

Volunteer Connect Guide – Organisations

Log in/Register

To log into Volunteer Connect, go to www.gokingstonvolunteering.org.uk, then choose the **Managing Volunteers** tab in the navigation menu, followed by selecting **Organisation Registration/Login** (See below in Image 1)

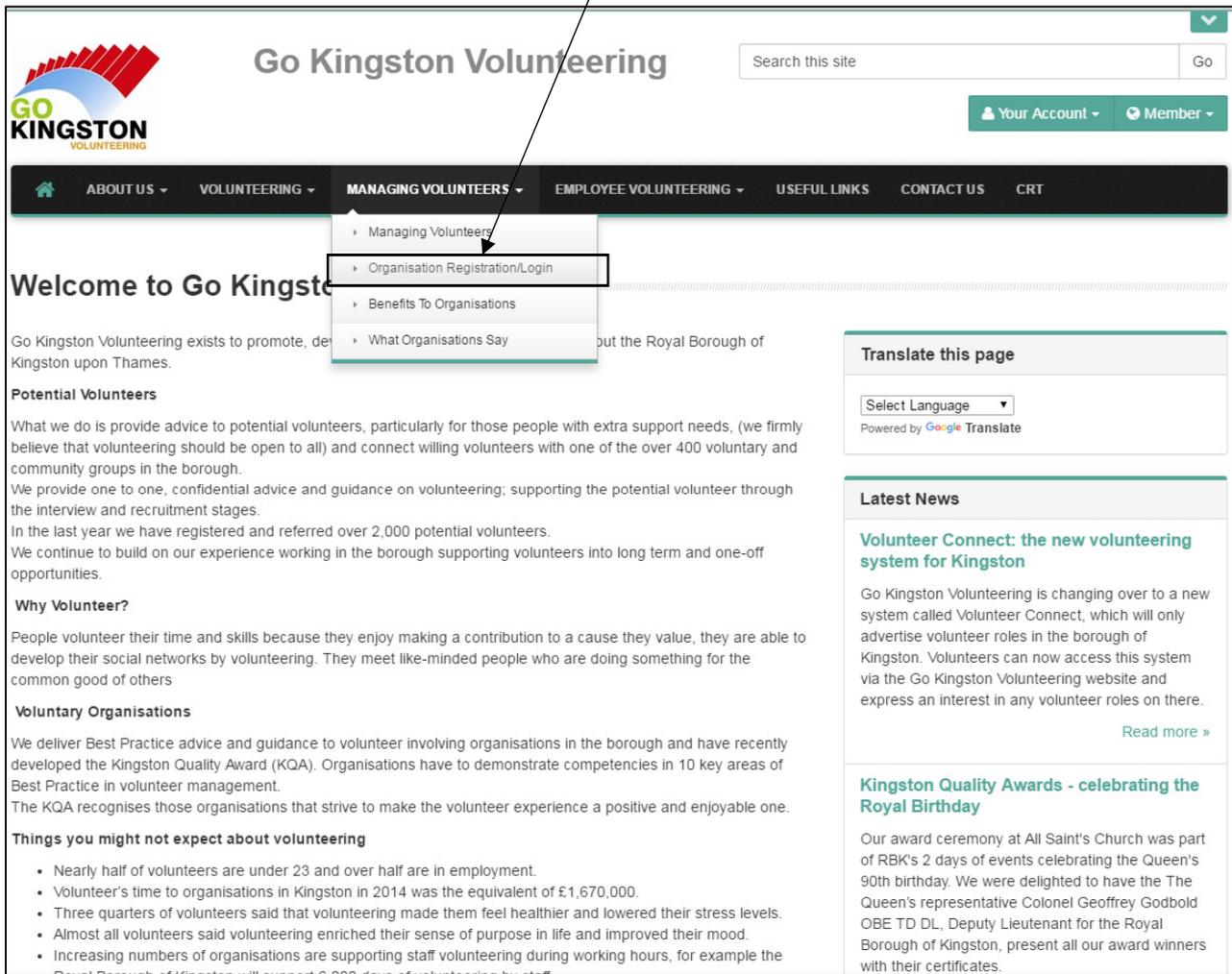


Image 1

From the **Organisation Registration/Login** page, you will need to click on the hyperlink labelled **Login/Register** on the right hand of the screen.

