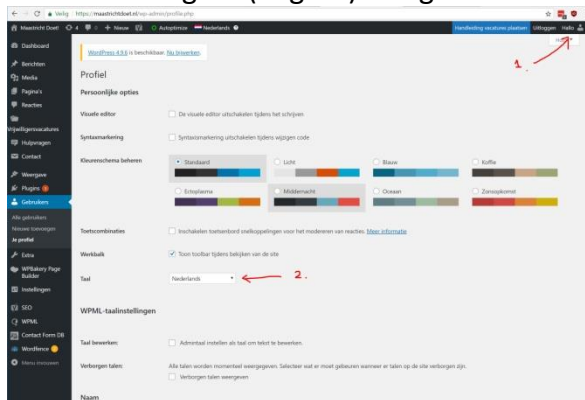


Instructions for publishing volunteer positions on MaastrichtDoet.nl

May 2018

You need to create an account before you can publish volunteer positions on MaastrichtDoet.nl. Once you have an account, you have unrestricted access to log in and publish, edit, or delete volunteer positions at any time. Here are some remarks and instructions before you publish:

- You can publish volunteer positions in English as well as Dutch, although you have to translate the text for your position yourself. Volunteer positions published in English will then be visible on the English version of the website, which also has an English-language version of the system for publishing volunteer positions. Please see the screenshot. First, click on 'Help' in the upper right corner, then on 'Taal' (Language), and select 'Engels' (English) using the scroll-down arrow.



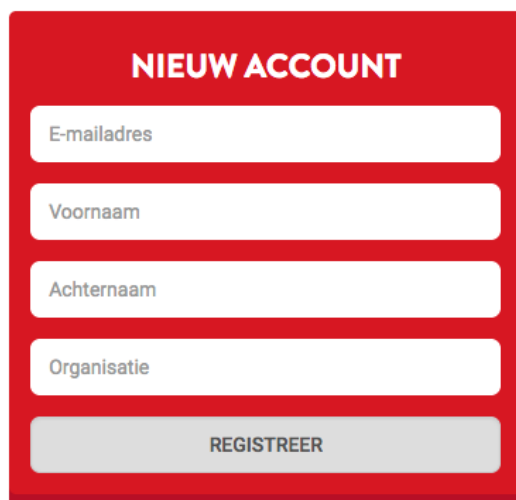
- You can set the expiry date of a volunteer position yourself. The maximum period is six months. One week before your volunteer position expires, you will automatically receive an e-mail reminder, and you can extend the volunteer position if desired. If you do not, the system will automatically delete the volunteer position from the website.
- Please remove volunteer positions from the website yourself if they are already filled or are no longer current.

Creating an account

Go to the following link to create an account.

<https://maastrichtdoet.nl/en/looking-for-help/vacancies/>

(Or use the menu on the website, by selecting 'I'm looking for help' > 'Publish a volunteer position')



The image shows a registration form titled 'NIEUW ACCOUNT' on a red background. It contains four input fields: 'E-mailadres', 'Voornaam', 'Achternaam', and 'Organisatie'. Below these fields is a grey button labeled 'REGISTREER'.

Fill in all the fields under the header 'New Account', and then click on 'Register'.

Within a few minutes, you will receive an e-mail at your specified e-mail address. You need to click on the confirmation link in that e-mail, which will take you to a screen where you can create your password for MaastrichtDoet.nl.

Logging in

To log in and publish volunteer positions, click on the following link:

<https://www.maastrichtdoet.nl/wp-admin/>

(Or use the menu on the website, by selecting 'I'm looking for help' > 'Publish a volunteer position' > 'Login')



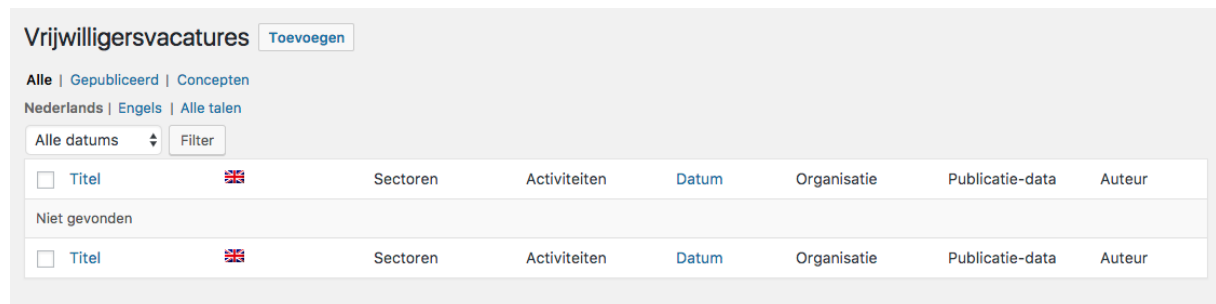
The image shows a login form titled 'MAASTRICHT DOET!' on a red background. It contains two input fields: 'Gebruikersnaam of e-mailadres' and 'Wachtwoord'. Below these fields is a checkbox labeled 'Onthoud mij' and a blue button labeled 'Inloggen'. At the bottom, there is a link 'Wachtwoord vergeten?' and a back arrow with the text '← Terug naar Maastricht Doet!'.

