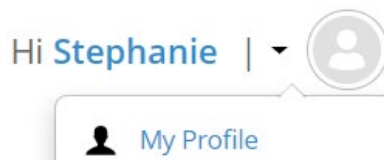


Manage a volunteer opportunity

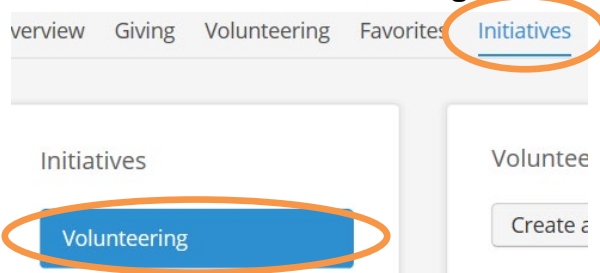
Note: Once your volunteer opportunity is approved, you can manage the opportunity by creating volunteer shifts, pulling a list of all volunteer signups and requesting SunCares t-shirts for volunteers.

Follow these steps to manage a volunteer opportunity:

1. From your SunCares dashboard, click **Your Name > My Profile** in the top right corner.



2. Click **Initiatives > Volunteering**.



3. Click **View** next to the volunteer opportunity you want to manage.



Add volunteer shifts to your opportunity

This step is optional.

4. Click **Edit Volunteer Shifts** to create different shifts for your volunteer opportunity.

Edit Volunteer Shifts

5. Click **Add New Shift** to enter a new volunteer shift with its own start date and time and end date and time.

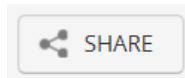
Add New Shift

Shift Name	Max	Start	End	
General Volunteers	<input type="checkbox"/>	03/26/2018 12:00pm	03/26/2018 01:00pm	<input type="checkbox"/> Delete

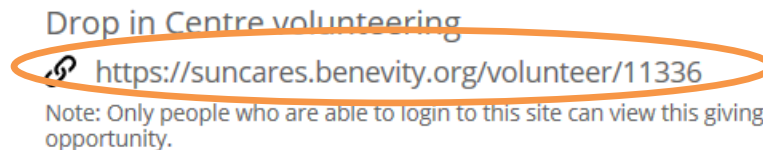
6. Check **Enable Waitlist** if you would like to include a waitlist for the volunteer opportunity.
 Enable waitlist. Waitlists will be available when all the shifts are full.
7. Check **Allow Guests to Attend** if you'd like to allow employees to invite friends, family or contractors.
 Allow guests to attend. Number of guests is specified during sign-up.
8. Click **Save**.

Share your volunteer opportunity

9. Click **Share** to invite your team to volunteer at your opportunity.

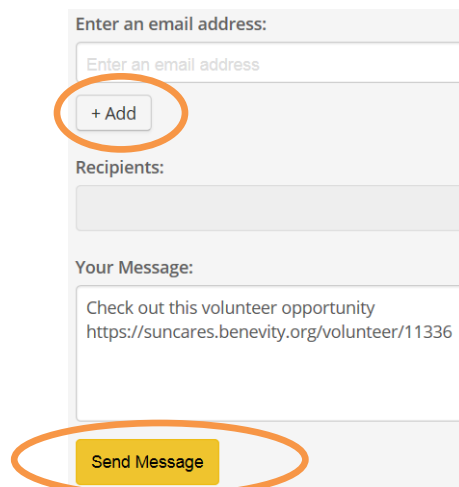


- a. You can email through outlook by copying the share link



OR

- b. You can email your team directly from SunCares by entering their email addresses in the field, selecting **+Add**, updating your message and clicking **Send Message**.

A screenshot of an email form. It has a field "Enter an email address:" with a placeholder "Enter an email address". Below this is a "+ Add" button, circled in orange. Below that is a "Recipients:" field. Then there is a "Your Message:" field containing the text "Check out this volunteer opportunity" and the URL "https://suncares.benevity.org/volunteer/11336". At the bottom is a yellow "Send Message" button, also circled in orange.

View and manage your volunteers, and request t-shirts

10. Select **Sign-ups** to view and manage who has signed up for the activity, the number of guests each employee is bringing and what SunCares t-shirt size they need.