

How to post a volunteer opportunity for #GiveBigDFW

- Go to www.volvy.org, and click “My Account” then “Agencies”, and enter your login credentials.
- **You will see a green “Create an Opportunity” button in your dashboard. Click that to get started!**
- You will see a sidebar with multiple steps, and the platform will automatically start you on Step 1. You can jump between steps if you need to.
- Complete required fields for each step.
- **Step 2 is when you will select Tuesday, November 27 as your #GiveBigDFW volunteer opportunity date.** Plan your volunteer opportunity for no earlier than November 20, and make sure it wraps up by December 1.
- **For #GiveBigDFW, select the #GiveBigDFW Cause during Step 3.**
- Hit “Preview Opportunity” to see what the volunteer will see.
- When you’re done making changes, click “Publish Opportunity”. Make sure you share the link on your social media pages, in emails and anywhere else you promote your volunteer needs.

Helpful tips and phrases

Once an opportunity is published, you cannot change the date and/or time. You will need to duplicate that opportunity to change it, and delete the original opportunity with the incorrect date and time.

Always use a photo! Your opportunity will generate 86% more interest if you have a photo, versus the standard VOLY.org default image. Make sure you have permission to use the photo and that it is relevant to the opportunity or your mission.

Be descriptive. Help the volunteer understand how their work contributes to the mission, as well as supporting #GiveBigDFW.

Expressed Interest = a volunteer who wants to show up for you! You’ll receive an email each time someone has clicked “I want to help” on your VOLY.org opportunity. If you selected “Auto Approve” when creating your opportunity, then each volunteer who expresses interest will be approved. If you selected “Manual Approve”, you will need to login to VOLY.org to manage your volunteers.

Approve, deny, waitlist or hold your volunteers. VOLY.org has powerful management and tracking tools - you just have to login, click on the opportunity you want to manage, and you can see everyone who has expressed interest. You can approve, deny, waitlist or hold each of those volunteers.

Need volunteer project ideas? Host an informational open house or tour, complete with a quick, hands-on volunteer project! Get creative! We know not all nonprofits can host clothing or food donation drives, build kits, or other “traditional” projects. If you need or want a volunteer to help with something, think of how their participation could be meaningful for them and impactful for your mission.