Log in here using your e-mail address and the password you created.

Note: If you forget your password, click on 'Forgotten your password?' just under the white login box and follow the steps to have your password reset.

Publishing volunteer positions

Once logged in, you will go to the admin section. In the main menu on the left of the screen, choose 'Volunteer positions'. If this is the first time you log in, your list of positions will be empty.



Click on the 'Add' button at the top of the screen to add a new volunteer position.

Volunteer position – fill in all fields

Note: as soon as you click on 'Publish', the volunteer position will be published online. So, make sure you have filled in all the fields correctly before doing so. See the next section for a detailed explanation.

You can enter the following main fields:

- **Title** – this appears in the lists.
- **Text of volunteer position** – here you can provide a detailed explanation of the requirements of the position
- **Conditions** – here you can state any 'preconditions' associated with the volunteer position. People can use this information to set filters on the website, so that they can find a volunteer position that matches their circumstances, e.g. availability:
 - Language proficiency
 - Minimum/Maximum hours per week
 - Times of day
- **Dates:** this should show how long the volunteer position is published online:
 - Start date of publication (usually the same day)
 - End date of the publication period
- **Organization and contact details** – this provides information about and the contact details for the organization publishing the volunteer position. Do not forget to enter contact details, so that candidates can easily reach you:
 - Name of the organization
 - Description
 - Postal address
 - Logo (upload your own logo/image)
 - Name of the contact person
 - Telephone
 - E-mail

You can also add extra information to the volunteer position, which candidates can use for setting filters. You will find this option in the **right-hand column** of the screen:

- **Sectors**
- **Activities**
- **Locality**
- **Educational level**

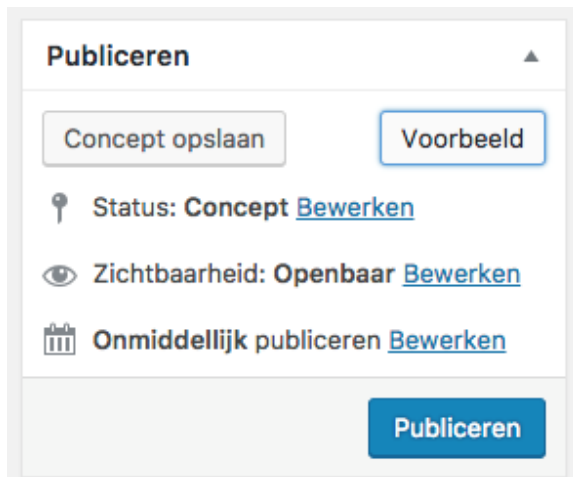
Candidates can set filters for all the fields above, and that helps them find suitable volunteer vacancies, e.g. positions in their neighbourhood or in sectors with which they have affinity.

Note: please fill in all fields as completely as possible, so that potential candidates get a complete picture of the requirements.

Note 2: at the bottom right of the screen, you will see an option to set a 'highlighted image'. There is **no need to do this**, since it will not actually show anywhere.

[Save a draft, view a preview, and publish](#)

On the right of the screen, you will find a frame with the following options.



Save draft: click here to save your work temporarily. The volunteer position will not yet be visible on the website.

Preview: click here to see how your volunteer position will look on the website. You will see right away whether you have filled in all the necessary information.

Publish: if you have entered everything and the volunteer position is complete, click here to publish the volunteer position.

Removing a published volunteer position

What if you inadvertently publish too quickly? Or perhaps you want to take a volunteer position offline temporarily? In either case, you only need to change the status from 'Published' to 'Draft'



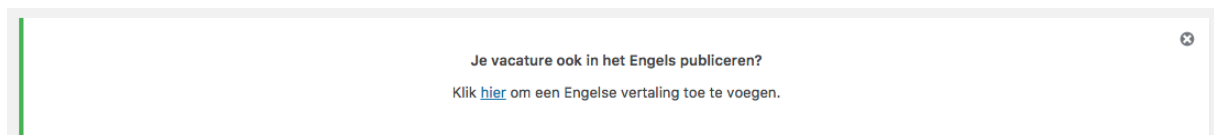
The screenshot shows a panel titled 'Publiceren' with a dropdown arrow. At the top is a button 'Wijzigingen bekijken'. Below are three fields: 'Status: Gepubliceerd' with a key icon and a 'Bewerken' link; 'Zichtbaarheid: Openbaar' with an eye icon and a 'Bewerken' link; and 'Geplaatst op: 23 november 2017 09:11' with a calendar icon and a 'Bewerken' link. At the bottom are two buttons: 'Naar prullenbak' (red text) and 'Bijwerken' (blue button).

