

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.

The screenshot shows a web interface for a volunteer opportunity titled "Magical Brew-rista's Needed for the Cafe!". On the left is a sidebar menu with options: DASHBOARD, NEEDS (highlighted), EVENTS, AGENCIES, BOARD OPPORTUNITIES, and a COLLAPSE MENU button. The main content area has a header with the title and a "RESPOND" button. Below the title is a "Description" section. The "Shifts" section contains a table with columns: BEGINS, DURATION, OPEN SPOTS, and RESPOND. The table lists six shifts with their start times, durations, and open spots. Each shift has a "RESPOND INDIVIDUALLY" button. A red box highlights the "RESPOND" button in the top right of the shifts section, and another red box highlights the "RESPOND INDIVIDUALLY" buttons for the first two shifts. A red arrow points from the "RESPOND" button to the "RESPOND INDIVIDUALLY" buttons. On the right side of the interface, there is an "Interests" section with a key icon, an "Agency" section with a profile picture and the name "Adventure Books", and a "PANNED" button.

BEGINS	DURATION	OPEN SPOTS	RESPOND
Mon Jun 5, 2023 @ 8:00am to 12:00pm	4.00 hours	2 of 2	RESPOND INDIVIDUALLY
Mon Jun 5, 2023 @ 2:00pm to 6:00pm	4.00 hours	2 of 2	RESPOND INDIVIDUALLY
Tue Jun 6, 2023 @ 8:00am to 12:00pm	4.00 hours	2 of 2	RESPOND INDIVIDUALLY
Tue Jun 6, 2023 @ 2:00pm to 6:00pm	4.00 hours	2 of 2	RESPOND INDIVIDUALLY
Mon Jun 12, 2023 @ 2:00pm to 6:00pm	4.00 hours	2 of 2	RESPOND INDIVIDUALLY
Tue Jun 13, 2023 @ 2:00pm to 6:00pm	4.00 hours	2 of 2	RESPOND INDIVIDUALLY

- 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.