

How to Login to your account and post an opportunity

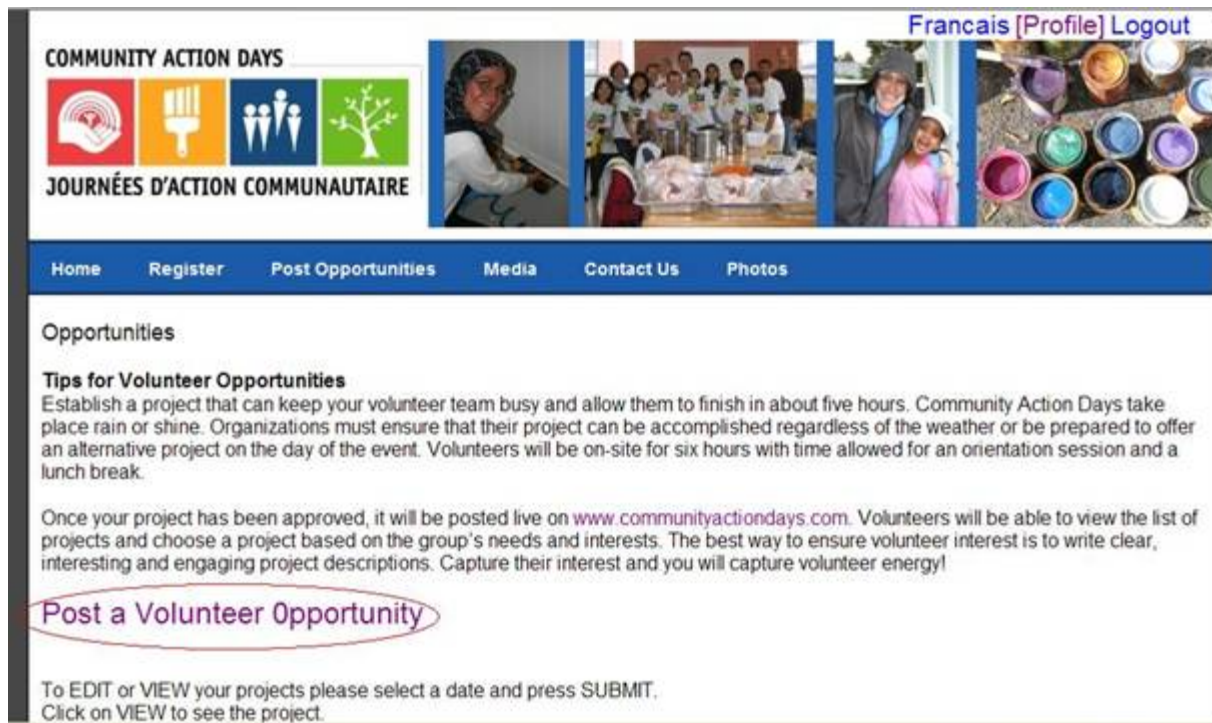
Click on the following link to login:

<http://www.communityactiondays.com/login.aspx?ReturnUrl=%2fdefault.aspx%3fid%3d4>

1. In the box to the right of User Name type in your User Name
(Confirmation of your User Name and Password was sent to you in an email from no-reply@communityactionsdays.com Subject line: **Community Action Day Registration – confirmation**).
2. In the box to the right of Password type in your Password
(This is not your email address. The Password is a series of numbers and symbols that was sent to you in the same email referred to in Step 1)
3. You will be redirected to the Community Action Days home/main page (the page doesn't look any different except now there is a tab/header that says "Post Opportunities" (see image below). Also in the upper right corner, the word login has changed to Logout)
4. Click on Post Opportunities (see image below)



5. Once you click on Post Opportunities, you will be brought to the following page:



6. Click on Post a Volunteer Opportunity (above circled in red). You will be walked through the fields to complete in order to post your opportunity.
7. Click Submit and you are done!