

Adding a Volunteer Opportunity

Step 1: Opportunity Details

1. Visit <http://connect.acacamps.org>
2. In the navigation, go to your Local Office Member Community > Click the green “Settings” button > Manage Opportunities > Create Opportunity
3. **Opportunity Type:** Select the Opportunity Type that best fits the Opportunity you're creating.
 - a. Local Council of Leader Roles – With an Approval Process
 - i. Applicant will fill out a short application form and you will be able to accept or reject the application.
 - b. Local Council of Leader Roles – Automatic Approval
 - i. Applicant will automatically be approved without filling out an application form.
4. **Title / Name:** Give your Opportunity a name that gives potential volunteers a clear idea what to expect. Include the ACA Local Office if applicable (e.g., Membership Committee, ACA Indiana). This is a required field.
5. **Application Form:** An application form is what volunteers must fill out when applying for an Opportunity.
 - a. If 3a is chosen in field #3 (Opportunity Type) above, choose “Default Volunteer Application Form.”
 - b. If 3b is chosen in field #3 (Opportunity Type) above, this field is hidden and not applicable.
6. **Description:** Provide all necessary details potential volunteers need to know about the Opportunity. This information appears on the Opportunity's details page.
7. **Integration Code:** Leave blank.
8. **Associated Community:** If you want to associate the Opportunity to a specific community, select it here. If you do, after creating the Opportunity, a new option is available when editing it that allows you to only allow members of the selected community to apply/volunteer.
9. **Allow only people in the community to sign up/apply?** (If applicable): Optional.
10. **Primary Contact:** Select who you want to be the Opportunity's main point-of-contact. This is the person who will receive an email notification when someone applies for an opportunity.
11. **Location:** Select whether the Opportunity is taking place at a physical location or online. If at a physical location, you'll be prompted to enter the address. In most cases, “Not Applicable” is a good choice. This is a required field.
12. **Upload a picture:** Click Upload Image > Link (URL) > paste the link from the addendum on page 6 for your local office.
13. **Is this open-ended?** Select whether the Opportunity is open-ended or not:
 - a. If NO, you need to define a sign-up deadline, a start date, an end date, and a publish date.
 - b. If YES, you'll only need to define a start date.

NOTE: Setting a Publish Date allows you to hide the Opportunity from the public until the date specified. Leave it blank for immediate inclusion in your Volunteer Opportunities list.

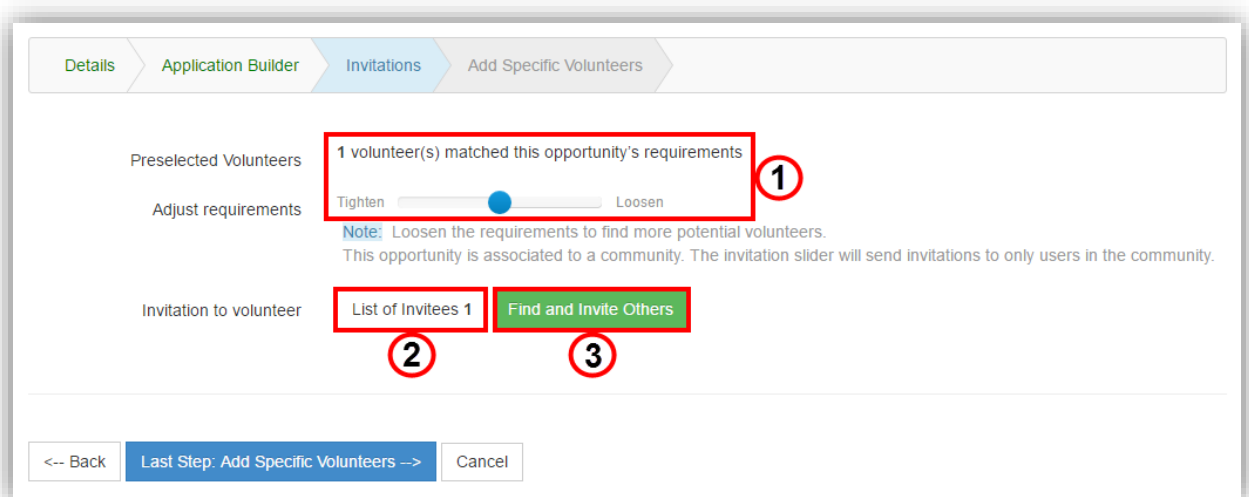
14. **Qualifications Necessary to Volunteer:** If there are any qualifications you prefer volunteers have for this Opportunity, select them here. These qualifications simply reflect the credentials desired in a volunteer and do not limit participation. In most cases, choosing the ACA local office or leaving blank is the best choice.
NOTE: The available qualifications are pulled from the Admin > Users > Demographics page; the qualifications you'll be able to select from here are determined by the Opportunity Type.
15. **When inviting, match on:** This menu allows you to define whether potential volunteers must have ALL of the selected qualifications or ANY of them when matching users during the "Invite Volunteers" phase (step 3).
16. **Estimated hours per volunteer:** This is where you:
 - a. Specify how many hours will likely be required of volunteers
 - b. Define the Experience Level multiplier to control how many points are awardedNOTE: These two values are multiplied to determine the number of points volunteers will receive for completing the Opportunity.
17. **Number of volunteers needed:** Enter how many volunteers are needed for the Opportunity.
18. **Number of Continuing Education (CE) credits:** Leave blank.
19. **Email Templates:** Match the label of each drop-down box with the email template. (e.g., Invitation > Invitation (Default).)
20. Click **Next Step: Application Builder**.