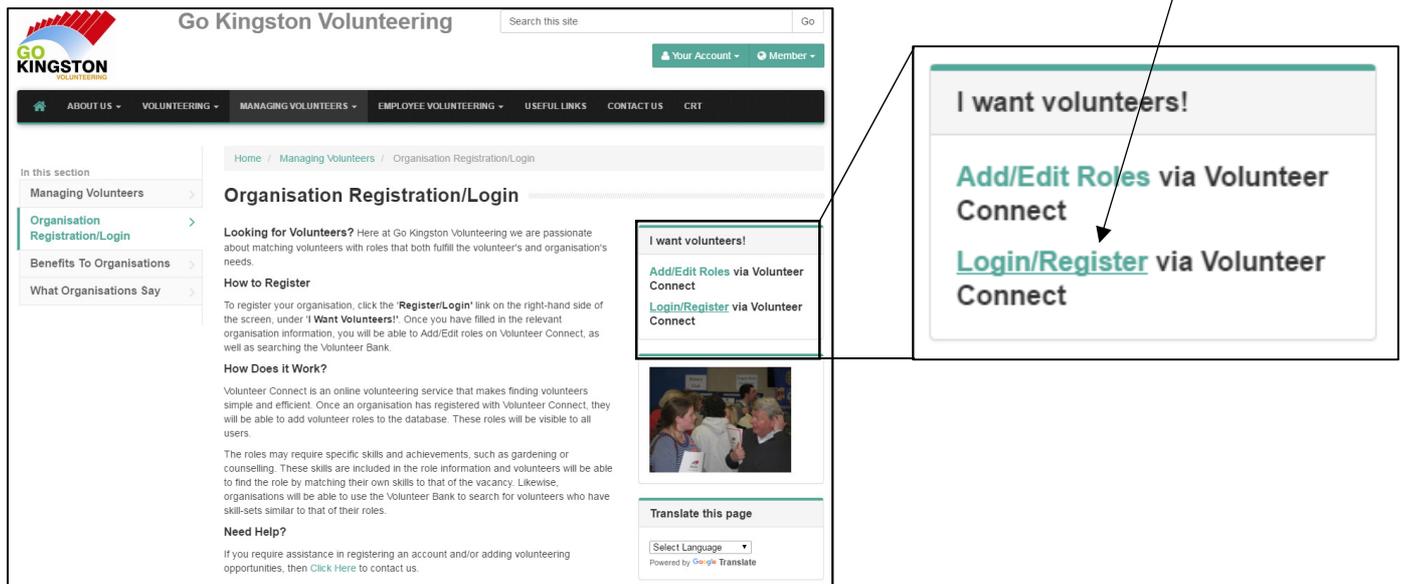


Image 2

You now have the option to go two ways, either enter your account details and **Login** or Select **Register** or create a new account.

