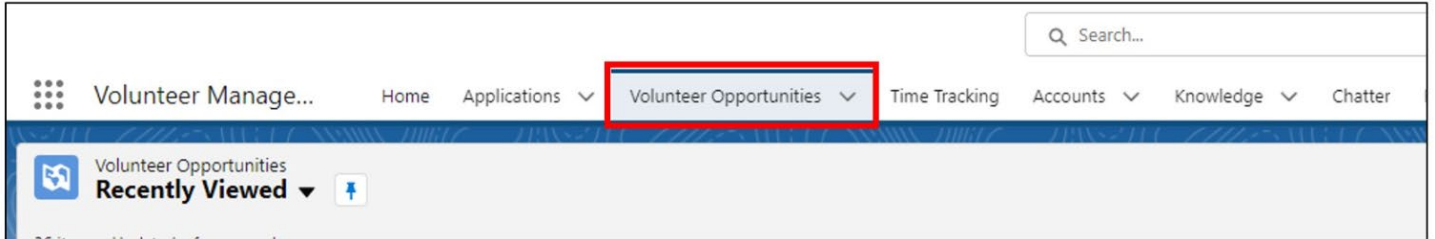


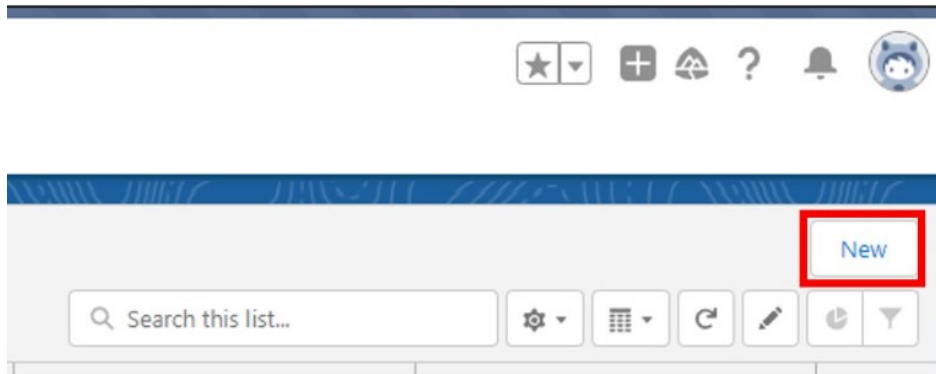
Create a New Opportunity

This guide provides detailed steps on creating a new opportunity in Volunteer Management. The fields have help text that provide a description of what to input into a field.

1. Log in to Volunteer Management with your credentials.
2. Click "Volunteer Opportunities".




3. Click "New" located in the right-hand corner of the page.



4. Complete opportunity name and site details (required fields marked with a red asterisk).
 - a. Volunteer Opportunity Name (required)
 1. Type in a brief name for the opportunity
 - b. Site Contact (required)
 1. Type the contact name in the field to begin search
 - c. Secondary Contact
 - d. Site (required)
 1. Type the contact name in the field to begin search

New Volunteer Opportunity

* = Required Information

* Volunteer Opportunity Name	<input type="text"/>	Owner ⓘ	 Laura Cooke VC
* Site Contact ⓘ	<input type="text" value="Search Contacts..."/>	Agency	
Secondary Contact ⓘ	<input type="text" value="Search Contacts..."/>		
* Site ⓘ	<input type="text" value="Search Accounts..."/>		

5. Complete "Opportunity Location" section required fields.
 - a. Virtual (required)
 1. Select from the drop down options
 - b. Use Address from Site (optional)
 1. Check the box for the site address to auto populate into the following fields "Street" and "City"
 - c. Street
 - d. City
 - e. Country: United States is already populated
 - f. State/Province is a drop down list menu to choose the state or province.
 - g. Zip/Postal Code
 - h. Geolocation can be used if there is no physical address available

