

Process to create Volunteer Opportunity (VO) on MYBharat Portal

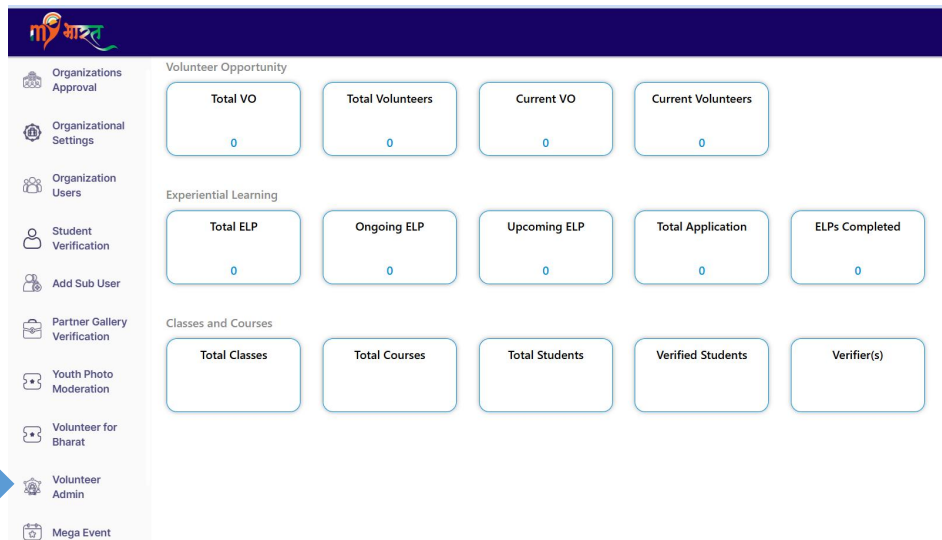
Step 1: Log in to MYBharat

- i. Open the MyBharat website, mybharat.gov.in in your browser.
- ii. Click on the 'Sign In' button.
- iii. Enter your **KI Page credentials** in the provided fields and click '**Sign In**'.
- iv. Enter the OTP sent to your registered number and click 'Sign In' again.
- v. You will be redirected to the KI Page.

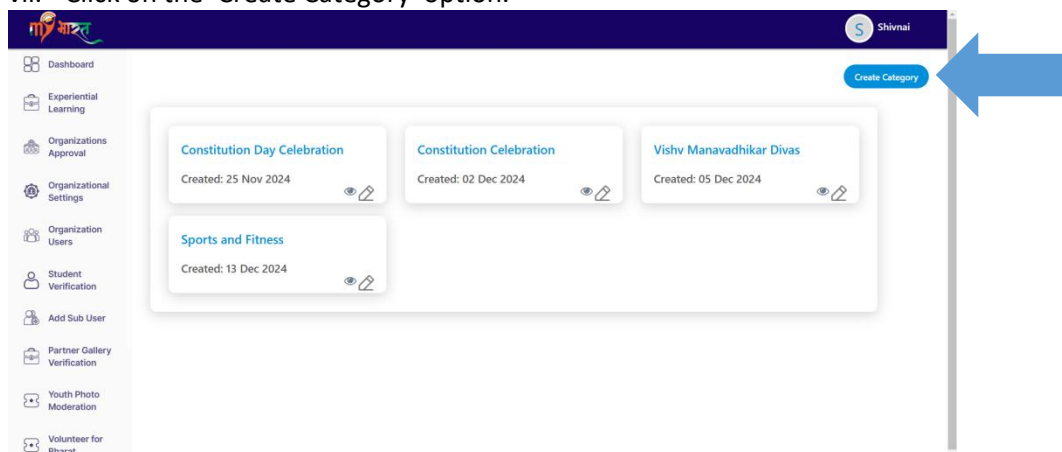
Step 2: Create a Category

To create an event, you first need to create a category.

- vi. On the left-side panel, go to the 'Volunteer Admin' section.



- vii. Click on the 'Create Category' option.



- viii. In the next page, fill in the following details:

- a) **Category Name:** Enter a name related to your event. For example, if the event is about "Adopting a Community Asset," use the same as the category name.

