



Quick tips to posting your opportunities on the Volunteer San Diego website

The designated referral contact for each agency has been given limited access to our website to browse, search and manage projects associated with their agency. To make sure that you are the designated contact, email dkrakauer@volunteersandiego.org. Please refer to our complete "On-Line Volunteer Opportunities Posting Guide" for detailed, easy-to-follow instructions on locating, editing or posting opportunities on our site.

Below are some quick steps to access the website and edit your listings:

- To access the administrative website for Volunteer San Diego, go to <http://admin.volunteersandiego.org> and click "log in here." Log in using your email address and password.
- Once logged in to the administrative site, click on **My Projects**. You will be taken to the page where you will be able to **Browse**, **Search** for or **Manage** your projects.
 - **Browse projects:** view all of your volunteer opportunities (current and past).
 - **Search projects:** search for specific projects by project name, date, impact area and region of the county, among other fields.
 - **Manage projects:** add new projects, or modify/edit an existing project, including adding new occurrence dates.
- **To add a new opportunity**, go to the **Manage** page, select "create a new project" from the drop down menu and start entering information. After you submit a project, staff at VSD will contact you within 48 hours to approve your project or discuss any follow-up questions.
- **To edit a current project listing**, find the appropriate project in the drop-down menu on the **Manage** page and click the "Select" button. Make the appropriate changes and click "Continue/Submit" at the bottom of the page. You are also able to use this feature to change dates or add additional occurrences to one-time opportunities.
- You will also be able to view volunteers that have expressed an interest in your opportunity, record initial contact with the volunteer and send an email (either individually or in bulk) from the website. Go to the **Browse** or **Search** page and open the listing for the individual project. For ongoing projects, at the top of the page is a link to **View Interested Volunteers**. For date-specific projects, click on the link at the top to **View All Occurrences** and then select the date for which you would like to see and/or email the interested volunteers.
- If after you have taken some time to access your listings, have read the "On-Line Volunteer Opportunities Posting Guide," and still have more questions, please contact Debbie Krakauer by email at dkrakauer@volunteersandiego.org or phone at 858-636-4184 for more assistance.