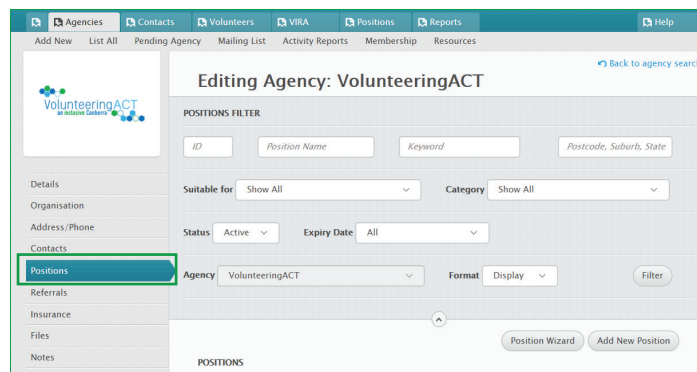# A Step-by-step Guide on How to Pause a Volunteer Role

With the current COVID-19 situation we understand that some volunteer involving organisations may wish to pause volunteer recruitment for the time being. If this applies to you then follow the steps below to temporarily remove your volunteer advertisements. You can easily reactivate these advertisements at a later date.
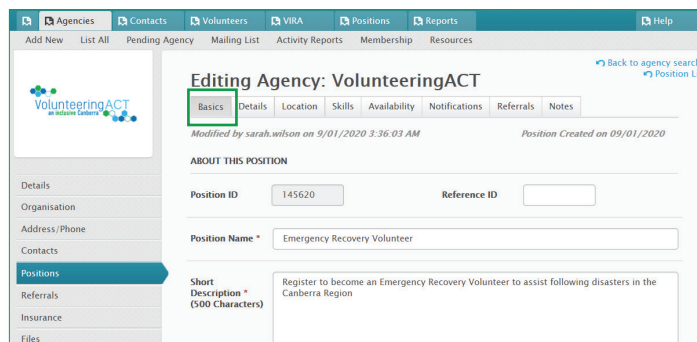
1. Log in to VIKTOR at https://vol.org.au

2. Click the "My Organisation" button or ⬚ **Agencies** tab to be taken to your record
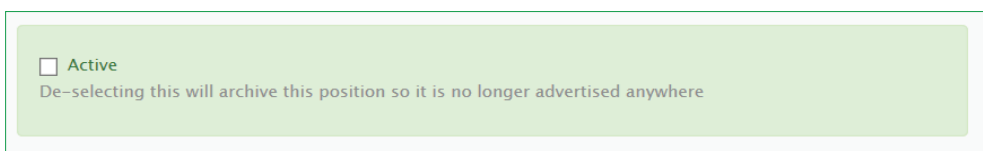
3. Select "Positions"

4. Click "Edit" on the position you want to make inactive. This will take you to the basic details tab for that role

5. Scroll to the bottom of the tab and un-tick the "Active" option

☐ Active
De-selecting this will archive this position so it is no longer advertised anywhere

6. Click ⬚ **Save** to save the position

7. Click "Back to Position List" at the upper right, and repeat steps 4 to 7 for each position you want to deactivate. (You may reactivate any of these roles at a later date)

8. Once you have finished updating your volunteer opportunities, log out using the "Logout" button, located in the top-right hand corner of the screen

For technical support please contact Chris at systems@volunteeringact.org.au