



# INTRODUCTION TO ORGANIZATION ADMIN

# What is an Organization Admin?

Give your trusted community partners and nonprofits direct access to post and manage their opportunities in your institutions Helper Helper account.



# What can an Organization Admin do?

- Manage sign-ups and validation
- Create new volunteer opportunities
- Edit and update scheduled events

The desktop screen shows the 'Add Opportunity' form with the following sections:

- Organization:** Boys and Girls Club
- WHAT IS THIS OPPORTUNITY?**
  - Opportunity Cause (Organization Name): Boys and Girls Club
  - Opportunity Category: Children and Youth
  - Opportunity Title: (empty)
  - Opportunity Description: Enter a description of the event
- WHEN IS THIS OPPORTUNITY?**
  - Start Date: (empty)
  - Start Time: 8:00am
  - End Time: 9:00am
  - Time Slot Options: (empty)
  - + ADD MULTIPLE RECURRING DATES
  - + ADD ANOTHER TIME SLOT
  - Opportunity Time Zone: America: Detroit (-5)
- WHERE IS IT LOCATED?**
  - Location Name: (empty) ☐ use a link (event is online)
  - Street Address: 52 Prospect
  - Address (Line 2): (empty)
  - City: St. Ignace
  - State: MI
  - Postal Code: 49781
  - Country: (empty)

The smartphone screen shows the 'APP PREVIEW' of the opportunity details:

- Organization: BOYS AND GIRLS CLUB
- Description: (empty)
- Location: 52 Prospect, St. Ignace, MI 49781
- Coordinator: Peggy Brown, peggy@gmail.com, 906-298-0803

# Why you will love having Organization Admins.



Take less time coordinating event logistics and more time creating stronger community partners.



Offer your volunteers more opportunities with with organizations you have already vetted.



By granting access to your nonprofits partners you are enabling a one stop sign-up process for volunteers,



# Using Organization Admins



Provide your trusted partners with the Helper Helper provided Organization Admin training materials



Volunteers sign up and participate in events



Reach out to your trusted nonprofit partners



Nonprofit partners create and manage their opportunities through Helper Helper



Hours and events are plugged right into your existing Helper Helper reports





# ORGANIZATION ADMIN



**TO GET STARTED CONTACT [CHELSEA@HELPERHELPER.COM](mailto:chelsea@helperhelper.com)**