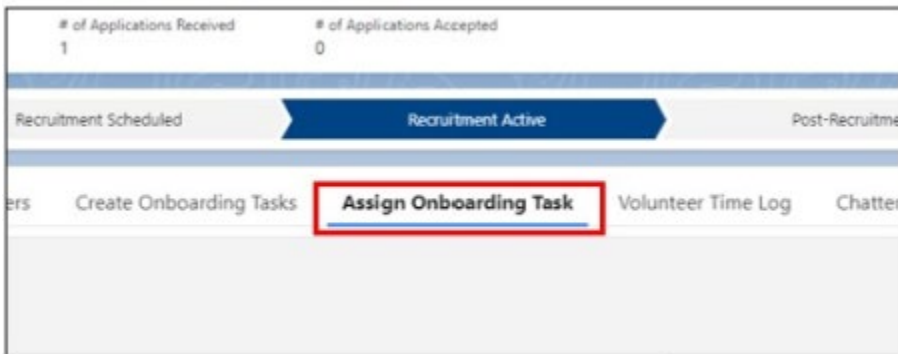
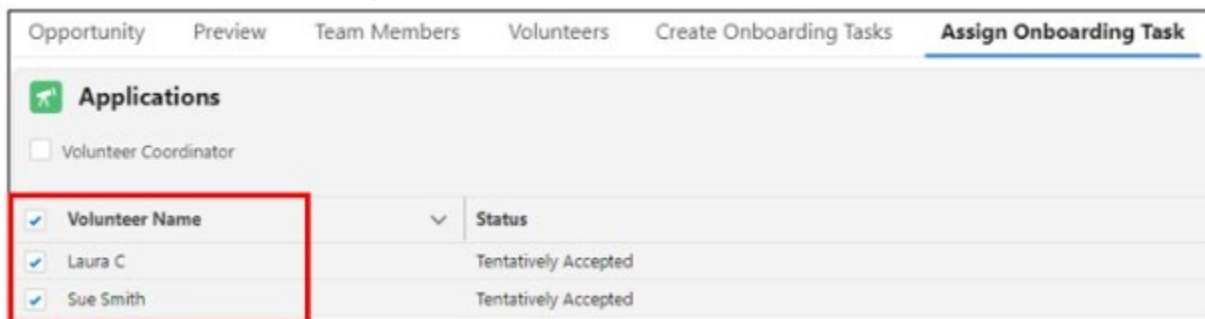


Assign a 301a Onboarding Task

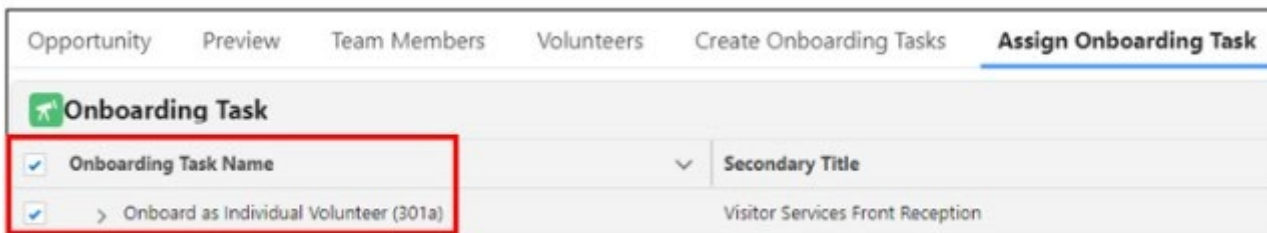
1. On the opportunity, click the "Assign Onboarding Task" tab.



2. Select the checkbox next to the name in the Volunteer Name column in the Applications section. Selecting the checkbox at the top will select all volunteers.



3. Click "Next".
4. Select the checkbox next to the applicable 301a task you wish to assign.
 - The task can be either the "Onboard as Individual Volunteer (301a)", or "Onboard as a Group Leader (301a)" under the column "Onboarding Task Name".
 - Select the "Onboard as Individual Volunteer (301a)" for one volunteer.
 - Select the "Onboard as a Group Leader (301a)" if the individual will be a group leader for a designated group of volunteers.



5. Click "Save".