

Working with Locations

The Locations Menu item may or may not be available in your sharing portal. In some organizations its left off for simplicity sake - in others its been activated allowing sharing portal users to edit existing locations as well as create new locations for existing volunteer opportunities and their occurrences.

Locations Page

If enabled for your sharing portal, the locations menu item will appear in the left navigation. Clicking on it will bring up a searchable, filterable list of all existing locations, and the option to view or edit them. The interface to search and/or filter is the same as the Volunteer Opportunity page. You can create a new location from this page, OR view or edit existing locations.

The screenshot displays the Troutco Locations page. At the top, there is a blue header with 'Language (English)' and 'Logout'. The Troutco logo is on the left. The main content area is titled 'Locations' and includes a search bar and a 'Create Location' button. Below this is a table with the following columns: Actions, Name, Street Address, State, and Country. The table contains five entries. The first entry's 'View | Edit' link is highlighted with a red box. The left navigation menu shows 'Locations' highlighted with a red box. At the bottom right, there are 'Previous' and 'Next' buttons with a page number '1'.

Actions	Name	Street Address	State	Country
View Edit	100 N. Main St	100 N. Main St	CA	United States
View Edit	6321 Rhodes Lane	6321 Rhodes Lane	CA	United States
View Edit	ATL	316 W. Main Street	CA	United States
View Edit	Sycamore Canyon Arroyo Park	6304 Glen Aire Ave	CA	United States
View Edit	Wiggins Warehouse	316. W. Main Street	KY	United States

Edit Page for Locations:

Note the warning at the top of the page. This alerts you that editing this record will be changing the location information for more than just one opportunity. If there are multiple opportunities and occurrences using the same location, you will be updating this info in ALL those records.

Edit Location

Warning.

10 Volunteer Opportunities and 45 Occurrences using this location are going to be affected..

Location Name

Troutco Warehouse

Street Address

6321 Rhodes Lane

City

Riverside

State

CA

Country

United States

Zip/Postal Code

92506

Special Directions

Save Cancel

- ! If you are wanting to change a location for just one opportunity or occurrence, you should NOT edit this record, but instead create a New Location. Then edit the opportunity or occurrence to use your new location instead of the one it was sharing with other opportunities or occurrences.

View Location

Presents the location detail page. If Edit permission has been granted to you, an edit button appears when viewing. Otherwise, you can just VIEW the location detail.

Location detail

[Edit](#)
[Back to List](#)

Location Name	ATL
Street Address	316 W. Main Street
City	Louisville
State	CA
Country	United States
Zip/Postal Code	92506
Special Directions	

💡 By the way - if a location is edited - it is updated on the public site, generally within 15 minutes. No automated notification is sent to volunteers if a location is edited -- so you may wish to email the volunteers manually to let them know the location has changed. (if for example you change the address, or added special directions, etc.).