

HOW TO CREATE TIME SLOTS



If you are submitting an opportunity that will have multiple shifts, such as a morning and afternoon shift for Day of Caring, follow the instructions below when creating your opportunity.

1. **When creating your opportunity, pay special attention to these two fields:**

- a. **Start & End:** Indicate the date in the first field & time in the 2nd. For the time, you will indicate the hour, minute and AM or PM. If you are dividing the project into multiple shifts, enter only the start date and end date. You will indicate the shifts in a future step.
- b. **Maximum Volunteers:** What is the maximum number of volunteers that this opportunity can accommodate. If you will offer multiple shifts, enter the total number of volunteers you need across all shifts. Be sure to click the box for **"Do not exceed maximum assigned"**.

2. **Submitting your timeslots:** From the landing page after you have submitted your opportunity, select the **"Return"** button to be brought back to your list of opportunities. Under your newly created opportunity, click the clock icon, then click **"Add"**.

- a. **Description:** Indicate the times of the shift, or could indicate shift 1 shift 2, etc.
- b. **Start & End:** Enter the time for one shift at a time.
- c. **Maximum Volunteers:** Enter the time for one shift at a time.
- d. **Status:** **Open**= created but not yet available in the volunteer search, **Published**= available for volunteer sign-ups, or **Cancelled**= no longer available.
- e. Click **"Add"** to submit your time slot, then click **"Add"** again to create additional time slots, following the steps outlined above.

