How to post a Volunteer Opportunity on the Chamber website.

**Step 1:** Go to EvergreenChamber.org and click “Member Login”. Enter your login info. *If you need your login information please contact our Operations Team at (303) 674-3412 or admin@evergreenchamber.org.*

**Step 2:** On the left hand side of the page will be a grey menu. Click the button labeled “Volunteer Opportunities”.

**Step 3:** Towards the right hand side of the page, under the banner ad, will be a blue button labeled “Add Volunteer Opportunity”, click it.

**Step 4:** Fill out all fields relevant to your volunteer opportunity.

The “Publish Start Date/End Date” is when you want the opportunity to show on the Chamber Website.

The “Offer Start Date/End Date” is the range of dates you would need volunteers. Type “Dates we need volunteers” into the “Valid Dates Description”.

We suggest adding a description of volunteer duties into the “Description” box. We would also suggest adding a link to your website in the “Description” box.

**Step 5:** Do not add in an “Offer URL” or “Detail URL”. These boxes are for selling items, not volunteering.

**Step 6:** At the bottom of the page will be a grey button labeled “Submit For Approval”. This submits the event for approval by our Operations Manager. Typically submissions will be approved within 48 hours.