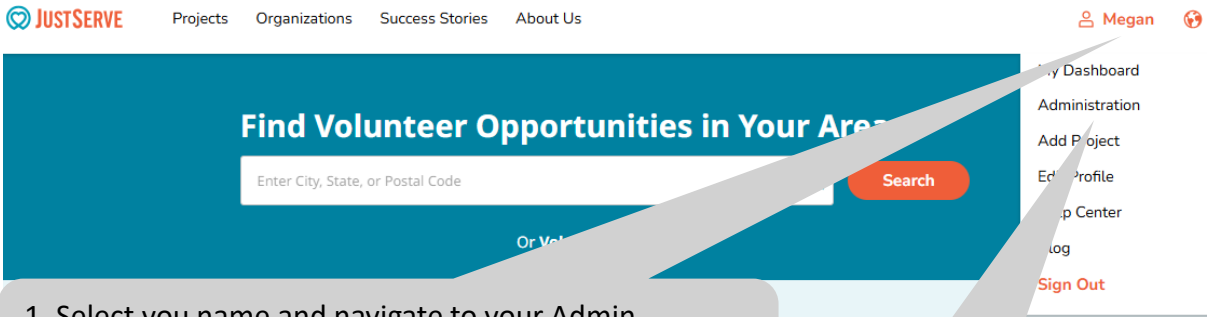


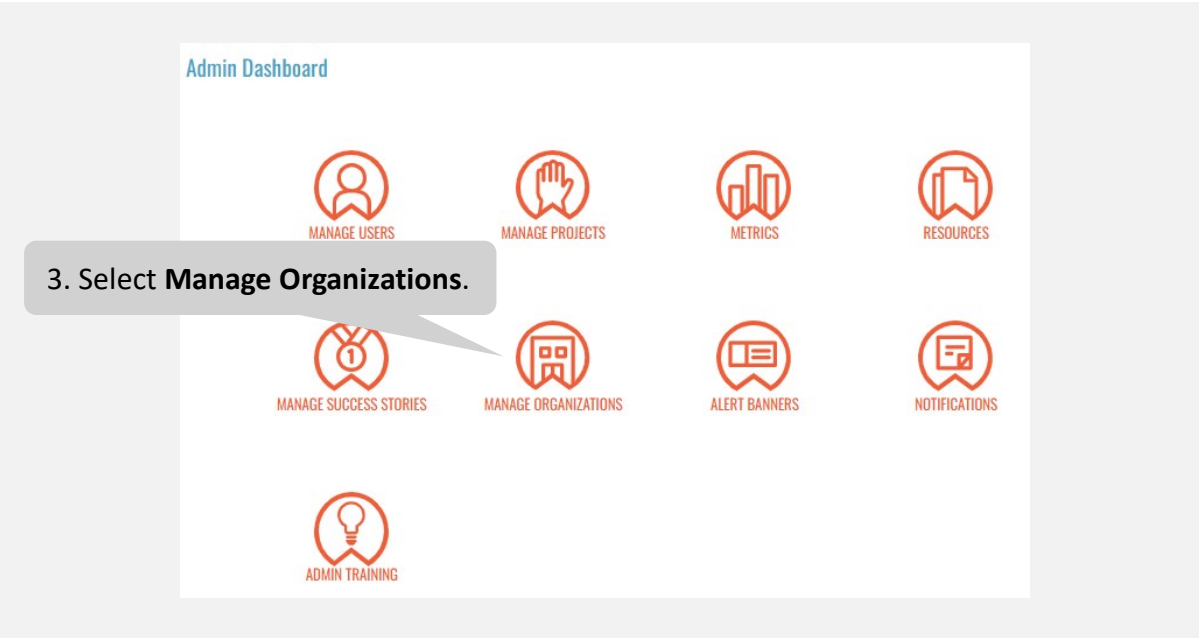
# Add a Project to Your Volunteer Center

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



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.



3. Select **Manage Organizations**.

[←BACK TO DASHBOARD](#)

## Manage Organizations

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

[My Organizations](#) [All Organizations](#)

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 <b>VC</b>	South Jordan, Utah	Megan	23 May 2024	...
testingHighSchool2	Yucca Valley, California	Megan	23 May 2024	...
Testing8_2024	South Jordan, Utah	Megan	5 Aug 2024	...
Testing3 <b>VC</b>	Clinton, Minnesota	Megan		...
funzies	South Jordan, Utah	Megan		...
testing_4_17	Leadville, Colorado	Megan		...

[add organization](#)

VIEW ORGANIZATION PAGE  
EDIT ORGANIZATION PAGE  
ADD ANNOUNCEMENT  
EDIT ADMINISTRATORS  
MANAGE ENDORSEMENTS  
DELETE ORGANIZATION

4. Click the three dots for the VC.

5. Select **Edit Organization Page**.

# 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  
111111111 | asdf@gmail.com

MANAGE ENDORSEMENTS

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

6. Click on **Projects**.

Organizations

Projects

Common Questions

About Us

Give

+ edit pages

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.

Enter specific organization

SEARCH

Testing3 endorses the following organizations:

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

Ongoing Opportunity

Friday Fun

Multiple Locations  
asdfadsfadsadf

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

Displaying All Postings Anything SEARCH

Ongoing Opportunity

Friday Fun

Multiple Locations  
asdfadsfadsadf

testing2025

Set as default page

Show this page

8. Click **+Add single project** button.

# Add a Project to Your Volunteer Center



SAVE CHANGES

## Adding a single project

Look up a JustServe Project

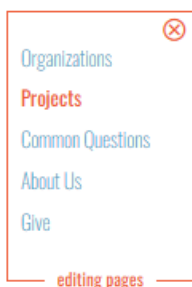
Friday fun

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.



SAVE CHANGES

## Adding a single project

Look up a JustServe Project

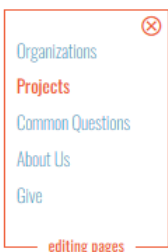
Friday fun

Friday Fun

LOOK UP

CANCEL

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



SAVE CHANGES

## 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.