- b) **Specialization:** Choose the name of the Event, for eg, **Adopt a Community Asset** from the drop-down list.



Category Name*

Adopt a Community Asset

Specialization

Ad

Adopt a community asset

Adult Literacy

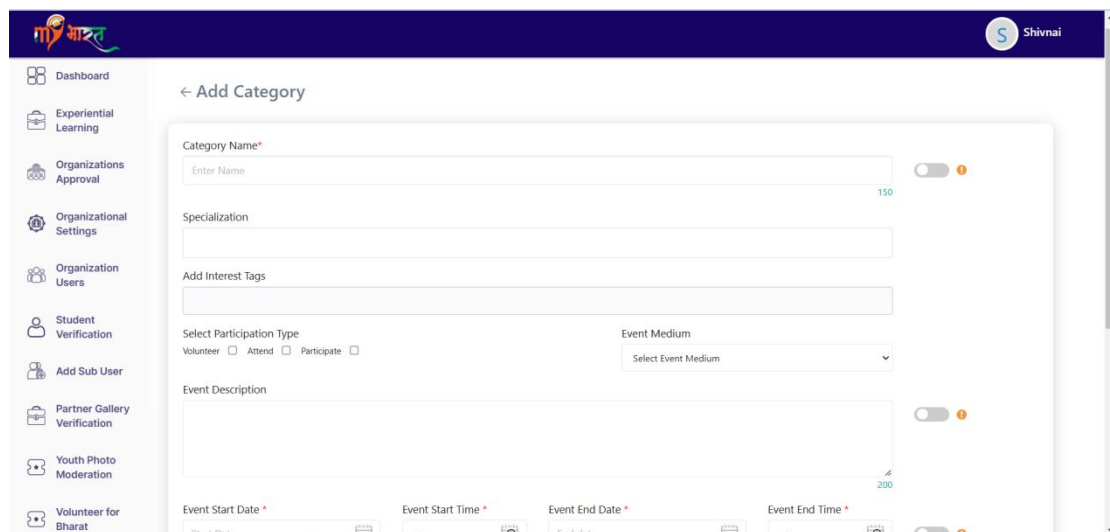
Road safety

Viksit Bharat Ambassador Yuva Connect

- c) **Interest Tags:** Add one-word tags related to the event, such as "maintenance" or "cleanliness."

- d) **Participation Type:** Select how youth will participate. Options include:

- Volunteer
- Participant
- Attend



← Add Category

Category Name*

Enter Name

Specialization

Add Interest Tags

Select Participation Type

Volunteer Attend Participate

Event Medium

Select Event Medium

Event Description

Event Start Date *

Event Start Time *

Event End Date *

Event End Time *

- e) **Event Medium:** Choose how the event will be conducted:

- Online
- In-person
- Phygital (a combination of physical and digital).

- f) **Event Description:** Write a brief description of the event.

- g) **Event Timing:** Fill in these details:

- Start Date
- Start Time
- End Date
- End Time

h) Theme & Activities: Enter the event's theme and planned activities.

For example:

Theme: Park Maintenance and Beautification

Activities:

- i. Cleaning the park
- ii. Repairing benches
- iii. Fixing signage
- iv. Planting trees and flowers

ix. To add more themes or activities, click **'Add More'**. Next, Click on **'Create'** to save the category.

If you need to edit the category, click on the pencil icon.

Step 3: Create an Event

Once the category is created, you can create the event.

