

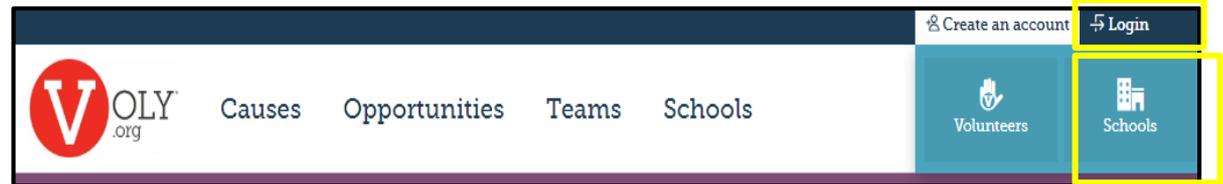


**Post a volunteer opportunity**

# Accessing VOLY

## ACCESS VOLY

- Go to [https://\(mydistrict\).voly.org](https://(mydistrict).voly.org)

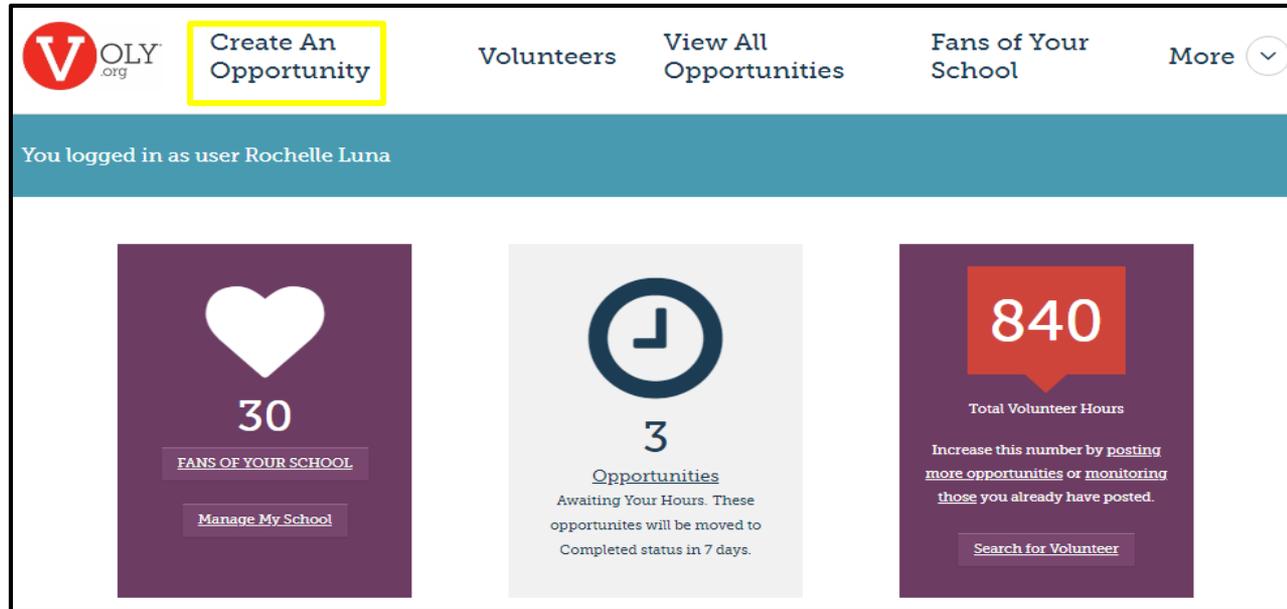


## LOG IN TO YOUR SCHOOL ACCOUNT

- Click on 'Login' and select 'Schools'
- Enter your email address and your private password.
- Click Log In

A screenshot of the 'Log In' form for schools. The form is titled 'For Schools' and 'Log In'. Below the title is the text 'Access your account and start managing your volunteers!'. There are two input fields: 'Email Address' and 'Password'. The 'Email Address' field contains the text 'Your\_email@your\_school.edu'. The 'Password' field contains a series of dots. Below the password field is a link that says 'Forgot your password?'. At the bottom of the form is a green button labeled 'Log In'.

