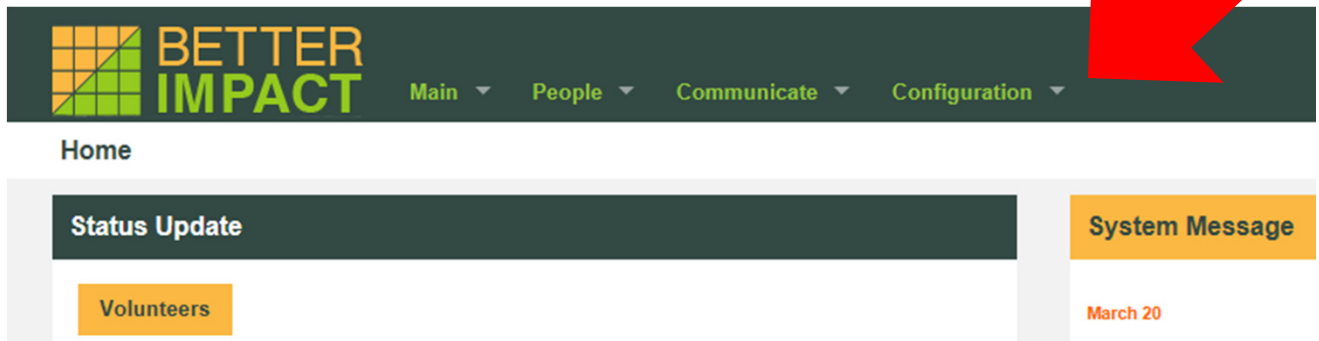


AGENCY INSTRUCTIONS
ENTERING VOLUNTEER OPPORTUNITIES

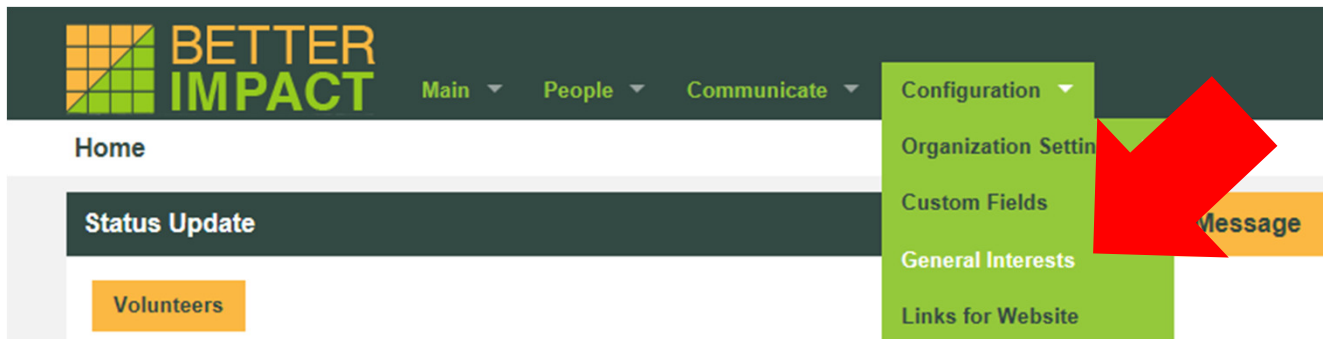


LOGIN to BETTER IMPACT <https://app.betterimpact.com/Login/Admin>

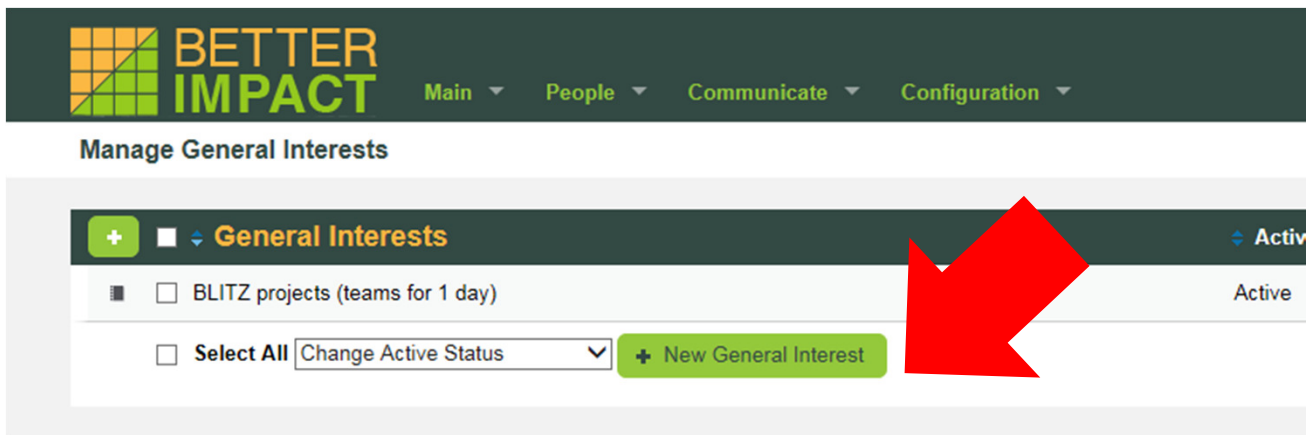
Step 1 – Hover over "CONFIGURATION" on the menu bar



