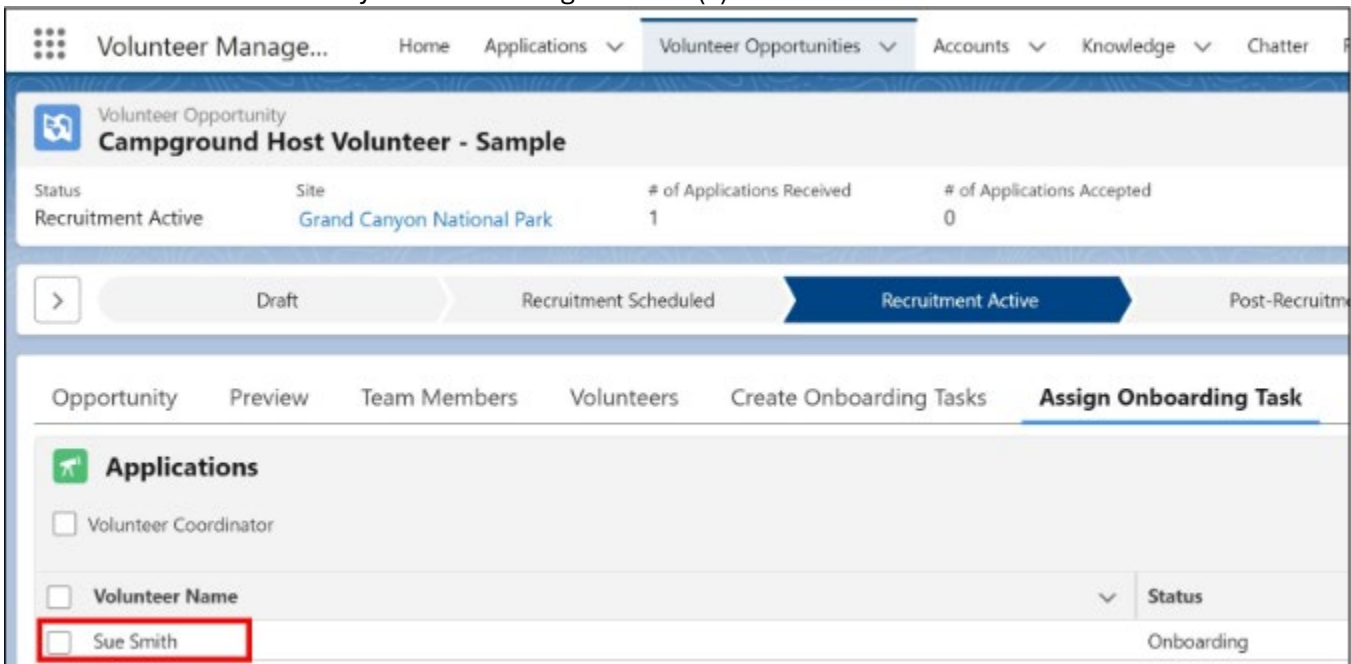


Assign Secondary Onboarding Tasks

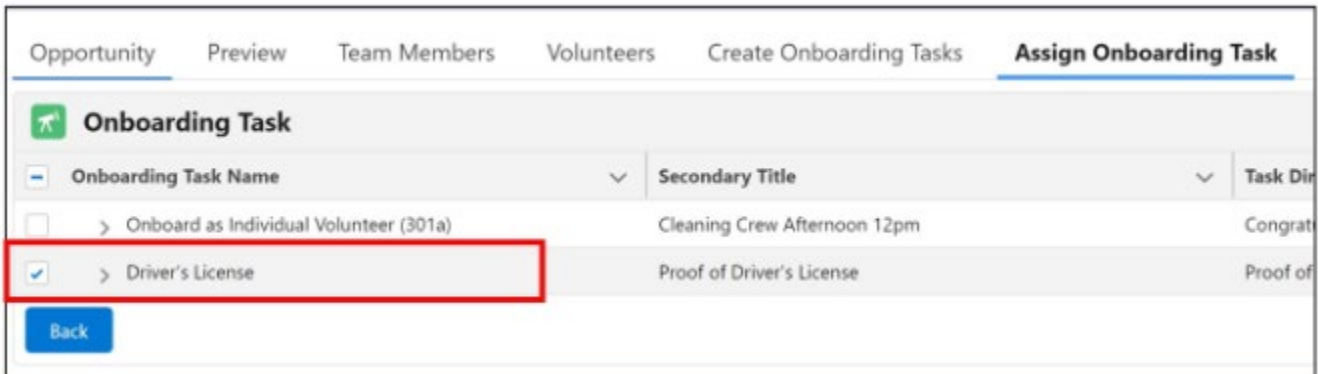
1. Select the volunteer you want to assign the task(s) to.



The screenshot shows the 'Volunteer Management' interface. At the top, there are navigation tabs: Home, Applications, Volunteer Opportunities (selected), Accounts, Knowledge, and Chatter. Below this is a header for the 'Volunteer Opportunity' titled 'Campground Host Volunteer - Sample'. It displays 'Status: Recruitment Active', 'Site: Grand Canyon National Park', '# of Applications Received: 1', and '# of Applications Accepted: 0'. A progress bar shows stages: Draft, Recruitment Scheduled, Recruitment Active (highlighted), and Post-Recruitment. Below the progress bar are tabs: Opportunity, Preview, Team Members, Volunteers, Create Onboarding Tasks, and Assign Onboarding Task (selected). The main content area is titled 'Applications' and lists a table of volunteers. The table has columns for 'Volunteer Name' and 'Status'. The row for 'Sue Smith' is highlighted with a red box, and her status is 'Onboarding'.

Volunteer Name	Status
Sue Smith	Onboarding

2. Select the onboarding task you want to assign to the volunteer.



The screenshot shows the 'Assign Onboarding Task' page. It has the same navigation tabs as the previous screenshot. The main content area is titled 'Onboarding Task' and displays a table of tasks. The table has columns for 'Onboarding Task Name', 'Secondary Title', and 'Task Dir'. The row for 'Driver's License' is highlighted with a red box, and its checkbox is checked. A 'Back' button is visible at the bottom left.

Onboarding Task Name	Secondary Title	Task Dir
Onboard as Individual Volunteer (301a)	Cleaning Crew Afternoon 12pm	Congrat
Driver's License	Proof of Driver's License	Proof of

3. Click "Save".
4. The selected secondary task is now assigned to the volunteer to complete.