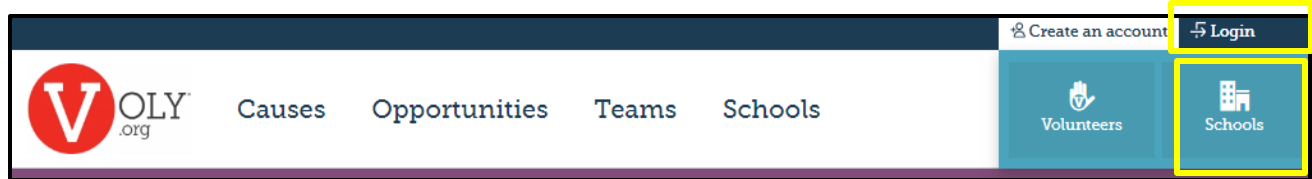




How to edit or duplicate an opportunity

Accessing VOLY



ACCESS VOLY

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

LOG IN TO YOUR SCHOOL ACCOUNT

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

For Schools

Log In

Access your account and start managing your volunteers!

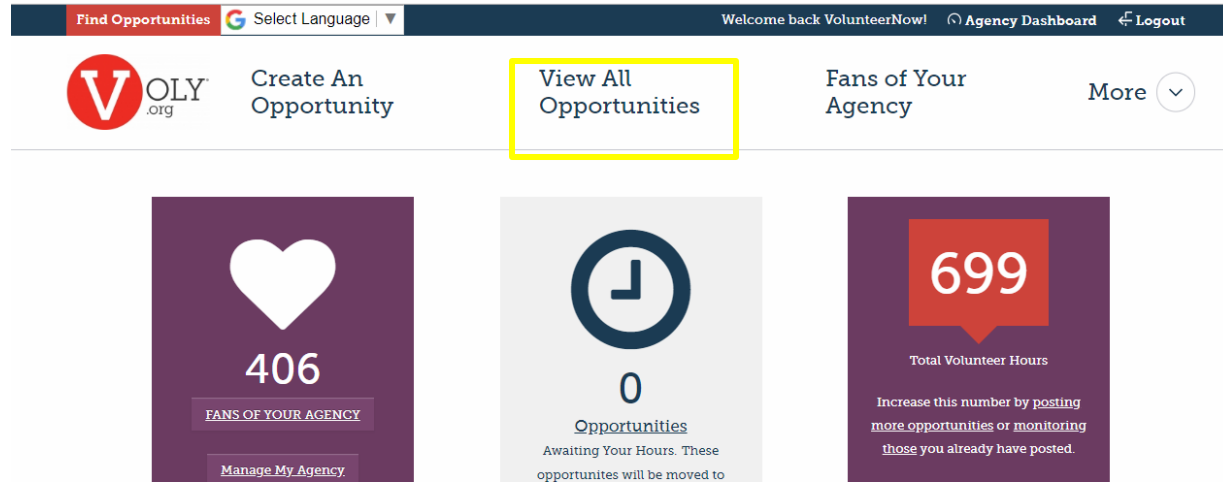
Email Address

Password

[Forgot your password?](#)

Log In

Edit an Opportunity



The screenshot shows the top navigation bar of the VOLY.org website. The navigation bar includes a dark blue header with the following elements: a red button labeled 'Find Opportunities', a language selection dropdown labeled 'Select Language', and a user greeting 'Welcome back VolunteerNow!' with links to 'Agency Dashboard' and 'Logout'. Below the header, the main navigation area features the VOLY.org logo, a 'Create An Opportunity' button, a 'View All Opportunities' button (highlighted with a yellow border), a 'Fans of Your Agency' section, and a 'More' dropdown menu. Below the navigation bar, three statistics cards are displayed: a purple card for 'FANS OF YOUR AGENCY' with a heart icon and the number 406, a grey card for 'Opportunities' with a clock icon and the number 0, and a purple card for 'Total Volunteer Hours' with a red speech bubble icon and the number 699. The 'Total Volunteer Hours' card includes a tip: 'Increase this number by posting more opportunities or monitoring those you already have posted.'

