



How to Post a Volunteer or Supply Need Related to COVID-19

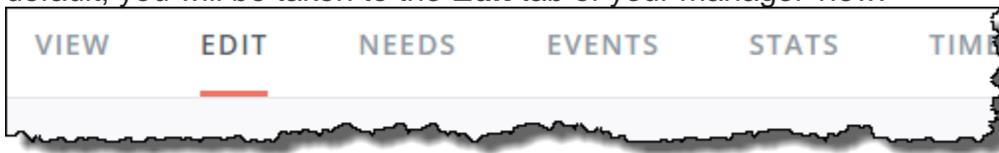
Below are detailed instructions for posting a general volunteer or supply need on our Get Connected site. In response to the COVID-19 outbreak, we are providing agencies with a location to post volunteer needs that are a response to this situation.

To clarify that your need is related to this outbreak, please mention this in the title or description of the need. If your need is for supplies, please make this clear in the title (ex. "Item Wish List" or "Urgent Supply Needs"). As needs are approved, we will add them to the designated COVID-19 page.

Not sure if you have an account on our page? Search for your agency here: <http://connect.hwmuw.org/agency/>

To create an agency account, click here: <http://connect.hwmuw.org/agency/signup/>

1. Log in and go to your agency or program management area by clicking the **My Agency** (or **My Program**) button at the top of your screen. If you manage more than one agency, click **My Agencies** (or **My Programs**) and select from the list provided. By default, you will be taken to the **Edit** tab of your manager view.



2. Click **Volunteer Needs**.
3. Click **Add New Need** to open the **Create Need** form.
4. Complete the fields in the form. Fields are described below.

Field	Description
Title	Enter a need title.



Description	Enter a need description. If training or a background check is required, you can include that information here.
Initiative	(not available on all sites) Select the initiative, if applicable, with which to associate the need. View a video on Initiative Need Questions .
Privacy	Select whether to make the need public (available to all site visitors) or private (available only to an assigned user group, or via a private link).
Duration	Select a duration. Options are Ongoing , Runs Until , Happens On , Multi-date , Custom Shifts , and Recurring Shifts .
Capacity	If applicable, enter the number of volunteer slots available for this need.
Require Background Check?	(not available on all sites) Follow the instructions on your screen if you want to require background checks through this need using Verified Volunteers .
Allow Team Registration?	Indicate whether you do not want to allow team registrations, you do want to allow team registrations, or you want to allow <i>only</i> team registrations. When searching needs, users can filter needs by which opportunities accept (or don't accept) team registrations.
Qualifications	(Not available on all sites.) Select any qualifications that volunteers must meet in order to view or respond to this need. Note: Volunteers must meet <i>all</i> selected qualifications. Click here to learn more about qualifications.
Minimum Age	Select the minimum volunteer age accepted for this need. Once you've entered an age range (starting with this field), volunteers can search for the needs best suited to their age group.
Maximum Age	Select the maximum volunteer age accepted for this need. Once you've entered an age range (starting with the previous field), volunteers can search for the needs best suited to their age group.
Family Friendly?	Indicate whether the need environment is family-friendly. Volunteers can search specifically for family-friendly needs.
Outdoors?	If you select Yes to indicate an outdoor need, you will have the opportunity to provide inclement weather plans. Volunteers viewing this need will see this information in the Details area at the bottom of the need-information page. They will also be able to search all needs on your site by which ones are (or are not) outdoors.
Wheelchair Accessible	Indicate whether the need will be wheelchair-accessible. Volunteers viewing this need will see this information in the Details area at the bottom of the need-information page. They will also be able to search all needs on your site by which ones are (or are not) wheelchair-accessible.
Attributes	If you want additional details to stand out from the description above, include them here. Each detail (attribute) must be 200 characters or fewer. Attributes appear in the Details section at the bottom of the need-information page.



