



ADDING HOLIDAY VOLUNTEER OPPORTUNITIES TO VOLUNTEER NOW

1. [Login into your Volunteer Now account here](#)
2. Click on **My Agency**
3. Click on **Opportunities**
4. Click on **Add Opportunities**
5. Add **Volunteer Project**
 - a. **Title:** Provide a brief title to entice volunteers
 - b. **Description:** Provides details about what will be expected of the volunteer(s). Be sure to include if there is flexibility on dates/times and if you have a separate registration link on your site.
 - c. **Duration**
 - i. **Do not click Ongoing** for holiday volunteer opportunities. Instead, click on:
 1. **Runs Until** if you want the opportunity to be up through the holiday season—select December 24 (or a day prior to) as close date

OR
 2. **Happens On** if it is date specific (if you click on this, it will appear in the calendar or event section of the site)

OR
 3. **Multi Dates** if there are several specific dates for the opportunity

OR
 4. **Custom or Reoccurring Shifts** if there are multiple shifts
 - d. **Opportunity Date:** Select the date(s) the project will take place.
 - e. **Hours:** How long the activity will take place (ex: 2 hours)
 - f. Allow Team Registration (click Teams Only if you want a group of volunteers)

- g. Age requirements (if any)
 - h. **Address of volunteer opportunity** (or your agency address)
 - i. **Zip Code**
 - j. Interests and Abilities, **click on Holiday** 
 - k. Waiver: You have the option to upload your agency's volunteer liability waiver, but this is not required
 - l. Additional Notification Emails: If you want additional staff to receive notification of volunteers who sign up, add email addresses in this location.
 - m. Click on **Create Opportunity**
6. Add **GIVING OPPORTUNITIES**: If your holiday volunteer opportunity includes gathering items, please include "Giving Opportunity" in the title and identify the category (food, gift cards, clothing, toys, etc.). An example would be: Giving Opportunity: Hats and Mittens Needed for Children
- a. **Description**: Provide a specific list of what is needed including sizes, specific food(s), or a list of retail/grocery stores your clients need gift cards from. You are welcome to cut and paste existing lists or place a link to a list on your website.
 - b. **Address**: Where they need to be dropped off
 - c. Interests and Abilities: **Click on Holiday** 
 - d. **Duration**: Click on **Runs Until** if you want the opportunity to be up through the holiday season. Select the last donation drop off date as registration close date.
 - e. **List the items needed in the category of Food, Gift Cards, Clothing, or Toys for Children.** *Note: Do not list multiple food items in separate listings. Group all category needs together.*
 - f. Click on **Create Opportunity**

Have Questions?

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