

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.

Here's what a signup page might appear for someone participating in a Benevity-powered Volunteering program:

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

This screenshot shows a volunteer opportunity titled "Be a Mentor!". At the top, there are tabs for "Sign-ups" and "Track Time". Below the title, it says "VOLUNTEER OPPORTUNITY" and "CREATED BY NATE SILVER". There are two buttons: "+ SIGN-UP NOW" and "TRACK TIME". A "SHARE" button is in the top right. The main content area has a "WHEN" section with a calendar icon, showing dates "Thu, 01/01/2015 - Fri, 01/01/2016" and times "Thu, 01/01/2015 - 11:00pm - Fri, 01/01/2016 - 11:59pm MDT". Below this is a "Volunteer Rewards" section with a trophy icon, stating "Earn up to \$50.00 per hour in donation currency for every hour you volunteer". On the right, there is a photo of a man and a child in a field with wind turbines in the background. A purple banner in the bottom right corner of the photo says "EARN REWARDS".

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

This screenshot shows the "Create Volunteer Opportunity" form. On the left is a sidebar with a menu: "Dashboard", "Projects" (2), "Volunteering" (0), "Reports", "Charity Profile", "Certification", "Donation Method", and "Settings". The "Volunteering" section is selected. The main form has a title "Create Volunteer Opportunity" and a "Basic Info" section. It includes fields for "Opportunity Name *" (with "Be a Mentor!" entered) and "Opportunity Description *" (with "Help a kid reach their potential by giving your time as a mentor! Big Hearts Endowment is looking for volunteers to give their time as mentors as part of our Fall program." entered). There is a note: "Please include the goal or purpose of this activity and why it is important." Below the description is the "Opportunity Image *" section, which has a "Choose File" button (showing "no file selected") and an "Upload" button. A small disclaimer at the bottom states: "The final image uploaded and displayed will be the portion that is shown inside the cropping tool. If your image does not fit in this space consider using the standard 4:3 ratio to ensure images are not cropped.".

- B** Click **Create New Volunteer Opportunity**.

This screenshot shows the "Volunteering" page. The left sidebar is the same as in the previous screenshot, with "Volunteering" (0) selected. The main content area has a title "Volunteering" and a button "+ Create New Volunteer Op" circled in orange. Below the button, it says "No Volunteer Opportunities have been created for this Charity." There is a section for "Important Links" with links to "Contact Benevity", "Terms of Use", and "Glossary of Terms". At the bottom, it says "© 2009-2015 - Benevity, Inc."

- C** 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.

The screenshot shows a web form for creating an event. At the top, it states: "Dates are recorded in the timezone: **America/Denver**. You can configure your default time Account." Below this, there are two main sections. The first section, "Event Date *", has fields for "Date" (with a dropdown showing "Mar 31 2015" and an example "E.g., Mar 31 2015") and "Time" (with a dropdown showing "09:00am" and an example "E.g., 02:15pm"). The second section, "End Date and Time *", has similar fields for "Date" (dropdown showing "Apr 10 2015", example "E.g., Mar 31 2015") and "Time" (dropdown showing "05:15pm", example "E.g., 02:15pm"). Below these is a "Date/Time Notes" section with a text area containing the text: "The Center opens at 9 every morning. We have morning and afternoon shift available each day." Further down, a note says "You will be notified by email when volunteers sign up." The bottom section is for "Shifts". It has a "Shift Name *" field with a dropdown showing "Morning". Below that is a "Shift Start and End Date/Time" section with "Date" and "Time" dropdowns. The "Date" dropdown shows "Mar 31 2015" with example "E.g., Mar 31 2015". The "Time" dropdown shows "09:00am" with example "E.g., 02:15pm".

D 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.
- 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.

Select Visibility for this Volunteer Opportunity. Public will make it viewable to everyone. Private will make it viewable to specific visitors.

Visibility *

☐ Public

☒ Private

Share Key

[Add another item](#)

E 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.

F Review the information you've entered and when you're satisfied, click Save.



We're Here to Help

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

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