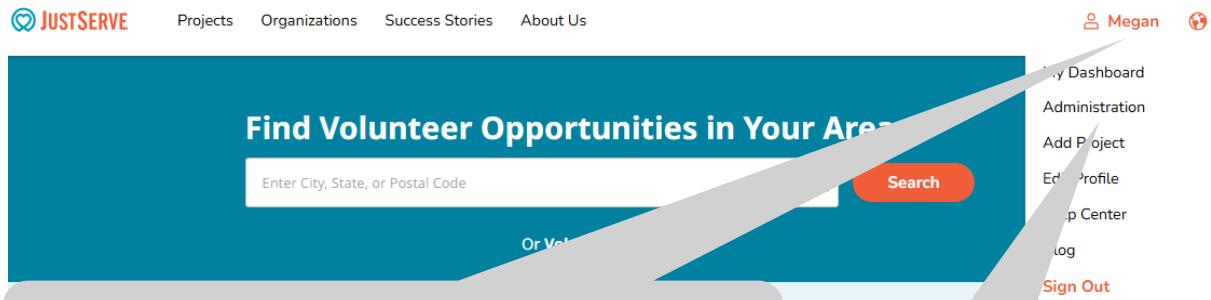


# Add a Project to Your Volunteer Center

This guide will show you how to add projects to your Volunteer Center (VC) in 13 steps.



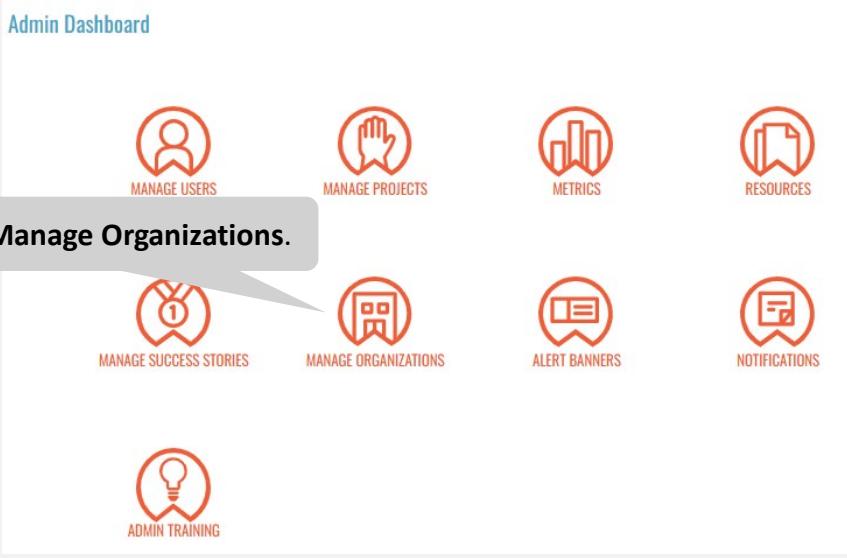
JUSTSERVE Projects Organizations Success Stories About Us

Megan

- My Dashboard
- Administration
- Add Project
- Edit Profile
- Help Center
- Log Out
- Sign Out

1. Select your name and navigate to your Admin Dashboard to find the VC you want to add a project to. Skip to page 2 if you already know how to do this part.

2. Select **Administration** to open the Admin Dashboard.



Admin Dashboard

MANAGE USERS

MANAGE PROJECTS

METRICS

RESOURCES

MANAGE SUCCESS STORIES

MANAGE ORGANIZATIONS

ALERT BANNERS

NOTIFICATIONS

ADMIN TRAINING

3. Select **Manage Organizations**.

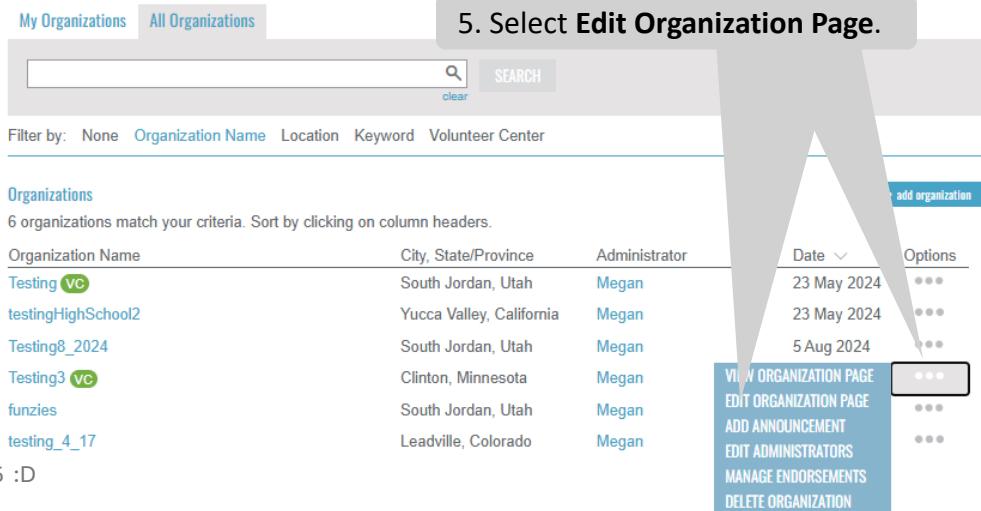
4. Click the three dots for the VC.

