

Opportunity Builder: User Guide

Opportunity Builder allows you to suggest volunteer projects for your company's VolunteerMatch website. Once approved by a program administrator, your peers will be able to sign up to participate in your suggested activity.

Suggest an opportunity:

1. On your Personal Volunteering page, click 'Propose an Opportunity' under 'Special Events.'
2. Give your opportunity a title,
3. Next to 'Propose for' select the section of the site in which you would like your opportunity posted
4. Fill out the remainder of the form including the description, location, date and time for the activity.
5. Click 'Preview' to review your listing. To complete your entry, click 'Submit.' Your proposal will now be reviewed by a program administrator.

Special Events

[View Projects](#) | [Groups You've Created](#) | [Propose an Opportunity](#) | [View Opportunities I've Proposed](#)

Contact "Molly Trezise" <molly.trezise@gmail.com>

Opportunity Title

Propose for

Description
*Honduras - Acmecorp
*United Kingdom - Acmecorp
Employee Entered Opportunities
New York Office Location
Office Sponsored Projects

Font size -- | ABC

Preview

Submit

View the status of your listing:

1. On your Personal Volunteering page, click 'View Opportunities I've Proposed' under 'Employee-Entered Opportunities'.
2. In the 'Status' column you'll see whether your listing has been approved, rejected or is still waiting for approval.
3. If your listing has been rejected, you can click 'Edit' to modify your suggestion and resubmit it. You can also edit listings that have not yet been reviewed.

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Opportunity

Birthday Party Helper
717 California Street, San Francisco
Proposed for Employee Entered Op

Status

Waiting for Approval

Status

Rejected by Molly Trezise
On Jun 10, 2009 10:53 AM

Action

[Edit](#)