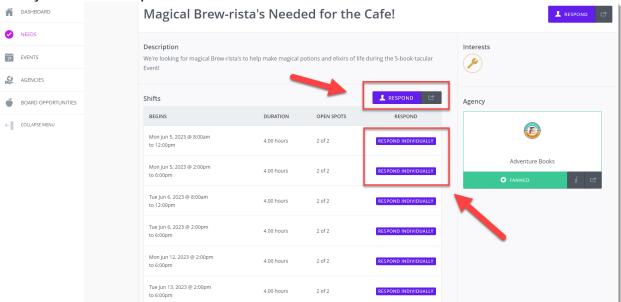
## How to respond to a Volunteer Opportunity

Some opportunities have scheduled shifts that you can respond to. When you select a shift to respond to, you agree to arrive at the time your shift starts and work for the duration of that Need shift.

- 1. Click on the **Opportunities** tab on the left-hand side of your screen.
- 2. Click into the Opportunity you want to sign-up for.
- 3. You can either click **Respond** for the Opportunity or **Respond Individually** for the specific shift you wish to respond to.



- If you click **Respond**, it opens the **Opportunity Response** form where you can then select the specific shift(s) you want to sign-up for.
- If you click **Respond Individually** on a specific shift time, then it opens the **Opportunity Response** form with that shift already pre-selected.
- 4. Fill out the **Opportunity Response** form.
  - You can select as many shifts as you'd like. Want to select all shifts? Toggle the button beside Respond to All Shifts to Yes.
  - The Opportunity Response form may include customized response questions that are either required or optional.
- 5. Click Submit Opportunity Response when you're done.