# Create an Opportunity



Use this feature to create an accurate, attractive, and compelling postings for perspective volunteers

Click 'Create an Opportunity' from your school dashboard

# Create an Opportunity

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Create An Opportunity

## Book Fair Greeter

Turner Academy

- ✓ STEP 1  
Name & Contact
- ✓ STEP 2  
Dates & Shifts
- STEP 3  
Location
- STEP 4  
Cause & Description
- STEP 5  
Volunteers

VOLY has a template for you to create an opportunity with a simple 5-step process

**Fun Fact:**  
*Dallas ISD averaged 100 volunteer hours for every opportunity they posted in 2017.*

# Get Started Creating an Opportunity

## Step 1.

Give it a name and tell us who is in charge

- Think of the opportunity name as a headline to attract the attention of perspective volunteers
- Select a contact person from those listed or create a new contact

Create An Opportunity  
Turner Academy

## Let's Get Started

Give it a name, and tell us who is in charge.

**Project Name\***

Give it a name, make it something that will inspire volunteers.

Is this a Private Opportunity?

Who is in charge of this project?

John Doe  
webmaster+john@gm  
(111) 111-1111

Patrick Hicks  
phicks@volnow.org  
214-826-6767

Patty Gram  
pgram@aol.com  
(111) 111-1111

Rochelle Luna  
rluna@volnow.org  
(214) 826-6767

Sample Contact  
volywebmaster+s@gm  
(214) 826-6767

Sherry Briggs  
volywebmaster@gmail  
(111) 111-1111  
Awaiting Validation

Test Contact  
volywebmaster+turne  
214-826-6767

or you can  
Create A New Contact

Next Step

# Type of Opportunity

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## Step 2: Type of opportunity, Date, and Location

### Please select the type of opportunity

- A single event typically occurs over 1-2 consecutive days
- A repeating event re-occurs on select days or dates over a period of weeks or months

**What kind of opportunity is this?**

One Time Opportunity

Repeating Opportunity

# Opportunity Date(s)

## When do you need your volunteers?

- Enter a start date for volunteers
- If the opportunity repeats, in 'Repeats Until' enter an end date, no more than 120 days from your start date
- Select Repeats: Weekly (on select days) or Monthly (on select dates)
- Repeat every: How frequently does this opportunity repeat
- Repeats on: check the days this opportunity occurs

### Fun Fact:

*It is easier to get new volunteers to commit for a month or a semester rather than a full year. Once they are on-board, most will continue to volunteer.*

**How often does this opportunity repeat?**

Starts

Start Date   mm/dd/yyyy

Ends

Repeats Until   mm/dd/yyyy

Repeats

Weekly 

Repeat every:\*

1  week(s)

Repeats On

Sun  Mon  Tue  Wed  Thu  Fri  Sat

# Shifts

- Select Yes or No if you need shifts.
  - You have the option to name Roles for this task – for example: Hall Monitor
  - Indicate the start/end times volunteers are needed and number of volunteers requested
  - You may Add Another Time Slot by clicking on button
  - Select the length of time for each shift if Adding Multiple Times
  - You may add another role, if needed, by clicking the button
  - Click Save & Continue button when finished

Do you need shifts?

Describe Your Shifts

Role Name

Describe Your Shifts

Role Name

Test

Remove Shift

Start Time  End Time  # of Volunteers

or

# Custom Shifts

**Describe Your Shifts**

Role Name  
**Test**  
[Remove Shift](#)

Start Time      End Time      # of Volunteers

or

- NOTE: You also have the option to 'Remove Shift'
- Add Time Slot allows you to add irregular or overlapping shifts
- Add Multiple Times divides your role into even shifts throughout the indicated time

# Opportunity Details – Assigning Hours

## How will hours be assigned?

- Auto Assign Hours makes it easy to report hours for assignments with a standard schedule use this feature to save steps when reporting hours
- Check in and Out, allows you to easily vary the number of hours worked for each volunteer, use this only for irregular shifts or special assignments

## Where will they go to volunteer?

- Click on a preset location for this volunteer opportunity or
- Create a new location
- Click **'Save and Continue'**

**Back to School Fair**

Turner Academy

- ✓ STEP 1 Name & Contact
- ✓ STEP 2 Dates & Shifts
- ✓ STEP 3 Location
- STEP 4 Cause & Description
- STEP 5 Volunteers

How will your hours be assigned?

- Auto Assign Hours  
Hours will automatically be assigned to volunteers that attend.
- Check In & Out  
You will need to verify each volunteer's hours individually.

Where will they go to volunteer?

