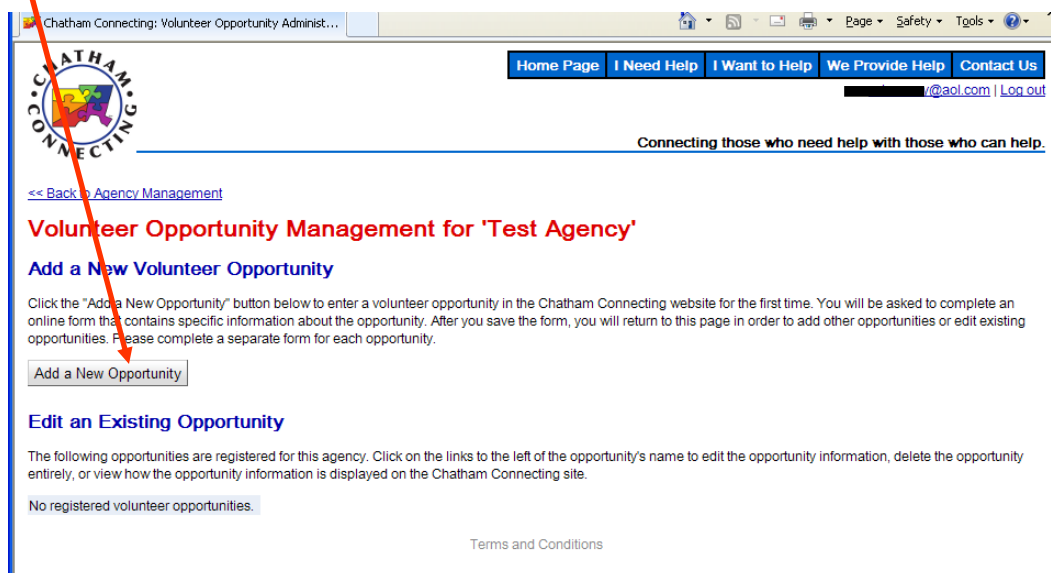
Chatham Connecting User Guide

Step #4: Enter information about your agency's volunteer opportunities

The process of entering information about volunteer opportunities is very similar to the process you used to enter programs. If you have left the CC website, log in through the [Enter/Edit Agency Information](#) link and you will be taken to [Agency Management](#) page. Click on (add/edit) under [Volunteer Opportunities](#).



This will bring up the [Volunteer Opportunity Management](#) page. Click on the [Add a New Opportunity](#) button to begin entering your agency's first volunteer position.



Chatham Connecting User Guide

Step #4: Enter information about your agency's volunteer opportunities (page 2)

Clicking on the **Add a New Opportunity** button will take you to a **Volunteer Opportunity Information** form. This form requests detailed information about your agency's volunteer needs. Please complete a separate form for each volunteer opportunity. Note that you can opt to use the contact and location information of either your agency or a program in completing this form. Make sure to click the **Youth Opportunity** box if this volunteer position is appropriate for young people.

The screenshot shows a web browser window displaying the 'Volunteer Opportunity Information' form. The form is titled 'Volunteer Opportunity Information' and includes a navigation bar with links: 'Home Page', 'I Need Help', 'I Want to Help', 'We Provide Help', and 'Contact Us'. The form fields include: 'For program' (dropdown), 'Opportunity Name' (text), 'Description' (text area with a note 'A brief, factual, easy to read description'), 'Requirements' (text area with a note 'Any special requirements (skills, certifications, etc.) needed for volunteering for the opportunity'), 'Youth Opportunity' (checkbox with a note 'Check if this opportunity is suitable for youth'), 'Location' (text), 'Use location of' (dropdown), and 'Address line 1' (text). A red arrow points to the 'Youth Opportunity' checkbox.

Two of the most important sections of the **Volunteer Opportunity Information** form are **Type of Opportunity** and **Opportunity Interest Categories**. In these sections, click on any group heading to reveal specific volunteer types.

These volunteer types include the keywords that people will use to search for available volunteer positions. Please select all that apply to your program in both sections. We recommend that you select pre-defined keywords (rather than "Other") if at all possible, since it may impact how often your opportunity is accessed through a keyword search. If you do select "Other" you must enter a short description.

We have included two different categories of keywords because some individuals look for a volunteer position based on the type of job (such as food preparation) and others look for positions based on their interest in a client group (such as senior citizens) or agency mission (such as environment). **Therefore, most of your agency's volunteer opportunities should have at least one box checked in both the Type of Opportunity and the Opportunity Interest Categories sections.**

Chatham Connecting User Guide

Step #4: Enter information about your agency's volunteer opportunities (page 3)

If you would like additional ideas on how to fill out the **Volunteer Opportunity** form, or to see how the information will look on the website, go to the CC home page, click on **Agency List**, select **Test Agency**, then select the **Volunteer Opportunities** tab.

