How to edit or duplicate an opportunity

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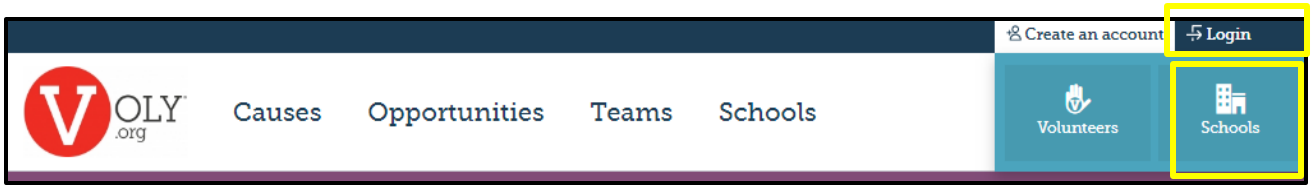
Accessing VOLY

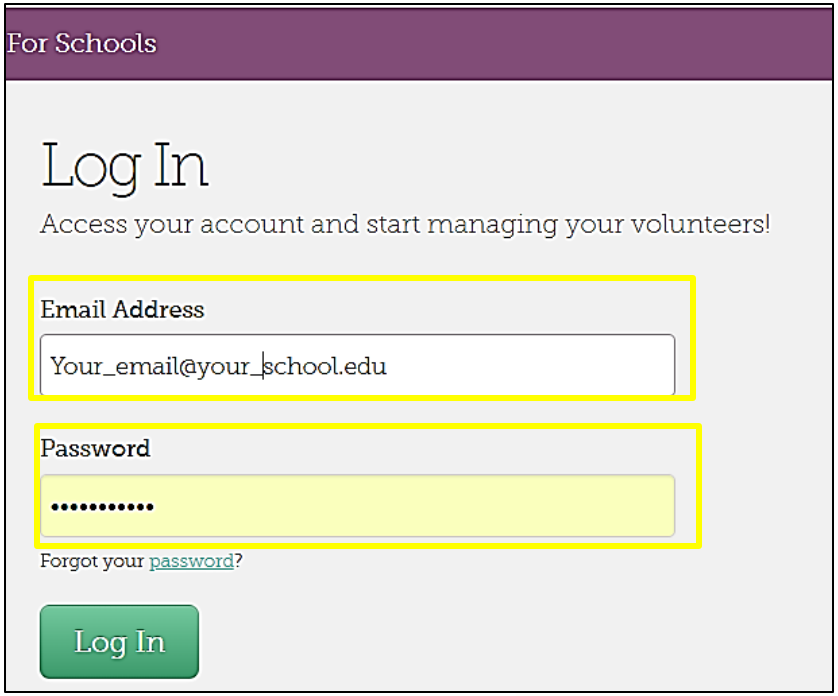


Access VOLY

- Go to 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



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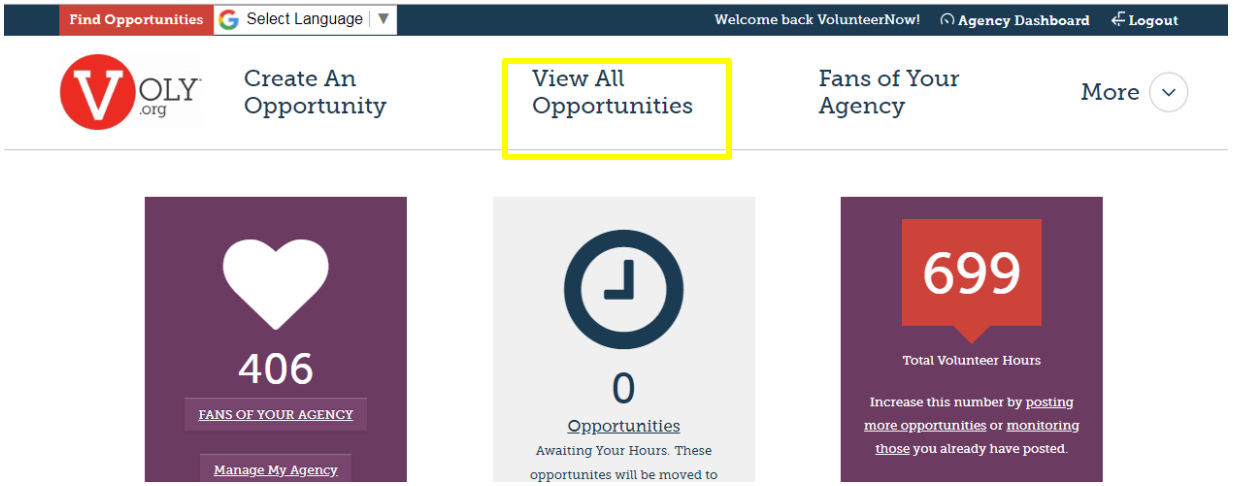
Edit an Opportunity