Step 2: Application Builder

21. The application builder:
 - a. If 3a is chosen in field #3 (Opportunity Type) above, you will see the fields "Default Volunteer Application Form." No edits to the form are allowed. Simply move to step 3.
 - b. If 3b is chosen in field #3 (Opportunity Type) above, this step is hidden, and you will be sent to step 3.

Step 3: Invitations

At this point, you can extend invitations to any of your users (or only to users within the associated community, if your Opportunity is linked to one) to volunteer for your Opportunity. While those who aren't invited can still apply, everyone you do invite is added to the Invitations Sent list, which provides two benefits: It makes it easy to track their application status and allows you to follow up with any or all of them via email at any time.



22. For this step, refer to the image above:

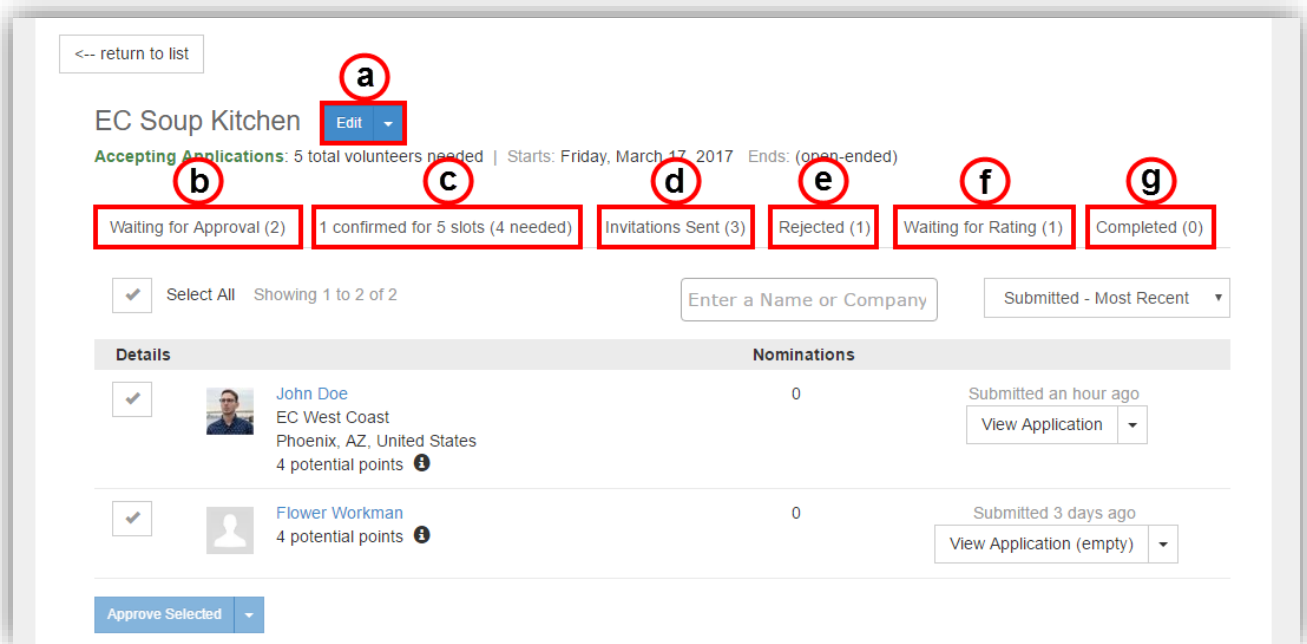
- 1) The system indicates how many people match your Opportunity's requirements. If you'd like to tighten or loosen the requirements to potentially include or exclude more people, click-and-drag the slider. If you move the slider all the way to the left, 0 people will be invited. NOTE: If your Opportunity is associated to a community, the slider only includes users from that community.
- 2) Click this button to see the current list of invitees. In this pop-up, you can also remove specific people, if you want to narrow the list.
- 3) Click this button to search for and invite additional people. Anyone added is then listed in the List of Invitees. (Only users who have opted-in to the Directory appear in search results.)

