

NEED TO PAUSE VOLUNTEER ROLES?

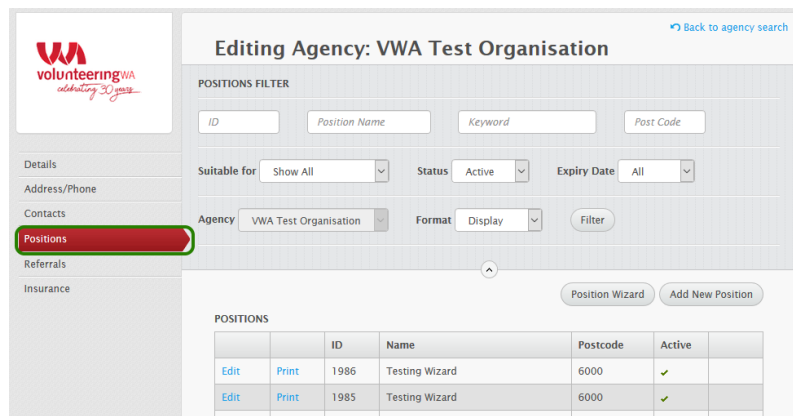
STEP-BY-STEP

With the current COVID-19 situation we understand that some volunteer involving organisations may wish to pause volunteer recruitment for the time being. If this applies to you then follow the steps below to temporarily remove your volunteer advertisements. You can easily reactivate these advertisements at a later date.

1. Log in to VIKTOR at <https://vol.org.au>.

2. Click the My Organisation button or  tab to be taken to your record.

3. Select Positions.



Editing Agency: VWA Test Organisation

POSITIONS FILTER

ID: Position Name: Keyword: Post Code:

Suitable for: Show All Status: Active Expiry Date: All

Agency: VWA Test Organisation Format: Display Filter

POSITIONS

		ID	Name	Postcode	Active
Edit	Print	1986	Testing Wizard	6000	<input checked="" type="checkbox"/>
Edit	Print	1985	Testing Wizard	6000	<input checked="" type="checkbox"/>

4. Click “Edit” on the position you want to make inactive. This will take you to the basic details tab for that role.



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Basics

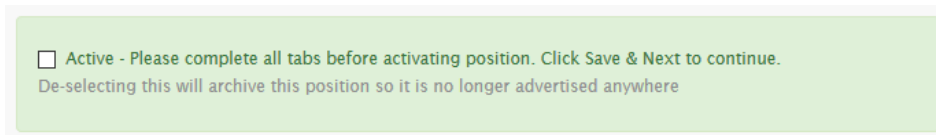
ABOUT THIS POSITION

Position ID: Reference ID:


Position Name *

Short Description * (500 Characters)

5. Scroll to the bottom of the tab and un-tick the “Active” option.



Active - Please complete all tabs before activating position. Click Save & Next to continue.
De-selecting this will archive this position so it is no longer advertised anywhere

6. Click  to save the position.

7. Click “Back to Position List” at the upper right, and repeat steps 4 to 7 for each position you want to deactivate. (You may reactivate any of these roles at a later date)

8. Once you have finished updating your volunteer opportunities, log out using the 'Logout' button, located in the top-right hand corner of the screen.