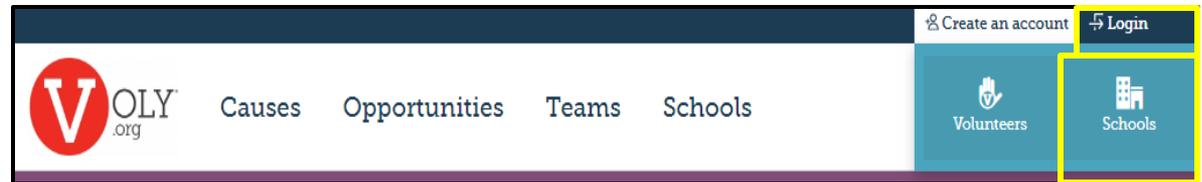# How to add a volunteer to an opportunity

Adding a Volunteer

- If you ask a volunteer to help with an upcoming opportunity and they say yes, VOLY makes it easy for you to add them to they opportunity

- To add a volunteer, the volunteer must have completed the application, background check, orientation and be a fan of your school or you will not be able to add them.

- When you add a volunteer they will be notified by VOLY

- VOLY sends weekly reminders to all approved volunteers

Accessing VOLY

ACCESS VOLY

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

LOG IN TO YOUR SCHOOL ACCOUNT

- Click on 'Login' and select 'Schools'

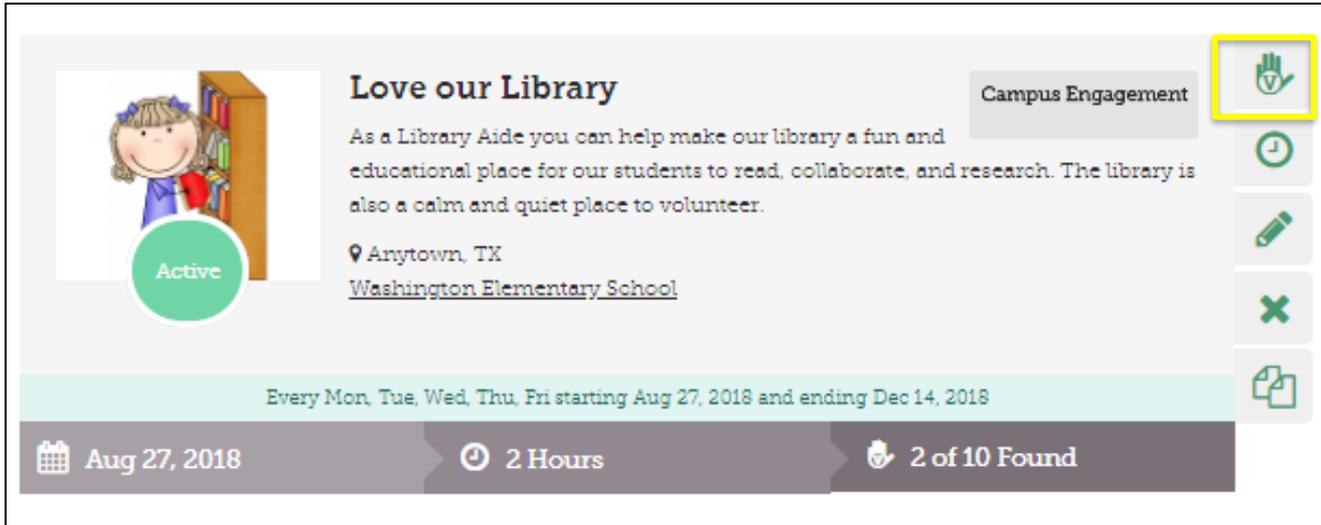- Enter your email address and your private password

- Click 'Log In'

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Find the Opportunity

Click 'View All Opportunities' on your school dashboard

Select 'Manage Volunteers'

Click "Manage Volunteers" (hand icon) on the appropriate opportunity

Select Add Volunteer

Click 'Add Volunteer'

Finding the Volunteer

- To search for a volunteer, type in their first name, last name or email (**the volunteer MUST be a Fan of Your School)**
- Click "Search & Continue"

Select the Volunteer

VOLY will provide a list of matching volunteer from your Fans

Once you identify the correct person,

- choose the desired shift if appropriate

- Click 'Add Volunteer'

- Select the appropriate shift(s) for that volunteer from the calendar

Add A Volunteer

Search for Volunteer*
Note: Only volunteers who are active, have expressed interest in the organization's opportunities, or are fans of the organization, meet minimal volunteer requirements, and have a public profile will be returned in the search.

melinda guy

Search & Continue

Melinda Guy
📍 Highland Village, TX
melindakellieguy@gmail.com

Shift One Tue, Jul 30, 2019 ▼   Add Volunteer

Melinda Guy
📍 Highland Village, TX
guym@lisd.net

Shift One Tue, Jul 30, 2019 ▼   Add Volunteer

What Happens Next

- VOLY will notify the volunteer they have been added to this shift
- All approved volunteers will receive a weekly reminder from VOLY