

How to create a volunteering opportunity

HOWDEN

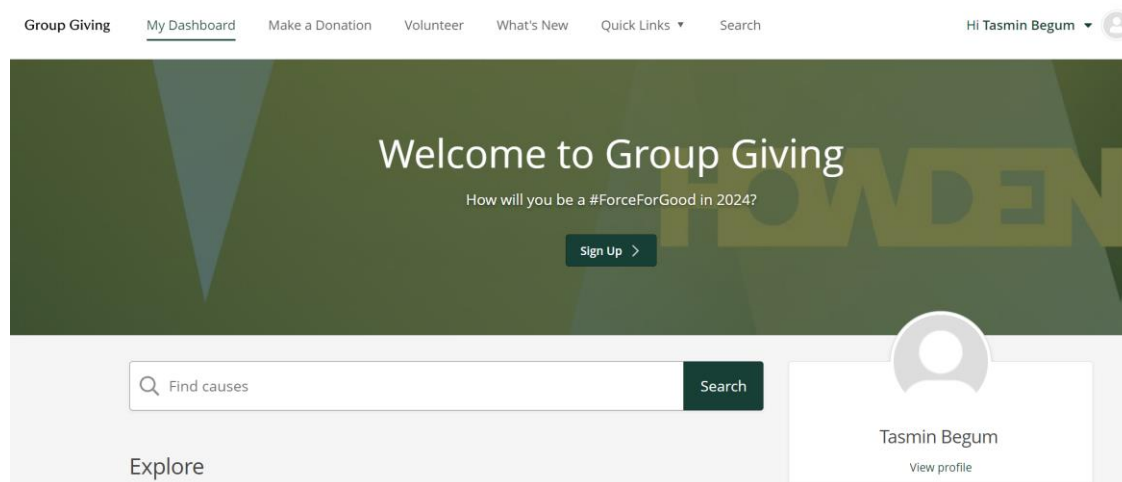
How to create a volunteering opportunity

What is a Volunteering Opportunity?

A Volunteer Opportunity is a page you can create to recruit volunteers for a particular volunteering activity.

How to Create a Volunteering Opportunity

1. Go to the Group Giving Page.



2. Hover over 'Volunteer'. You should then see the options shown below. Click on 'Create a Volunteer Opportunity'.



- Once you have clicked on 'Create a Volunteer Opportunity', you will find yourself on the page shown below. Please make sure to fill in all the required information on the page.

The screenshot shows the 'Volunteer Opportunity' form with the 'Basics' section selected in the left-hand navigation menu. The form fields include: 'Opportunity Name' (required), 'Opportunity Summary (maximum 100 characters)' (required), a rich text editor for describing the goal, a checkbox for 'Enable Rich Text', a 'Lives Impacted' field with a subtext 'How many people will be helped by this opportunity?', and 'Event Descriptors' with checkboxes for 'Good for Kids' and 'Team Event'. At the bottom, there are 'NEXT: WHEN & WHERE' and 'SUBMIT' buttons.

- Make sure to click the 'Next' button at the bottom and it will take you to the other pages until everything is complete. In order to enable automatic tracked timing, please ensure that a shift start and end date has been entered on the 'Shift' page. Complete all the sections and press 'Submit'.

The screenshot shows the 'Volunteer Opportunity' form with the 'When & Where' section selected in the left-hand navigation menu. The form fields include: 'Start Date (YYYY-MM-DD)' (required) set to 2021-10-11, 'Start Time' (required) set to 12:00 PM, 'End Date (YYYY-MM-DD)', 'End Time', a 'Time Zone' dropdown menu set to 'Europe/London' with a subtext 'Verify timezone matches volunteer opportunity location', a 'Date and Time Notes' text area, radio buttons for 'This opportunity has no location or is virtual' (selected) and 'This opportunity has one location', and a 'Location Notes' text area. At the bottom, there are 'NEXT: CONTACT' and 'SUBMIT' buttons.

Questions

If you have any issues, you can find useful guides by clicking on the 'Help' button on the Group Giving dashboard. If you are still unable to resolve your query, please contact the Community Impact Team at CommunityImpact@howdengrp.com.

The logo for Howden, featuring the word "HOWDEN" in a bold, dark green, sans-serif font. The letters are closely spaced and have a slightly irregular, hand-drawn appearance. The logo is positioned on the left side of the page, partially overlapping a large, light green circular shape that extends from the left edge towards the center.