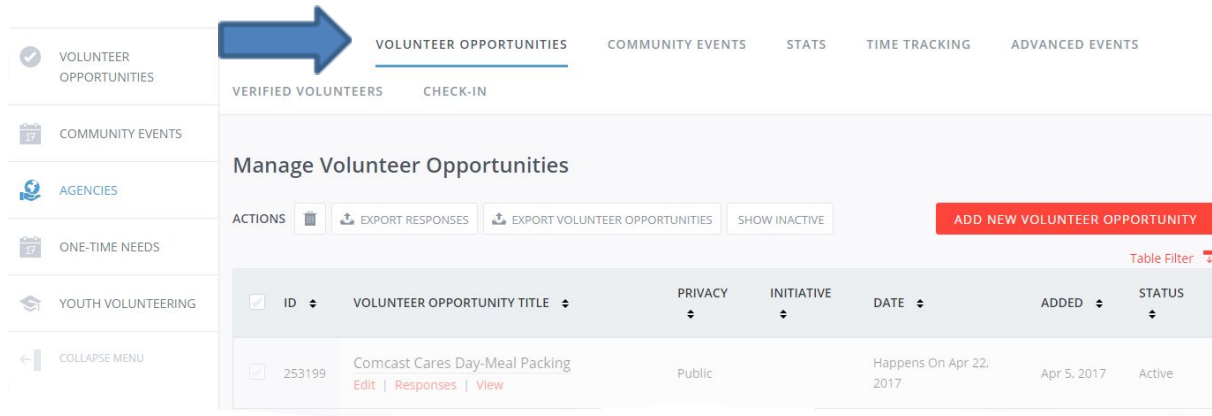


# Creating a Volunteer Opportunity for a User Group

Follow the steps below to post or update volunteer opportunities! Skip to steps 7 and 8 for information specific to assigning your volunteer opportunity to a User Group.

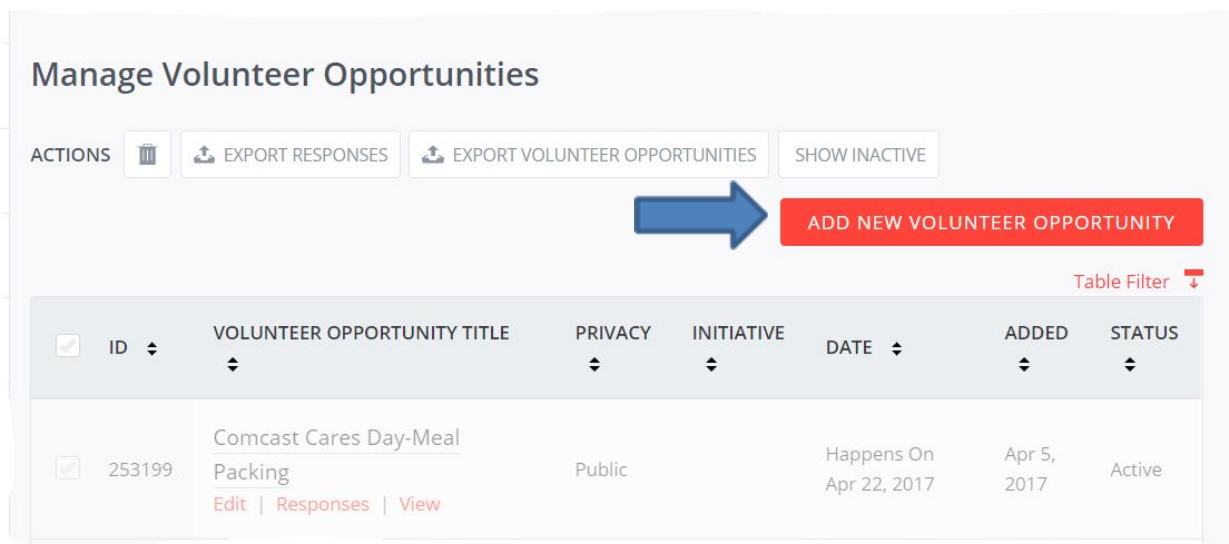
## To post a Volunteer Opportunity:

1. Log into your agency's account at [connect2community.umich.edu](http://connect2community.umich.edu).
2. Click on the "My Community Partner" tab at the top of the screen to navigate to your Agency Dashboard.
3. Click on the "Volunteer Opportunities" tab to navigate to the "Manage Volunteer Opportunities" Screen



The screenshot shows the 'Manage Volunteer Opportunities' interface. A blue arrow points to the 'VOLUNTEER OPPORTUNITIES' tab in the top navigation bar. The interface includes a sidebar with navigation options, a main content area with a table of opportunities, and a red 'ADD NEW VOLUNTEER OPPORTUNITY' button. The table contains one entry: 'Comcast Cares Day-Meal Packing' with ID 253199, Privacy: Public, Date: Happens On Apr 22, 2017, Added: Apr 5, 2017, and Status: Active.

