

## Volunteer Opportunities: Volunteers Tab

In the opportunity, click on the "Volunteers" tab to open.

The screenshot shows the 'Volunteer Management' interface. At the top, there is a navigation bar with 'Volunteer Opportunities' selected. Below this, the page title is 'Volunteer Opportunity: Campground Host Volunteer - Sample'. A summary table shows the status as 'Post-Recruitment', the site as 'Grand Canyon National Park', 1 application received, and 0 accepted. A progress bar indicates the current stage is 'Recruitment Active'. Below the progress bar, a menu of tabs is shown, with 'Volunteers' highlighted in a red box. Other tabs include 'Opportunity', 'Preview', 'Team Members', 'Create Onboarding Tasks', and 'Assign'. A button for 'Update Application Statuses' is visible below the tabs. At the bottom, there is a section for 'Applications (1)'.

Status	Site	# of Applications Received	# of Applications Accepted
Post-Recruitment	<a href="#">Grand Canyon National Park</a>	1	0

Progress: Draft → Recruitment Scheduled → Recruitment Active

Navigation: Opportunity | Preview | Team Members | **Volunteers** | Create Onboarding Tasks | Assign

Update Application Statuses

Applications (1)

When a volunteer submits an application to the opportunity, it appears in the "Applications" section in a "Submitted" status. In this section, you can view the volunteer name, email address, total hours, application status, and status date columns.

The screenshot shows the 'Volunteers' tab selected in the navigation bar. Below the navigation bar, there is a button for 'Update Application Statuses'. The main content area shows 'Applications (1)' with a sub-header '1 item • Updated a few seconds ago'. A table lists the application details, with the table header and the first row highlighted in a red box.

Volunteer Type	Volunteer Name	Email Address	Total Hours	Application Status	Status Date
Registered	Susan Lemon	<a href="mailto:laura.cooke@accenturefederal.com">laura.cooke@accenturefederal.com</a>	32.25	Submitted	11/3/2023

Clicking on the "Volunteer Name" directs you to the Volunteer Application details in a new tab. You can print this application using the "Printable View" button in the right hand corner of the Application page.

Volunteer Manage... Home Applications Volunteer Opportunities Accounts Knowledge Chatter Reports Dashboards Files

Application **AP-00046356** [+ Follow](#) [Edit](#) [Printable View](#)

**Application** Volunteer Tasks History

> Summary (phased out 5/18/2023)

Basic Information

Volunteer Name Sue Smith  
 Date of Birth 4/21/1960  
 Email Address [laura\\_cooke@contractor.nps.gov](mailto:laura_cooke@contractor.nps.gov)  
 Phone 301-322-1321

Address

Street Address, Apt. # 34 and Q Street  
 City New York  
 Country United States  
 State New York  
 Zip Code 10001

Country of Citizenship United States  
 U.S Citizen or Permanent Resident Yes, I am a U.S. citizen or Permanent Resident.  
 Verification Status  
 If applicable, list visa type

Demographic Information

Gender Female  
 Veteran or Active Duty None

On the Volunteers tab, you have the "Update Application Status" button. This button allows you to change the application status depending on where the application is in the application and/or onboarding process.

Volunteer Opportunity **Campground Host Volunteer - Sample**

Status Recruitment Active Site Grand Canyon National Park # of Applications Received 1 # of Applications Accepted 0

Draft Recruitment Scheduled **Recruitment Active** Post-Recruitment

Opportunity Preview Team Members **Volunteers** Create Onboarding Tasks Assign Onboarding Task Volunteer Time Log

**Update Application Statuses**

**Applications (1)**  
 1 item • Updated 22 minutes ago

Volunteer Type	Volunteer Name	Email Address	Total Lifetime Hours	Application Status
1 Registered	Sue Smith	<a href="mailto:laura_cooke@contractor.nps.gov">laura_cooke@contractor.nps.gov</a>	10.00	Submitted

[View All](#)

Under the Applications list, there are the Volunteer Tasks details list. Volunteer Tasks assigned to the volunteer appear here.

Update Application Statuses						
Applications (1)						
1 item • Updated 5 minutes ago						
Volunteer Type	Volunteer Name	Email Address	Total Hours	Application Status	Status Date	
1 Registered	Susan Lemon	laura.cooke@accenturefederal.com	32.25	Submitted	11/3/2023	<a href="#">View All</a>

  

Volunteer Tasks							Update Task Status
View	Name	Primary Onboarding Task	Task Title ↓	Status	Volunteer Name		
<input type="checkbox"/>	Individual Volunteer (301a)		Trail Clean Up Position December	Complete	Susan Lemon		
<input type="checkbox"/>	Group Leader (301a)		Trail Clean Up Group Leader	Incomplete	Susan Lemon		
<input type="checkbox"/>	Driver's License		Proof of Driver's License	Incomplete	Susan Lemon		
<input type="checkbox"/>	Training			Incomplete	Susan Lemon		

View the Volunteer Task details by clicking on "View" in the task.

V Volunteer Task  
**Individual Volunteer (301a)**

**Details**    Files

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▼ Information

Volunteer Task Name	Individual Volunteer (301a) <span style="float: right;">✎</span>	Background Check Affirmation <input checked="" type="checkbox"/>
Volunteer Position/Group Project Title	Landscape	Public Domain Affirmation <input checked="" type="checkbox"/>
Application	<a href="#">AP-00058816</a>	Health Affirmation <input checked="" type="checkbox"/>
Completed	<input checked="" type="checkbox"/> <span style="float: right;">✎</span>	
Task Directions	<p>Congratulations, you have been selected to volunteer! In order to complete your onboarding process, please review and complete all required documents and tasks. The included Volunteer Service Description will outline your duties and requires validation that will serve as your legal signature. If you have questions, please reach out to the Volunteer Coordinator listed for this volunteer opportunity.</p>	
Photography Affirmation	<input checked="" type="checkbox"/>	
Medical Affirmation	<input type="checkbox"/>	