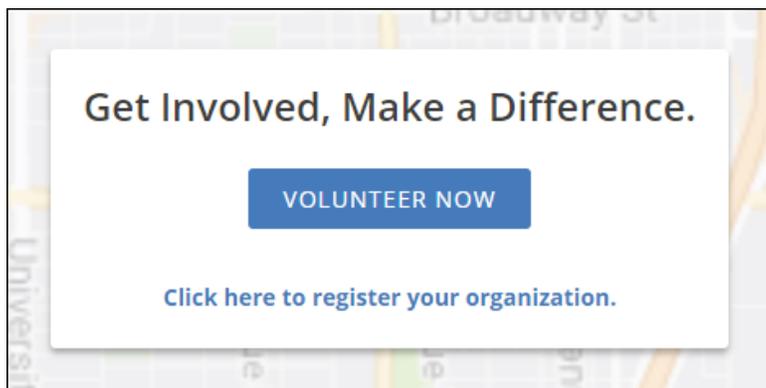


FIND OPPORTUNITIES

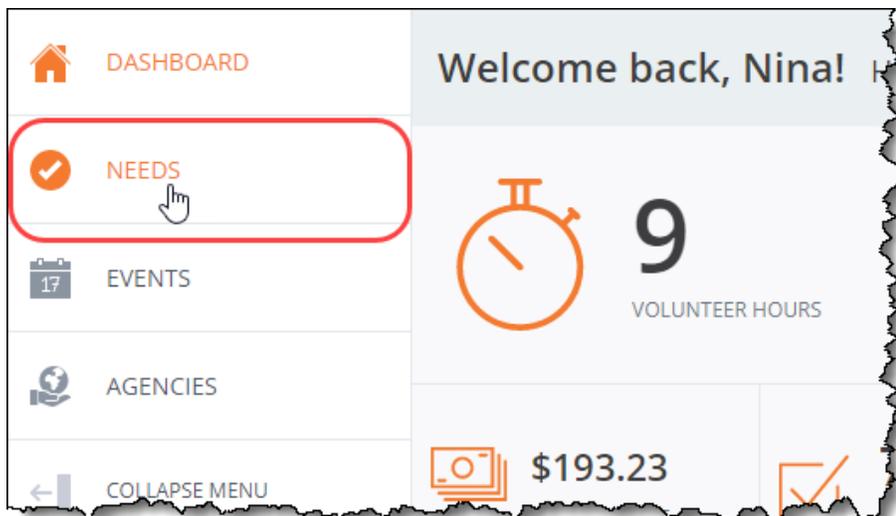
1) How to Find a Volunteer Opportunity

Start by going to your local Connect site. If you're not logged into the site automatically, you'll see the Volunteer Now button in the middle of your screen.

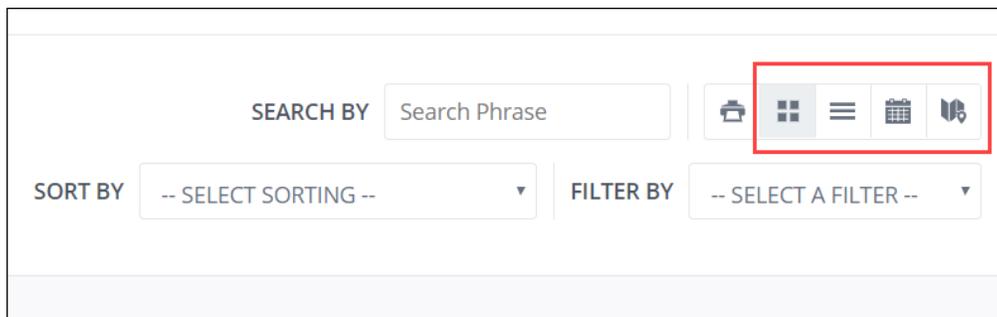


Click Volunteer Now to view a page listing the most recently posted volunteer opportunities on the site.

If you're logged in automatically, you'll be taken to your volunteer dashboard. From there, just click the Needs button in the sidebar menu, and you'll see the same listing of needs.



You will be able to view the volunteer needs by Grid, List, Calendar, or Map. Select your view by clicking one of these selections:



A screenshot of a web interface showing search and filter options. At the top, there is a 'SEARCH BY' field with a text input containing 'Search Phrase'. To the right of this field is a red-bordered box containing five icons: a printer, a grid, a list, a calendar, and a map. Below the search field, there are two dropdown menus: 'SORT BY' with the text '-- SELECT SORTING --' and 'FILTER BY' with the text '-- SELECT A FILTER --'.

