

Northumberland CVA Volunteer Connect

Guidance on registering and adding or reviewing opportunities

1. To register an organisation or individual

Enter <http://bit.ly/2gHWMCJ> to access the 'Organisation Login' page and follow these instructions:

- As a new user, click on the blue button 'Register'
- Complete the Sign in registration and 'Save'
- Enter your organisation's name into the first box to see if it is already on the database and select.
 - If your organisation is already on the database, the details and information that we currently hold on your organisation will be added to the form.

Please review this and add any missing information or amend anything that is inaccurate. This information will be used when prospective volunteers make a search of opportunities so the more accurate your information on the database the better the match with prospective volunteers.

Save.

- If your organisation is not already on the database, please complete this form and 'Save'
- Your details, those of the organisation and any amendments will then be sent to Northumberland CVA for approval.
- You will be notified by email when you have been approved. You will then be able to use your signing in details from the link above to view your opportunities and make any changes or additions.

2. To review opportunities

Enter <http://bit.ly/2gHWMCJ> to access the 'Organisation Login' page and follow these instructions:

- Complete your log in details as set up at registration.
'Log in'.

If you have forgotten your password, just click the blue button and follow the instructions. A new password will be emailed to you.

You can change this on the 'Managing your roles' page. Change password link is on top right hand side of page.

- 'Managing roles' page is split into 2 sections - Open roles and Past roles.

Open roles are those that are live on the database and can be viewed by the public.

Past roles are those that have been previously promoted but are no longer available to view by the public.

You will be able to see the short description which is the initial information available to the public plus the promotion period start and end dates.

You will be able to see all the opportunities being promoted by your organisation irrespective of who has added them previously.

- To see the full details for each opportunity click on the blue 'Show details' button. Ignoring the 4 blue boxes at the top of the page for now, scroll down to 'Role Details'

You can now review, amend and remove any details of the opportunity. Please see the *Northumberland CVA Volunteer Connect – Guidance for completing opportunity template*.

'Save' your opportunity.

Your opportunity will be waiting approval and not be available to the public until approved by Northumberland CVA. You will receive an email when your opportunity is live.

3. To add opportunities

Enter <http://bit.ly/2gHWM CJ> to access the 'Organisation Login' page and follow these instructions:

- Complete your log in details as set up at registration.
Log in.

If you have forgotten your password, just click the blue button and follow the instructions. A new password will be emailed to you.

You can change this on the 'Managing your roles' page. 'Change password' link is on top right hand side of page.

- Click on the blue 'Add roles' button or the Add/Edit roles link at the top left hand side of the page.
A blank opportunities form will then be available to complete.

Please refer to the *Northumberland CVA Volunteer Connect – Guidance for completing opportunity template*, for more information on this.

'Save' your opportunity.

Your opportunity will be waiting approval and not be available to the public until approved by Northumberland CVA. You will receive an email when your opportunity is live.