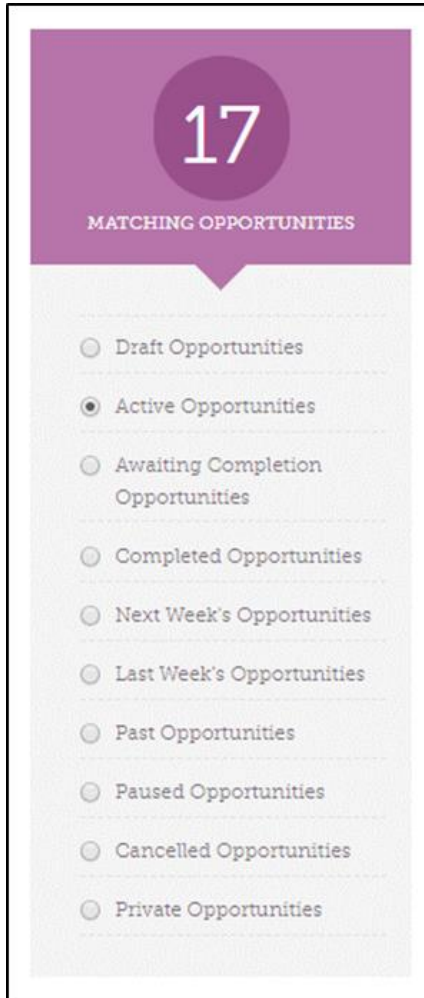
To save you time and effort, VOLY saves all the opportunities you create so that you can access them when needed

Use this feature to:

- Copy a current or past opportunity
- Edit an opportunity to correct information or improve response

Click 'View All Opportunity' from your school dashboard

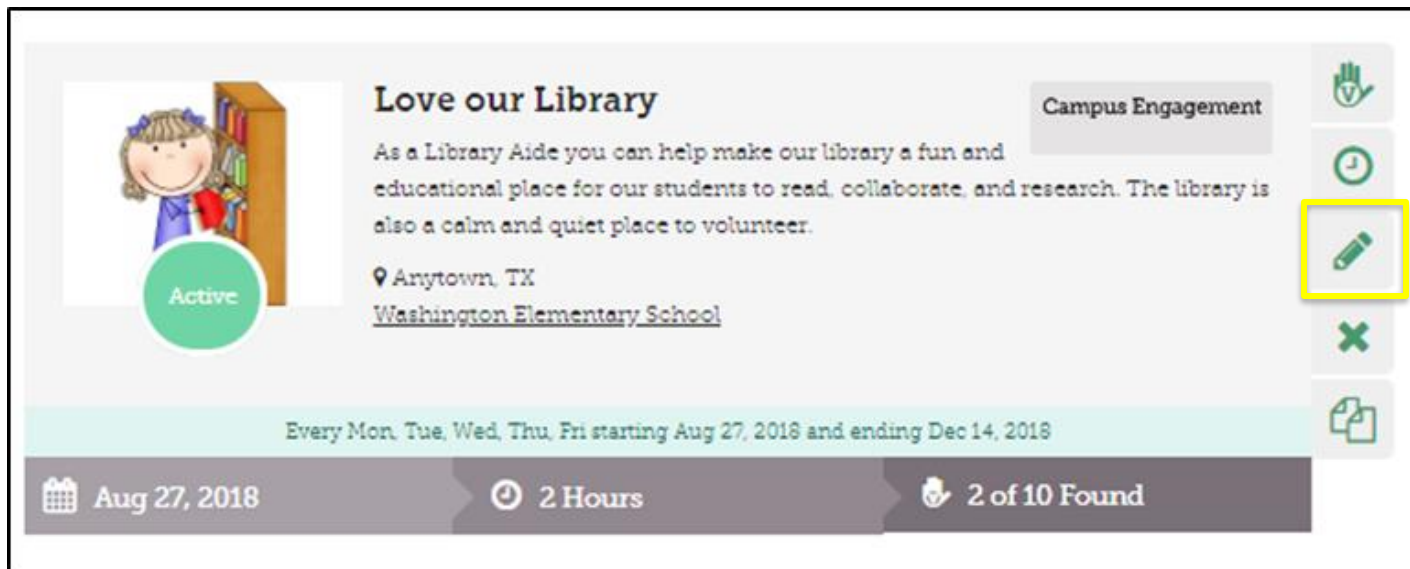
Create an Opportunity



The left-hand menu provides numerous ways you can view opportunities. Most titles are self-explanatory. For example:

- 'Draft Opportunities' are those that you have not, yet, published
- 'Past Opportunities' includes all your past postings
- 'Private Opportunities' are those created for a specific group in response to a team request

Edit an Opportunity



Love our Library Campus Engagement

As a Library Aide you can help make our library a fun and educational place for our students to read, collaborate, and research. The library is also a calm and quiet place to volunteer.

