

LIVE UNITED.

Give. Advocate. Volunteer.

Adding A Volunteer Opportunity

- 1.) Go to www.unitedwayqc.org and click on the volunteer button. Select the agency button. Log in using your user name and password.
- 2.) Locate the “Opportunities tab and click on it.
- 3.) Click on “Add an ongoing opportunity” or “Add a date/s specific opportunity” based on your volunteer needs.
- 4.) Complete the general information regarding your volunteer opportunity. Please note, the name of your opportunity will be the first thing the volunteer sees so, be creative. All fields marked with a red * are required fields and will have to be completed before you can save and continue.
 - a.) When entering the contact, the agency’s main contact will automatically appear. If the contact for this opportunity is not listed please select “another person”. This will allow you to add another person after you “Save and Continue”. Use the same steps for adding a work site address if the one you want is not listed.
- 5.) If you are adding a date specific opportunity, you will now fill in the date, project times and the number of volunteers you will need. When this page is complete select “Save and Continue”.
- 6.) Next, complete the demographic information regarding your ideal volunteer. Select “Save and Continue”.
- 7.) The next screen may offer suggestions for you listing or ask you to check specific text. If you want to change the text, select “Review listing to make changes”. If you are happy with your text, select “Continue with no additional changes.”
- 8.) Next you will confirm your project location. You may add another location here if your project has more than one site. Select “Save and Continue”.
- 9.) Congratulations you have successfully added your opportunity.



United Way
of the Quad Cities Area