

CREATING OPPORTUNITIES ON VOLUNTEERWISCONSIN.ORG

If your organization does not already have an account with Volunteer Wisconsin, you can sign-up for an account here: <https://www.volunteerwisconsin.org/agency/signup/>

How to add a volunteer opportunity:

1. Go to **Volunteerism > Opportunities**.
2. Select **Add New Opportunity**.
3. Complete the form.
4. Click **Create Opportunity**.

Watch a short video of how to create an opportunity [here](#).

Key form fields explained:

Field	Description
Status	<ul style="list-style-type: none"> • Active: Visible to volunteers and open for responses • Pending: Saved but not visible yet • Inactive: Hidden from volunteers; no longer accepts hours
Title	Give your Opportunity a title.
Description	Explain the purpose, roles, and impact of the Opportunity. Add images, videos, or links to boost engagement.
Cover Image	Include a cover image to help personalize your Opportunity.
Skills & Abilities	Select the Skills & Abilities relevant to this Opportunity. They help match volunteers to the Opportunities.
Qualifications	Select a Qualification to assign to the Opportunity.
Designate a Site Supervisor or Contact Person	Toggle this On to share a point of contact for volunteers to reach out to with any questions they may have about this Opportunity.
Duration	Select how often the Opportunity occurs (e.g., if it is a one-time occurrence, or repeating, etc.).



volunteer WISCONSIN

A partnership of United Way of Wisconsin and Serve Wisconsin

Capacity	Set the number of required volunteers for this Opportunity.
Hours	Set the number of hours volunteers are expected to participate in this Opportunity (e.g., 4 or 2.5).
Hours Description	Set the exact time volunteers are expected to participate in this Opportunity (e.g., 9 am - 3 pm).
Virtual Opportunity	Check Yes if this Opportunity can be accomplished at home or from another remote setting. Check No if this is an in-person only Opportunity.
Address Fields	Enter the location where this Opportunity takes place.

Duration types and descriptions:

Duration Type	Description
Flexible	Use this duration type when you want to indicate a specific expiration date for the Opportunity
Happens On	Use this duration type when you have an Opportunity scheduled on a specific date
Multi-Date	Use this duration type when you have Opportunities that run on multiple consecutive days
Custom Shifts	Use this duration type when you want to set up Opportunities with shifts that occur on the same day or on different days at different times
Recurring Shifts	Use this duration type if you have Opportunities with shifts that occur at the same time daily, weekly, or monthly