4. Click on the "ADD NEW VOLUNTEER OPPORTUNITY" button on the right-hand side.



This is a close-up view of the 'Manage Volunteer Opportunities' interface, focusing on the 'ADD NEW VOLUNTEER OPPORTUNITY' button. A blue arrow points directly to this red button. The table below shows the same entry as in the previous screenshot.

5. Complete all the fields as thoroughly as possible.

# Creating a Volunteer Opportunity for a User Group

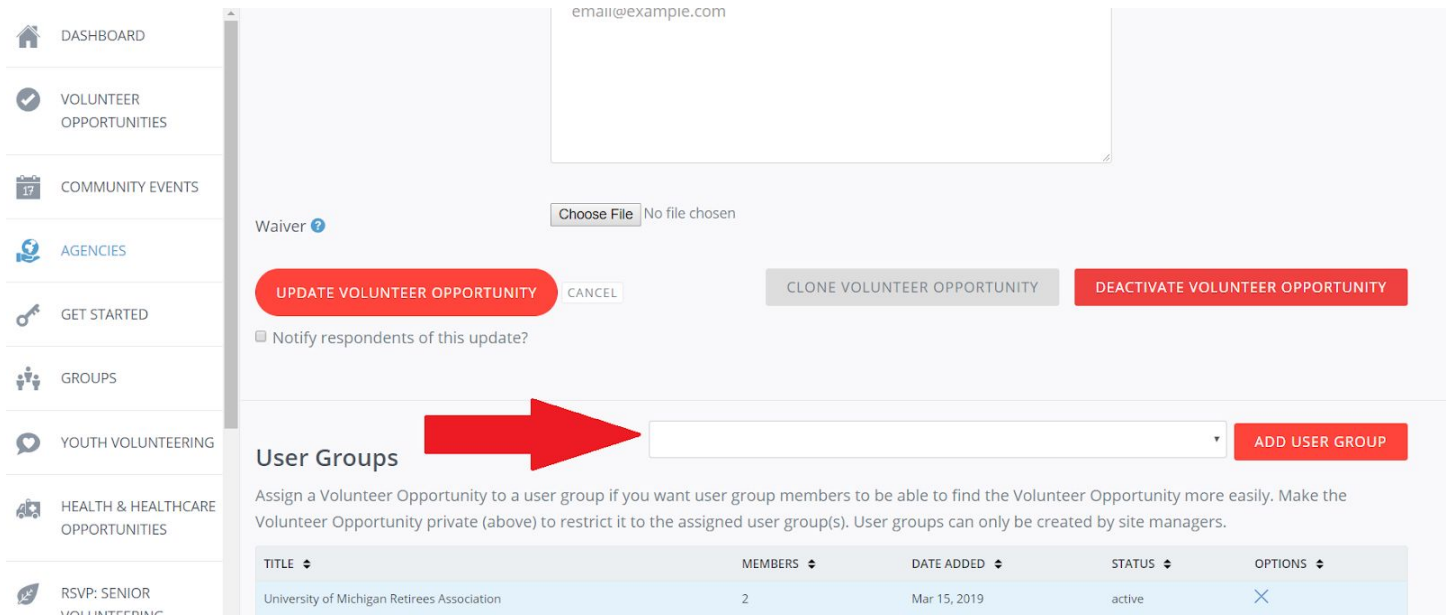
## 6. Select all applicable Interests & Abilities AND Clusters

The “Interests & Abilities” and “Clusters” fields are ways that volunteers and staff narrow down and categorize volunteer opportunities. Selecting all applicable options in both of these fields will help to ensure your volunteer opportunities are displayed when volunteers are using the site’s filters.

Be Specific: Volunteers like to know what they are going to do and understand their impact before signing up for a need. For best results, fill out all fields as completely as possible.

