



# Widener University

## Office of Civic Engagement

## How to Post a Volunteer Opportunity on Widener University's Civic Engagement Website

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[www.widener.edu/serve](http://www.widener.edu/serve)

### *At a Glance:*

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Widener University's Office of Civic Engagement wants to partner with you to recruit volunteers whose skills and interests align with the work completed by your organization. After all, our goals are the same: to bring value to the community! Follow these easy steps to share volunteer opportunities with the Widener community.



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Step 1: Type [www.widener.edu/serve](http://www.widener.edu/serve) into your internet browser. In the top right-hand corner, click REGISTER.

The screenshot shows the website's header with the Widener University logo and navigation menu. The 'REGISTER' button is highlighted with a black box and an arrow pointing to it. Below the header is a search bar with the text 'I want to help our community with:' and a dropdown menu. Below the search bar is a table of service opportunities.

OPPORTUNITY	ORGANIZATION	LOCATION	CATEGORY	SERVICE LEARNING
Organisational Development Specialist	The Yes Center (Yes We Can Achievement &...	4 E. 7th Street Chester, PA	Other	
Member Service Advocate	LIFT-Philadelphia	5548 Chestnut St. Philadelphia, PA	Community Development	
Garden/Food Blogger	Lifeworks Inc	25 cedar road Wallingford , PA	Food Access	
Graphic Design	Chester Senior Center	791 Hayes Street Chester, PA	Seniors	
Tutors Needed (at least 4)	Better Living Center Community Development Corp	501 Yarnall St... Chester , PA	Children & Youth	
Cityteam Volunteer	CityTeam International	634 Spruill Street Chestrz, PA	Children & Youth	



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Step 2: Select “Register as an organization.”

**REGISTER**

**Select registration type:**

**I want to register my organization theme.**  
If you are a government agency or a nonprofit with 501(c)(3) tax exemption, please post your volunteer needs to start engaging the many citizens who want to give their time, passion and skills to help you achieve your mission.  
Signing up is easy and takes less than 5 minutes.  
[Register as an organization »](#)

**I want to register as a volunteer.**  
By creating an account you will be able to tailor volunteer opportunities to your skills, interests and track your volunteer hours.  
[Register as a volunteer »](#)

**Related Links**  
[Already registered? Log in!](#)

Click “Register as an organization.”



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### Step 3: Fill out registration information.

There are three (3) pages to the registration form. You will first be asked to create a Username and Password. In order to move quickly through the process, be certain to have the following information on hand:

**Organization Name – Description of Organization – Mission Statement – Address & Telephone Number – Point of Contact, including email address & telephone number – Website URL – Organization Logo**

After submitting your registration, a campus administrator will approve your profile. You will receive a confirmation email stating that you may post your volunteer opportunity to the website.

**ORGANIZATION REGISTRATION**

**Step 1 of 3: Organization Account Details**

Organization name \*

Parent organization (if any)

Username \*

Your username can only consist of numbers, characters, and underscores, it cannot contain punctuation or special characters. You will use this username to login to the site.

Email \*

Password \*

Confirm password \*

**Next**

**ORGANIZATION REGISTRATION**

**Step 2 of 3: Organization details**

EIN

Short description of the organization \*

Maximum characters allowed: 2000 - Characters remaining: 2000

Please provide a brief description of your organization. This is used in preview settings before someone clicks to read more.

Mission statement or full description \*

**ORGANIZATION REGISTRATION**

**Step 3 of 3: Logo Upload**

Upload your organization's logo  No file selected.

Upload your organization's logo if you wish for it to appear on your listings' pages. File requirements: 200px wide, PNG, JPG, or GIF only.

**Email preferences**

Email delivery options

Send me an instant notification

Send me a digest email

As an organization registered with Widener University - Office of Civic Engagement, you'll receive email notification when a volunteer inquires about your opportunity or logs the hours they have volunteered with you. You can choose to receive a notification every time a volunteer inquires or logs their hours, or a single digest email listing all of your notifications.

**Prev Save**



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**Step 4:** Once your organization's profile is approved, the next step is to post details about the specific volunteer opportunity. Login to the system with the Username and Password that you created. In the top right-hand corner, click **LOGIN**.

Click  
LOGIN

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Office of Civic Engagement

HOME VOLUNTEERS ORGANIZATIONS NEWS & PRESS RESOURCES COURSES ABOUT

### LOGIN

Not yet registered? Signing up is easy and takes less than 5 minutes. [Click here to get started >](#)

Username or Email

Password

Go

[Not yet registered? Sign up now!](#)  
[Forgot your password?](#)



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**Step 5: To create a new volunteer opportunity click on “Manage Volunteer Opportunities.”**

LOGOUT MY ACCOUNT

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HOME VOLUNTEERS ORGANIZATIONS NEWS & PRESS RESOURCES COURSES ABOUT

### MY ACCOUNT

**Home**

- Manage volunteer opportunities
- Review volunteer inquiries
- Review volunteer hours
- My account settings
- View reports
- Feedback

**Welcome CityTeam International**

This is your administration panel. Here you can manage your volunteer opportunities, view and reply to inquiries from interested volunteers, approve hours, change your account information, and view reports. Please use the links in the left column to get started!

**Quick View**

Volunteer inquiries | [View all inquiries](#)

You have 0 new inquiries

Click  
“Manage  
Volunteer  
Opportunities”



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Step 6: Click on “Add new opportunity.”

HOME VOLUNTEERS ORGANIZATIONS NEWS & PRESS RESOURCES COURSES ABOUT

### MANAGE VOLUNTEER OPPORTUNITIES

Home

- Manage volunteer opportunities
- Review volunteer inquiries
- Review volunteer hours
- My account settings
- View reports
- Feedback

#### Active Opportunities [3]

Title	Date Created	Date Expires	Inquiries	Actions
Food Services Assistant	16 May 2013	16 May 2014	0	Edit   Delete
Campus Academy Tutor	16 May 2013	16 May 2014	0	Edit   Delete
Mother/Baby Program Assistant	16 May 2013	16 May 2014	0	Edit   Delete

#### Expired Opportunities

No records found

#### Pending Approval

No records found

[Add new opportunity](#)

Click “Add New Opportunity”



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### Step 7: Fill out volunteer details.

*In order to move quickly through the process, be certain to have the following information on hand:*

*Title – Short Description – Full Description – Volunteer Requirements – Start & End Dates – Volunteer Hours*

*Once submitted, a campus administrator will approve the information. You will receive a confirmation email when the opportunity is posted to the website.*