• Any volunteer with an Ohio State VolunteerMatch account can Suggest an Opportunity to any microsite.

• As an administrator, you need to be prepared to review and approve, edit, or deny the suggested opportunity.

• This guide will take you step-by-step through the process.
Step 1: You will receive an email indicating someone has posted an opportunity for approval.

Click link to view

Note: All Admins on a microsite will receive the same notice.

Work within your team to determine who should respond.
Step 2: After signing in, you will be taken to the **Opportunity Queue** for your microsite.

- All opportunities should be reviewed **BEFORE** they are either approved or rejected.
- To review, click the **Edit** under the Action column.
Step 3: Review the information provided and ask yourself the following questions:

• Is this opportunity a good fit for my college or unit’s microsite?

• Does this opportunity coordinate Buckeyes to volunteer with or in the name of Ohio State?

• Is the opportunity title and description clear?

• Are there spelling or grammatical errors?

Then click **SAVE** at the bottom of the page.
Step 4: Volunteers who suggest an opportunity are automatically added as the Project Leader when you approve their project but they do not have the ability to add all of the necessary details.

You have 2 options:

1. Use this [checklist](#) to collect additional information from your suggester.
2. Upgrade your suggester’s access level by making them an Opportunity Admin and let them know that they can edit their project and add additional details themselves.
How to give your suggester **Opportunity Admin** level access:

1. Click Edit

2. Click Assign a leader & Next

3. Enter suggester’s email, select Opportunity Admin and click Save
To add the additional information yourself, scroll down the page to see tabs for Recruitment, Communication, and Hours Tracking. Use the edit buttons to make changes.

Do you want to close the project before the event or are last minute sign ups OK?

Create and add up to 5 custom questions.

How big should your recruitment area be? There are 5 options. If the opportunity is virtual consider doing a national posting.
The Volunteer Greeting is the message volunteers receive when they sign up. If you don’t make changes, they will receive the Standard Greeting. Click edit to add a custom greeting.

Pre and Post opportunity alerts are great ways to communicate reminders and thank-you’s to your volunteers because you can schedule them in advance.
Use this tool to automatically track hours for your volunteers.

Turning this tool on will add hours to everyone who signed up, even those who may not show up for the event. Please remember to edit your attendance and remove those who did not participate after your event is over.

**NOTE:** This tab may not be visible if this feature has not been enabled on your microsite.
Step 5: Preview your opportunity to make sure everything looks good.
Alumni Park Clean Up

THE OHIO STATE UNIVERSITY ALUMNI ASSOCIATION, INC.

The Park
123 Street
Columbus, OH 43211

Mon, December 15, 2014
12:00 pm - 4:00 pm

Details

Contact
Michelle Domke

Total Needed
50 volunteers

Requirements
Drivers License
Other Requirements: bring gloves
Bring your own gloves.

Requirements
Bring your own gloves.

Cause Area
Community

Description
Alumni participants will be assigned a partner and an area in the park. They are responsible for picking up all trash and litter in that area and placing it in the garbage bags that are provided. Once their area is clean they need to bring the garbage bags to a designated area and help load them on the truck for disposal. A volunteer t-shirt will be provided, but each volunteer must bring their own gloves.
Step 6: **Approve** your opportunity.

NOTE: VolunteerMatch is currently working to streamline this process so, for now, you will need to go back to the Queue and click approve. Here is how:

1. Click on the name of your microsite, then
2. Click to view your queue,
3. Then click Approve.
Questions?

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Thank you for being an Ohio State VolunteerMatch administrator!