# #VOLUNTEERLIVEUNITED

## HOW TO POST YOUR VOLUNTEER OPPORTUNITY

1. Log in and go to your agency or program management area by clicking the **My Agency (**or **My Program**) button at the top of your screen. If you manage more than one agency, click **My Agencies** (or **My Programs**) and select from the list provided. By default, you will be taken to the **Edit** tab of your manager view.


2. Click **Needs**.
3. Click **Add New Need** to open the **Create Need** form.
4. Complete the fields in the form. Fields are described below.

| **Field** | **Description** |
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| **Title** | Enter a need title. |
| **Description** | Enter a need description. If training or a background check is required, you can include that information here. |
| **Initiative** | Select the initiative with which to associate the need: In-person, Virtual/Remote or Wish List |
| **Privacy** | Select whether to make the need public (available to all site visitors) or private (available only to an assigned user group, or via a private link). |
| **Duration** | Select a duration. Options are **Ongoing**, **Runs Until**, **Happens On**, **Multi-date**, **Custom Shifts**, and **Recurring Shifts**. |
| **Capacity** | If applicable, enter the number of volunteer slots available for this need. |
| **Require Background Check?** | Follow the instructions on your screen if you want to require background checks through this need using Sterling Volunteers. |
| **Allow Team Registration?** | Indicate whether you do not want to allow team registrations, you do want to allow team registrations, or you want to allow *only* team registrations. When searching needs, users can filter needs by which opportunities accept (or don't accept) team registrations. |
| **Minimum/Maximum Age** | Select the minimum/maximum volunteer age accepted for this need. |
| **Family Friendly?** | Indicate whether the need environment is family-friendly. Volunteers can search specifically for family-friendly needs. |
| **Outdoors?** | If you select **Yes** to indicate an outdoor need, you will have the opportunity to provide inclement weather plans. Volunteers viewing this need will see this information in the **Details** area at the bottom of the need-information page. |
| **Wheelchair Accessible** | Indicate whether the need will be wheelchair-accessible. Volunteers viewing this need will see this information in the **Details** area at the bottom of the need-information page. |

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| **Attributes** | If you want additional details to stand out from the description above, include them here. Each detail (attribute) must be 200 characters or fewer. Attributes appear in the **Details** section at the bottom of the need-information page. |
| **Address** | Enter the address of the opportunity. |
| **Zip Code** | (required) Enter the zip code associated with the opportunity. Users can search needs by ZIP codes. |
| **Impact Area** | Select the applicable impact area. |
| **Interests/Skills & Abilities** | Select interests or skills related to the need. Your selections will help the site to match up this need with potential volunteers. Users can also search needs by interest. |
| **Clusters** | Select all tags or clusters that apply. |
| **Additional Notification Recipients** | To have certain people copied on all responses to this need, turn this option **On** and type each recipient's email address on a separate line. Recipients will also be notified when volunteers unregister from the need. An additional notification recipient is not required to have a Connect account. |
| **Waiver** | If a waiver is added, a volunteer must indicate that he or she agrees to it before they can complete their need response. Click **Choose File**to select the waiver to upload. Acceptable file formats are .doc, .docx, and .pdf.<br>**Notes:** (1) If a volunteer has not responded to the need and wishes to check in to the need using the Volunteer Check-in tool, the waiver (if one has been added) will be required for check-in. (2) Some sites may override the word "waiver" with a different term. |

5. Click **Create Need**.