Click on 'Edit' in the Status field. Choose 'Draft' from the displayed options, click 'OK', and then 'Update'

Translating a volunteer position into English

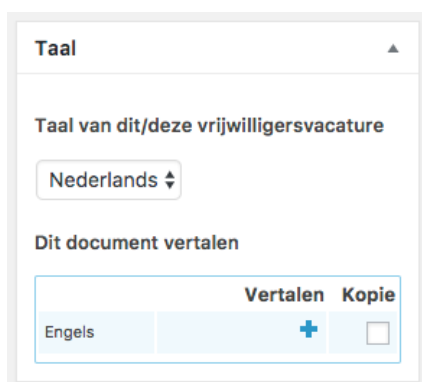
As soon as you have published the Dutch version of your volunteer position, you can translate it into English.

In the frame at the top of the screen, click on 'Click here to add an English translation'.



The screenshot shows a notification box with a close button (X) in the top right corner. The text inside reads: 'Je vacature ook in het Engels publiceren?' followed by 'Klik [hier](#) om een Engelse vertaling toe te voegen.'

There is an alternative method to do the same –



The screenshot shows a panel titled 'Taal' with a dropdown arrow. It contains two sections: 'Taal van dit/deze vrijwilligersvacature' with a dropdown menu showing 'Nederlands'; and 'Dit document vertalen' with a table. The table has two columns: 'Vertalen' and 'Kopie'. Under 'Vertalen', there is a dropdown menu showing 'Engels' and a blue plus sign (+). Under 'Kopie', there is an empty checkbox.

click on the **blue plus sign** at the top right of the 'Language' box.

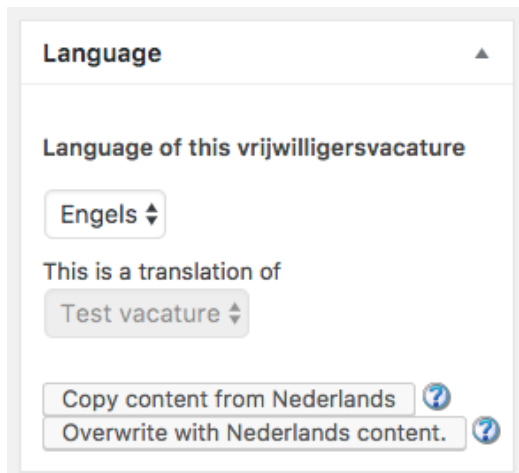
(leave the **check box empty** next to 'Copy')

Then you will go to a form that is very similar to the one you used to enter the Dutch version. You do not have to translate the majority of the fields – they remain the same, or the system translates them automatically.

But you do need to translate the following fields:

- Title
- Text for volunteer position
- Description of your organization

Tip: if you want to translate the Dutch version while making the entry, sentence by sentence, click on 'Copy Content from Dutch' at the top right of the screen.



The screenshot shows a 'Language' dropdown menu. Below it, the text 'Language of this vrijwilligersvacature' is displayed. A dropdown menu shows 'Engels' selected. Below that, the text 'This is a translation of' is displayed, followed by a dropdown menu showing 'Test vacature'. At the bottom, there are two buttons: 'Copy content from Nederlands' and 'Overwrite with Nederlands content.', both with a question mark icon.

The system will then paste the Dutch versions of the texts into the fields, making it easy for you to translate them.

Note: you also need to publish the English version, and you have the same options, i.e. Publish (To publish the volunteer position online), Preview (to check your volunteer position before publishing), Save Draft (to save your work for completion later). Once you have saved the English version, this is 'separate' from the Dutch version. This means that changes you make in one language version are not automatically included in the other. And if you delete the Dutch version, the English version remains published, and vice versa.

Modifying a volunteer position

You can make as many changes to your volunteer position as you like. When you log in and go to 'Volunteer positions', you will see a list of your volunteer positions.

<input type="checkbox"/>	Titel		Sectoren	Activiteiten	Datum	Organisatie	Publicatie-data	Auteur
<input type="checkbox"/>	Voorbeeld van een vacature	+	Informatie en advies, Kinderen en jongeren	Administratief werk, Bestuur en management	Gepubliceerd 10 uur geleden	-	van 2017-11-23 t/m 2018-01-19	test@buttonplay.nl

You can set the filters on the list to display those in the Published or Draft stages, or a list of volunteer positions in a particular language.

(Note: the plus sign under the English flag next to an item in the list means that there is not yet an English version of the volunteer position in question. Click on the plus sign to create one.)

If you want to modify a volunteer position, click on its title. Then you can modify any of the fields. Click on 'Update' to save your changes.

Deleting a volunteer position

To delete a volunteer position, click on the position's title in the list.

Publiceren

[Wijzigingen bekijken](#)

Status: **Gepubliceerd** [Bewerken](#)

Zichtbaarheid: **Openbaar** [Bewerken](#)

Geplaatst op: **1 november 2017 00:00** [Bewerken](#)

[Naar prullenbak](#) [Bijwerken](#)

Then click on the red link 'To the recycle bin' located in the Publishing frame on the right of the screen.

Note: the system will then remove your volunteer position immediately and permanently (this process cannot be undone)

Note 2: if you delete the Dutch version of a volunteer position, the system does not remove the English version automatically. You have to do that manually. The above also applies the other way around.