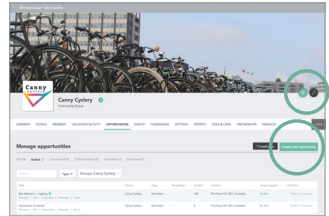


STEP

01

Adding an opportunity is easy.

To start, click on **'Create new opportunity'** under the Opportunities tab, or the green **'+'** button on the right-hand side of your group's menu in manage mode.



02

You'll then be taken to the **Volunteer Opportunity Creation wizard** which will guide you through the process of creating a volunteer opportunity.

The wizard is tailored to meet your needs as an organisation. It allows Volunteer Managers to design custom forms reflective of their organisation's recruitment and screening processes.

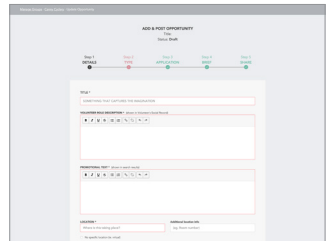
03

### Details

Fill out your initial details as best you can.

The wizard will ask you for the following:

- Title
- Volunteer Role Description
- Promotional Text
- Location
- Experience Gained
- Under 16s suitability
- Contact Person
- Causes
- Opportunity suitability



04

### Opportunity type

The next step is to choose **what kind of volunteer opportunity** it is.

**Shift-based** opportunities are for when volunteers are needed for a specific time or date, for example, recurring friendly visits, a driver at irregular times for a charity, a coach for a football team among many other examples.



CONT.

04

There are two different types of shift:

- **Recurring shifts** are used if you require the same volunteer (or volunteers) to attend a series of shifts with a regular, recurring pattern, e.g. every Monday and Friday from 9 am to 12pm.
- **Individual shifts** are used if the dates and times don't follow a set pattern, or if you'd like to assign volunteers on a shift-by-shift basis instead of committing them to a longer recurring schedule.

**One-off tasks** are for when there's a completion date but you are flexible with when the task is completed by, as long as it's by the due date.

Click on the opportunity type based on your organisation's needs and follow the step-by-step directions relating to times, dates and frequency.

05

## Application form

After completing the opportunity type section, you can now **customise your application form**. From agreeing to an organisation's rules for volunteers, induction and training availability, their age, whether or not they have a driver's licence or Working with Children's Check — you can tailor the application form based on your organisation's needs.

06

## Volunteer brief

You can **create a Volunteer Brief** at any time before your volunteers start their opportunity.

07

## Share

You can share your opportunity with all Be Collective users, or any organisations you've partnered with.

If you'd like to keep your opportunity private to members of your group, you can toggle the switch to **private** or **leave it public**.