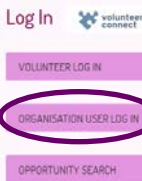


Organisation "How To" Sheet

Log In

- Go to the website - www.volunteeringhounslow.org.uk – The Log In panel is on the right side.
- Select "**Organisation User Log In**"
This takes you through to Volunteer Connect.
- If you are registered enter your username – This is the email that you registered with.
 - Enter your password.
 - Click the green "**Log In**" Button.
 - Select your organisation.
- If you are not registered click the "**Register**" button & enter your details.
- If you have forgotten your password click the "**Forgotten Password**" Button. Enter your email you registered with. A new password will be emailed to you. Please check your **Junk/Spam** folder if you do not receive this email.



Navigation



There are three tabs:

Edit Profile – Edit your organisation's information and contact details.

Add/Edit Roles – Add new roles, Edit roles, Manage volunteers showing interest in the role, find possible volunteers.

Volunteer Bank – Do not use this tab it's currently under development and does not have full functionality.

Add Role

- Select the "**Add/Edit Roles**" Tab in Volunteer Connect.
 - Click the blue "**Add Role**" Button.
 - Complete the new opportunity form. Things to consider are:
 - Ensure the title is brief and representative of the role.
 - When writing the description try to make this exciting but also include clear information on what the volunteer will be doing.
 - The form times out, so may lose your information after 30 mins. So it is best to write this out in Word and copy into the form.
 - Double check the Contact Email as volunteer interest is sent here!**
 - Make sure the postcode is the postcode of the opportunity, not the head office. Volunteers search for roles by postcode, so it is important to have this set at the actual location. If your role is across multiple boroughs leave the postcode field blank and select the "**Multiple Locations**" tick box.
 - Complete all required fields, filling out as much as possible.
 - Select the green "**Save**" button at the bottom. You role will now come to us for approval before we set this **Live** and will be searchable by volunteers online!
- If you need help with role descriptions please get in touch or check out our **Resource Bank** on our website. This has role description templates and many other useful files.

Edit Role

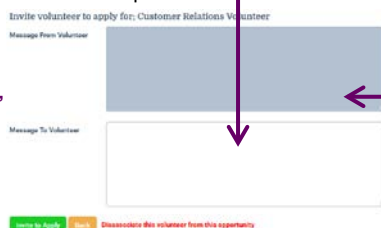
- Select the "**Add/Edit Roles**" tab in Volunteer Connect.
- Find the role you wish to edit and select "**Show details**".
- Scroll down past the dashboard of four boxes at the top which show volunteer interest. Below this are the Roles Details which you can edit.
- Change any details that need changing.
- To close your role select the "**Closed**" tick box. This is found under the advertising end date box.
- Select "**Save**" at the bottom of the page.

Inviting Volunteers

Volunteers can search for roles and message you,

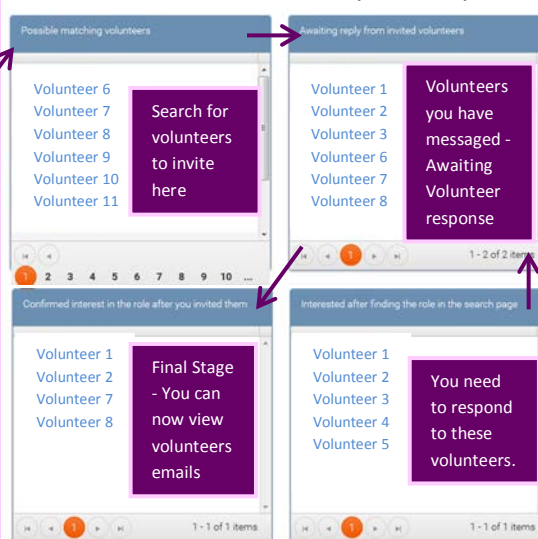
but you can also search for volunteers yourself! Currently these volunteers are London wide and cannot yet be filtered by location. So bear this in mind if using this function if you need location specific volunteers.

- Select the "**Add/Edit Roles**" tab and click "**Show Details**" on the role you wish to find volunteers for.
- The top Left box on the dashboard "**Possible matching volunteers**" shows volunteers who match the skills & interests that you set for the role. They will not be location specific, so is best for multiple location roles.
- Select a Volunteers Name. This takes you through to their profile. You can read what they have written about themselves, their experiences and skills.
- If you think the volunteer is a good match, you can write them a message and "**Invite to apply**".
- This is done in the "**Message to Volunteer**" box found at the bottom of the volunteers profile.
- Once the message is written click the "**Invite to apply**" button and the message gets emailed directly to the volunteer.



Managing your Roles

When a volunteer expresses interest in one of your roles, you will receive a notification email.



- Go to "**Add/Edit Roles**".
- To find the applicant's messages, details & to respond, you need to find the role that they applied for & click "**Show Details**" under the role title.
- The "**Interested after finding the role in the search page**" box in the bottom right has a list of volunteers who have shown interest in your role and are awaiting your response.
- To view more about the volunteer and send them a message, select the **Volunteers name**.
- On the volunteer's profile.

- you can read what they have written about themselves, their interests & experiences.
- The Volunteers message, if they sent one as it is not compulsory, will be at the bottom of the profile under their information.
- If you think the volunteer is a good match, you can respond to their message with more details of the role and how to get in contact, then select "**Invite to Apply**".
- The volunteers email address at this stage will not be visible to you.
- When you go back to your role's details and the dashboard of the four boxes, the volunteers name will have moved to the **top right box**. If they send you another message you will find them moved to the **bottom left box**.
- If they are not suitable please select the red "**Disassociate the Volunteer with this Opportunity**" and the volunteer will be removed off your dashboard.

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Contact