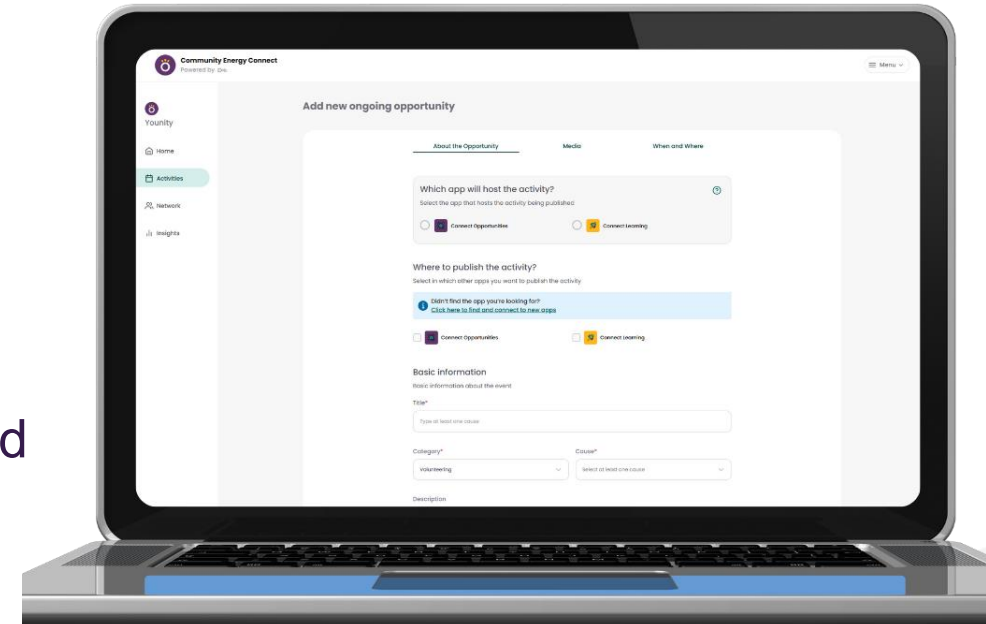


Uploading an opportunity

1. Click the **Activities** tab in the left menu on your home screen.
2. Then click on the **new activity** button in the top right hand corner
3. Choose whether you're adding a **New Event**, **New Action**, or **New Ongoing Opportunity**.
4. Be sure to **Publish** and **Host** the activity in *Connect Opportunities*.
5. Fill in as much information about the activity as you can – and don't forget to add pictures!

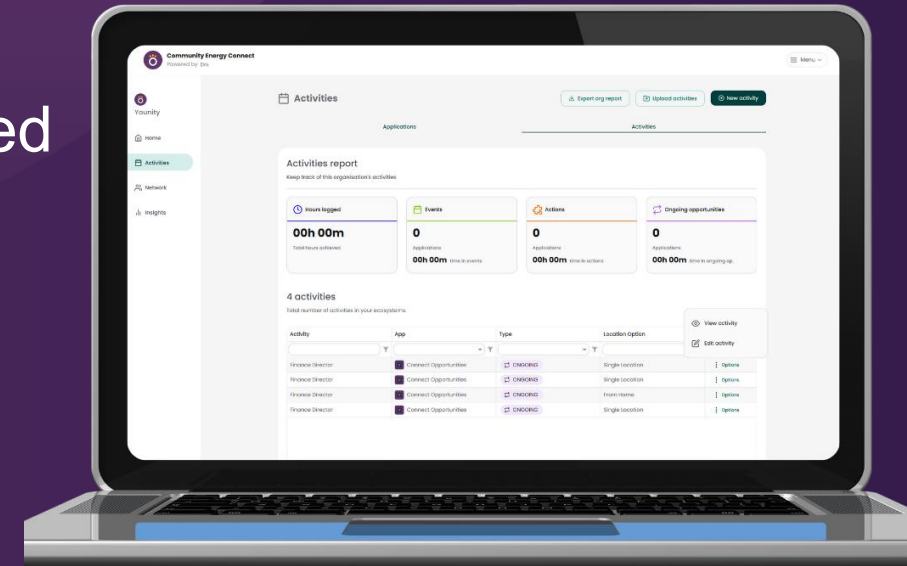
Remember...new event is a one off activity at a set place during a set time and New Action a one off activity that a volunteer can do anytime, anywhere.



