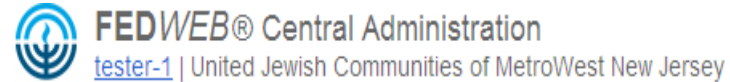


Instructions for Creating a Volunteer Listing

Follow these instructions to create a volunteer listing.

>>>**BEFORE BEGINNING, TURN OFF THE “POP-UP BLOCKER” FEATURE IN YOUR BROWSER** if this is active. (See instructions on [page 4](#).)

1. Go to <http://www.ujcnj.org/volunteer>
2. Click on “Create a Listing”
3. Click on Community Directory.



[Web Site Administration](#) > Information & Referral: Planning Admin

Welcome Planning Admin

Click on the links below to either work with your organization's Calendar Events, or General Organization Information

Select Section

- Calendar
- Community Directory
- Form Library

3

4. Click on the Affiliated Volunteer Listings tab.
5. Click on Create New Volunteer Listing

[Web Site Administration](#) > [Information & Referral](#) > Listing Edit

Save Preview

4

Listing Affiliated Volunteer Listings Template

Show: Live Listings Draft Listings Pending Planning Rejected

5

+ Create New Volunteer Listing

START DATE↓	POSITION	AGE GROUPS	DUR
09/12/2010	Cemetery Day Volunteers	Youth, Teens, Young Adults, Adults, Seniors	1 Y
01/22/2010	Raising awareness for individuals with disabilities	Youth, Teens, Young Adults, Adults, Seniors, Families	On
01/22/2010	Twin with a Survivor Program	Youth	On

- 6. **Enter the name of the volunteer position.**
- 7. **Affiliated Organization:** The name of your organization appears here. If you represent more than one organization, you will see a pulldown menu. Make a selection.
- 8. **Enter the duration of your listing.**
Select from the pulldown menu (6a) and select from the pulldown menu. If you are listing a one-day opportunity, select “ongoing” and enter “1”.
- 9. **Enter the start and end date of your listing.**
- 10. **Continue to complete the form.**
 - 8a Age group is required.
 - 8b Select a category and a region (optional).
- 11. **Add keywords for users who are searching for a position by keyword.**

The screenshot shows the 'Volunteer Listing Edit' form in the FEDWEB Central Administration system. The breadcrumb trail is: Web Site Administration > Information & Referral > Manage Volunteer Listings > Volunteer Listing Edit. There are 'Save' and 'Preview' buttons at the top. The form is titled 'Volunteer Listing' and has a 'General Information' section. The fields are as follows:

- 6**: *Volunteer Position Name: [Text Input Field]
- 7**: *Affiliated Organization: United Jewish Communities of MetroWest NJ. Below this is a link: [Create New Volunteer Form](#).
- 8**: *Duration of Volunteer Opportunity: [Select] [≠] [Text Input Field].
- 8a**: Start Date: [Text Input Field] (MM/DD/YYYY)
- 8b**: End Date: [Text Input Field] (MM/DD/YYYY)
- 9**: Note: Keep your data rel... Listing to automatically... start and E... after the c...
- 10a**: *Age Groups: Youth (11-13) Young Adults (18-25) Seniors (65+) Teens (14-18) Adults (18 and over) Families
- 10b**: Category: [Add](#)
Region: [Add](#)
- 11**: Keywords: [Text Input Field]

12. Complete Contact Information.

Check “Hide this...” if you do not wish your contact information to appear in the listing.

12

Contact Information

Hide this Volunteer Listing's Contact Name, Email Address and Phone Number
Note: Contact Information will be replaced with "Contact This Organization" link that will send an email to the designated contact person without exposing address to the public.

*Contact Name:
Phone: Ext.
E-mail Address:

Address is different than Affiliated Organization Address

Address:
City:
State/Province:
Zip Code:
Country:
Fax number:
Web Site:

Description

13

Description:

B I U [List Icons] [Image Icons] [ABC] [Font Color] [Font Size] [Font Family: Arial] [SHOW HTML (Advanced Users)]

13. Enter a description.

14. Accept the default setting “publish a listing” if you wish to make the listing live.

Select “Save as Draft” if you do not wish to publish at this time. Only you will be able to see the listing. (You may wish to use this as an alternative to “preview” in step 15.)

15. Click “save” or “preview.”

Clicking save will exit this screen.
Clicking “preview” will enable you to see your listing (pop-up blocker must be turned off).

Publishing

14

What would you like to do with this listing?

- Publish Listing** Make this listing searchable on the live website, once it is approved by the Federation /
- Save as Draft** This listing will not be viewable on the live website until it is Published.

15

Save Preview

Disabling the pop-up blocker

1. In Internet Explorer, go to Tools>Pop-up Blocker.
2. Click on “turn off pop-up blocker”.
3. In FireFox, go to Tools>Options.
4. Click on the “content” tab; pop-up blocker should NOT be checked.