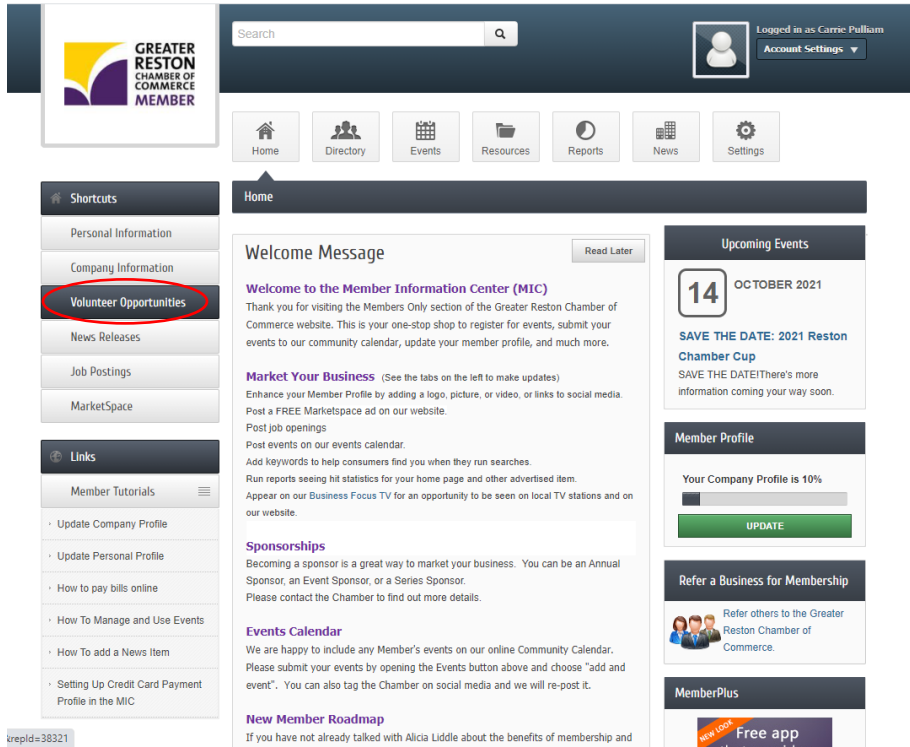
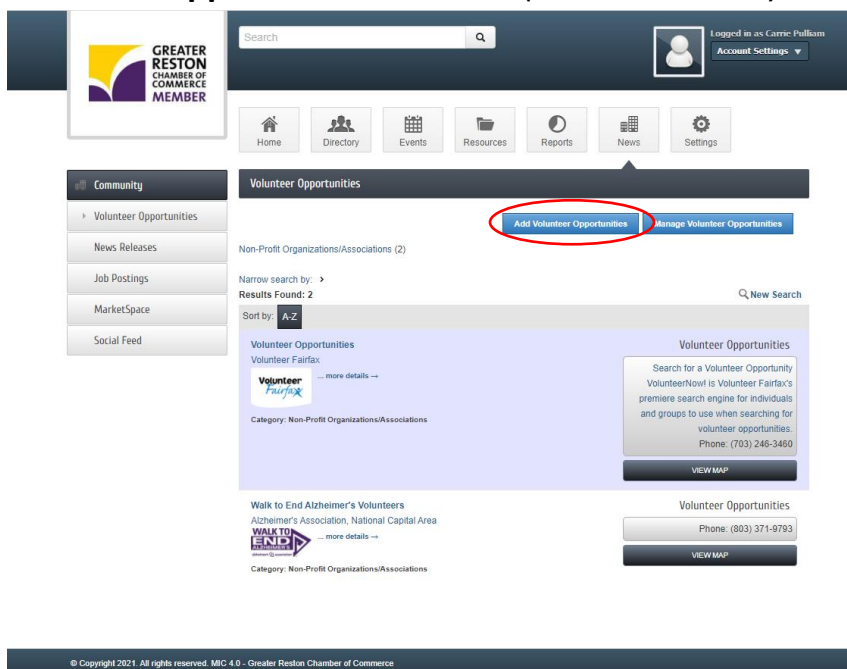


How to Submit/Update Your Volunteer Positions

1. Login to your MIC (Membership Profile Center) and select “**Volunteer Opportunities**” on the left-hand side under shortcuts. *(Pictured below)*



2. **IF YOU ARE ADDING A NEW VOLUNTEER OPPORTUNITY:** Click the “**Add Volunteer Opportunities**” button. *(Pictured below.)*



3. IF YOU ARE MANAGING A VOLUNTEER OPPORTUNITY: Click the “Manage Volunteer Opportunities” button. (Pictured below.)

The screenshot displays the Greater Reston Chamber of Commerce website interface. At the top left is the logo for the Greater Reston Chamber of Commerce Member. A search bar is located at the top center. On the top right, a user profile icon indicates the user is logged in as Carrie Pulliam, with an 'Account Settings' dropdown menu. Below the search bar is a navigation menu with icons for Home, Directory, Events, Resources, Reports, News, and Settings. A left sidebar menu lists 'Community' with sub-items: Volunteer Opportunities, News Releases, Job Postings, MarketSpace, and Social Feed. The main content area is titled 'Volunteer Opportunities' and features two buttons: 'Add Volunteer Opportunities' and 'Manage Volunteer Opportunities', with the latter circled in red. Below the buttons, it shows 'Non-Profit Organizations/Associations (2)'. A search filter section includes 'Narrow search by: >' and 'Results Found: 2', with a 'Sort by: A-Z' dropdown. Two search results are listed: 'Volunteer Fairfax' and 'Walk to End Alzheimer's Volunteers'. Each result includes a logo, a 'more details' link, and a 'VIEW MAP' button. A right sidebar contains a search box and a 'VIEW MAP' button. The footer at the bottom of the page contains the copyright notice: '© Copyright 2021. All rights reserved. MIC 4.0 - Greater Reston Chamber of Commerce'.