

Occurrence Names and Descriptions

In some configurations of the partner portal - Occurrences are allowed to have names and descriptions.

Sometimes you may have a volunteer opportunity that needs volunteers broken into separate shifts and/or positions. Rather than using a Volunteer Event, and separate Volunteer Opportunities (each with one or more occurrences), you could create a single volunteer opportunity, and for each 'shift' or 'position' volunteers are needed for, you can create a separate occurrence record and give each occurrence an "Occurrence Name" (Such as "Shift 1" "Registration" or "Cleanup Crew". You can also optionally add a short description of this shift or position that will appear as part of the occurrence information

As an example, we have created a volunteer opportunity called Picnic in the Park, and put a general description of the picnic in the volunteer opportunity description.

We need volunteers for three different jobs at the picnic:

- Check-In station. from 8:30 - 1:30
- Lunch Distribution from 10:30 - 2:30 pm
- Valet Parking from 11 am - 1 pm

So we'll create three occurrences for those three times the same day, and use the Occurrence Name field to identify the 'role' and the Occurrence Description to give volunteers a better idea of what they'll do in that role.

When creating or editing a date and time specific volunteer opportunity, you'll have the option of adding an occurrence name and occurrence description

Create Volunteer Opportunity - Date & Time Specific

You have the opportunity to create occurrences for this opportunity that are at various times or occur on a regular schedule (such as every Monday or 1st Saturday of the month).

Does this occur on a regular schedule?

☐ Yes

☒ No

No Regular Schedule

Occurrence Name (?)

Security

Occurrence Description (?)

Volunteers will be assigned along the red carpet to provide additional security to oscar nominees.

Date * 8/1/2018 Start Time * 3:00 PM End Time * 11:00 PM

Previous Create Additional Occurrences Create

How this will look on the public site:

When used... Occurrence titles show up along with the date and time, and the Occurrence Description (if used) shows up in the Occurrence detail.

Opportunity Details

Picnic in the Park

Troutco | <http://www.troutco.com>

Volunteers are needed in a variety of roles to make our annual Picnic in the Park for underprivileged children a success. See the various roles below that volunteers can play and the schedule for each.

SHARE THIS OPPORTUNITY

TOUR AREAS

Civic & Community

REQUIREMENTS

Age Minimum (with Adult): 16+, Minimum Age: 18+

Sign Up

SUNDAY, JULY 29, 2018 FROM 8:30 AM - 1:30 PM

CHECK-IN STATION

Location: Riverside, CA 92506

Volunteer Limit: 10 | Spots Remaining: 10

Opportunity Leader: Art Trout

Volunteers will check-in the arriving guests, collect donations, and distribute wrist bands.

Full opportunity address and directions will be sent to you by e-mail after you sign up.

SIGN UP

Sign up with a team

SUNDAY, JULY 29, 2018 FROM 10:30 AM - 2:30 PM

LUNCH DISTRIBUTION

Location: Riverside, CA 92506

Volunteer Limit: 10 | Spots Remaining: 10

Opportunity Leader: Art Trout

Help serve and distribute lunch. Volunteers will also grill hamburgers and hotdogs.

Full opportunity address and directions will be sent to you by e-mail after you sign up.

SIGN UP

Sign up with a team

SUNDAY, JULY 29, 2018 FROM 11:00 AM - 1:00 PM

VALET PARKING

Location: Riverside, CA 92506

Volunteer Limit: 10 | Spots Remaining: 10

Opportunity Leader: Art Trout

Volunteers will assist attending city and county officials by parking their cars. Driver license and insurance required.