Manually Adding a Volunteer to an Opportunity

The Opportunities section of your organization management area lists all your organization’s active, current opportunities. You can add a volunteer to an opportunity manually here if they already have any account on Get Connected.

To manually add a volunteer to an opportunity, scroll down to the “Manually Add a Opportunity Response”.

Select the opportunity you want to add to using the “Select an Opportunity” dropdown.

Type in the volunteer’s email.

Click “Add Manual Response”

The volunteer will receive an email notifying they have been added to the opportunity and it will now show up in their account.

The volunteer will also be included in the opportunity responses.