Step 4: Add Specific Volunteers

While inviting people is a great way to make them feel welcome, and makes it easy to follow up later, this step allows you to remove the need for people to go through the application process and simply add them to the Opportunity. This is ideal if there are specific people you know want or need to volunteer for an Opportunity. After adding the desired people, you then need to decide whether to:

- Auto-approve them, making them volunteers immediately, or send them to the Waiting for Approval queue, where an admin can decide whether to approve them.
- Send them an email notifying them of their approval or queued state.

Manage an Opportunity's Applicants



Selecting any of these three options takes you to the Manage Opportunity page, where you can:

- a. **Edit Opportunity** – Edit the Opportunity's settings or click the drop-down to add specific volunteers (see Step 4 in the Create an Opportunity section above)
- b. **Waiting for Approval** – View all applicants waiting to have their applications approved. For each applicant, you can approve or reject their application, view their application, and email them.
- c. **Confirmed Applicants** – View all applicants who have had their applications confirmed. For each selected applicant, you can reject their application, view their application, assign Roles (Roles are created on the Volunteer > Settings > Volunteer Roles page), adjust the points they can earn from completing the Opportunity (you can add and subtract points), and email them.
- d. **Invitations Sent** – View everyone who's been invited to apply for the Opportunity. For each selected invitee, you can re-send an invitation and email them directly. You can also invite additional people (see Step 3 in the Create an Opportunity section above).
- e. **Rejected** – View all applicants who have had their applications rejected. For each selected applicant, you can undo the rejection (moving them back to the Waiting for Approval queue), view their application, and email them.
- f. **Waiting for Rating** – View all applicants you can rate.
 - 1) ACA does not plan to use the rating system. However, a person must be rated to move to "Completed." Therefore, if the person completed the volunteer opportunity, please give them a 5-star rating so the opportunity will be completed.
 - 2) If the person did not attend or complete their opportunity, please checkmark the person and choose "Did Not Attend."
 - 3) ACA does not plan to use the point system. Therefore, please don't adjust or add points to people.
 - 4) You may also email the person.
- g. **Completed** – View all applicants who have completed the Opportunity.

Manage an Opportunity

The remaining options allow you to manage the Opportunity, including:

- a. Putting it on Hold, which removes it from the Opportunities list so no one can apply. You can make it Active again by enabling the On Hold status from the Show Filters area and selecting it from the Opportunity's Edit menu.
- b. Building an application for the Opportunity (see Step 2 in the Create an Opportunity section above) OR editing the current application, if one is already built.
- c. Viewing the Opportunity's details.
- d. Viewing and running any of the available Volunteer reports. Refer to the Reports section below for more information about each report.
- e. Creating a new Opportunity based on the current one's configured details and settings.
- f. Deleting the Opportunity.

Addendum – Images for each volunteer opportunity

Chesapeake	http://www.acacamp.org/volunteer-logos/Chesapeake.jpg
Evergreen	http://www.acacamp.org/volunteer-logos/Evergreen.jpg
Great Rivers	http://www.acacamp.org/volunteer-logos/GreatRivers.jpg
Heart of the South	http://www.acacamp.org/volunteer-logos/HeartoftheSouth.jpg
Illinois	http://www.acacamp.org/volunteer-logos/Illinois.jpg
Indiana	http://www.acacamp.org/volunteer-logos/Indiana.jpg
Keystone Regional	http://www.acacamp.org/volunteer-logos/Keystone.jpg
Michigan	http://www.acacamp.org/volunteer-logos/Michigan.jpg
New England	http://www.acacamp.org/volunteer-logos/NewEngland.jpg
New York & New Jersey	http://www.acacamp.org/volunteer-logos/NewYork.jpg
Northern California	http://www.acacamp.org/volunteer-logos/NorthernCalifornia.jpg
Northland	http://www.acacamp.org/volunteer-logos/Northland.jpg
Ohio	http://www.acacamp.org/volunteer-logos/Ohio.jpg
Oregon Trail	http://www.acacamp.org/volunteer-logos/OregonTrail.jpg
Rocky Mountain	http://www.acacamp.org/volunteer-logos/RockyMountain.jpg
Southeastern	http://www.acacamp.org/volunteer-logos/Southeastern.jpg
Southern California/Hawaii	http://www.acacamp.org/volunteer-logos/SouthernCalifornia.jpg
Southwest	http://www.acacamp.org/volunteer-logos/Southwest.jpg
St. Louis	http://www.acacamp.org/volunteer-logos/StLouis.jpg
Texoma	http://www.acacamp.org/volunteer-logos/Texoma.jpg
Upstate New York	http://www.acacamp.org/volunteer-logos/UpstateNewYork.jpg
Virginias	http://www.acacamp.org/volunteer-logos/Virginias.jpg
Wisconsin	http://www.acacamp.org/volunteer-logos/Wisconsin.jpg

For national opportunities, use: <http://www.acacamp.org/volunteer-logos/National.jpg>

Further instructions:

<https://support.higherlogic.com/Content/IWantTo/Products/Optional/Volunteer/CreatingOpportunity.htm>