

HOW TO CREATE AND EDIT A VOLUNTEER OPPORTUNITY

Use the following guide to create and edit a Volunteer Openings. Please note that this list includes all the fields in the order they currently appear on the edit page. Post-launch, we will be working on removing unnecessary fields and reordering the fields so they are more logical (grouping related fields and putting them in similar order to the page structure).

Please see the [Managing Volunteers on the Website](#) documents for an overview of the relationship between the Volunteer Job Description, Volunteer Opportunity, and Committee Roles content types.

Prerequisites

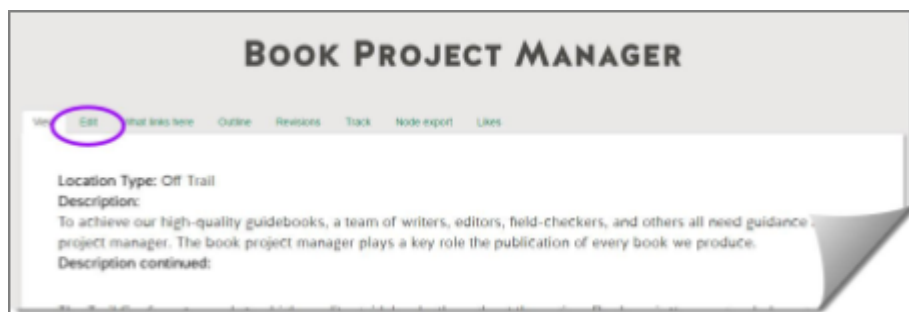
1. Editor permission.
2. Login on the website
3. Once logged in, you should see a black Admin menu bar along the top of the page.

How to display existing Volunteer Opportunities and edit them:

There are two ways to edit existing content:

From the front end

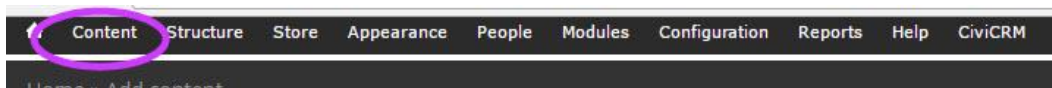
1. Find the Volunteer Opportunity that needs to be changed and select it.
2. Click on the Edit tab to edit the content



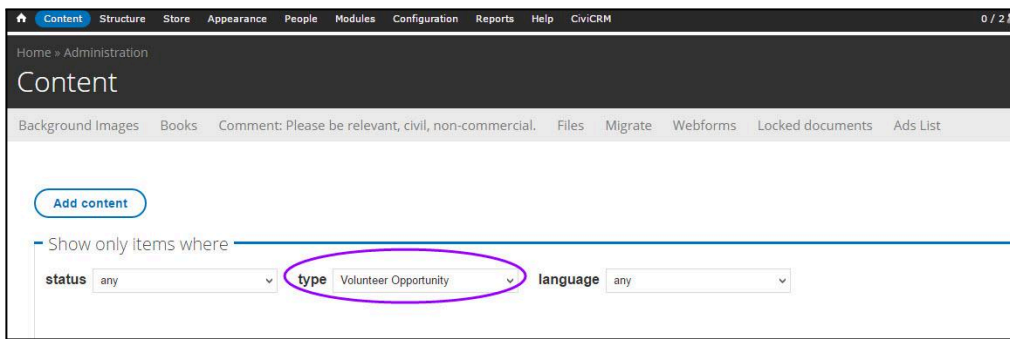
3. Follow the Create or edit Volunteer Opportunity content.