The screenshot shows a web browser window with the Chatham Connecting website. The page title is "Test Agency". Below the title, there are four tabs: "Basic Information", "Programs", "Volunteer Opportunities", and "Donation Needs". The "Volunteer Opportunities" tab is selected. The form is titled "Volunteer Opportunity #1". It contains several fields with labels and descriptions:

- Description:** Describe what a volunteer will be asked to do, including specific tasks, equipment that will be used, client interaction, and any other information that clarifies the actual volunteer assignment.
- Opportunity address:** Your agency's physical address
- Extra directions:** Provide this info if your location is different than your mailing address, or if Google maps or GPS provide incorrect directions.
- Requirements:** Are there age-specific requirements? Technical skills required? Certifications needed?
- Appropriate for youth:** Yes
- Schedule days:** Weekday(s)
- Dates:** Beginning Oct 11, 2012
- Notes:** Are there age-specific requirements? Technical skills required? Certifications needed?
- Time commitment:** Are there a minimum number of hours per week/per month required?
- Phone:** main contact #
- Email:** [of main contact person](#)
- Opportunity Type:** General Office - Other: CC User Guide

At the bottom of the form, there is a "Terms and Conditions" link. A red arrow points to the "Volunteer Opportunities" tab.

Once you have entered all the requested information on the **Volunteer Opportunity** form, click on the **Save** button at the end of the form. The following screen will appear that confirms that your volunteer opportunity was created. Click on the **Add a New Opportunity** button to begin entering information about an additional opportunity for your agency using the same procedure. Remember that it is important to complete a separate form for each opportunity.

The screenshot shows the "Volunteer Opportunity Management for 'Test Agency'" page. At the top, there is a navigation bar with links: "Home Page", "I Need Help", "I Want to Help", "We Provide Help", and "Contact Us". Below the navigation bar, there is a green banner that says "Volunteer Opportunity listing created." Below the banner, there is a link: "<< Back to Agency Management". The main heading is "Volunteer Opportunity Management for 'Test Agency'". Below the heading, there is a section titled "Add a New Volunteer Opportunity". It contains a paragraph: "Click the 'Add a New Opportunity' button below to enter a volunteer opportunity in the Chatham Connecting website for the first time. You will be asked to complete an online form that contains specific information about the opportunity. After you save the form, you will return to this page in order to add other opportunities or edit existing opportunities. Please complete a separate form for each opportunity." Below the paragraph, there is a button labeled "Add a New Opportunity". Below the button, there is a section titled "Edit an Existing Opportunity". It contains a paragraph: "The following opportunities are registered for this agency. Click on the links to the left of the opportunity's name to edit the opportunity information, delete the opportunity entirely, or view how the opportunity information is displayed on the Chatham Connecting site." Below the paragraph, there is a table with two columns: "Name" and "Last Modified". The table has one row with the following data:

Name	Last Modified
edit delete view Volunteer Opportunity #1	Oct 4, 2012

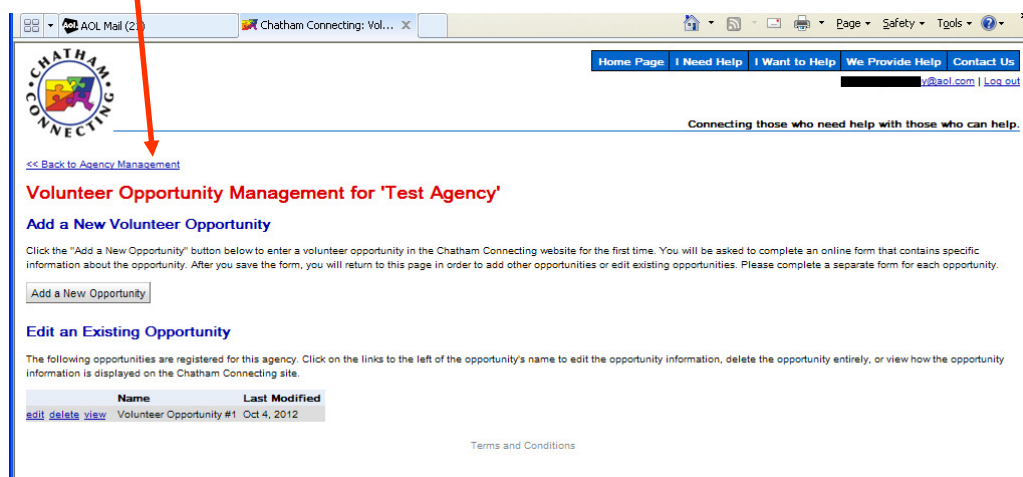
At the bottom of the page, there is a "Terms and Conditions" link. A red arrow points to the "Add a New Opportunity" button.

Chatham Connecting User Guide

Step #4: Enter information about your agency's volunteer opportunities (page 4)

Each time you enter and save information about a new volunteer opportunity, you will return to this **Volunteer Opportunity Management** page. Note that the page lists each volunteer position you have created and when it was last modified.

Once you have entered all of your agency's volunteer opportunities, click on the **Return to Agency Management** link to be taken to the **Agency Management** page. This is the page you will use to add your agency's donation needs. To learn how to enter donation needs go to User Guide Step # 5.



Note that at any time after creating and saving data, you can **Log Out** of the CC website. When you want to continue entering additional information, go the CC home page and click on **Enter/Edit Agency Information**, log in, and you will be taken back to the **Agency Management** page.