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

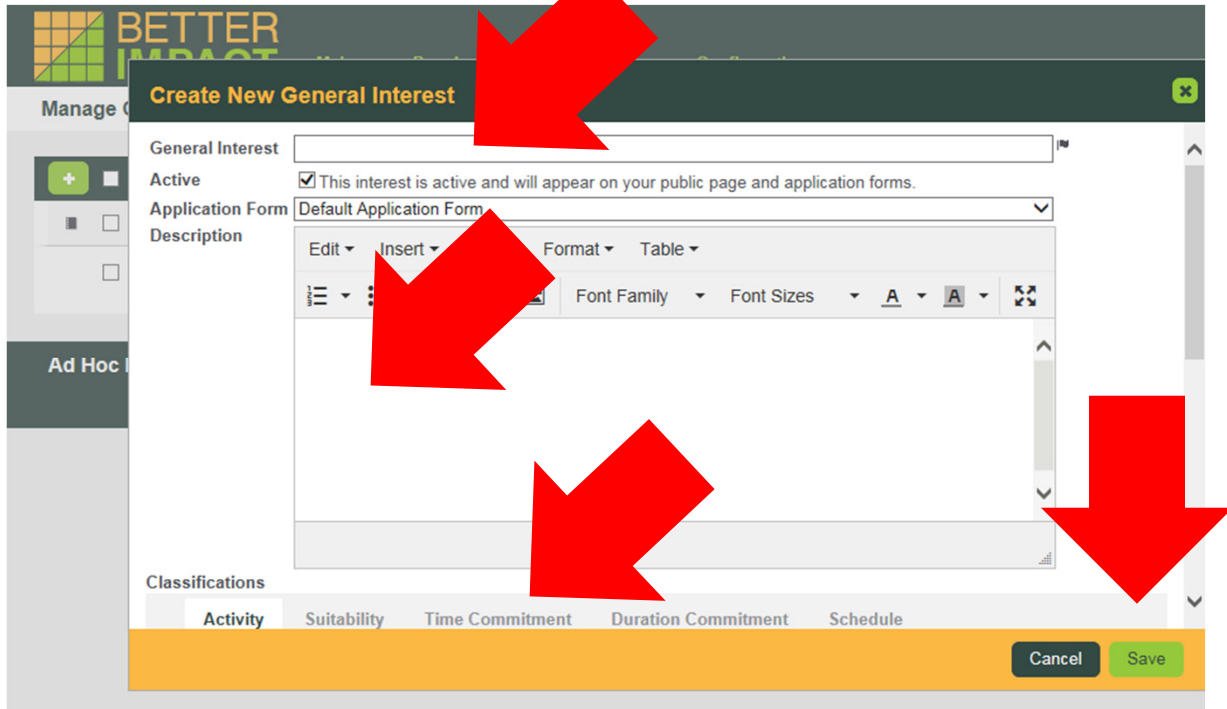


Step 3 - Click on the green button "+ New General Interest"



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 form titled "Create New General Interest" with a close button in the top right. The form includes a "General Interest" text field, an "Active" checkbox (checked), and an "Application Form" dropdown menu set to "Default Application Form". Below these is a rich text editor for the "Description" with a toolbar containing "Edit", "Insert", "Format", and "Table" menus, along with icons for bulleted lists, numbered lists, font family, font size, bold, italic, and link. At the bottom, there are tabs for "Activity", "Suitability", "Time Commitment", "Duration Commitment", and "Schedule". A "Cancel" button and a "Save" button are located at the bottom right. Four red arrows point to the title field, the description editor, the "Time Commitment" tab, and the "Save" button.

Step 5 - Click Save.

Step 6- Text 333-3442 with the words BETTER IMPACT and the name of your organization

Note: it could take up to 48 hours for your “opportunity” to be visible. One of our admins must approve your entry.

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 organization & opportunities

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