Editing a pre-existing activity

1. Click the **Activities** tab in the left-hand menu on your home screen.
2. Then click the **Activities** window in the centre-right of the screen.
3. In the lower half of the page, you'll see your published opportunities. Click the **Options** button on the right of the activity.
4. This will trigger a prompt allowing you to edit

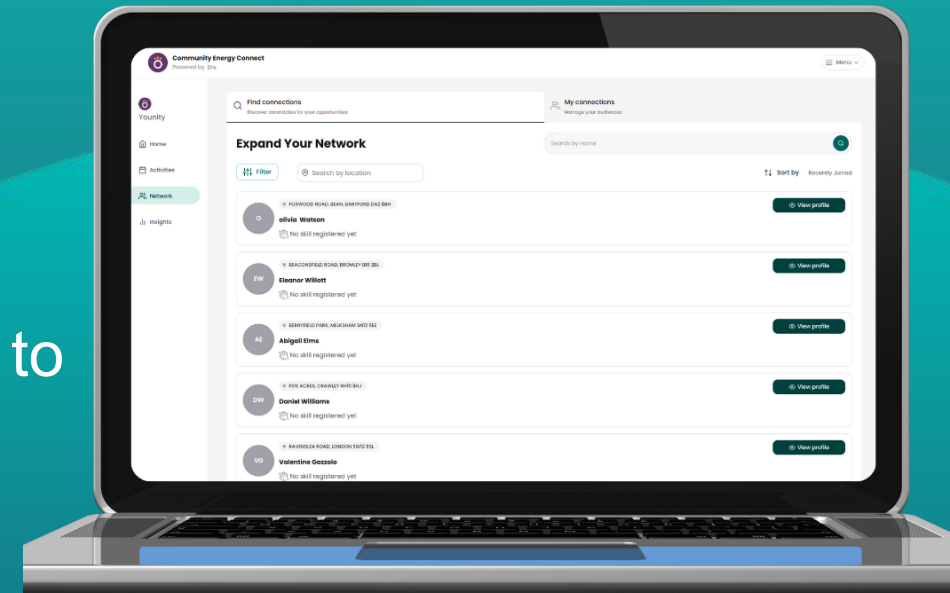
You can edit an activity at any point. If you've got a new project or some new pictures...make sure to add them!



How to connect with volunteers

1. Click the **Network** tab in the left-hand menu on your home screen.
2. Then click the **Find Connections** window in the centre-left of the screen.
3. Use the **Filter** tool to search by location and skill to find the ideal volunteer for your role
4. Found someone great? Reach out and invite them to apply or connect with your group

We're building an chat feature, so soon you'll be able to do this all in house, keeping everything on the platform



Managing volunteer applications

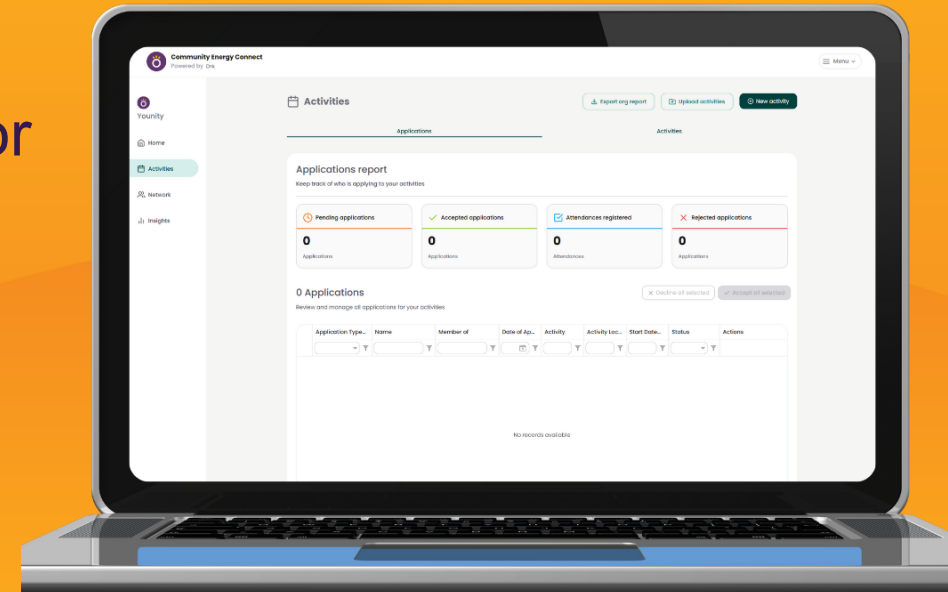
1. Click the **Activities** tab in the left-hand menu on your home screen.

2. Then click the **Applications** window in the centre-left of the screen.

3. You'll now see a list of everyone who has applied for your opportunities.

4. Browse their profiles, review their skills and decide who is the right fit for you!

Feeling nervous about declining an application?
Don't be — we've automated the process to save you any awkward conversations.



Double checking your notification preferences

1. Click the **Menu** button at the top-right of your home screen.
2. Select the **Account Settings** option from the drop down menu.
3. On the right-hand side under **Email Preferences**, make sure **Daily** and **Weekly** digests are both switched on.
4. When they're on, the buttons will appear teal; when off, they'll appear grey.

This is the perfect way to make sure you never miss a volunteer who's interested in your opportunity!