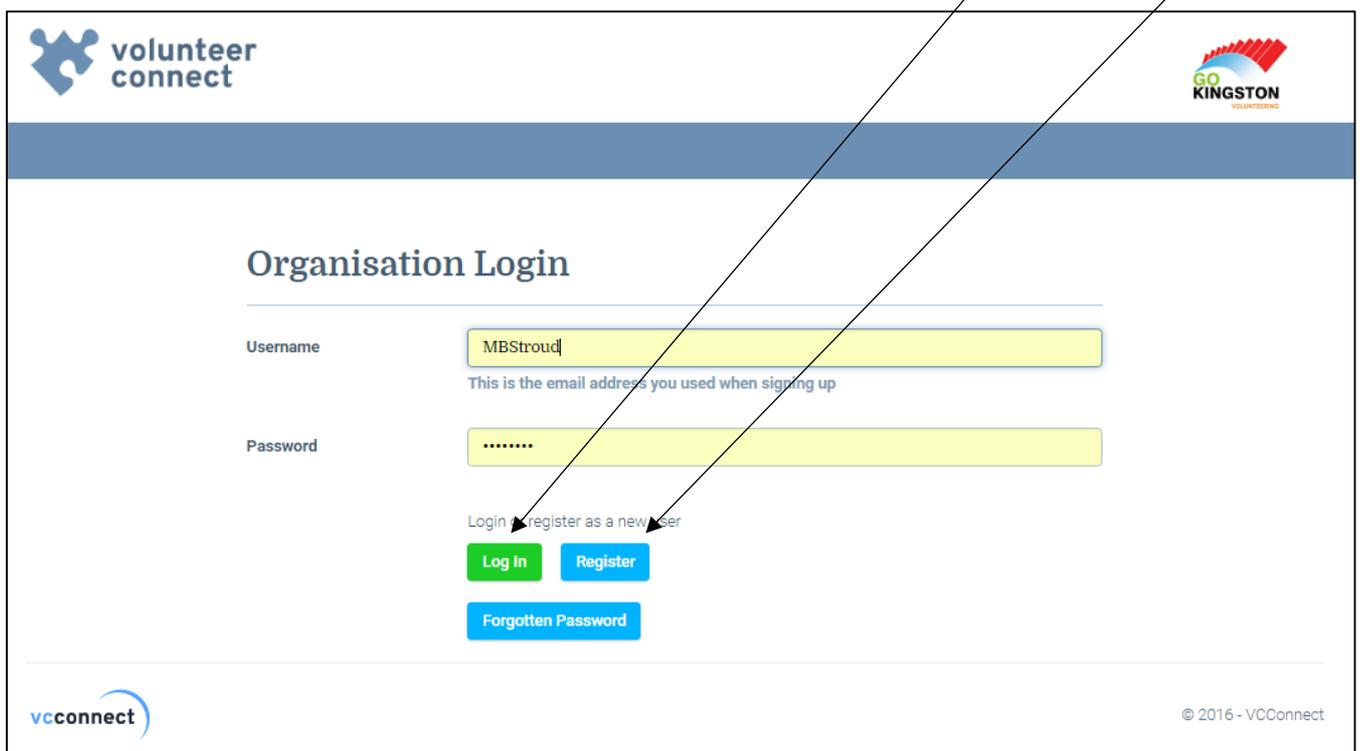


Image 3

Managing your Roles

After logging in with your Organisation account details, you will be presented with the screen below (Image 4). From here, you will need to select **Administer your organisation's roles**.

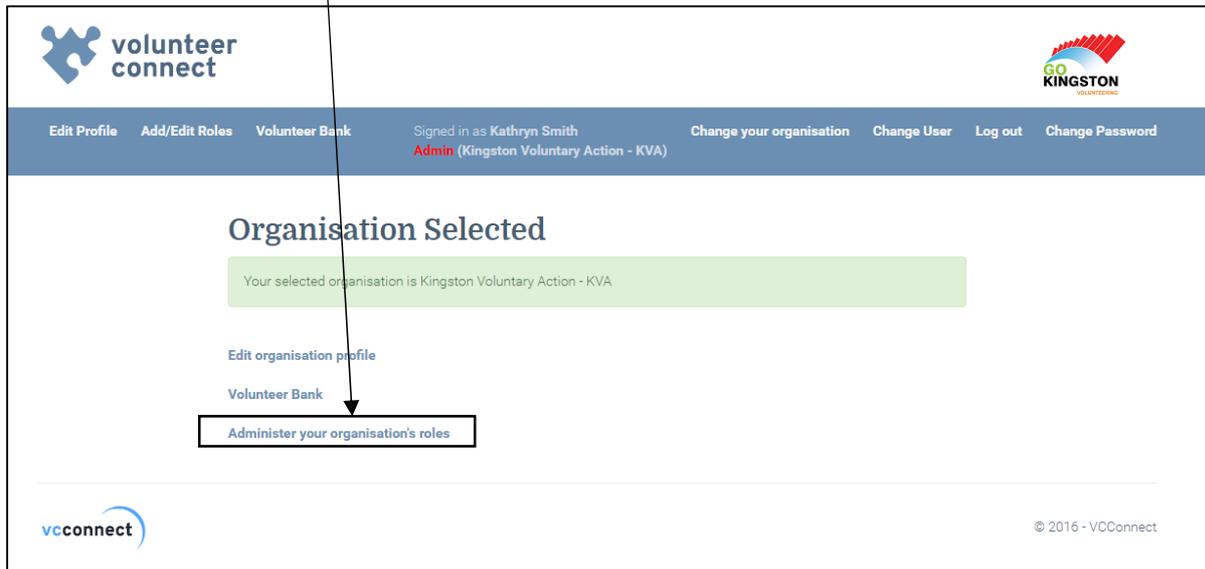


Image 4

You are now presented with a screen (Image 5) displaying all **Open Roles** and **Past Roles**. To open or view any of the roles, select **View Details**.

