

HOW TO POST A DATE-SPECIFIC VOLUNTEER POSITION



to your Association account
*(for non-profit organizations
only)*

OR



and select "association" in
the ***apply for role***
drop-down menu



2. Click "Post a date-specific
Volunteer Position"

Create Date-Specific Volunteer Position

Position Title and/or Organization: *

3. Enter the position title

Volunteer Event Date: *

Volunteer Event Date

From date: *

January 9, 2011 04:15PM
 Format: January 9, 2011 Format: 04:14PM

To date:

Format: January 9, 2011 Format: 04:14PM

ADD ANOTHER ITEM

4. Enter the date and time for the specified position

- Click "Add Another Item" to add additional dates and times for the specified position

Volunteer Event Date 2

From date:

Format: January 9, 2011 Format: 04:18PM

To date:

Format: January 9, 2011 Format: 04:18PM

-- ***Volunteer Event Date 2*** will appear for you to fill in a second date/time

(click "Add Another Item" to add additional dates)

Organization Logo:

Browse... **UPLOAD**

Maximum file size: 128 MB
 Allowed extensions: png gif jpg jpeg
 Images larger than 640x480 pixels will be scaled

5. Upload your organization's logo

Click "Browse"
 - Select the image on your computer

-- Click "Upload"

Website Address:

Website address to apply for the volunteer position

6. Enter the website of where to find more information







Contact Email:

Volunteer coordinator's email address

7. Enter the contact information for the Volunteer Coordinator

Contact Phone:

Additional Information:

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8. Fill in any additional information

Location

Location name: e.g. a place of business, venue, meeting point

Street:

Additional:

City:

State/Province:

Postal code:

Country:

9. Fill in the volunteer event(s) location information (must be completed in order to display the map)

****No need to fill in Latitude/Longitude text fields****

Google Maps will return these values for you after clicking "Save" at the bottom of the form**

Attach files to this ongoing volunteer job

Changes made to the attachments are not permanent until you save this post. The first "listed" file will be less than 7 MB and have one of the following extensions: *jpg jpeg gif png txt doc xls pdf ppt pps odt ods odp*.



Browse...

10. Attach any additional files

SAVE

11. Click Save and you're done!