



## Advertising your Roles

### Registration

Go to our website:

[www.cabeds.org.uk](http://www.cabeds.org.uk)

1. Click on 'Volunteering'
2. Then 'Find volunteers' on the Find Volunteers page scroll down...
3. Click on: 'Register / Login to Volunteer Connect'

The screenshot shows the website header with the Community Action Bedfordshire logo and navigation links: Home, Community Engagement, Volunteering, Timebanking, Employment Support, Courses and Events, Resources. A dropdown menu is open under 'Volunteering', showing options: Become a Volunteer, Become a Volunteer FAQs, Find Volunteers (highlighted), Managing Volunteers, and Volunteer Management Newsletter. Below the navigation is a large banner image of a group of people smiling, with the text 'Get Active' and 'Get involved in a through consulta to make your voi important to you' and a 'Get Involve' button. Below the banner is the heading 'Community Action Bedfordshire'. A section titled 'Volunteer Connect registration is free and enables you to:' lists several benefits: Login and update your organisation's details, Advertise your roles, Manage and track volunteers who have registered an interest in your roles, View their profile before inviting them to apply, Choose how you want prospective volunteers to contact you, Search our Volunteer Bank to find suitable volunteers, and Keep track of all your roles, past and present. A button 'Register / Login to Volunteer Connect' is provided. Below this, a paragraph states: 'We'll also promote your volunteering opportunities through our website, social media, local listings and community events. We'll also support individuals, who are looking to volunteer, to consider your opportunities through our brokerage service: on-line, face-to-face interviews, phone enquiries and at work clubs; as well as specifically to people with matching interests, skills and/or availability.'

Alternatively, at the bottom of every page of the website, click on this image.



If you need any help or advice about Volunteer Connect, registering your organisation and/or your volunteering opportunities, please contact us on 01525 850559 or email [volunteer@cabeds.org.uk](mailto:volunteer@cabeds.org.uk)

This will open the Volunteer Connectlogin / registration page – see below.

**vcconnect**  
for  
volunteering

Community  
**Action**  
BEDFORDSHIRE

Volunteer Centre  
BEDFORDSHIRE

Voluntary  
works

matrix

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## Organisation Login

Username   
This is the email address you used when signing up

Password   
The Password field is required.

Login or register as a new user

[Log in](#) [Register](#)

[Forgotten Password](#)

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**vcconnect**

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### Already registered ?

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If you've previously registered with Volunteer Connect:

- enter your username (email address) and password, and
- click **log in**

*to see how how you edit or add roles: go to pages 4 and 5*

## Not yet registered?

Click the **Register** button – brings up the *Sign Up* page

Enter your name, surname, e-mail address & create a password (8-20 characters)

Click **Save**

The screenshot shows a 'Sign Up' form with the following fields: First Name, Surname, Email Address for Login, Confirm Email Address, Password, and Confirm Password. A green 'Save' button is located at the bottom right. A dashed arrow points from the 'Sign Up' text above to the 'Save' button.

**Next window:** Organisation Profile

<h3>Organisation Profile</h3> <p>You have been registered.</p> <p><b>Organisation</b></p> <p>Select your organisation - this will automatically complete most of the information below. <b>Type your organisation name in the box below to bring up a list of matching organisations.</b> If you are not already on the list, completing this form will add it to our database.</p> <p><b>Organisation</b> <input type="text" value="Voluntary Action"/></p> <ul style="list-style-type: none"><li>Third Sector Essentials - GIO Project</li><li>Voluntary Action Barnsley</li><li>Voluntary Action Calderdale</li><li>Voluntary Action Charnwood</li><li>Voluntary Action Epping Forest</li><li>Voluntary Action Kirklees</li><li>Voluntary Action Leeds</li></ul> <p><b>Building</b> <input type="text"/></p> <p><b>House Number</b> <input type="text"/></p> <p><b>Street</b> <input type="text"/></p> <p><b>Town</b> <input type="text"/></p> <p><b>County</b> <input type="text"/></p> <p><b>Postcode</b> <input type="text"/></p> <p><b>Phone</b> <input type="text"/></p>	<p><b>Start to type in your organisation name:</b></p> <ul style="list-style-type: none"><li>• it will auto-complete if your organisation is already on our database – all the fields will then auto populate. Now review &amp; update as needed.</li></ul> <p><b>Not already on?</b> Complete all the fields:</p> <ul style="list-style-type: none"><li>• <b>Contact details</b> of main contact point for your organisation - often <i>reception</i> or <i>admin</i> But not the contact for <i>volunteering</i>. NOTE - you can enter separate contact details for each role in 'add/edit roles'</li><li>• <b>Aims and activities</b> of the organisation</li><li>• <b>Client groups</b> your org works with</li><li>• Areas of <b>interests</b> (cause / focus), that your organisation fits into. This will influence the search results when volunteers search for <i>their</i> 'areas of interest'</li></ul> <p>Once this information is completed, click <b>Save</b>.</p>
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**When you newly register** you'll be notified by e-mail that your registration is pending and will be reviewed by Volunteer Centre Staff.

