

Go to: Volunteernowcwva.com

To register as a provider, click need volunteers



Please keep your password safe and let those who will be registering roles in your organisation have access to it also. Once you have registered you can create your profile. This is where you can add your logo and a slider image. You may need to play about with the sizes and use JPEG or PNG files. Your profile text can include your mission statement and values.

Once your profile is complete you can create an opportunity.

Opportunities

top tip

When in doubt, just choose 'no' from the drop down option

Create complete opportunity: Use this to promote your opportunities. This will give you the benefit of the Tags and all the information a volunteer will look for.

- You can make the opportunity secret if you don't want it to come up in searches. You can target who you want to access the role by sending them the link.
- Restrict to provider linked opportunities: This option will restrict the opportunity only to those volunteers who are manually linked to the provider by the administrator. If you are wanting to promote your role then don't apply this.

Searches

The Website will use the data from your Opportunity name, the postcode/address/location and your tags to prioritise how a volunteer can search for your opportunity. Therefore make sure your opportunity name is clear and not a whole sentence. Ensure you get your location correct and concentrate on your tags.

Tags

Tags can be individual words, sets of words and complete sentences. You need to think on what a volunteer would enter the search to find you and use that as a tag. There are no limits to the amount of tags you attach to an opportunity. You can put as many tags as you like by hitting the return button after typing in each tag. The word "Fun" is the most popular tag. For example, if you did conservation/ gardening sessions, you may use the following tags: Fun, social, outdoor, active, conservation etc. You may also want to put the location as a tag - particularly if it is a very specific or unusual location. You can put phrase in as tags too.

Location

Select country
United Kingdom

Postcode
CH12DD

Find Address

Address
Chester City Council Grosvenor Museum & Shop
25-27 Grosvenor Street

City
Chester

State/Province/Region
Cheshire

If you wish to refine your location just drag and drop the pin



You can choose an area with no specific location. The centre of the circle on the map will be where the mileage starts from in people's searches.

Files

You can upload files for volunteers to download. This could be application form or a volunteer policy for example.

Join or Apply?

We suggest you only use joining opportunities.

Selection Options

Do volunteers need to apply first?

No

Ask for experience when joining?

No

Sessions or Flexible?

We suggest you make all your opportunities Flexible. A flexible opportunity enables you to log hours in bulk and you don't have to worry about time slots.

- Maximum Volunteers Per Session: Put 100
- Maximum sessions per volunteer: Leave blank

Sessions and Times

~~SESSIONS~~

You Need Volunteers For Specific Times Or Dates Which You Already Know (You Can Add Extra Sessions At Anytime).

FLEXIBLE

You May Have A Completion Date In Mind But Are Flexible About When The Volunteer Attends.

Remember, when in doubt, just choose 'no' from the drop down option