

# NO TIME TO SEARCH? LET THE VOLUNTEER OPPORTUNITIES FIND YOU!

1 On the VRMS homepage – select “View and Update Volunteer Profile”:



Welcome, Jamie Gray | VRMS Guides | Coordinator View | PMI.org | VRMS Feedback | Language | Log Out

Volunteer Relationship Management System

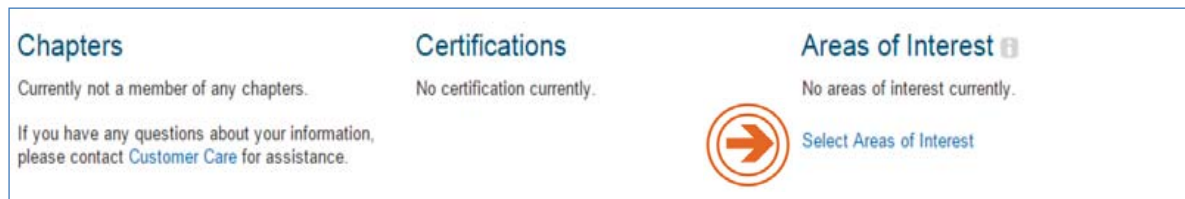
Home | Volunteer | Profile

**Find an Opportunity**  
When you select the Find an Opportunity link below, you can search for chapter, community and global volunteer opportunities which are open for application. Your search results will allow you to review the opportunity details to determine the requirements and skills required to apply for the opportunity.  
[Find an Opportunity](#)

**Update Your Volunteer Profile**  
When you select the View and Update Volunteer Profile link below, you can review your profile information and update your PMI volunteer service history. Your service history includes details on your previously held PMI volunteer experience, PMI events you attended, and PMI awards and scholarships you received. Volunteer coordinators view your Profile and Service History when they consider your application and eligibility for a new volunteer opportunity.  
[View and Update Volunteer Profile](#)

**Your Applications in Progress**  
Your Current Applications:  
No applications submitted or in progress

2 Under the Areas of Interest tab in your profile – click on “Select Areas of Interest”:



**Chapters**  
Currently not a member of any chapters.  
If you have any questions about your information, please contact [Customer Care](#) for assistance.

**Certifications**  
No certification currently.

**Areas of Interest**  
No areas of interest currently.  
[Select Areas of Interest](#)

3 Select your areas of interest by checking the boxes:

**Select Areas of Interest**

Please select from the following areas of interest to indicate your volunteer activity and/or department preferences.

**Step 1:**  
Select areas of interest

<input type="checkbox"/> Academic Outreach	<input type="checkbox"/> Advisor
<input type="checkbox"/> Analyst	<input type="checkbox"/> Certification
<input type="checkbox"/> Chapter Development	<input type="checkbox"/> Communications
<input type="checkbox"/> Communities of Practice	<input type="checkbox"/> Community Outreach
<input type="checkbox"/> Content Contributor	<input type="checkbox"/> Editor
<input type="checkbox"/> Evaluator	<input type="checkbox"/> Exam Developer
<input type="checkbox"/> Facilitator - Live Learning	<input type="checkbox"/> Facilitator - Online Content
<input type="checkbox"/> Finance	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Knowledge Mapping and Indexing	<input type="checkbox"/> Language Translator

Build your skills  
and network.

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4 Be sure to indicate you'd like to receive email notifications. You can change this any time.

**Step 2:**  
Select email preference  Receive email notifications when new opportunities are posted that match your selected interests.

[Save](#) [Cancel](#)

5 Receive email notifications automatically when opportunities are posted by your Chapter or PMI's Global Operations Center that match your interests:

**From:** Project Management Institute [mailto:DoNotReply@pmi.org]  
**To:** XXX@XXX.com  
**Subject:** New VRMS volunteer opportunities match your interests!

Dear (First Name Last Name),

The following volunteer opportunities have been posted in the Volunteer Relationship Management System (VRMS) and match your areas of interest:

- Opportunity ID #(Opportunity Link) – (Opportunity Title)

\*If you are interested in applying, select the link and log onto PMI.org. You will be able to view the selected opportunity. If you want to apply, select the Apply Now button and follow the instructions.  
\*\*To change your areas of interest or opt-out of automated email notifications, please edit your volunteer profile in the VRMS.

VOLUNTEER TODAY!

Good things happen when you  
get involved with PMI!