

# *Quick Start* Creating Placements

WEB SUPPORT WITH KATE



# Creating a Placement

- TIPS -



- 1/ New placement required for each visit
- 2/ When you create it, it has to be approved by AHVISE Admin before Volunteers can view and apply for it
- 3/ Check all your data is current & helpful
- 4/ A Coordinator for your area will contact you soon
- 5/ You can log back in and edit it at any time, we cancel it when it is filled – but you can cancel it at any time yourself too