

Jewish Federation: Volunteer Central Instructions

- Go to www.fedwebpreview.org and log in. (It may prompt you to reset your password.)
- YOU WILL CLICK ON THE LITTLE TINY ARROWS NEXT TO THE TITLES TO MAKE THE DROPDOWN LISTS APPEAR.
- Click the arrow next to “**About Us**” and you will see “**Volunteer Central.**” On the far right of that line, click on the last icon, which looks like a pencil. It will say “**Edit**” when you hover over it.
- Click “**New Opportunity.**” The form is mostly self-explanatory. Fill in all the fields with a red asterisk.
- Under “Category,” please select what type of position this will be. The options you can choose are: Annually, As Needed, Monthly, One Time, Ongoing, Other and Weekly. You may select more than one.
- Contact and location are required. If your name and location do not show up in the search, you must enter them manually. To do so, click the plus signs. Fields with a red asterisk are required.
- Add “Tags” for your event. Under “Tags,” please type in “Volunteer” and anything else that might be relevant to the opportunity you are posting at your organization.
- Don’t forget to select “Publish Now” and then click the “Save” button at the bottom.

NOTE: This is a new resource on the Jewish Federation of Florida’s Gulf Coast website.

Your account may need to be updated to have permission to submit opportunities.
Please email Lucé Piccin if this is not working for you.

If you come across any other issues, please report it to us so we can be sure to fix our site or our instructions.

Please call or email **Lucé Piccin** at the Federation office if you need assistance:
Main # 727-530-3223, Direct # 727-333-3103, Email luce@jewishpinellas.org.



The Jewish Federation
OF FLORIDA'S GULF COAST