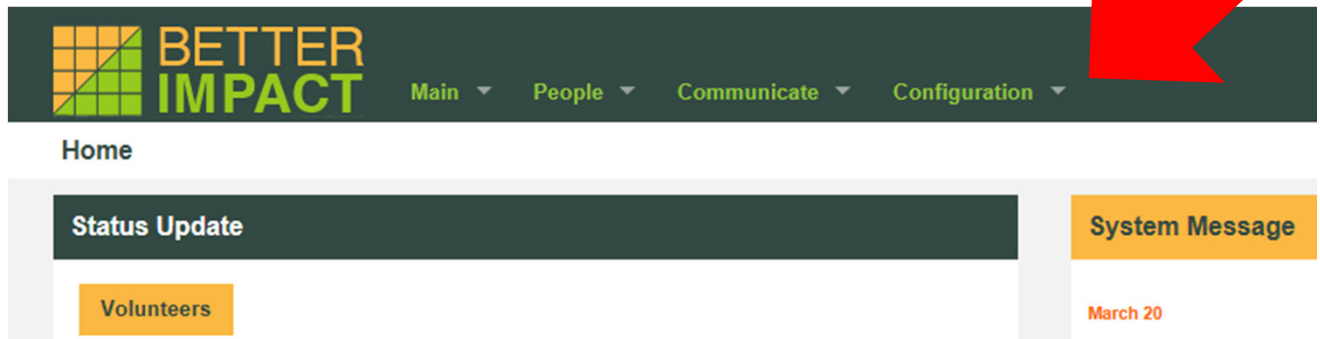


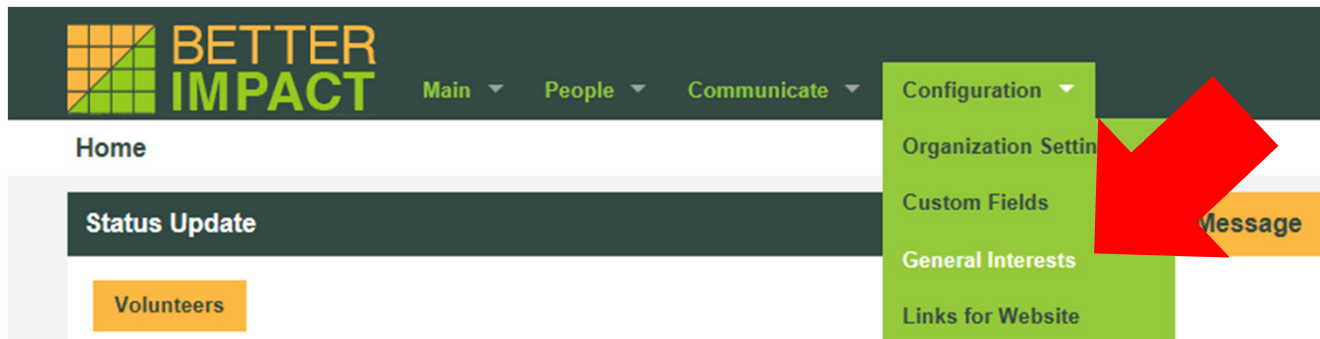
AGENCY INSTRUCTIONS ENTERING VOLUNTEER OPPORTUNITIES

LOGIN to BETTER IMPACT <https://app.betterimpact.com/Login/Admin>

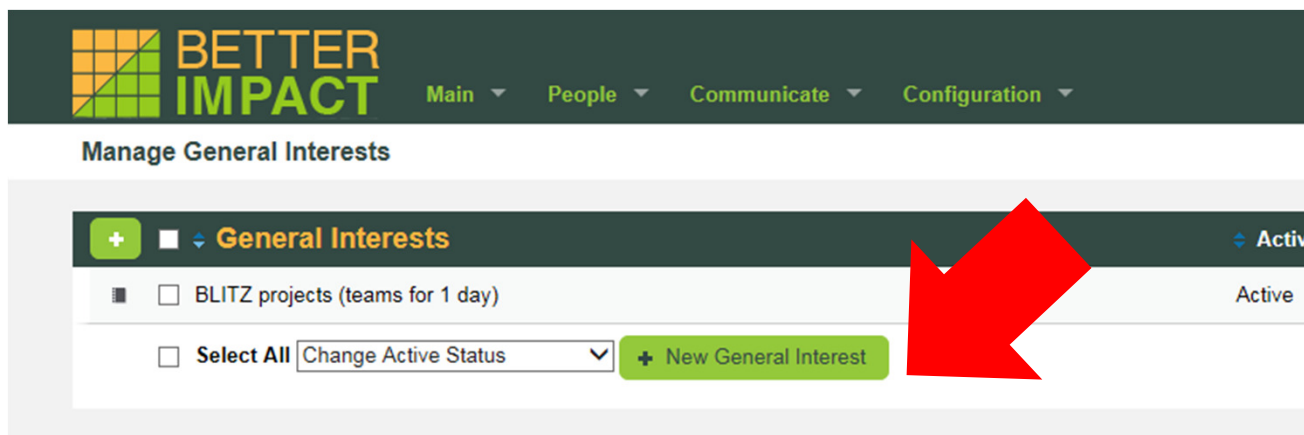
Step 1 – Hover over "CONFIGURATION" on the menu bar



Step 2 - From the drop down menu click on "GENERAL INTERESTS"



Step 3 - Click on the green button "+ New General Interest"



Step 4 - Describe your opportunity

Make sure you use the tabs at the bottom of the form to describe your opportunity

The screenshot shows a web interface for creating a new general interest. The title bar reads "BETTER IMPACT" and "Create New General Interest". The form has several sections: "General Interest" with a text input field; "Active" with a checked checkbox and the text "This interest is active and will appear on your public page and application forms."; "Application Form" with a dropdown menu set to "Default Application Form"; and "Description" with a rich text editor. The editor has a toolbar with options like "Edit", "Insert", "View", "Format", and "Table", along with icons for bulleted lists, numbered lists, links, unlink, image, font family, font sizes, bold, italic, and undo. Below the editor are tabs for "Classifications": "Activity", "Suitability", "Time Commitment", "Duration Commitment", and "Schedule". At the bottom right, there are "Cancel" and "Save" buttons. Three red arrows point to the "General Interest" field, the "Description" editor, and the "Save" button.

Step 5 - Click Save.

This may take a few minutes to take effect.

Want to check to make sure it worked?

Go to www.volunteersaintjohn.com

Hover over VOLUNTEERS on the menu bar

Click "Find Opportunities." on the drop down menu

Hopefully you will now see your call for volunteers listed there.

If you are still having trouble please email
volunteersaintjohn@gmail.com