



SET UP A FREE ACCOUNT FOR YOUR ORGANIZATION

-) Go to www.volunteertricity.org and click on the “Click here to register your organization” link
-) Fill out the required information; agency name and location, contact information, and EIN are required. Optional information includes webpage and social media links, descriptions of your agency and programs, logo, agency hours, and primary causes. You will also be able to edit these at any time once your account is created.
-) Click “Request Account”
-) Once your agency profile is live, you can add volunteer opportunities and events through the links on the left side navigation menu.

ADD A VOLUNTEER OPPORTUNITY

-) Click on the “Needs” button on banner at the top of the page.
-) Click the blue “Add New Need” button
-) Fill out the requested information; please make sure that you select the **COVID-19 Volunteer Response** initiative. Fields marked with a **red asterisk** are required. If you are unsure how to fill out a field, hover your mouse over the **blue** question mark for a quick explanation.
-) To attract the right volunteers to your need, fill out each field in as much detail as possible, and include a name, email address, and phone number of a contact person.
-) Finish by clicking on the **blue** “Create Opportunity” button at the bottom of the page.
-) To see how others will view your organization, check the “Volunteer Response for COVID-19 Volunteer Response” initiative.

ADD AN EVENT (you can use this to solicit donations of goods/products)

-) Click on the “Events” button on the banner at the top of the page.
-) Click the blue “Add New Event” button at the top of the page.
-) Fill out the requested information; please make sure that you select the **COVID-19 Volunteer Response** initiative. Fields marked with a **red asterisk** are required. If you are unsure about how to fill out a field, hover your mouse over the **blue** question mark for a quick explanation.
-) To receive what you specifically need, fill out each field in as much detail as possible, and include a name, email address, and phone number of a contact person.
-) Finish by clicking on the **blue** “Create Event” button at the bottom of the page.
-) To see how others will view your organization, check the “Volunteer Response for COVID-19 Volunteer Response” initiative.