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

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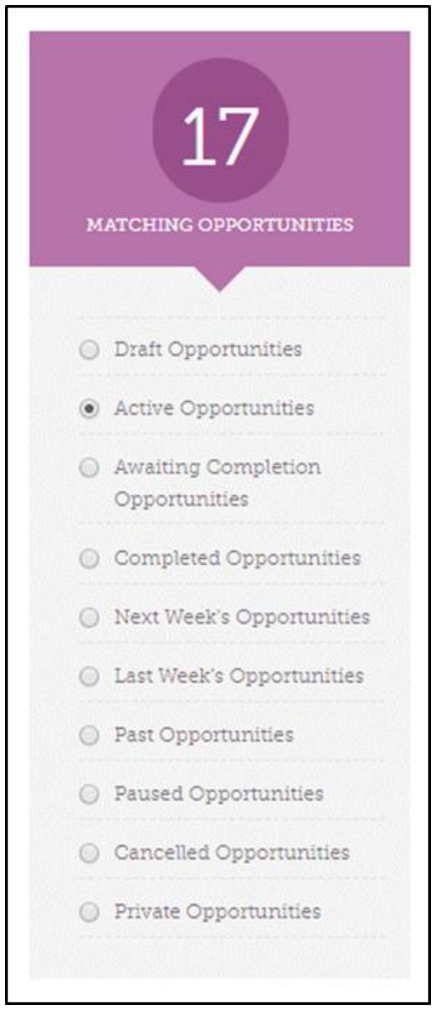
Create an Opportunity