From the back end

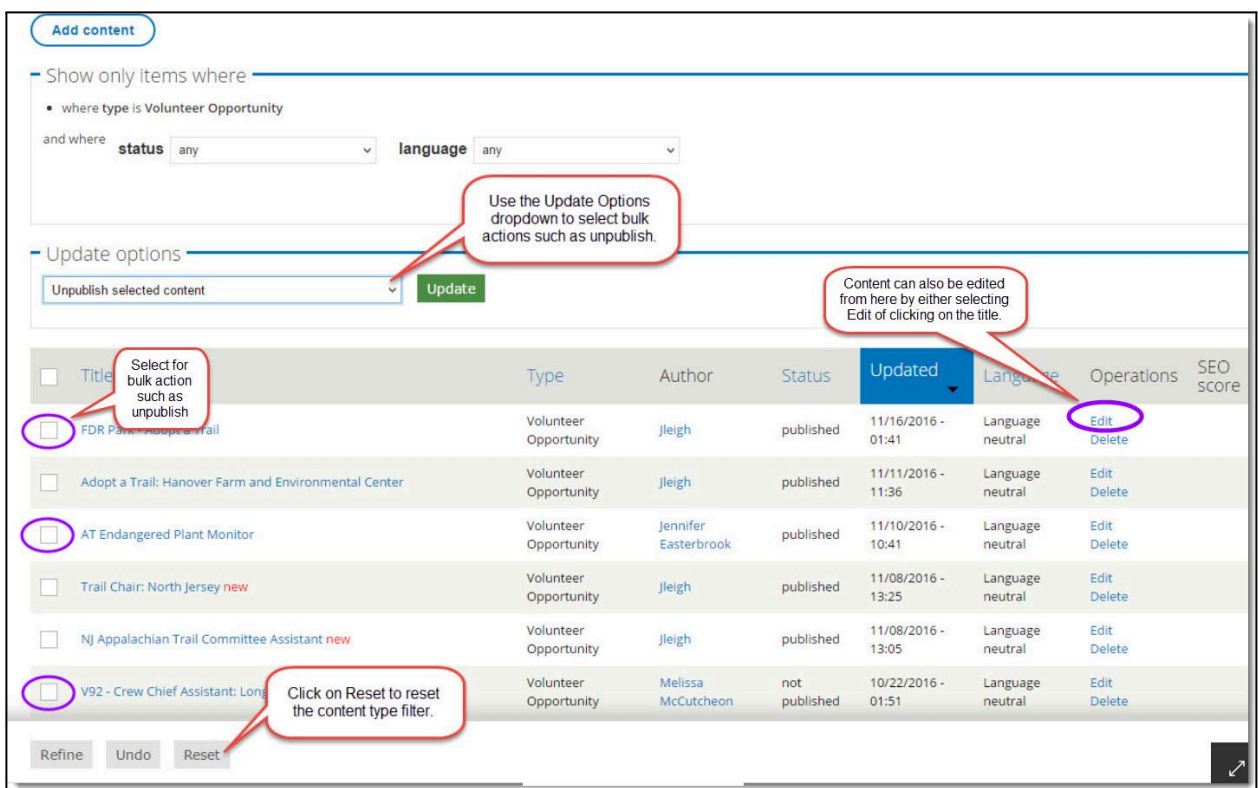
1. Select Content from the admin menu



2. In the section above the list of content, use the 'Show only items where' filters. From the 'Type' field select Volunteer Opportunity and select Filter at the bottom of the screen. This will show all the Volunteer Opportunity records. You can use the Status to further filter published vs. unpublished.



- Find the 'Filter' button at the bottom of the page. This button is also where Save, Preview, and Cancel buttons will appear while editing hikes.
- Here you can Unpublish records individually or in bulk when position is no longer needed, and also edit records.



- The Reset button at the bottom of the page will reset the view to select other content types to view, depending on permissions.
- This region of the window is where Save, Preview, and Cancel buttons will appear while editing.
- Once the content is shown, it is sorted by when the page was last updated, and it can also be sorted by Title.
- Click on the Title link to go to the specific page, or click directly on the Edit link on the right side to start editing.
- Follow the [Fields to Complete for a Volunteer Opportunity](#) section below

How to create a new Volunteer Opportunity

- Using the Admin menu bar, hover over 'Content', then click on 'Content'.



2. Select Add Content to create a new Volunteer Opportunity listing



3. Scroll down the list of content types and select 'Volunteer Opportunity' to create a new record.
4. Follow the [Fields to Complete for a Volunteer Opportunity](#) section below

Fields to Complete for a Volunteer Opportunity (* indicates required field)

Before you start

1. Each volunteer opportunity must contain a lat/lon value to be properly displayed on the /volunteer page map.
2. Be sure to have the needed information in hand while creating the new content.
3. If the content is not completed, leave unpublished until it is ready for prime time.
4. All text formatting should be done in full HTML
5. Save, Preview, Cancel and Delete buttons are fixed at the bottom of the editing screen.

Let's get started

1. **Title** - The title is automatically computed from the position and location
2. **Position Details**
 - a. Start typing to select from a list of positions ([also available here for your reference](#));
 - b. **NOTE:** If you cannot find an appropriate position, please refer to the [How to Create a New Job Description](#) Guide for the steps to create a new position before you can proceed with completing the Volunteer Opportunity.
3. **Description***: brief 1-2 sentence intro to the position
4. **Description continued**: description of the position
5. **Location***:
 - a. a text field to indicate as specific or as vague as the position location is
 - b. Be sure that the location used here is consistent with the lat/lon data provided further down
6. **Glossary** - N/A
7. **Openings*** - enter the number of openings for this position
8. **Program Area*** - select from the dropdown
9. **Supervisor** - who will be providing oversight for this position?
10. **One Line Description** - N/A
11. **Requested By*** - select from dropdown
12. **Posting Date*** - date of posting.
13. **Expire Date** - when listing expires. Currently the field does not unpublish the postings, but we should include a date where it makes sense.
14. **Location Type*** - must select one: Off Trail or On Trail
15. **Location GPS** - enter the lat/lon value to be used on the map

- a. Use the park lat/lon values if a position is associated with a park
- b. For off-trail positions that are likely to be needed at the same location, the map will show an aggregate number for the number of positions at one location. Selecting the pin will display a scrollable window with the postings.

NOTE:

The display of the volunteer openings is not immediate. The website is configured to execute scripts at 3:00am each day to update the Volunteer page map display and listings.

If changes need to be available immediately run the following script after all volunteer opening edits are completed:

1. Copying the following link into your browser

https://nynjtc.org/map_assets/scripts/volunteer_json.php

2. Press enter to run the script. When completed, the script will return the following:



3. The script is fairly resource intensive and may affect users of the website especially during peak usage times. If you are making several changes at a time, run the script when edits are completed.
4. Press **CTRL+SHIFT+R** to clear all of your computer's cache to be sure to see the uploaded image.

How to unpublish a Volunteer Opportunity

1. Find volunteer opportunity that is no longer needed and edit the content
2. Go to the bottom of the edit screen Publishing options
3. Unselect Publish