Address	Enter the address of the opportunity.
Zip Code	(required) Enter the zip code associated with the opportunity. Users can search needs by ZIP codes.
Impact Area	(not available on all sites) Select the applicable impact area.
Interests/Skills & Abilities	Select interests or skills related to the need. Your selections will help the site to match up this need with potential volunteers. Users can also search needs by interest.
Clusters	Select all tags or clusters that apply. (Not available on all sites; some sites may override the word "cluster" with a different term.)
Additional Notification Recipients	To have certain people copied on all responses to this need, turn this option On and type each recipient's email address on a separate line. Recipients will also be notified when volunteers unregister from the need. An additional notification recipient is not required to have a Connect account.
Waiver	<p>If a waiver is added, a volunteer must indicate that he or she agrees to it before they can complete their need response. Click Choose File to select the waiver to upload. Acceptable file formats are .doc, .docx, and .pdf.</p> <p>Notes: (1) If a volunteer has not responded to the need and wishes to check in to the need using the Volunteer Check-in tool, the waiver (if one has been added) will be required for check-in. (2) Some sites may override the word "waiver" with a different term.</p>

5. Click **Create Need**.

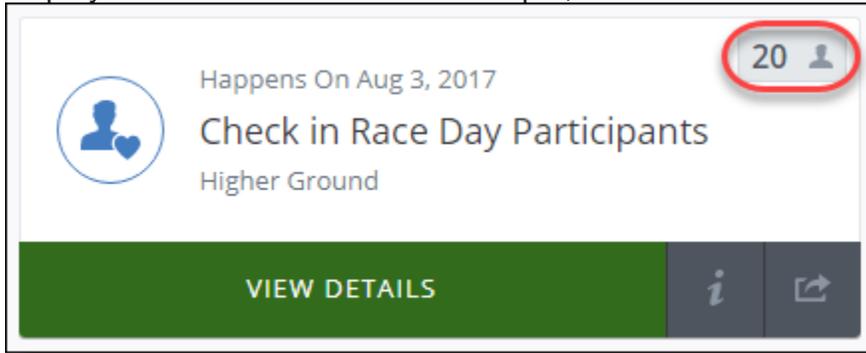
A Note on Runs Until, Happens On, Multi-date, and Shift Needs

If you indicate that a need will be something other than **Ongoing**, you'll be shown fields for entering more information.

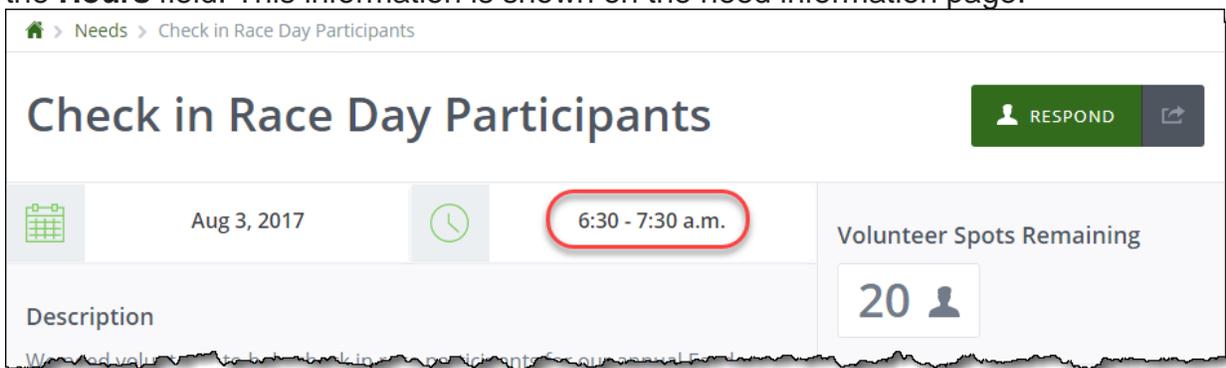
The additional fields (**Capacity**, **Hours**, and **Registration Closed Date**) are optional.

- If you are accepting a limited number of volunteers, enter the number of volunteers needed in the **Capacity** field. The number of available volunteers will be displayed on

the public site; as each volunteer responds, the number of available volunteers displayed will decrease. In this example, there are 20 volunteer spots remaining.



- Once the capacity has been met, the need will be displayed as "full," and volunteers will no longer be able to see or respond to it. Those who have responded to the need will still be able to access it via their profile or a saved link.
- If the need is going to take place at a certain time of day, you can enter the time(s) in the **Hours** field. This information is shown on the need information page.



- If you want to indicate a cut-off date for registration (after which volunteers can no longer respond), indicate that date in the **Registration Closed Date** field. Users will still be able to access the need information, but they will not be able to respond after 12:00 a.m. on the date registration closes. The need itself will be displayed as "Closed."