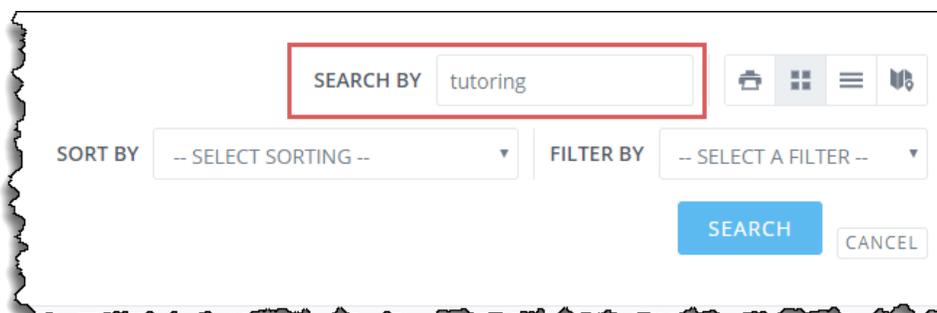
Bear in mind that volunteer needs that are ongoing or run until a certain date will not show on the Calendar view.

2) Search Tools

If your site has pages and pages of volunteer opportunities, it can be daunting to try to find which ones are best for you. With the sorting and filtering tools, you can narrow down the list by date, type of volunteer work, agency, and more.

Search by Phrase or Keyword

Use the Search By field to search needs by phrase.

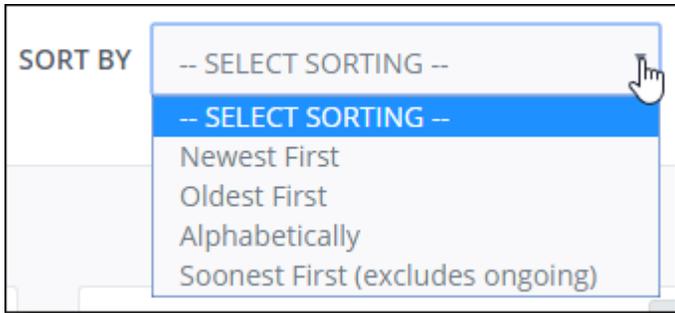


A screenshot of the search interface with a red border around the search field. The search field is labeled 'SEARCH BY' and contains the text 'tutoring'. To the right of the search field are the same five view icons as in the previous screenshot. Below the search field, there are two dropdown menus: 'SORT BY' with the text '-- SELECT SORTING --' and 'FILTER BY' with the text '-- SELECT A FILTER --'. At the bottom right, there are two buttons: a blue 'SEARCH' button and a grey 'CANCEL' button.

Press the ENTER key or click Search to see your results.

Sorting Needs

By default, needs are listed with the more recently added or updated need first. To change this order, use the Sort By dropdown to sort needs by newest first, oldest first, alphabetically, or soonest first.



Filtering Needs

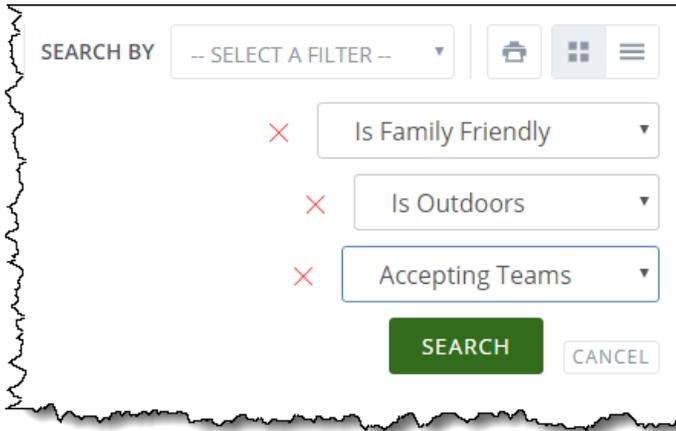
From the Filter By dropdown, you can select to filter needs by the criteria shown below.



Once you've selected a filter, you'll be prompted to enter or select criteria to narrow the filter. For example, if you select Interest, you'll need to also select an interest. Click Search to see all needs associated with the interest you selected. Filtering options are described below.

Multi-Level Searches

You can search by multiple criteria. To do so, repeat the process of selecting a filter. Your search options will show up in a stacked list, as shown below.



The screenshot shows a search filter interface with the following elements:

- A "SEARCH BY" label followed by a dropdown menu currently displaying "-- SELECT A FILTER --".
- Three filter items stacked vertically, each with a red "X" icon to its left and a dropdown arrow to its right:
 - "Is Family Friendly"
 - "Is Outdoors"
 - "Accepting Teams"
- A green "SEARCH" button and a light gray "CANCEL" button positioned below the filter list.