- Other  
2800 Live Oak  
Dallas, TX 75204
- Other  
Christmas Party Address  
630 Texas Street  
Dallas, TX 76204  
(214) 821-8711
- Test Location  
123 Test Ln  
Testville, TX 75069

or you can

- 

**Save & Continue**

# Opportunity Cause

**Volunteers say:**  
*I like being able to easily find the tasks where I want to serve.*

## What cause will this opportunity effect?

- Identifying a cause makes it easier for volunteer to find your opportunity
- Please select 1 or 2 causes or sub-causes for this opportunity from the drop-down list of options

What cause will this opportunity effect?



- After School & Summer
- After School
- Summer



Athletics



Campus Engagement

# Project Briefing

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- This short introduction is the first thing volunteer will see about your opportunity
- Simply start typing to replace the prompt and enter your information in the text block
- Use this to grab their attention and help them see if they are a good fit for this opportunity
- It is helpful to state the impact or outcome this work will provide

**Volunteers say:**  
*“I want to make a difference. Tell me how this task will help me help children.”*

## Project Briefing\*

This is the first thing volunteers will see about your opportunity. Make sure to include things like the time of the event, and any specific details that will help volunteers know if they fit your opportunity.

A 250 character introduction to your opportunity.

# Add Documents

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- To help you manage your volunteers, you can upload documents needed for this specific volunteer opportunity, for example, a chaperone form or a photo release
- Commonly used documents will be pre-loaded by the district so that you can use the drop-down arrow to find and select the one(s) you need

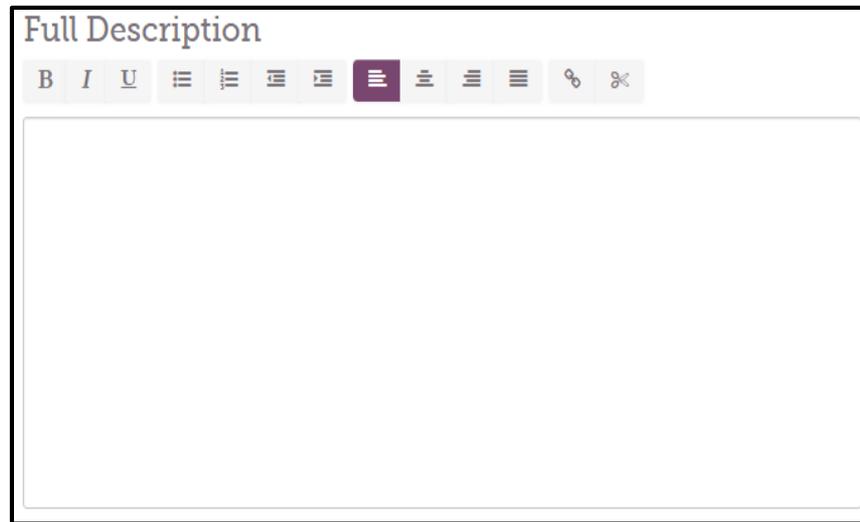
## Add Documents

A selection will copy the link to the Document to the description box below.

# Full Description

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- Use the full description to convey expectations and requirement for this volunteer opportunity
- Good descriptions help volunteers identify if they are a good fit for your needs
- Describe what the volunteer will be doing and why it is important
- Also include any volunteer requirements or restrictions,
- You have plenty of room to include how this work will impact your students and your cause
- Use the link icon to hyperlink to additional helpful documents or information
- Please review to be sure your description is accurate and complete with proper spelling and grammar



A screenshot of a text editor interface titled "Full Description". The editor has a toolbar with various icons for text formatting, including bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, and unlink. The main text area is currently empty.

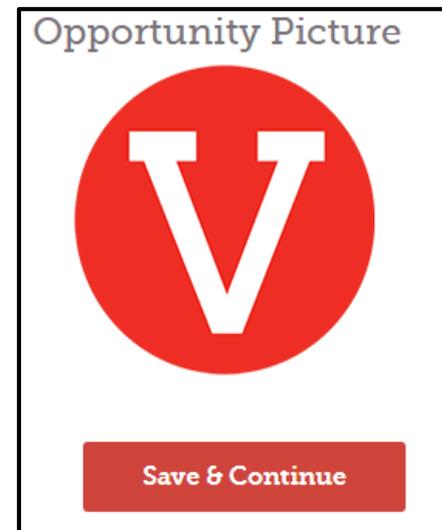
# Opportunity Picture

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- Upload a photo, graphic, or your school icon to attract volunteers to this opportunity
- Select a photo or clipart that will draw attention to you post and help volunteers visualize the work required
- There are many free graphics available on-line. For example, you can type a key word into Google, then select Images. Just be sure images are not copyrighted or that you have permission to use them.

