

(Beta) Virtual Locations for Virtual Opportunities in the Sharing Portal

It's now possible to create Volunteer Opportunities and Individual Occurrences that are considered "Virtual". This means that the opportunities don't take require volunteers to go to a physical address, but instead they are able to volunteer and participate from home, remotely, or online. Here's how to designate an opportunity, or individual occurrences of a date and time specific opportunity as Virtual Opportunities.

! This is an optional feature that may or may not be available in your version of the sharing portal. If its not available, please contact your system administrator to discuss making it available to you.

Virtual Opportunities are defined by creating a Virtual Location

When Creating a Virtual Opportunity, you will choose, or create a location, that will be designated as a "Virtual" location. To create a new virtual location, click on "Add a Location" when choosing the location for a new Volunteer Opportunity.

Locations

Search

Add a location (Next step)

Name▲

Street Address

City

All▼

All▼

All▼

No records to display

Previous

Next

When you arrive at the Create Location Screen, you will see a new field "Location Type". By default it will be set to "Address" - which is the normal type of address used for most volunteer opportunities.

If this is a Virtual Opportunity choose Location Type = Virtual.

When do you so, the Street Address, City, State, and Zip Code will no longer be required. Leave them blank.

Put any info about how to participate (online URLs, etc) in the Special Directions field.

Create Location

Location Name *

Zoom Training for Mask Making

Location Type

Virtual

Street Address

City

State

Select

Zip/Postal Code

Special Directions

After you express interest in this opportunity we will send you a .pdf with instructions on mask making. If you'd like some online instruction, we have an online zoom training every Friday at 4 pm. Here's the URL to attend the zoom meeting if you wish to join us: <https://zoom.us/j/9346631111>

Phone: 1-800-GoZoom

Previous

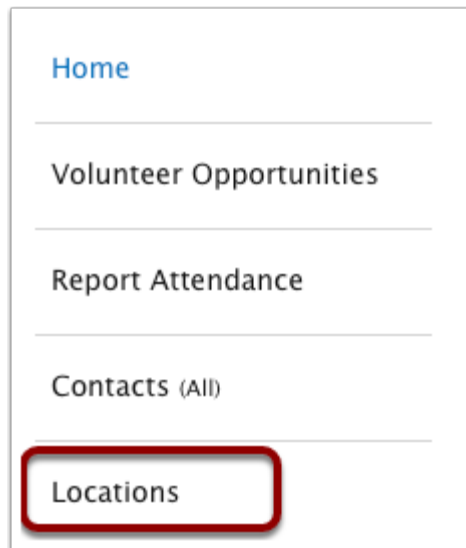
Next

Opportunities taking place at Virtual Locations will be identified as such on the public site, and volunteers can filter search to find Opportunities with Virtual Locations, which will always be automatically have the term (Virtual) in the Where column of search results.

Opportunity	Organization	Where	Time	Distance
Make Masks for Hospital Workers	Troutco	Zoom Training for Mask Making (Virtual)	Open	0 miles

Editing existing locations to make them virtual

Click on the Locations item in the left menu if its available in your sharing portal



Select an existing location and click on 'edit'.
Change the 'location type' field from address to 'virtual'. Add Special Directions related to the Virtual Opportunity

Edit Location

Warning.

0 Volunteer Opportunities and 0 Occurrences using this location are going to be affected..

Location Name *

Location Type *

Address ▾

Street Address *

City *

State *

NJ ▾

Zip/Postal Code *

Special Directions

Save

Cancel

Creating a new location for an existing Volunteer Opportunity that had no location

If you previously created a Virtual volunteer Opportunity that was Individually Scheduled - Express Interest Only and didn't give it a location, you might now want it to appear in search as a Virtual Opportunity. To do this:

- 1) Create a New Location (go to Location Menu on left, and click on "Create Location")
- 2).Create your new location, with Location Name, Location Type = Virtual, and Special Directions.
- 3). Save that location.

Create Location

Location Name *

Location Type

Street Address

City

State

Zip/Postal Code

Special Directions

4. Go to the Volunteer Opportunity record you wish to now associate your virtual location with.
- 5, Go to the Occurrence table and select edit for the Occurrence Record. (This is where the location gets populated)

Occurrences

Find by keyword

Actions ▲	Occurrence Name	Start Date & Time	End Date & Time	Posting Status	# of Confirmed Connections	Total Hours	Opportunity Coordinator	Location
	All ▼	All ▼	All ▼	All ▼	All ▼	All ▼	All ▼	All ▼
Edit Print Check-In Sheet		6/18/2020 12:01 AM	10/31/2020 11:59 PM	This is approved and published for volunteers to sign-up.	0	0	Art Trout	Zoom Meeting Room for Board

Previous

1

Next

6. In the Location Field, search for your virtual location and populate it in the location field. Save the edited occurrence.

Edit Occurrence

Occurrence Name ?

Occurrence Description ?

Start Date *

End Date *

Maximum Attendance *

Opportunity Coordinator *

Location