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

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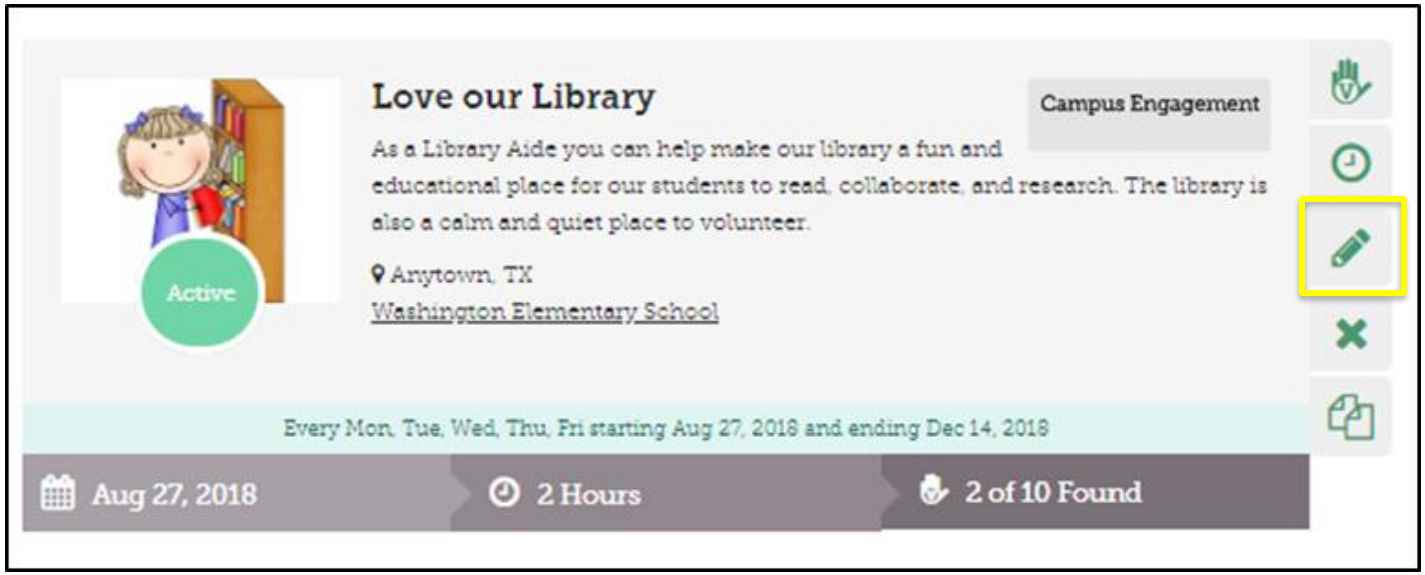
Edit an Opportunity



- 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

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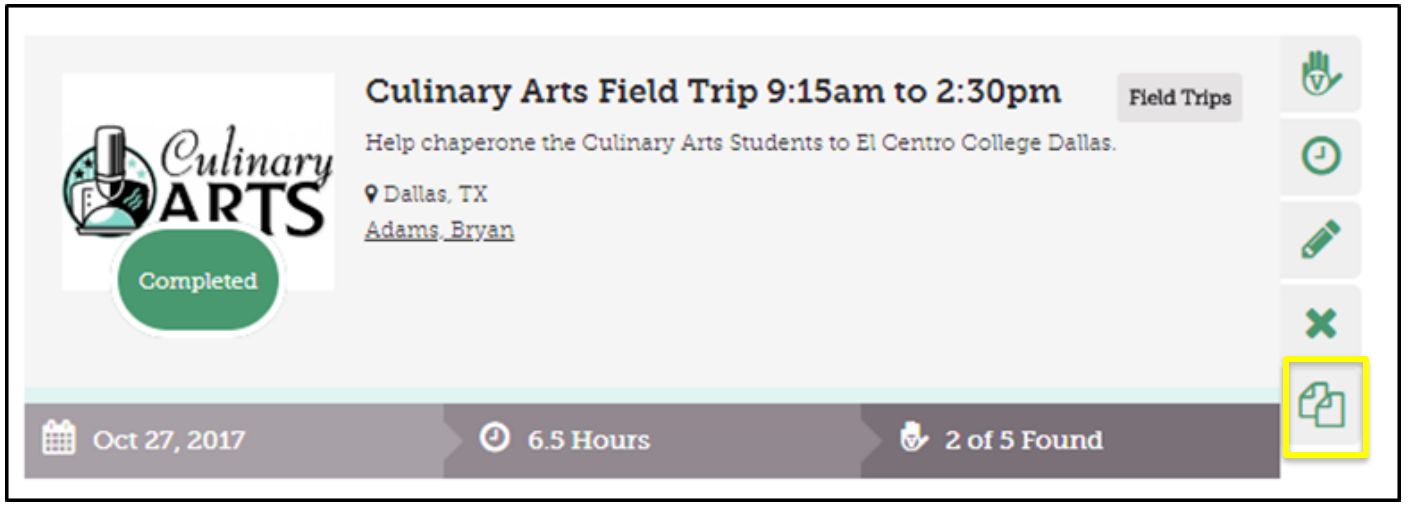
Duplicate an Opportunity



- 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

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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.

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