
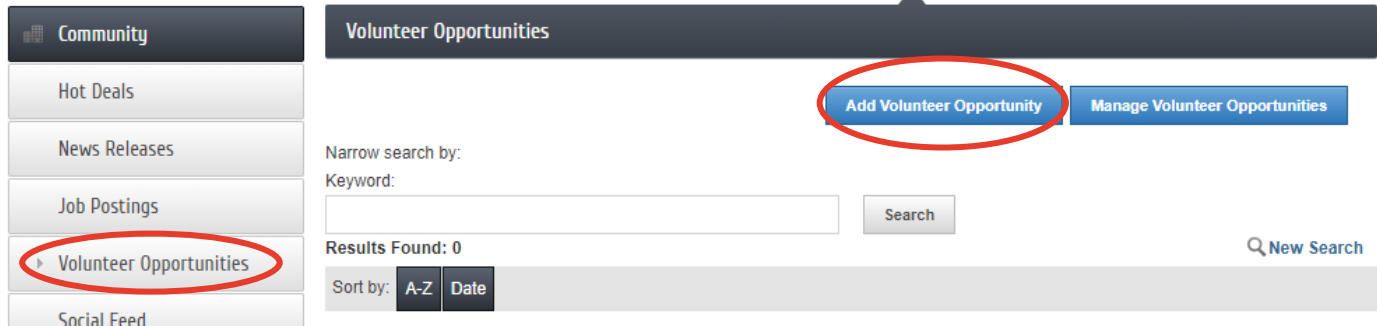


ADDING A VOLUNTEER OPPORTUNITY TO EXPLOREHUTCHINSON.COM

- Go to <https://explorehutchinson.com/>
- Click on "Member Login" in orange at the top of the page. 
- Enter your login information to get to your Membership Portal .
- Click on "Volunteer Opportunities" in the left-hand menu on your membership homepage, then click "Add a Volunteer Opportunity"



The screenshot shows the 'Volunteer Opportunities' page. On the left is a navigation menu with 'Volunteer Opportunities' circled in red. The main content area has a dark header with 'Volunteer Opportunities' and two buttons: 'Add Volunteer Opportunity' (circled in red) and 'Manage Volunteer Opportunities'. Below the header is a search section with 'Narrow search by:', a 'Keyword:' input field, a 'Search' button, and 'Results Found: 0'. At the bottom of the search section are 'Sort by:' buttons for 'A-Z' and 'Date', and a 'New Search' link.

- Fill in as much detail for your opportunity as possible. Don't forget to include information on who to contact in regards to the opportunity! When finished, hit "Submit for Approval" at the bottom of the page.
- After your volunteer opportunity has been submitted, we will review and approve the posting, then it will appear on our website.