

# SHARE YOUR SERVICE PROJECT TO RECRUIT VOLUNTEERS!

Thank you for organizing a service project as part of the <a href="One ABQ Challenge">One ABQ Challenge</a>! This is a quick guide for sharing your project on ABQtodo as a way to raise awareness and recruit additional volunteers.

### **About ABQtodo**

ABQtodo.com is Albuquerque's premier online events calendar hosted by the City of Albuquerque. Users can easily submit, edit, and promote their event for free, directly on the site.

## Sign Up and Submit your project

- 1. Go to register.abqtodo.com
- 2. Click "Sign-Up" and set up an account
- 3. After your account is created, you are ready to submit your event
- 4. From your user dashboard, click "Create New Event"
- 5. Enter your One ABQ service project information on the submission form

# **Key information to Include**

- Start and end time of service project
- Event location
- Organizer contact information
- Number of volunteers needed
- Shifts (if applicable)
- Special instructions (e.g. tools to bring, attire to wear etc.) (if applicable)

#### For assistance in posting your project on ABQtodo

Contact ABQtodo staff at support@abqtodo.com or 505-768-3553

#### For more information about the One ABQ Challenge

Visit <a href="mailto:cabq.gov/service">cabq.gov/service</a>

Contact ABQ Volunteer Coordinator Sofia Sanchez at smsanchez@cabq.gov or 505-768-3017

