



# Volunteer Connect

Inspiring and supporting volunteering

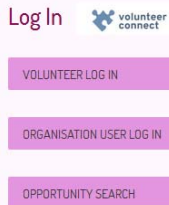
## “How To” Sheet

1. Go to the website - [www.volunteeringhounslow.org.uk](http://www.volunteeringhounslow.org.uk) – The Log In panel is on the right hand side.

2. Select “Volunteer Log In” This takes you through to Volunteer Connect.

3. Enter your username – This is your email address you registered with.  
4. Enter your password.  
5. Click the green “Log In” Button.

6. 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.



Log In

### Navigation



Profile Availability Your Volunteer Roles Role Search

There are four tabs on Volunteer Connect:

**Profile** – Edit your profile and change your Email and Password.

**Availability** – Change your Availability and add references and a photo.

**Your Volunteer Roles** - You can view roles you have shown interest in and the stage of the application process each is at.

**Role Search** – Search for Volunteer Roles.

Search

Select either the “Role Search” Tab in Volunteer Connect or The “Opportunity Search” tab in the Log In Panel.

The search will show Volunteer Roles across London so you will need to narrow it down by interest and location to do this you can:

1. Choose an **Interest** or **Activity** from the drop down menus or type in a Keyword. Only use one of these options as otherwise the search may be too narrowed down and not show all the options.
2. Type in your **Postcode** and select a distance you are willing to travel. This will then only show opportunities in your local area.
3. Click “**Search**” – This will bring up all the matching opportunities. Scroll down to view these results.

Have a browse and play with different key word searches as there are a lot of exciting roles out there!

1. Select the “Profile” tab.
2. Click “Edit Profile” – There are four screens of Information to complete.
3. **Contact details** – These are only visible to us and means we can contact you with exciting roles!
4. **Personal Profile** – This is the part that is visible to the organisations so it is important to complete well.
5. **Availability and References**
6. **Monitoring Information** – This is only visible to us and used for anonymous monitoring purposes.

Edit Profile

### Apply

After conducting a role search and finding opportunities that you are interested in you can select the blue “Details” button to view more information about the role.

1. Read through all the information including the skills and requirements of each role. If it’s a good match then you should apply.
2. Scroll to the bottom to the role description to find the message box.



3. Enter a short message to the organisation expressing your interest in the role.
4. Click the green “Confirm Interest” Button.
5. The organisation will get sent an email informed them of your interest and will be able to log in and view their Personal Profile.

[enquiry@volunteeringhounslow.org.uk](mailto:enquiry@volunteeringhounslow.org.uk)  
[www.volunteeringhounslow.org.uk](http://www.volunteeringhounslow.org.uk)  
0300 365 9930

Contact

### Your Volunteer Roles

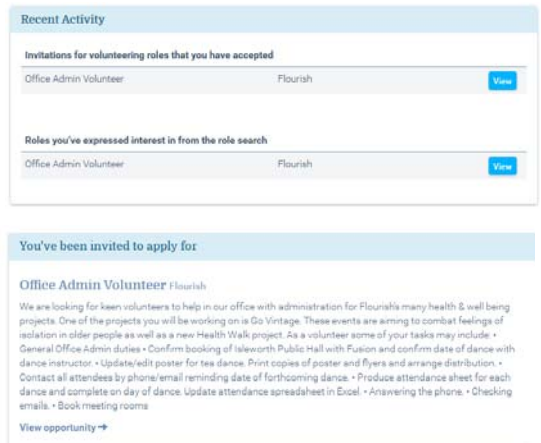
This is where you manage your role applications.

1. Once you have sent a message to an organisation to confirm your interest. The role will appear in “Roles that you’ve expressed interest in”. If you click on this you can see the role details and your message.

2. If you are invited to apply for a Volunteer Role by an organisation that has found you through the Volunteer Bank. The role will appear in the “You’ve been Invited to apply for” section. To view the role details and message from the organisation elect “View Opportunity”.

3. When an organisation replies to your Confirmation of Interest. The role will also appear in the “Invited to apply” list. Click on the role to view the organisations response.

4. When you respond to the organisation and accept the invitation, this step moves the role to the “Invitations for volunteering roles you have accepted” section. At this point accepting the invitation reveals your email address to the organisation and you can discuss the next step of the application directly with the organisation.



Respond