

Volunteer Opportunities Overview

This guide provides an overview of the tabs under Volunteer Opportunities.

When Volunteer Opportunities is selected, the tab options from left to right are the following:

- **Opportunity:** Where all of the details related to the opportunity are located. Each section can be expanded to view or edit the editable fields.
- **Preview:** What your opportunity looks like when published and listed to the public to view on Volunteer.gov.
- **Staff Access:** Where you can add or remove additional Volunteer Coordinator or Team Member access to the opportunity, application, and/or time log.
- **Volunteers:** Where you can view Applications, Volunteer Tasks, and Volunteer Coordinator Tasks. You can take many actions here from updating an application status, viewing an application, and viewing the volunteer task details.
- **Create Onboarding Tasks:** Create the volunteer onboarding tasks specific to an individual or group 301a, and associate other tasks.
- **Time Log:** View the Volunteer Time Log details for that volunteer including the volunteer name, position, date hours occurred, total completed hours, and status.
- **Chatter:** Links to activity on the Chatter tab
- **Activity:** Shows opportunity activity.
- **History:** Shows opportunity history.
- **QR Code:** Provides the QR Code and direct link for the opportunity. In the case where an opportunity is unlisted, you will share this with the volunteer to directly access the unlisted opportunity.
- **Files:** Where any associated uploaded files for the opportunity can be found.

The screenshot displays the Volunteer Management system interface. At the top, there is a navigation bar with the following items: Volunteer Manage..., Home, Volunteer Opportunities (selected), Team Member Access, Applications, Volunteers, Time Tracking, Knowledge, Chatter, Dashboards, Reporting, Generated Reports, KPI, Files, and User Management. Below the navigation bar, the page title is "Volunteer Opportunity" and the specific opportunity is "Gatehouse Attendant, Campground". There are buttons for "+ Follow", "Edit", "Close", and "Printable View". A table shows the following data:

Status	Site	# of Applications Received	# of Applications Accepted
Closed	Lake Okeechobee	0	11

Below the table is a progress bar with stages: Draft, Recruitment Scheduled, Recruitment Active, Post-Recruitment, Canceled, and Closed (highlighted). There is a "Topics (0)" section with a search input field. At the bottom, there is a tabbed interface with the following tabs: Opportunity (selected), Preview, Staff Access, Volunteers, Create Onboarding Tasks, Time Log, Chatter, Activity, History, QR Code, and Files.