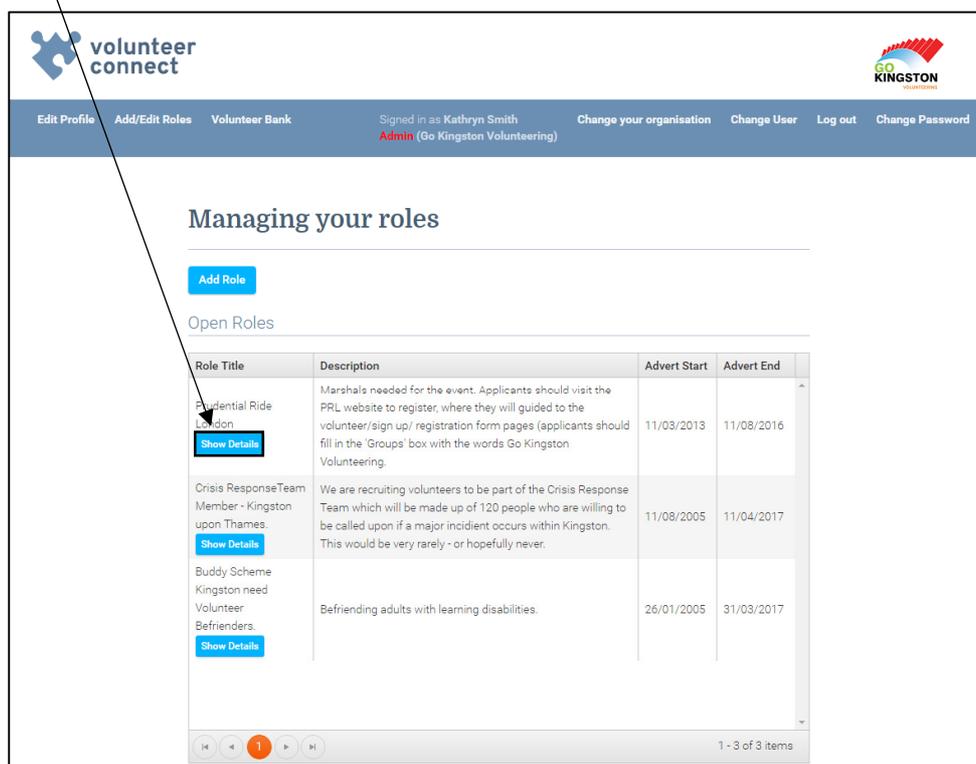


Image 5

From here you are able to edit the role information, and also manage volunteers via the 4 boxes labelled:

- **Possible Matching Volunteers**
- **Awaiting Reply from Invited Volunteers**
- **Confirmed Interest in the role after you invited them**
- **Interested after finding the role in the search page**

