

Volunteer Opportunity Detail Page

The Volunteer Opportunity Detail Page is where you'll manage your existing volunteer opportunities and their volunteers (connections). It is made up of separate sections. Here's the overview of the different sections on the page:

Volunteer Opportunity Summary

At the top of the Volunteer Opportunity Detail page are three action buttons:

Edit: use this button if you wish to change the default values for the volunteer opportunity, its name or description.

View Volunteer Opportunity on Public Site: This button will take you to the public site where you'll see how the volunteer opportunity appears.

Back to List: takes you back to the volunteer opportunity search page.



(For Individually Scheduled Opportunities / Express Interest with Schedule, an additional button appears, see below)

Volunteer Opportunity

Edit

View Volunteer Opportunity on Public Site

Back to List

Opportunity Name	English as a Second Language
Schedule Type	Date & Time Specific
Registration Type	Sign Up
Opportunity Coordinator	Art Trout
Primary Impact Area	Adult Education
Minimum Age	18
Suitable for Groups	No
RSVP/Seniors	Yes
Registration Start Date	
Description	<p>At each evening session, volunteers provide the opportunity for those learning English as a second language to engage in conversation. While familiarity in another language can be an asset here, it is in no way required as the goal of each session is to conduct conversation entirely in English.</p>  <p>Volunteers will provide feedback on improving English syntax and pronunciation, but the primary goal here is to enable the participants to become more comfortable speaking in their new 'second language'.</p> <p>Come to the session with some ideas for conversational threads to start the dialog flowing. You can discuss current events, movies, television, or ask the participants about their experience in coming to this country and their native land.</p>
Image	

Default Location

Street Address	6321 Rhodes Street
City	River City
State	CA
Zip/Postal Code	92506
Country	United States

What do you edit in the volunteer opportunity? What do

you edit in the occurrence?

The following fields are controlled by the Volunteer Opportunity record itself, so if you wish to change this for the opportunity click on 'Edit' and update:

- Opportunity Name
- Description
- Image (if used)
- Primary Impact Area
- Population Served
- Age Groups Served
- Minimum Age
- Suitable for Groups
- RSVP/Seniors
- Type (if available)
- Min Required Level of Verification (if using verified volunteers)

The rest of the fields in the Volunteer Opportunity are just default values used when creating new occurrences.

To update the following fields - edit the occurrence instead of the Volunteer Opportunity.

(updating the volunteer opportunity will not change what appears on the public site, because these are determined by the occurrence (and can be different for each occurrence associated with the opportunity).

- Dates and Times of the Occurrence
- Maximum Attendance for the occurrence
- Opportunity Coordinator for the occurrence
- Location of the occurrence.

! You cannot edit the Schedule Type and Registration Type of an opportunity after its been created. If you realize you've created an opportunity of the wrong type, create a new opportunity (with the same name, but the correct schedule type and registration type) and unpublish the other version of the opportunity by setting its occurrence end date(s) to a past date. ([See this article](#) for more information on how to 'un-publish occurrences)


Connection Grid

The Connections Grid gives you access to all the volunteers who have signed up or expressed interest in the volunteer opportunity. [For details on using the connection grid, see this article.](#)

Connections								
Find by keyword								
Email Volunteers			Mark Confirmed		Mark Declined		Add Connection	Report Attendance
<input type="checkbox"/>	Actions	Contact	Start Time	End Time	Status	Attendance	Hours Served	Guest Volunteer
<input type="checkbox"/>	Edit	Virginia Volunteer	8/10/2017 8:00 PM	8/10/2017 9:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Jhony J. Moncada	7/28/2017 7:00 PM	7/28/2017 10:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Vanessa Volunteer	6/29/2017 8:00 PM	6/29/2017 9:00 PM	Confirmed	Please Verify	1	0
<input type="checkbox"/>	Edit	Art Trout	5/18/2017 8:00 PM	5/18/2017 9:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Art Trout	4/28/2017 7:00 PM	4/28/2017 10:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Bob Clark	4/28/2017 7:00 PM	4/28/2017 10:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Freaky Friday	4/28/2017 7:00 PM	4/28/2017 10:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Vanessa Volunteer	4/28/2017 7:00 PM	4/28/2017 10:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	kari Flores	4/27/2017 8:00 PM	4/27/2017 9:00 PM	Confirmed	Please Verify	0	0
<input type="checkbox"/>	Edit	Rafael Brito	4/27/2017 8:00 PM	4/27/2017 9:00 PM	Confirmed	Please Verify	0	0
Previous 1 2 3 4 Next								

Occurrence Grid

The Occurrence grid gives you access to the multiple occurrences (dates & time / locations) for date and time specific opportunities, or the single occurrence that is created for Individually Scheduled Opportunities. [For details on working with the occurrence grid and how to add new occurrences for date and time specific opportunities, see this article](#)

 Note: Depending on how your organization has configured the sharing portal, there may be more or less fields and sections visible in the opportunity details page. The illustration above is the standard configuration.

An additional Button is available for Individually Scheduled - Express Interest with Schedule Opportunities

There is an additional button at the top of the Volunteer Opportunity Detail page if the opportunity is Schedule Type "Individually Scheduled" and Registration type "Express Interest with Schedule"

The button is called "View Scheduler" and this allows you to [edit the schedule you created when you first created a volunteer opportunity of this type.](#)

Volunteer Opportunity

[Edit](#)[View Scheduler](#)[View Volunteer Opportunity on Public Site](#)[Back to List](#)

Opportunity Name	After School Reading to Kids (ISO)
Schedule Type	Individually Scheduled
Registration Type	Express Interest with Schedule