Opportunity Location

<p>*Virtual i</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">--None--</div> <p style="color: red; font-size: small;">Complete this field.</p> <div style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc; margin-top: 10px;"> <p>Use Address from Site i <input type="checkbox"/></p> </div> <p>Street i <input style="width: 100%;" type="text"/></p> <p>City i <input style="width: 100%;" type="text"/></p>	<p>Country i United States</p> <p>State/Province i <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">--None--</div></p> <p style="font-size: x-small; color: blue;">View all dependencies</p> <p>Zip/Postal Code i <input style="width: 100%;" type="text"/></p> <p>Geolocation i</p> <p>Latitude <input style="width: 100%;" type="text"/></p> <p>Longitude <input style="width: 100%;" type="text"/></p>
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6. Complete "Opportunity Date & Time" section.
 - a. Start Date (required)
 1. Use the calendar icon to select the date
 - b. End Date (required): Use the calendar icon to select the date
 - c. Opportunity Image (required)
 1. To find an image, navigate to your agency photos/multimedia page to select an image. For example, NPS navigates to <https://npgallery.nps.gov/>.
 2. Search for the image you desire using the search features like keyword, state, or park name.
 3. Right click on the image to select "Copy Image Address". Some image links include additional text that is unnecessary, all that is needed is the address of the image file.
 1. For example, when opening an image on nps.gov the URL is displayed as: ["https://www.nps.gov/common/uploads/grid_builder/crop16_9/7B9D9191-B52A-5285-3C191185CDB1364E.jpg?width=420&quality=90&mode=crop"](https://www.nps.gov/common/uploads/grid_builder/crop16_9/7B9D9191-B52A-5285-3C191185CDB1364E.jpg?width=420&quality=90&mode=crop) however, for the purpose of the Opportunity Image field all we need is ["https://www.nps.gov/common/uploads/grid_builder/crop16_9/7B9D9191-B52A-5285-3C191185CDB1364E.jpg"](https://www.nps.gov/common/uploads/grid_builder/crop16_9/7B9D9191-B52A-5285-3C191185CDB1364E.jpg) removing the portion at the end: ["?width=420&quality=90&mode=crop"](https://www.nps.gov/common/uploads/grid_builder/crop16_9/7B9D9191-B52A-5285-3C191185CDB1364E.jpg?width=420&quality=90&mode=crop).
 4. Paste the image URL address into the "Opportunity Image" field.
7. Complete "Recruitment" section.
 - a. Unlisted Opportunity
 - i. For an unlisted opportunity, select this option.

- b. Status (required)
 - i. Use the drop-down option to select the opportunity status.
- c. Recruitment Start Date/Time
- d. Recruitment End Date/Time

8. Opportunity Requirements

- a. Opportunity Type (required)
- b. Number of Volunteers Needed (required)
- c. Special Groups
- d. Skills
- e. Activities
- f. Lodging Availability for Opportunity
- g. Description of Lodging Available
- h. Activities, Other: Enter any additional activities in this field.
- i. References (required)
- j. Lodging Needs (required)

Opportunity Requirements

*Opportunity Type ⓘ --None--

*# of Volunteers Needed ⓘ

Skills (more than one may be selected) ⓘ

<p>Available</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Backpacking/Camping Biology Boat Operation Carpentry </div>	▶	<p>Chosen</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
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Special Groups ⓘ

<p>Available</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Families Groups Kids 55+ </div>	▶	<p>Chosen</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
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Activities (select all that apply) ⓘ

<p>Available</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Archaeology Back Country/Wildern... Botany </div>	▶	<p>Chosen</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
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Activities, Other ⓘ

Lodging Availability for Opportunity ⓘ --None--

Description of Lodging Available ⓘ

References ⓘ --None--

9. Opportunity Description

- a. Type in the detailed description with important information the volunteer should know about the opportunity

10. Additional Requirements Fields

- a. References (required)
- b. Lodging Needs (required)
- c. Knowledge, Skills, and Abilities (required)
- d. Education (required)
- e. Availability (required)

11. Additional Onboarding Requirements

- a. Background Check Required (required)
- b. Driver's License Required (required)
- c. Medical Clearance Required (required)

12. Event Specific Information

- a. Group Event
- b. Start Time
- c. End Time
- d. Start/End Time Zone

13. Position Specific Information

- a. Total Available Hours
- b. Availability Duration
- c. Training Required
- d. Required Days

14. Click "Save".

15. Add Topics on the Opportunity Page (Optional): Type a relevant word, phrase, or tag (ex: "NPLD", "A250") into the Topics search bar and press Enter to submit. This will make it easier for volunteers to find opportunities by providing additional terms for the search to pick up.