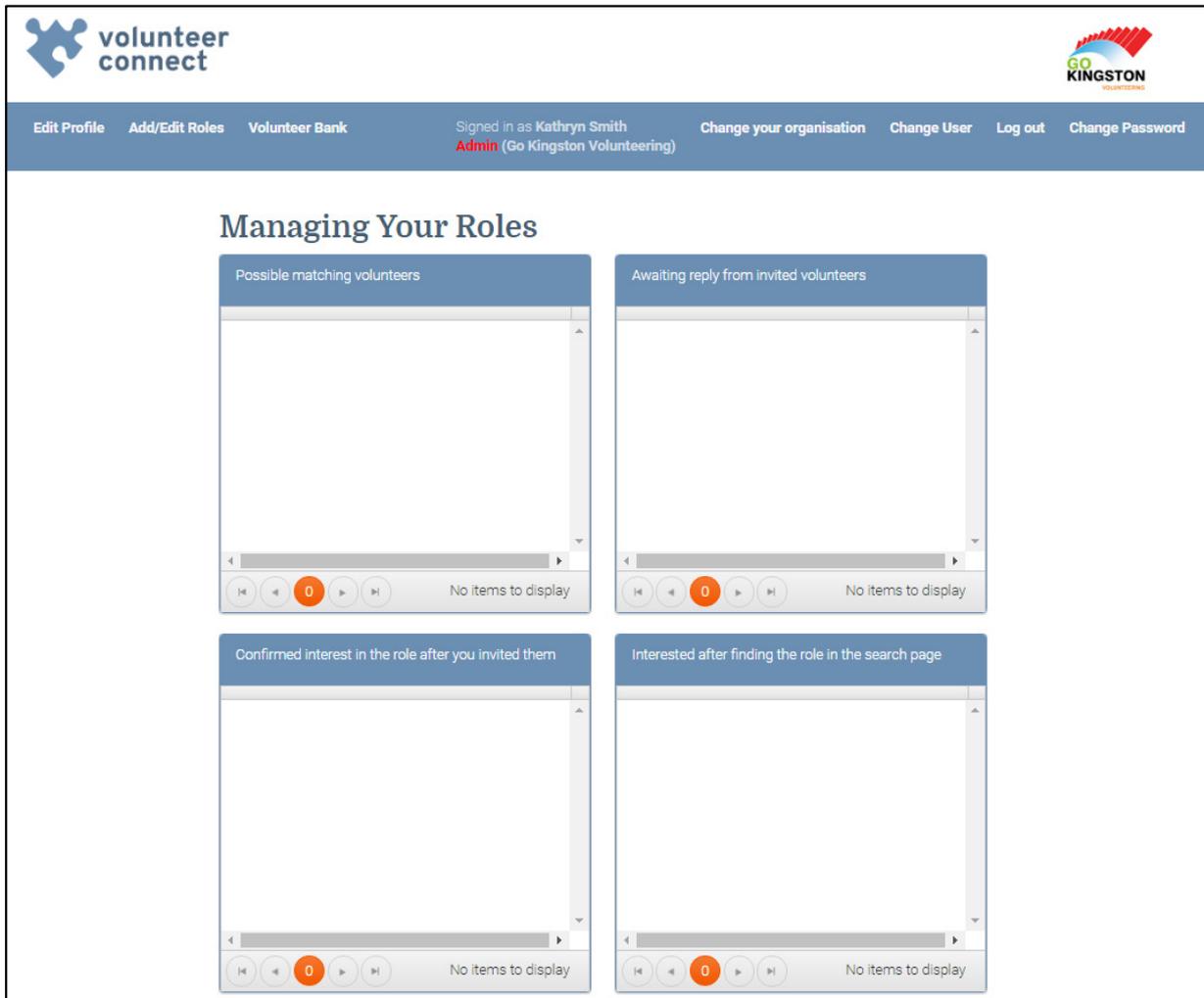


Image 6

Possible matching volunteers

This is a list of volunteers who have been potentially matched to your volunteer role. For example, the volunteer may have been matched due to skills the volunteer has, where they would like to volunteer or activities they would like to undertake.

When volunteers sign up and register their interest in volunteering, they have the option of being available in the Volunteer Bank. This ensures that if they are matched to you by skill, availability or any other profile information, you are free to invite them to apply to your role.

You can look at a volunteer's profile and send an invite/message directly to them.

The volunteer will get an email notifying them of the potential invite and can review the details via their opportunities dashboard, once logged in.

Awaiting reply from invited volunteers

This is a list of volunteers from the 'Possible matching volunteers' who you have 'Invited to apply' and are waiting for a response from them.

When you invite a volunteer to apply, they will receive an email (Email 1) as overleaf.

You have been invited to apply for a volunteer role!

Please see the organisation's name, contact information and their message to you included below. To see the full details and accept their invitation please login to your Volunteer Connect account

Email 1

Confirmed interest in the role after you invited them

After inviting a potential volunteer via the Volunteer Bank, the volunteer can then confirm interest in this role. On your dashboard they will move from the top right list to the bottom left - you will be able to click into their details and read a message from them. You will also receive this email (Email 2):

Dear Volunteer Co-ordinator

A volunteer has accepted your invitation to apply for the following role.

Role Title Social Media volunteer at

Organisation Voluntary Action Sheffield

12 0114 253 6611

support@vcconnect.org.uk

Please see below the prospective volunteer's basic contact information.

Email 2

It is then up to you to follow up and interview the volunteer.

If the volunteer declines the role, you will receive this email (Email 3):

Dear Volunteer Co-ordinator

A volunteer has declined your invitation to apply for the following role.

Role Title Social Media volunteer at

Organisation Voluntary Action Sheffield

Email 3

Interested after finding the role in the search page

This is a list of volunteers who have searched for suitable opportunities through the Volunteer Centre website and who have registered their interest in the role. If they do this you will receive the following email (Email 4):

A volunteer has registered an interest in the following role.

Role Title Social Media volunteer at

Organisation Voluntary Action Sheffield

Please see below the prospective volunteer's basic contact information.

Email 4