[BACK TO DASHBOARD](#)

## Manage Organizations

Search for a specific organization. Sort your results by clicking on each column header.

5. Select **Edit Organization Page**.



My Organizations All Organizations

SEARCH

clear

Filter by: None Organization Name Location Keyword Volunteer Center

Organizations

6 organizations match your criteria. Sort by clicking on column headers.

Organization Name	City, State/Province	Administrator	Date	Options
Testing VC	South Jordan, Utah	Megan	23 May 2024	<a href="#">...</a>
testingHighSchool2	Yucca Valley, California	Megan	23 May 2024	<a href="#">...</a>
Testing8_2024	South Jordan, Utah	Megan	5 Aug 2024	<a href="#">...</a>
Testing3 VC	Clinton, Minnesota	Megan		<a href="#">...</a>
funzies	South Jordan, Utah	Megan		<a href="#">...</a>
testing_4_17	Leadville, Colorado	Megan		<a href="#">...</a>

[VIEW ORGANIZATION PAGE](#)

[EDIT ORGANIZATION PAGE](#)

[ADD ANNOUNCEMENT](#)

[EDIT ADMINISTRATORS](#)

[MANAGE ENDORSEMENTS](#)

[DELETE ORGANIZATION](#)

# Add a Project to Your Volunteer Center

TESTING3 

SHARE    

A fabulous organization devoted to finding loving homes for homeless cats.

430 3rd Street  
Clinton  
56225-0426  
Minnesota  
United States

1111111111 | asdf@gmail.com

6. Click on Projects.

[MANAGE ENDORSEMENTS](#)

How did your project go? [Leave Feedback](#)

## HIGHLIGHTED CAUSES

[+ add cause](#)

Highlighted causes are a collection of projects that are curated around a theme or idea.  
When you create causes they will be displayed here.

[| Organizations](#)

Projects

Common Questions

About Us

Give

[+ edit pages](#)

## Organizations

Testing3 endorses the following organizations:

Enter specific organization

[SEARCH](#)

Sort by: A-Z

## Organizations

## Projects

Common Questions

About Us

Give

[+ edit pages](#)

## Projects

Testing3 acts as a service center for the following projects and their creators:

Displaying [All Postings](#)

Anything

[SEARCH](#)



### Friday Fun

Multiple Locations  
asdfadsfasdfadf

 testing2025

7. Click +Edit Pages button.

[Organizations](#)

[Projects](#)

Common Questions

About Us

Give

[editing pages](#)

[SAVE CHANGES](#)

## Projects

Testing3 acts as a service center for the following projects and their creators:

[+ add single project](#)

Set as default page

Show this page

Displaying [All Postings](#)

Anything

[SEARCH](#)



### Friday Fun

Multiple Locations  
asdfadsfasdfadf

 testing2025

8. Click +Add single project button.

# Add a Project to Your Volunteer Center



## Adding a single project

Look up a JustServe Project

Friday fun

LOOK UP

CANCEL

9. In the Search field, type in the name of the project you want to add.

10. Then click **Look Up** button.



## Adding a single project

Look up a JustServe Project

Friday fun

LOOK UP

CANCEL

11. In the drop-down menu that appears, click the needed project.



## Adding a single project

Do you want to add the following project to this volunteer center?

Friday Fun [view project page](#)

CANCEL

ADD

12. Click **Add** button.

13. Click **Save Changes** button. Be sure to verify your change by navigating to the VC and refreshing the page.

**Note:** To make your new VC easy to find, submit a ticket in the Help Center for a banner. A banner can be set up to appear on the JS homepage to link people to your VC and can be shown for entire cities, states, or regions.