Once reviewed by the VC staff team you will receive an email confirming this.

Once your registration is reviewed & confirmed you will be able to:

- Add roles
- Search the Volunteer Bank & invite specific volunteers to apply for a role
- Edit your organisation profile
- Manage your password

**The message you'll see when you register your organisation:**

## Details Saved

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**Your organisation details have been saved.**

Your details are now awaiting approval by the Volunteer Centre.

You can enter details of your available volunteering roles.

You will receive an email when you have been approved. Following this, you will be able to view the Volunteer Bank to select volunteers for your roles.

[Edit organisation profile](#)

Once your registration has been approved by the Volunteer Centre you will receive an email confirming this.

When you next login you will be able to add and edit your roles.

## Editing existing roles

Click on **add/edit roles** on the menu bar



To edit a role please:

click on the **show details** button under the role title



### Managing your roles

[Add Role](#)

Open Roles

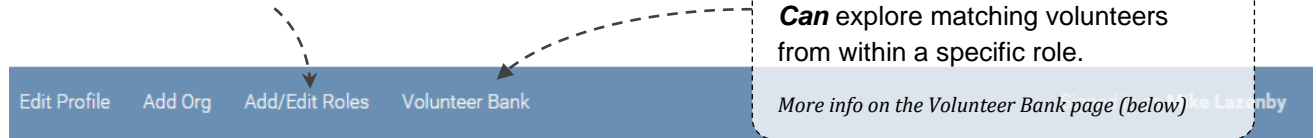
Role Title	Description	Advert Start	Advert End
ICT Volunteer <a href="#">Show Details</a>			

Here you can edit all the role details, contact details for the role and control the dates that the role will be advertised online. Please check

1. The advertising dates are correct.
2. The 'closed' button. Ticking the closed button will take a role off the website, leaving it open / un-ticked means the role will be advertised online.
3. Phone vs public phone:  
'phone' is only visible to VC / VAS staff  
'public phone' will be emailed to volunteers who register an interest in the role.
4. Contact e-mail: This will be emailed to volunteers who register an interest in the role and will also receive notification of all applications
5. There are some new fields which you can complete for each role these are:
  - Number of Volunteers required
  - How to find out more e.g. details of a recruitment drop in session
  - Skills required
  - Benefits from this role
6. Click save and the changes will be made automatically

## Add a role or edit a role

Click on **add/edit roles** on the menu bar:




### Volunteer Bank tip:

Can't invite volunteers to apply from within the volunteer bank.

**Can** explore matching volunteers from within a specific role.

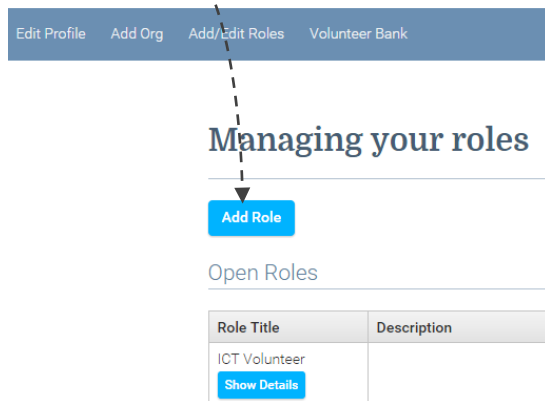
*More info on the Volunteer Bank page (below)* ke Lazenby

This opens up the role management page, where you'll see:

- Blue horizontal strip with menu items
-  *Add role* button
- *Open Roles* box: this lists any roles you have previously advertised & haven't deactivated (by ticking 'closed')
- *Past Roles* box: lists roles that are currently 'closed' (deactivated / not advertised)

### To Add a new role

click on **add role**



As you fill the role details, guidance is available: e.g. on *role titles* and *descriptions*

