

Get On GiveGab

Adding a volunteer opportunity is fast and fun!

1. Go to www.givegab.com

- *TIP: If you're new to GiveGab, visit www.volunteergreaterjackson.org and click on "Volunteer," which takes you to the GiveGab site via the Mississippi portal. Mississippi + GG have a special partnership for FREE nonprofit membership!*

2. Log in to GiveGab (or sign up!)

3. Click on "Volunteering" in the left hand navigation bar

- *TIP: You can also click on the block labeled "Volunteer Opportunities"*

4. Click on the blue box - "Create opportunity"

5. Fill in the details of your opportunity

- *TIP: Always include an image – people look at profiles with photos! (Having an image lends credibility and increases recognition and visual appeal.)*
- *TIP: An "ongoing" opportunity is open-ended (EX: Make A Wish Foundation Wish-Granters are needed all year). A "one time" opportunity lasts a single day (EX: Golf Challenge on Saturday!). A "date range" opportunity has a beginning and an end (EX: Christmas in July Canned Food Drive, July 1-31).*
- *TIP: People will call, so be sure to include the name and telephone number of someone who can answer questions.*

6. Click "Create Opportunity" – DONE!!

That was great! Now what else can I do?

- ✓ **Manage** causes, skills, and interests ("tags")
- ✓ **Assign** specific tasks to your volunteer opportunity (individual activities that collectively make up the opportunity)
- ✓ Send a **survey** (collect T-shirt sizes, get phone numbers, ask a question...)
- ✓ **Mark** the opportunity as "full"
- ✓ **Write** on the wall (similar to Facebook wall)
- ✓ **Log and track** volunteer hours
- ✓ Create a **fundraising** campaign

Need some help? Contact Michele (601-497-7908 or givegab2017@gmail.com) and I'll walk you through it!