

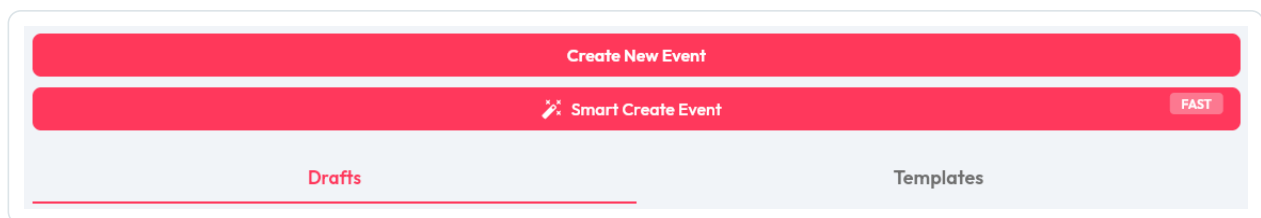
GUIDE 03 · CREATE A ROLE

Create a volunteering role

Create the role, choose how volunteers join, then publish it.

Start on Create

Choose one way to create the role.

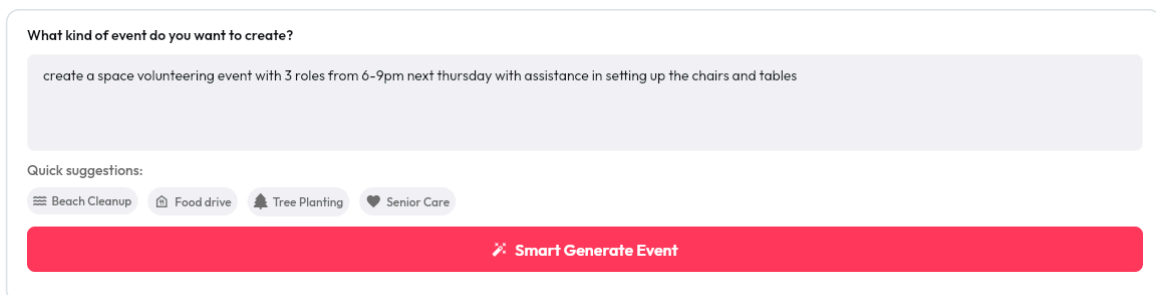


Smart Create

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Generate the role

Click **Smart Create Event**. Describe the tasks, date, start and end times, location, and volunteer count, then click **Smart Generate Event**.

A screenshot of the 'Smart Create Event' form. At the top, it asks 'What kind of event do you want to create?'. Below this is a large text input field containing the sample text: 'create a space volunteering event with 3 roles from 6-9pm next thursday with assistance in setting up the chairs and tables'. Underneath the input field, there are 'Quick suggestions:' with four tags: 'Beach Cleanup', 'Food drive', 'Tree Planting', and 'Senior Care'. At the bottom of the form is a red button labeled 'Smart Generate Event' with a pencil icon.

Create it yourself

Click **Create New Event** and enter the role details manually.



Choose how volunteers join

How you manage volunteers

Sign up on the app — recommended

Use Volunteer Corner to accept volunteers and manage volunteers and shifts.

Listing Only

Use Volunteer Corner as a posting tool only. If you do not want to manage volunteers on Volunteer Corner, provide a link to your external application form or volunteering platform.

How should volunteer sign up?*

Choose whether sign-ups are managed on the app or if this is an external listing only.



Sign up on the app
Volunteers apply and are managed directly through platform.

☒



Listing Only
This is posted for visibility. Volunteers contact you directly to sign up.

☐

Who can sign up

Public Sign-up

Your volunteers sign up for available shifts.

Assigned Shifts

You choose a specific volunteer for each role. Only assigned volunteers see their own private shift; your other volunteers cannot see it.

Event Type*



Public Sign-up



Assigned Shifts

Finish and publish

Add event details

Click **Next** and add the event details shown.

Publish the role

Read and accept the terms. Click **Create Event**.

[Save as Draft](#)[Update Template](#)[Preview](#)[Create Event](#)