

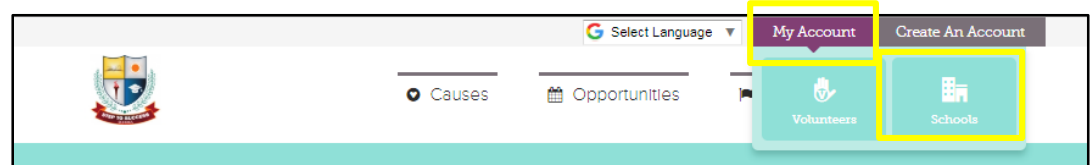


How to edit or duplicate an opportunity

Accessing VOLY

ACCESS VOLY

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



LOG IN TO YOUR SCHOOL ACCOUNT

- Click on 'My Account' and select 'Schools'
- Enter your email address and your private password
- Click Log In

A screenshot of the 'For Schools' login page. The page has a purple header with the text 'For Schools'. Below the header is the title 'Log In' and the subtitle 'Access your account and start managing your volunteers!'. There are two input fields: 'Email Address' with the placeholder text 'Your_email@your_school.edu' and 'Password' with a masked password '.....'. Below the password field is a link 'Forgot your password?'. At the bottom is a green 'Log In' button. The input fields are highlighted with a yellow box.

Edit an Opportunity

Washington School
"WHERE COUNTS"

Hi, Washington Elementary School

[minimize](#)

OPPORTUNITIES

Create An Opportunity

[View All Opportunities](#)

FANS OF YOUR SCHOOL

1

Manage My School

0

Opportunities

Awaiting Your Hours.

Total Volunteer Hours

0.0

Increase this number by [posting more opportunities](#) or [monitoring those](#) you already have posted.

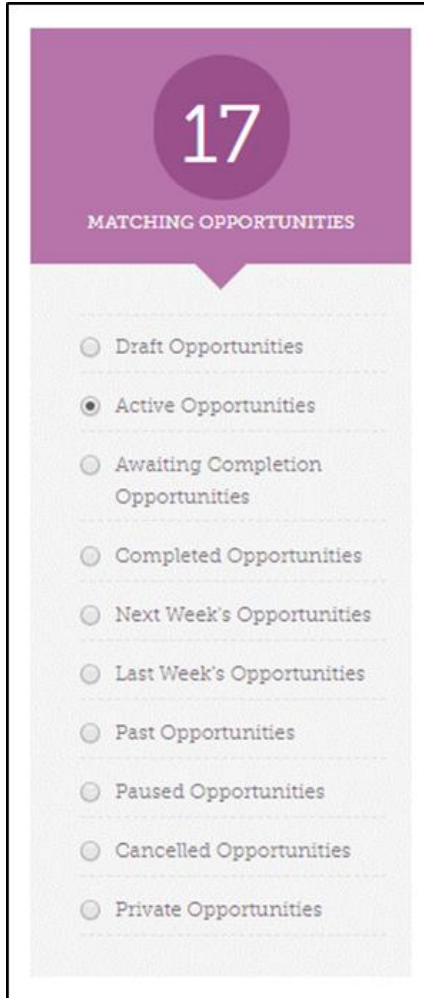
To save you time and effort, VOLY saves all the opportunities you create so that you can access them when needed

Use this feature to:

- Copy a current or past opportunity
- Edit an opportunity to correct information or improve response

