Extending Your Opportunity Dates

Step 1: Log in to the Volunteer Hub

- Go to VolunteerHub.211placer.org and click on the LOGIN button in the top right corner of the screen. This will take you to the Partner Portal.

Step 2: Edit Your Opportunity

- In the menu on the left of the Partner Portal screen, click on VOLUNTEER OPPORTUNITIES.
- In the window that opens, click on the opportunity you want to extend. (If it does not appear in the list, click in the field under the heading "Posting Status" where it says "All" and select "All," then click on the opportunity you want to extend.)
- When the opportunity appears, scroll down to the section that says "Occurrences."
- Under the heading that says "Actions" click "Edit."
- A window opens that says "Edit Occurrence."
- Go to the field that says "End Date" and change to the new end date you want.
- Click SAVE.

Questions? Our Volunteer Liaison is ready to help. Contact us at 530-274-5601 or volunteerhub@connectingpoint.org