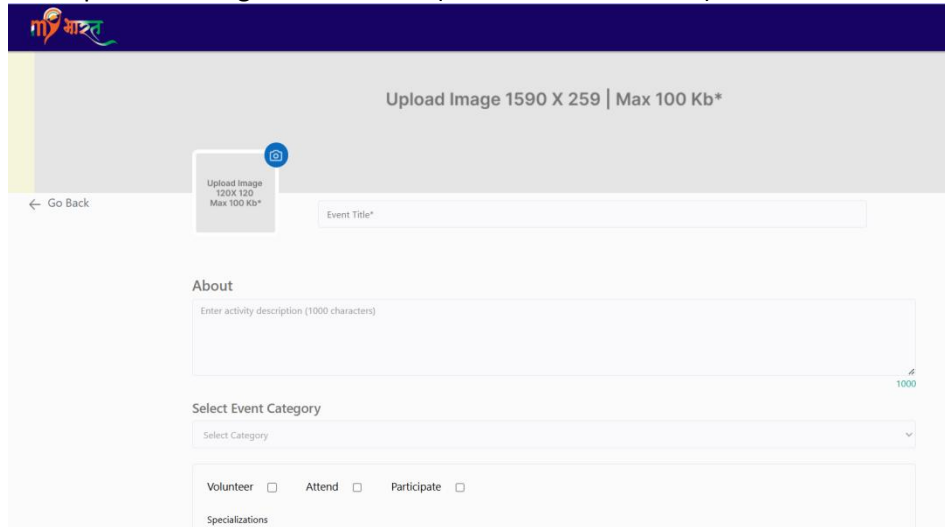
x. On the left-side panel, go to 'Volunteer for Bharat'.

The screenshot shows a dashboard for 'Volunteer for Bharat'. On the left is a sidebar menu with icons and labels: Organizations Approval, Organizational Settings, Organization Users, Student Verification, Add Sub User, Partner Gallery Verification, Youth Photo Moderation, Volunteer for Bharat (highlighted with a blue arrow), Volunteer Admin, and Mega Event. The main content area is divided into three sections: 'Volunteer Opportunity' with four boxes (Total VO, Total Volunteers, Current VO, Current Volunteers), 'Experiential Learning' with five boxes (Total ELP, Ongoing ELP, Upcoming ELP, Total Application, ELPs Completed), and 'Classes and Courses' with five boxes (Total Classes, Total Courses, Total Students, Verified Students, Verifier(s)). All boxes show a value of 0.

xi. Click on the **'Add VO'** button on the right side.

The screenshot shows the 'Volunteer for Bharat' 'My VO' page. At the top, there's a header with the logo and a user profile 'Shivnai'. Below the header, the text 'Volunteer for Bharat' is displayed. Underneath, there's a navigation bar with '< Go Back', 'My VO', and a red '+ Add VO' button (highlighted with a blue arrow). Below the navigation bar, there's a section titled 'All' with a list of items.

xii. Upload an image for the event (maximum size: 100KB).



The screenshot shows a web form for creating an event. At the top, there is a dark blue header with the 'My Bharat' logo. Below the header, a grey banner reads 'Upload Image 1590 X 259 | Max 100 Kb*'. The main form area is white and contains several fields: a 'Go Back' button with a left arrow, an 'Upload Image' button with a camera icon and text 'Upload Image 1590 X 259 Max 100 Kb*', an 'Event Title*' text input field, an 'About' section with a text area for 'Enter activity description (1000 characters)' and a '1000' character limit indicator, a 'Select Event Category' dropdown menu, and three radio button options: 'Volunteer', 'Attend', and 'Participate'. Below these options is a 'Specializations' section.

xiii. Provide the following event details:

- a) **Event Title:** Enter the event name.
- b) **About:** Write a brief description of the event.
- c) **Event Category:** Select the category you created earlier from the dropdown menu.
- d) **Activities:** The activities will auto-fill based on the selected category.
- e) **Participation Type:** Tick the appropriate options for youth participation: Volunteer, Attend and/or Participate
- f) **Event Time Table:** Add the date and time for each activity under the theme.
- g) **Event Partner Name:** Enter the name of any organization(s) associated with the event, such as MyBharat, NSS, or Municipality.
- h) **Event Location:** Fill in the complete location details.
- i) **Speaker Details:** Add the following:
 - Name of the speaker
 - Speaker type (e.g., Chief Guest, Guest Speaker)
 - File Name: Upload the event poster or banner in PDF or PPT format.Ensure all mandatory fields marked with an asterisk (*) are filled.
- j) **Event organizer's details:** Complete the event organizer's details to finalize the setup.

Step 4: Complete the remaining details

Click on **Preview** to check your entered details

Next, click on '**Publish**' to share this opportunity with your students.