



## How To Guide for Posting Volunteer Opportunities

**Easy to use** instructions for **posting volunteer opportunities** on our volunteer matching website, powered by HandsOn Connect. Once you have an approved opportunity, you can **engage volunteers**, who are interested in the specific opportunities you have posted or **perform skill profile searches, confirm attendance and hours, track volunteer service and access reports** to sustain funding.

### Logging in to your organization account

1. Go to <http://volunteer.lenaweecf.org> and click the **LOG IN** button in the upper right corner of the screen.



2. To access your profile, create volunteer opportunities or make any changes, enter the **Username** and **Password** you created or provided to you by VOLUNTEER Lenawee!, a program of the Lenawee Community Foundation.
3. Click **LOG IN** at the bottom of the form. Continue with steps below.



### Creating an opportunity

1. On the main screen, **Customer Portal Home**, after you login, click on **VOLUNTEER OPPORTUNITY WIZARD (Volunteer Opportunity Wizard 🧙)** in left navigation menu.



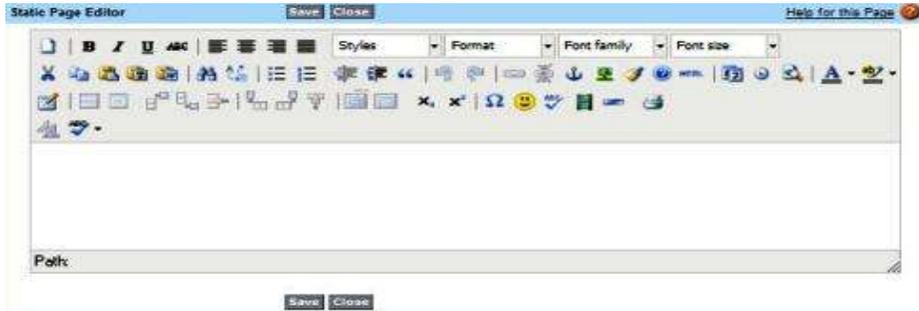
- When the wizard loads enter the opportunity name, primary impact area, location and type. **(NOTE: All fields are required!)**

- Complete the wizard to the opportunity's specifications.
- Click **“Create Volunteer Opportunity”** button at the bottom of the form. **(NOTE: After creating this opportunity, you will need to add the Opportunity Description before it can be published.)**

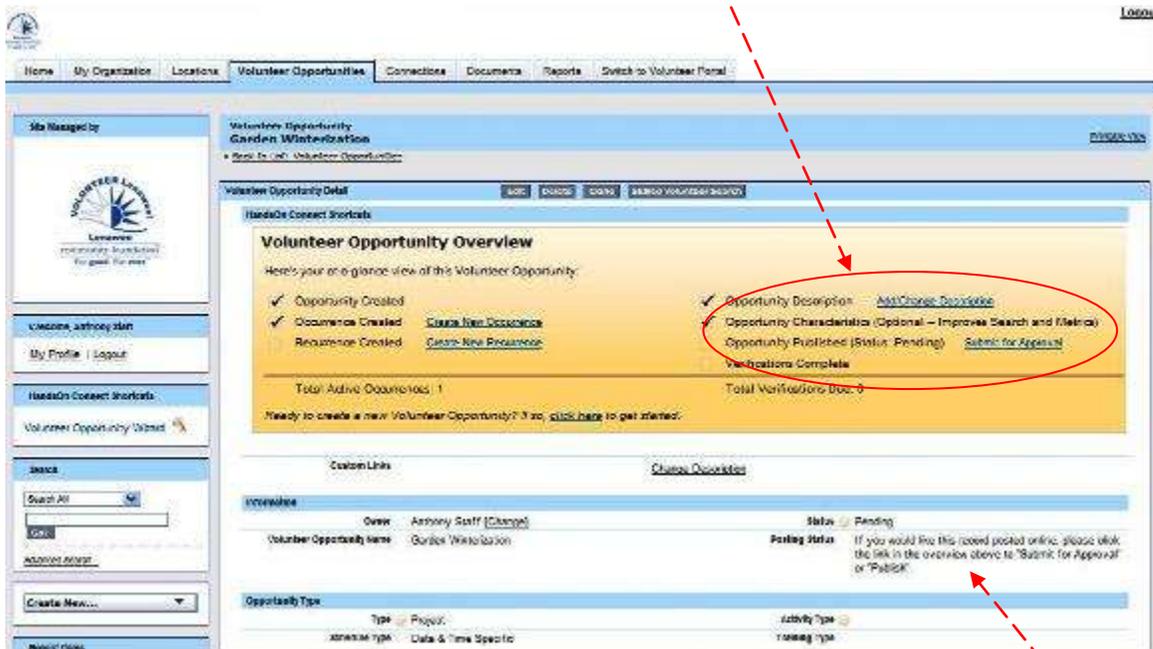
### Adding opportunity detail

- After clicking the **“Create Volunteer Opportunity”** button, the **Volunteer Opportunities** tab will refresh with the **Volunteer Opportunity Detail** page.

- Within the **Opportunity Overview** (orange gradient section) you can **“Add/Change Description”** by clicking the text next to Opportunity Description.



3. When finished describing your opportunity, click the **“Save”** button then close the window.
4. Refresh the **“Volunteer Opportunity Detail”** page. The **Opportunity Overview** (orange gradient section) shows the description is complete and the volunteer opportunity is ready to submit for approval.



5. Click **“Submit for Approval”** text. The page refreshes and the **Opportunity Overview, Status, and Posting Status** will reflect that your opportunity has been submitted for review. **(NOTE: opportunity must have an active occurrence/date)**

### What Happens Next?

Your opportunity has been submitted to **VOLUNTEER Lenawee! of the Lenawee Community Foundation**. After the opportunity is reviewed, you will receive an e-mail indicating that the opportunity has been approved and is now posted on the website. You will then be able to start engaging volunteers.

**Questions?** Contact VOLUNTEER Lenawee! at the Lenawee Community Foundation (517)423.1729 or 424.6576.