Anytown, TX
[Washington Elementary School](#)

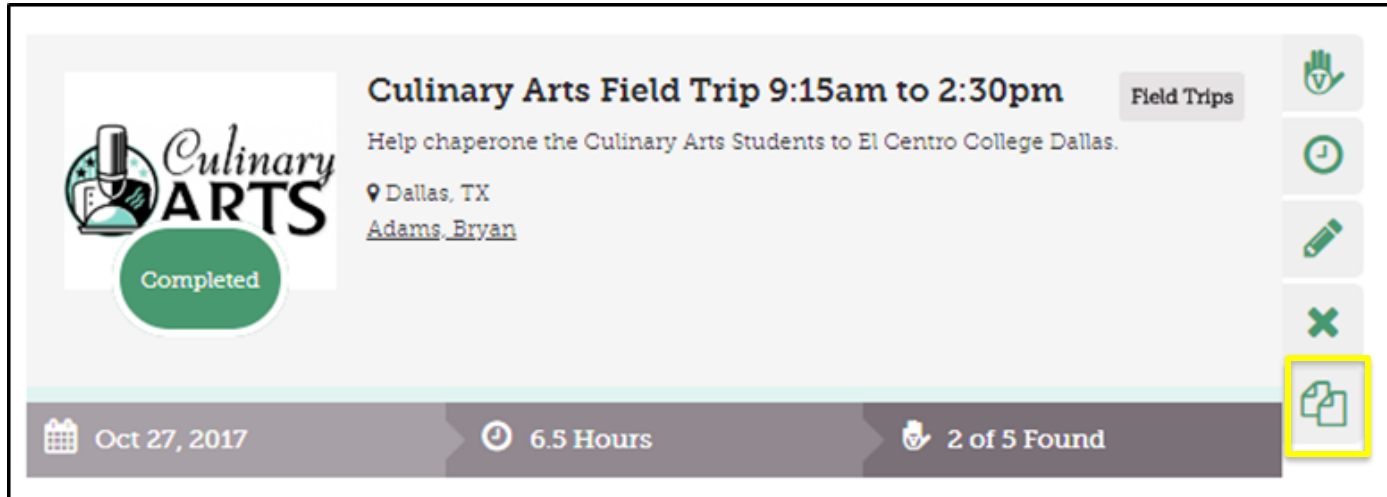
Every Mon, Tue, Wed, Thu, Fri starting Aug 27, 2018 and ending Dec 14, 2018

Aug 27, 2018 2 Hours 2 of 10 Found

The screenshot shows a volunteer opportunity card. On the left is a cartoon illustration of a girl with a book, with a green circle below it containing the word 'Active'. To the right of the illustration is the title 'Love our Library' and a 'Campus Engagement' tag. Below the title is a paragraph of text describing the role. Further down is the location 'Anytown, TX' and a link to 'Washington Elementary School'. A light blue bar contains the schedule: 'Every Mon, Tue, Wed, Thu, Fri starting Aug 27, 2018 and ending Dec 14, 2018'. At the bottom, a dark grey bar shows 'Aug 27, 2018', '2 Hours', and '2 of 10 Found'. On the right side of the card is a vertical toolbar with icons for a hand, a clock, a pencil (highlighted with a yellow box), a cross, and a document.

- You may edit an opportunity by clicking on the pencil icon to the right of the opportunity
- If an opportunity is Active, you can change any information EXCEPT THE DATES or SHIFTS

Duplicate an Opportunity



The screenshot shows a volunteer opportunity card for 'Culinary Arts Field Trip 9:15am to 2:30pm'. The card includes a logo for 'Culinary ARTS' with a 'Completed' badge, a description 'Help chaperone the Culinary Arts Students to El Centro College Dallas.', location 'Dallas, TX', and the name 'Adams, Bryan'. A 'Field Trips' tag is visible. On the right side, there is a vertical toolbar with icons for a hand, a clock, a pencil, a close button, and a copy icon (two overlapping sheets of paper), which is highlighted with a yellow box. At the bottom of the card, there is a dark grey bar with a calendar icon and 'Oct 27, 2017', a clock icon and '6.5 Hours', and a location pin icon and '2 of 5 Found'.

- Save time by duplicating, editing and re-posting a past opportunity
- You may duplicate any opportunity by clicking on the copy icon to the right of the opportunity
- Review the opportunity and edit, as needed, then publish the new opportunity

Changing Dates

To change dates for an active opportunity:

- Duplicate the opportunity
- Insert the new dates
- Publish the opportunity with the new dates
- You may then want to cancel the opportunity with the old dates



Helpful Tip:

When you cancel an opportunity, any volunteers who have expressed interest in that opportunity will be notified of the cancellation.