You will receive email acknowledgement of your newly added role, see example below  
**E-mail acknowledgement of your newly added role:**

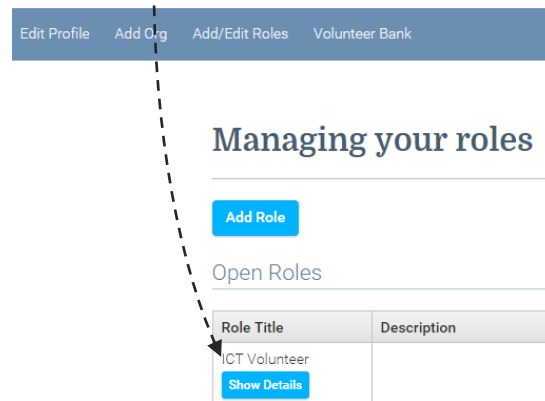
Thank you for registering your Social Media volunteer role with us.

**Within the next five working days we will:**

- Check the role details
- Contact you if further information is needed
- Make edits & suggestions to improve the descriptions

### To Edit an existing role

click on **show details** button (under role title)



Now you can edit role descriptions, contact details & advertising dates. Please check:

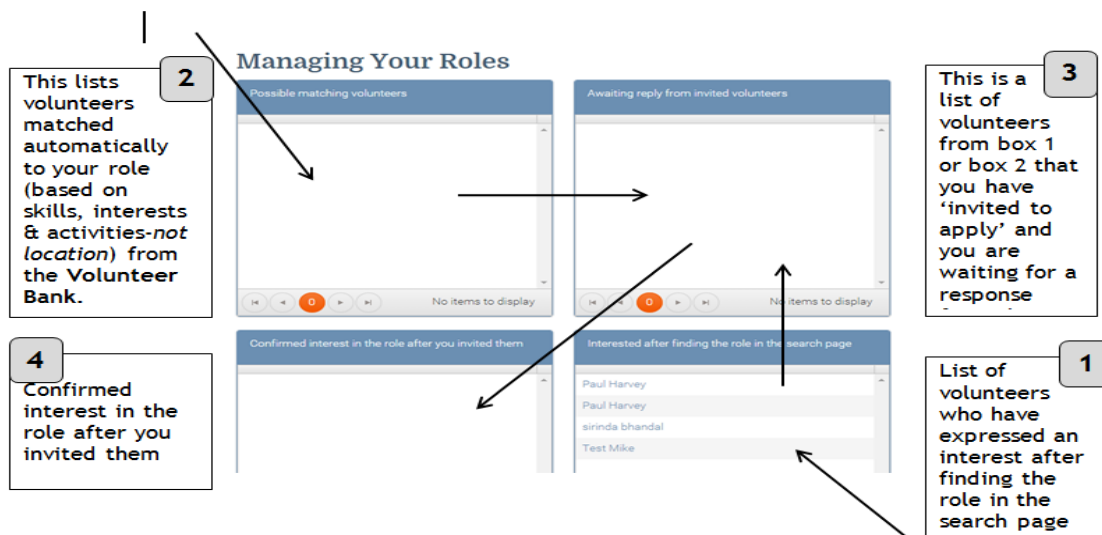
1. Advertising dates (also edit start date)
2. The 'closed' tick box: tick this to take a role off the website, un-ticked to advertise role.
3. *Phone VS public phone*:  
'phone' is only visible to VC / VAS staff  
'public phone' is made available to volunteers interested in the role.
4. Contact e-mail: is seen by volunteers who register an interest in the role. This inbox will also receive notification of all applications
5. Addition info for each role:
  - Number of Volunteers required
  - How to find out more e.g. details of a recruitment drop in session
  - Skills required

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- Benefits from this role  
**6. Save!**

## Managing Your Roles

When viewing a role you can view what stage you are at, in terms of contacting the volunteers:



### To invite a volunteer from box 1 to apply for the role:

- click on their name to open their profile and read the message they sent you
- at the bottom of the page you can write a message in response to their message and invite them to apply.

### To invite a volunteer from box 2 to apply for the role:

- click on their name to open and review their profile to see if they are suitable for the role (NB: check their location)
- at the bottom of the page you can write a message to invite them to apply.

### Invite volunteer to apply for: Ambassador

Message To Volunteer

Invite to Apply

Back

After entering your text click **Invite to Apply**.

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