**Fun Fact:**

*Posting with good graphics  
attract more volunteers.*



# Volunteer Approval

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Determine if you want to vet every volunteer for this role

- Use Auto Approve Volunteer for tasks that do not require special skills or specific training. As soon as the volunteer expresses interest, they will be automatically notified that they are approved to volunteer
- Use Must Approve Volunteer for roles that require special skills or training. The volunteer will not be notified to volunteer until you approve them.

**Fun Fact:**

*You can save time by auto approving volunteers for routine tasks.*

## How will your volunteers be approved?



**Auto Approve Volunteer**  
I want all volunteers to automatically be approved for this opportunity.



**Must Approve Volunteer**  
I want to approve all volunteers for this opportunity.

# Volunteer Skill Level

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Determine which type of volunteers, general vs. specific skills, are appropriate for this opportunity

- If you are seeking skilled volunteers, select a maximum of two to three skills that are most relevant to this opportunity
- To attract the volunteers you need, each skilled position should have its own posting. Avoid 'lumping' multiple needs into one posting.

What type of volunteers are you looking for?

 <p><b>General Volunteers</b> We can use any volunteer that is willing to help out our cause.</p>	 <p><b>Specific Skills</b> We need volunteers who have specific skills to meet our needs.</p>
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# Appropriate Volunteers

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## Who is this opportunity appropriate for?

- Please select the individuals and /or groups that are the best fit for this opportunity

Who is this opportunity appropriate for?

 INDIVIDUALS	 TEAMS
<input type="checkbox"/> Youth	<input type="checkbox"/> Family
<input type="checkbox"/> Adults	<input type="checkbox"/> Youth
<input type="checkbox"/> Seniors (65+)	<input type="checkbox"/> Corporate
<input type="checkbox"/> Interns	<input type="checkbox"/> Civic
	<input type="checkbox"/> Community

# Individual Volunteers

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Opportunities where one person can contribute alone, or as part of a group. Tutors, mentors and administrative work are common individual opportunities.

- Youth indicates individual young people, age 13 and up, working under your supervision
- Adults are individuals 18 and older. They are often a good match for evening and weekend opportunities.
- Seniors are individuals age 65+. Seniors may be retired, so they can be a good match for your daytime needs on weekdays.
- Interns are often students seeking specific work experience to complement their studies. This is often a specific project with a beginning, middle and end. You should be prepared to provide every intern with the time, attention and rich experience to prepare them for a career in your field and provide flexible hours to accommodate their school schedule.

# Groups of Volunteers

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Opportunities where several people can work together at the same time and location to accomplish a task. Special events and one-day projects can be excellent group opportunities. Your opportunity description should indicate the minimum number of people needed for the project as well as the maximum group size you can accommodate.

- Family groups are typically parents and children working together. These opportunities should include well planned activities to engage children in safe and meaningful ways. Some schools benefit from families with children ages 4 and up. Please indicate a minimum age for these volunteers in your opportunity description.
- Youth Groups are often groups of elementary, middle-school or high-school students with some level of adult supervision. Please include minimum age for participants and the youth-to-adult ratio you expect the group to provide.

# Groups of Volunteers

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- Corporate groups often use volunteer projects as team-building opportunities. These groups can be small or very large and often have a budget to help provide supplies and/or refreshments.
- Civic groups may be associations, clubs or special interest groups that have a passion for your cause. Take the opportunity to inform them of additional ways they can support your school, individually or together.
- Community groups often share a common bond. Encourage them to continue their engagement by making sure they understand how meaningful their volunteer work is to your school and your students.

# Preview

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- 'Preview Opportunity' allows you to see your opportunity just as volunteer will see it, before you click 'Publish.'
- Preview opens in a new screen. Close that screen to return to your opportunity to make edits or to publish.

Preview Opportunity!

# Publish

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- As soon as you complete the required information and click 'Publish Opportunity!' this opportunity will be visible to volunteers in VOLY. It will also appear in searches related to cause, or key words listed in your opportunity title or description.
- Each volunteer opportunity you publish will have a unique URL. You can share the link on your web site or in social media to send interested volunteers to your VOLY posting to express interest in your opportunity.

**Publish Opportunity!**

**Volunteers say:**

*I definitely notice when postings have mis-spelled words or grammatical errors, especially if it is from my child's school.*