

## Add a Site Contact to an Opportunity

The site contact can be the opportunity owner or it can be someone without a Volunteer.gov account - it is separate from a Volunteer Coordinator account; anyone can be added as a contact. Therefore, you must create a Site Contact.

1. Once you have begun creating a new opportunity, navigate to the "Site contact" search bar

**New Volunteer Opportunity**

\* = Required Information

* Volunteer Opportunity Name	<input type="text" value="Test"/>	Owner	Baylee Bales-Woods
* Site Contact	<input type="text" value="Search Contacts..."/>	Agency	<input type="text" value="--None--"/>
Secondary Contact	<input type="text" value="Search Contacts..."/>	Federal Employee Representative	<input type="text" value="Search People..."/>
* Site	<input type="text" value="Search Accounts..."/>	Total Number of Volunteers	<input type="text"/>

**Opportunity Location**

* Virtual	<input type="text" value="--None--"/>	Use Address from Site	<input checked="" type="checkbox"/>
Country	<input type="text" value="United States"/>	State/Province	<input type="text" value="--None--"/>
Street	<input type="text"/>	Zip/Postal Code	<input type="text"/>
City	<input type="text"/>	Geolocation	Latitude <input type="text"/> Longitude <input type="text"/>

2. Click the "New Contact" option at the bottom the search bar

* Site Contact	<input type="text" value="Search Contacts..."/>
Secondary Contact	<b>Recent Contacts</b>
* Site	Nick Solomon TMP Team Member Portal
	<input type="button" value="+ New Contact"/>

3. If you are creating a Site Contact for yourself, you will enter your information here. If you are creating a Site Contact for someone else, you will enter their information here

Contact Information

\* Name

Salutation  
--None--

First Name  
Jane

Middle Name  
Middle Name

\* Last Name  
Doe

Suffix  
Suffix

\* Account Name  
War In The Pacific National Historical Park

\* Email  
Jane\_Doe@gov.gov

Phone  
0123456789

Mobile

Cancel Save

**4. Please note: "Account Name" is the name of your site or district**

5. Be sure to enter the correct email and phone number (optional) as this will be the contact information listed for the volunteers

6. Once you have entered all the information, you will click "Save"

7. Navigate to the "Site Contact" search bar again and type the name of the new contact you created.

- Once you have created a Site Contact, you will not have to do so again. You will just have to search the name under the "Site Contact" search bar in a new opportunity

**From the Volunteers perspective:**

The volunteer will view the following information when looking for a site contact on an opportunity.

**POSITION DETAIL QUICK LOOK:**

Address  
135 Murray Blvd.  
Hagatna, Guam 96910

Type  
On-Site Event

Dates  
5/2/2025 - 5/10/2025

Point of Contact  
baylee coordinator  
baylee\_bales-woods@partner.nps.gov