# Creating a Volunteer Opportunity for a User Group

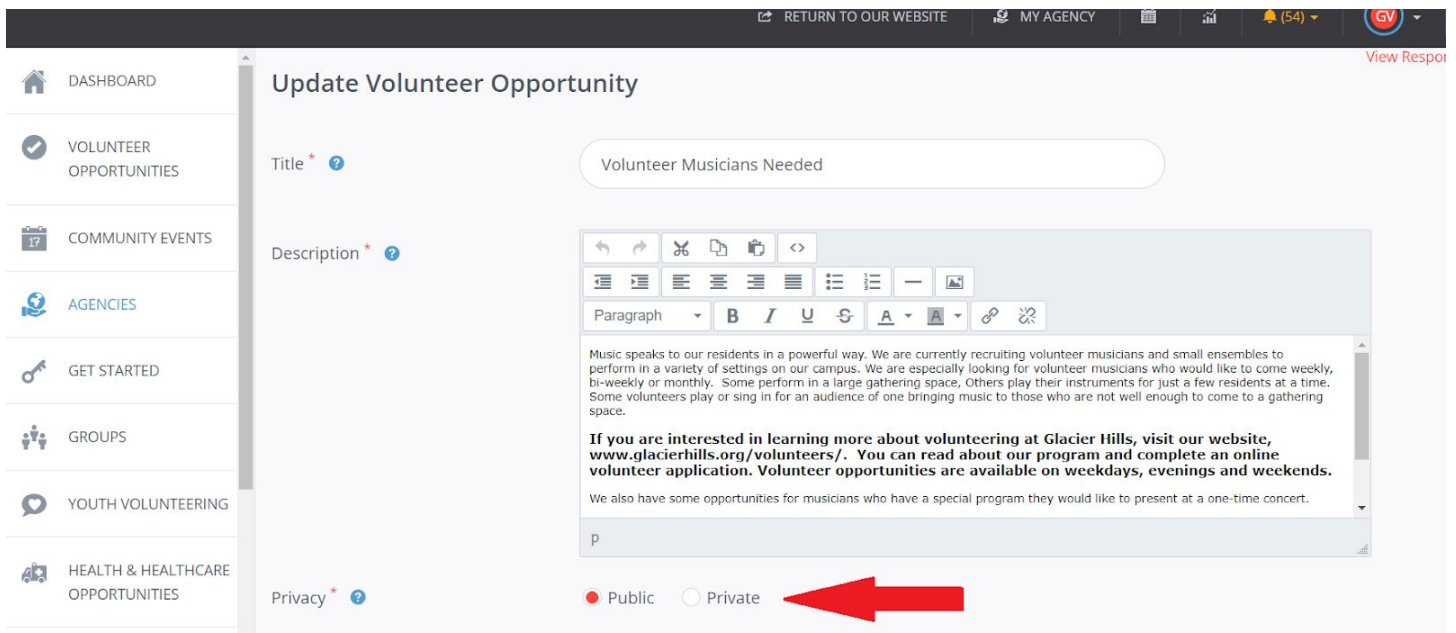
7. If you want to have your opportunity displayed to a specific user group, scroll all the way to the bottom of the opportunity, and click the dropdown tab next to “User Group.” Select the group you want it displayed for, and click “Add User Group.” By doing this, your opportunity will be easier to find for people associated with that User Group.



The screenshot shows the 'Update Volunteer Opportunity' form. On the left is a navigation sidebar with options: DASHBOARD, VOLUNTEER OPPORTUNITIES, COMMUNITY EVENTS, AGENCIES, GET STARTED, GROUPS, YOUTH VOLUNTEERING, HEALTH & HEALTHCARE OPPORTUNITIES, and RSVP: SENIOR VOLUNTEERING. The main form area includes an email field (email@example.com), a 'Waiver' section with a 'Choose File' button, and three action buttons: 'UPDATE VOLUNTEER OPPORTUNITY' (highlighted in red), 'CANCEL', 'CLONE VOLUNTEER OPPORTUNITY', and 'DEACTIVATE VOLUNTEER OPPORTUNITY'. Below these is a checkbox for 'Notify respondents of this update?'. The 'User Groups' section features a dropdown menu with a red arrow pointing to it, and an 'ADD USER GROUP' button. A table below lists user groups:

TITLE	MEMBERS	DATE ADDED	STATUS	OPTIONS
University of Michigan Retirees Association	2	Mar 15, 2019	active	X

If you want the opportunity to be ONLY visible to the user group you selected, scroll back up to the top of the page. Next to “Privacy,” select “Private.” When the opportunity is private, only users associated with the User Group you selected will be able to view the opportunity.



The screenshot shows the 'Update Volunteer Opportunity' form with the following details:

- Title: Volunteer Musicians Needed
- Description: A rich text editor containing text about recruiting volunteer musicians at Glacier Hills.
- Privacy: Radio buttons for 'Public' (selected) and 'Private'. A red arrow points to the 'Private' option.

Questions? Contact Sara Saylor at [community-engagement@umich.edu](mailto:community-engagement@umich.edu)