Arizona public and non-profit land managers, trail and environmental organizations list their outdoor volunteer opportunities on **OutdoorVolunteer.org**, a searchable calendar of events catering to outdoor stewardship.

A service of Volunteers for Outdoor Arizona, a 501c3 organization.

Add your Stewardship Organization to OutdoorVolunteer.org

5 Quick Steps

1. **Create your personal account login**

2. **Confirm your agency is not already listed** If agency is already listed, contact the listed Administrator so s/he can add you as staff or administrator

3. **Create your agency profile** Complete the required entries in the agency profile and click "Submit". The person who creates the profile for your organization at OutdoorVolunteer.org will automatically become an "Administrator" for your organization. This initiating administrator may add additional administrators and staff.

4. **Receive an email confirmation** Once your organization has been approved, your agency description will be added to OutdoorVolunteer.org. At this point you may begin using OutdoorVolunteer.org to list your volunteer opportunities, accept on-line registrations, and communicate with event registrants. You will be able to communicate with everyone who has ever registered for an event your agency offers. *This feature is only available with Comprehensive Event Listing usage. See reverse for details.*

5. **List your upcoming Events** Simply login and use the navigation section called "Admin" or "Staff". You first will need to create a Project before listing related Events (one or multiple events make up a broader project). You can then manage when your events are listed on the Events Calendar and when they are opened for volunteer registration. *See reverse for additional information.*

The "Basic" Event Listing

The **Basic** Event Listing is similar to a general community calendar -- provide a brief event description on the main Events Calendar page and an email or phone number to have interested volunteers contact you. Additionally, you can provide a website to direct volunteers for more information and/or to register.

Step-by-Step

After you have created an account for your agency, there are just 10 simple steps to list your event!   * *indicates required fields*

1.   Choose the related **Project***. Events must be associated with a Project that you create. For example: "Gumdrop Wilderness Restoration" is the Project, and "ATV Track Closure" could be one of several Events under the umbrella of the Project.

2.   Enter the **Event Name***. The Event Name should not repeat the Project name and is best to refer to the type of work being done, such as eradication, maintenance, construction, clean-up.

3.   Enter **Close to/at/in**. You can specify a geographic reference point for the event location, such as a nearby city.

4.   Choose the **Event Status***. When you are ready for the Event to be listed on the main Events Calendar, set the status to "Open"

5.   Select the appropriate **Contact Person***. Agency listings can have several contact persons. Choose the appropriate person who can oversee inquiries related to this event.

6.   Choose the **Contact Display***. Choose the preferred method that volunteers can contact you -- email, phone, or both.

7.   List your **Website**. Enter your website or another URL that volunteers can go to for additional information and/or to register.

8.   Enter the **Event Dates***. For multiple day events, choose the first and last day of volunteer work. In the Event Summary you can add additional information to clarify check-in, work duration, etc.

9.   Enter an **Event Summary***. This is where you "sell" your event to prospective volunteers. Be sure to add enough detail to attract volunteers to the work, its importance, and the fun! Be sure to let volunteers know how to register -- whether to email/call the contact person or through your website. Additionally, you may use HTML code to embed images, links, and to dress up the appearance of your listing. A simple HTML Code sheet is provided online.

10.   Enter **Event Notes**. During event planning and/or after the Event, you can add notes to this section for reference.

The "Comprehensive" Event Listing

Using the **Comprehensive** services of OutdoorVolunteer.org, you will be able to provide prospective volunteers with a complete description of the event, including photos. Additionally, you are able to set the maximum number of volunteers, age limits, the level of difficulty, geographic area, type of work, and other searchable terms. The Comprehensive Event Listing provides you the tools to register and manage volunteers on-line, and includes automatically generated emails for registration confirmation/change/cancellation sent to both you and the volunteer. You can also manage communications with your registered volunteers -- send reminders, updates, thank you's, and cancellation notices through your own email program with just a click.