Posting Volunteer Opportunities on Get Connected (USM & UWSEMS' Volunteer Site)

Post volunteer opportunities at https://unitedwaysems.galaxydigital.com/. USM and United Way Southeast MS share this site. Register or sign in. Your administrator portal is accessed through **"My Agencies." Menu options are arranged in tabs across screen from left to right (clicking on the menu at left side of screen will take you out of agency profile).**

➢ Click *Opportunities* from tabs across the top
➢ Click *Add New* Opportunity (button at right) or scroll down to EDIT existing opportunities

Title: Be specific. Grab their attention. Steer clear of "Help Wanted" or Volunteers Needed"

Description: Explain what volunteers will do/what the requirements are/what impact they will have

Privacy: Most likely will be public. If private, only the people who you send link to can sign up.

Duration (from the drop-down menu):

- Is Ongoing- No dates/times listed, this is just an ongoing need for your organization
- Runs Until-   Short-term opportunity without specific dates/times
- Happens On- Opportunity happens on a specific date
- Custom Shifts- You can create mutiple specific dates/times for people to sign up to serve.
- Recurring Shifts- Specific time periods that recur daily, weekly, or monthly.

    Note: With recurring shifts, volunteers will sign up by for specific dates and shifts. There is not a way for volunteers to commit to a recurring period unless they select multiple dates/shifts.

Registration Closed Date: Be sure to put something here. This is when volunteers can no longer sign up.

Capacity: the maximum number of volunteers you need

Hours Description: You can put exact times (e.g. 2- 5pm) or general (e.g. 2 hour shift between 8-5)

Allow Team Registration? :
- YES = one person can sign up himself plus any number of friends. You will have number of volunteers but not specific names.
- NO = each member of the team must sign up individually.

Attributes: Any additional details volunteers should know up front (eg: bring gloves)

Address: Remember to put in the address of where volunteers should go, not just agency address

Additional Notification Recipient(s): Who needs to receive emails when people sign up? If that person is already listed under as an agency manager on your profile, you don't need to add them.

MAKE SURE YOU CLICK CREATE OPPORTUNITY

If you check volunteers in, it will automatically log hours for them. Do this under "My Agency" and "Check-in". If you think volunteers will not have previously signed up, you can use the Check-in Kiosk.

Volunteers can report hours to you after the fact **as long** as they have signed up for your opportunity. If you decide you want to log hours for specific participants after the event, they still will need to be registered for your opportunity. You can send list to CCE@usm.edu and we can help add hours.