Click 'View All Opportunity' from your school dashboard

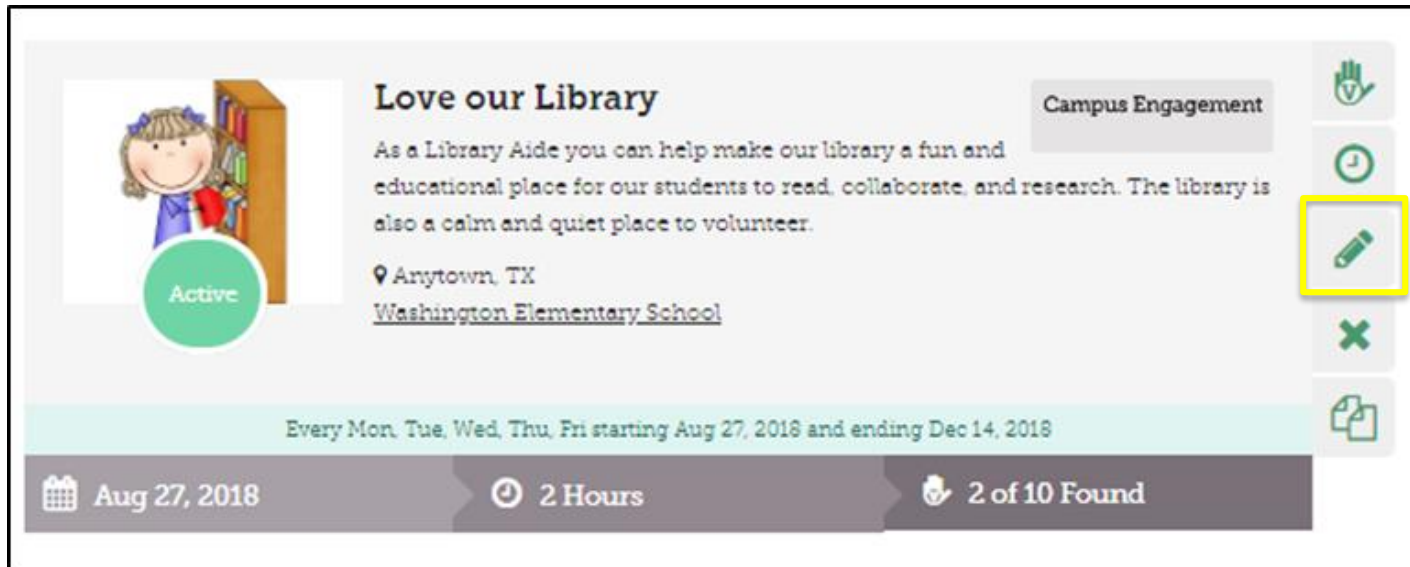
Create an Opportunity



The left-hand menu provides numerous ways you can view opportunities. Most titles are self-explanatory. For example:

- 'Draft Opportunities' are those that you have not, yet, published
- 'Past Opportunities' includes all your past postings
- 'Private Opportunities' are those created for a specific group in response to a team request

Edit an Opportunity



Love our Library Campus Engagement

As a Library Aide you can help make our library a fun and educational place for our students to read, collaborate, and research. The library is also a calm and quiet place to volunteer.

Anytown, TX
[Washington Elementary School](#)

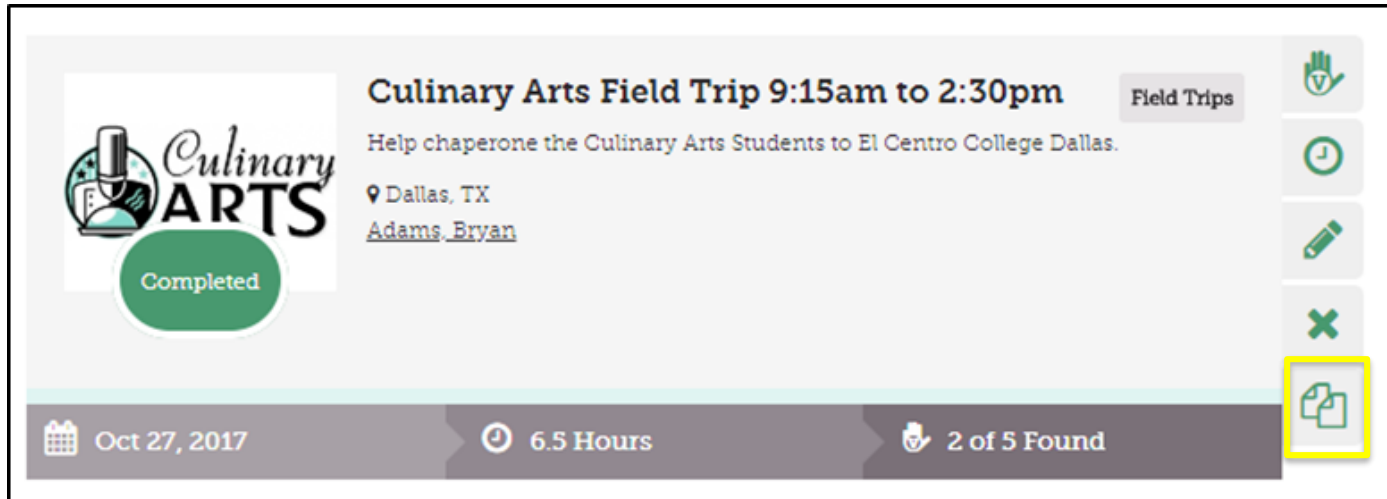
Active

Every Mon, Tue, Wed, Thu, Fri starting Aug 27, 2018 and ending Dec 14, 2018

Aug 27, 2018 2 Hours 2 of 10 Found

- You may edit an opportunity by clicking on the pencil icon to the right of the opportunity
- If an opportunity is Active, you can change any information EXCEPT THE DATES or SHIFTS

Duplicate an Opportunity



The screenshot shows a volunteer opportunity card for 'Culinary Arts Field Trip 9:15am to 2:30pm'. The card includes a 'Completed' badge, a 'Field Trips' category tag, and a list of icons for actions: a hand, a clock, a pencil, a close button, and a duplicate icon (two overlapping sheets of paper) which is highlighted with a yellow box. Below the card, a summary bar displays 'Oct 27, 2017', '6.5 Hours', and '2 of 5 Found'.

- Save time by duplicating, editing and re-posting a past opportunity
- You may duplicate any opportunity by clicking on the copy icon to the right of the opportunity
- Review the opportunity and edit, as needed, then publish the new opportunity

Changing Dates

To change dates for an active opportunity:

- Duplicate the opportunity
- Insert the new dates
- Publish the opportunity with the new dates
- You may then want to cancel the opportunity with the old dates



Helpful Tip:

When you cancel an opportunity, any volunteers who have expressed interest in that opportunity will be notified of the cancellation.